Center For Emergency Response and Public Safety
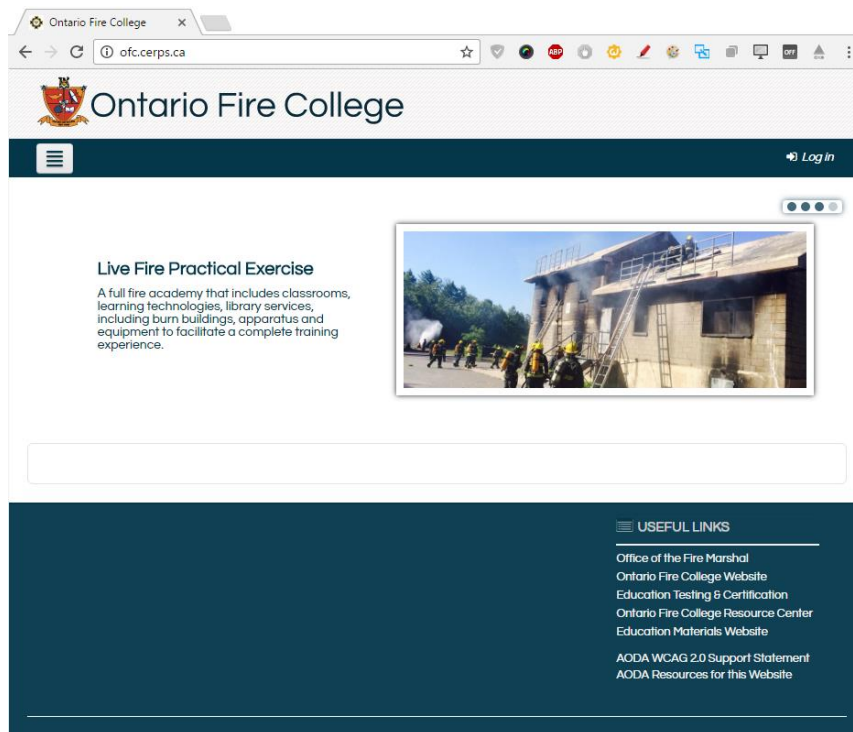
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Student Login Instructions

Welcome to CERPS (the Center for Emergency Response and Public Safety), your online learning portal for the Ontario Fire Service.

These instructions will help you to log into your online course for the first time.

1. The Ontario Fire College Portal use your browser to navigate to http://ofc.cerps.ca
2. Click on the Login option in the upper-right corner of the screen as shown below.

3. Enter your username, which is the first letter of your name, followed by your full last name (ie: John Smith is "jsmith"). Use the temporary password provided to you in your course invitation email. When logging in for the first time, you will be asked to create a working password. Please use a secure password that you will remember. If you forget your password in the future, you can use the "Forgotten your username or password?" link, and information will be sent to your email address to reset your password:

4. Once you have logged in you will be able to reach your course from the front page under the "My Courses" block as shown here:

5. Select the course by clicking on the Course Title highlighted in blue.

Course Navigation

Your course begins at the top of the course page. Information about the course your taking is presented in title block at the beginning of the course, including course contacts such as your instructor.

Your course is comprised of various links in blocks of information (readings, videos, self-directed modules, etc) as you go down the page. You will not be able to proceed to the next section of the course until completing readings and activities in the block preceding it.

Controls at the top of the page enable you to navigate back the home page or course screen by hovering over them with your mouse and clicking on them:

