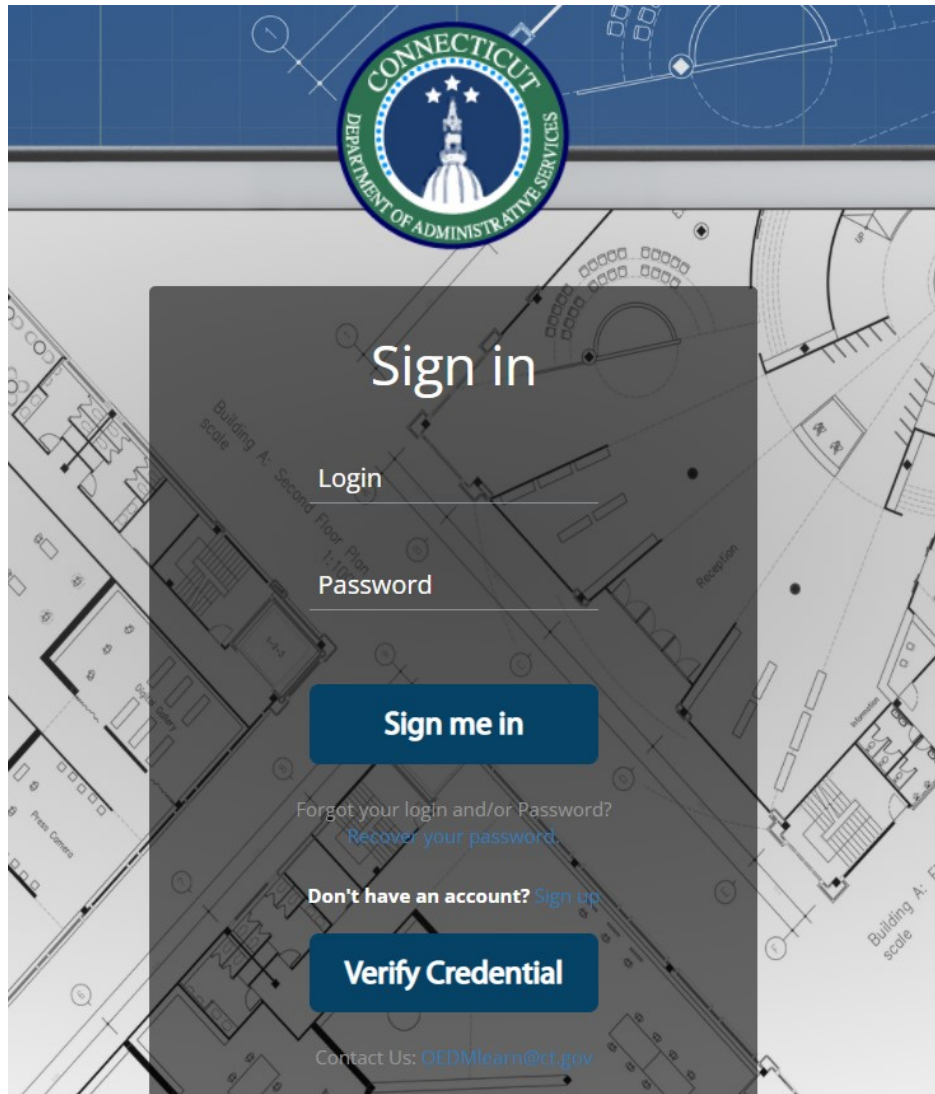


## Set up Your Account

The first page you see when you go to OEDM's Learning Management System (LMS) page is the **Sign in** page.

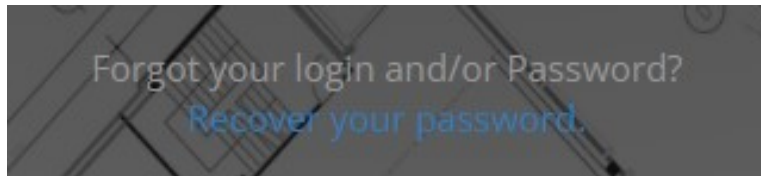


Check your email for a message with login information. Your Login and password will have been emailed to you. (Check your spam folder.) This includes your user ID number and temporary password. The User ID (Login) replaces the old ID (Lastname+SSN) and will serve as a user name for logging into the system as well as for all CEU tracking. You cannot change your User ID number. You will be asked to change your password.