On the right top corner of the page, the Accessibility Bar provides controls that can assist users with easier course access through the AT Bar. The AT Bar contains controls that can change the screen colors to higher contrast and larger fonts for visual assistance. There is also a built-in screen reader that can read text out-loud.
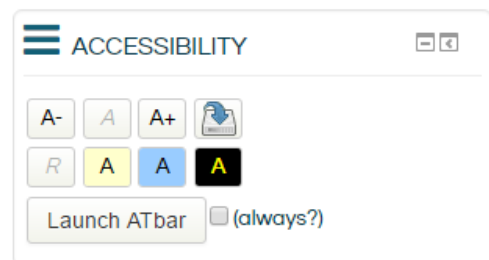
As you progress through the course, required readings and activities are displayed in the "Your Progress" block. As you complete the assigned readings. Each block is color coded and provides a text indicator below each block when hovered over with the mouse, showing its completion status. This will help you manage your time and summarize your progress.
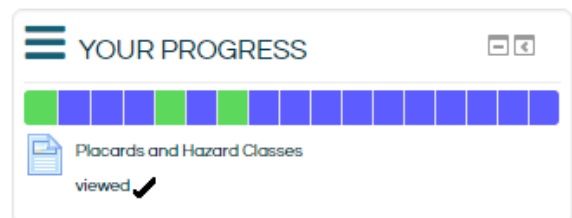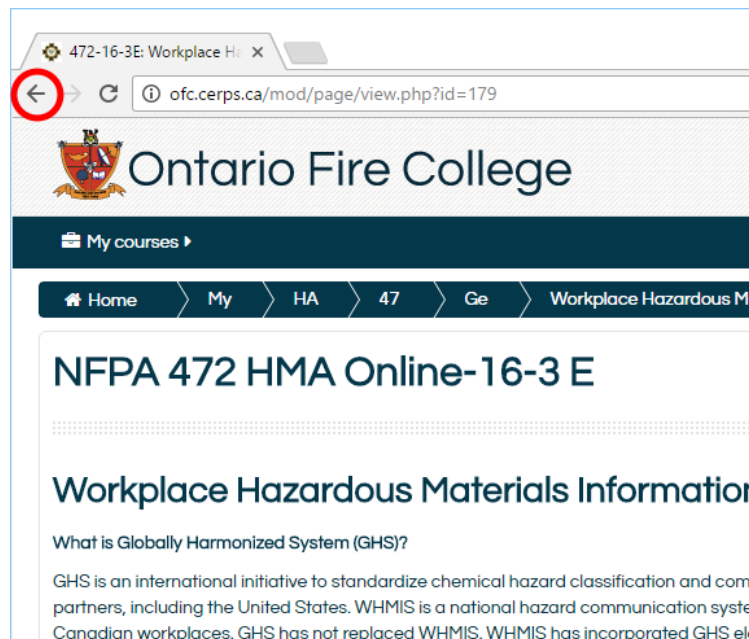
Navigating to and from a Page

Your course consists of a series of web pages off of your course page. When you click on a link to a page, that page will replace the page you are looking to. To return to the main course, use the Back arrow on your browser.

In some cases, a page link will go to an entirely different web site, or load a document in a browser "Tab".

To return to the course in this case, you can re-select the course tab, or, you can close the new tab.

Ending a Course Session

For the duration of the course, you can come and go as you please, on any computer with a browser that can access an internet connection.

It is important that when you finish working on a computer or device that you "log out" from the course. This prevents others from access the course through your account.

This is particularly important when many students share one computer. If you do not log out and another student does not log in, the second user will be accessing the course under your account and your progress updates and any tests will be updated by someone else's activity.

To Log Out

To log out, look to your name in the upper right corner of the course screen and click on your name. The profile menu will be shown and you can select the "Log Out" option.
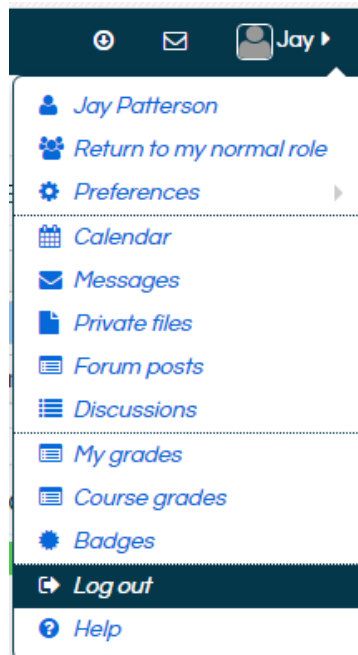
If a course is left logged in, it will eventually time out and log you out automatically. Do not rely on this feature unless nobody else will access the computer or device (such as in the case of a home computer or smart phone).