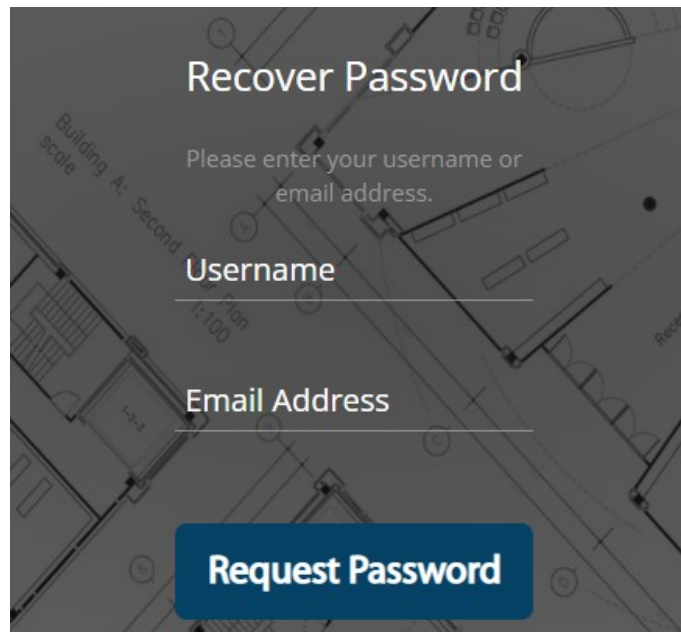
**If you are an active user in our system, use the ID number that was emailed to you. Do not create a new account, because your credits will not be tied to the new account number.**

## Set up Your Account

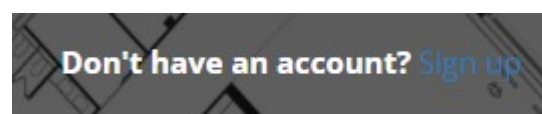
If you have forgotten either your Login or password, click on **Recover your password**. Reminder: Your password must have a capital letter, a number, and a special symbol.



This will bring you to this page where you enter either your Login (User ID number) or your email address. (Please make sure your email address is up-to-date.)

A screenshot of a web form titled "Recover Password". The form has a dark background with a faint architectural drawing. It contains the following elements: the title "Recover Password" at the top; a prompt "Please enter your username or email address."; two input fields labeled "Username" and "Email Address"; and a prominent blue button at the bottom labeled "Request Password".

If you do not have an account, **sign up** here.





## Set up Your Account

This will bring you to a **registration** page.

### Registration

New to the Learning Portal? Create your account below.

First Name* 	Last Name*
Date of Birth*	
	Confirm password* 

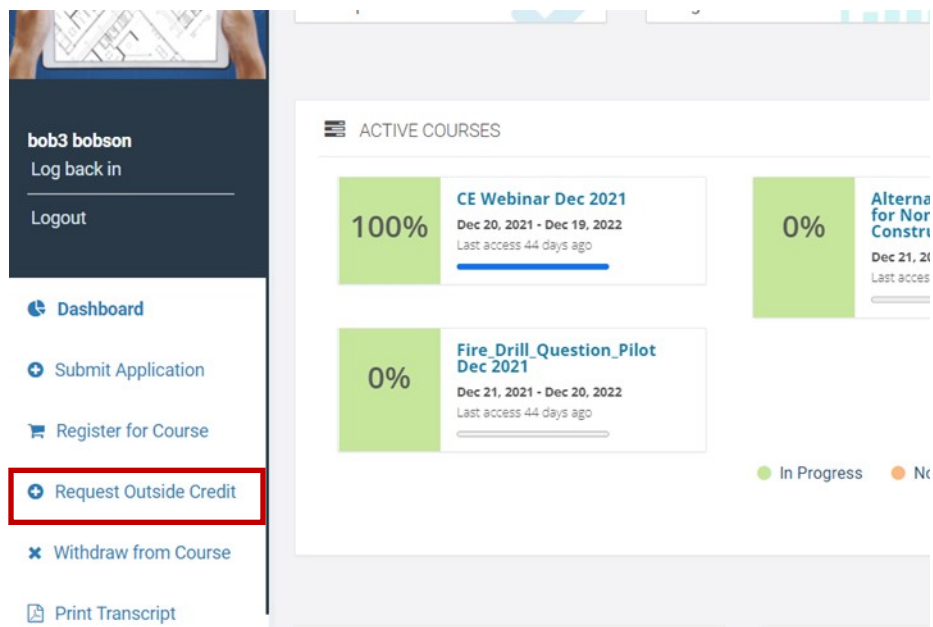
By clicking on register, you agree with our [Usage Terms](#).

**Register**

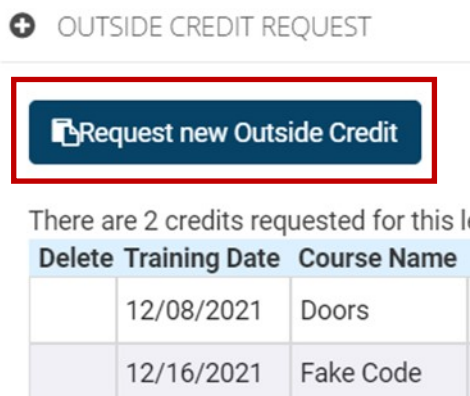
Check your email for a message with login information. Your Login and password will have been emailed to you. (Check your spam folder.) This includes your user ID number and temporary password. The User ID (Login) replaces the old ID (Lastname+SSN) and will serve as a user name for logging into the system as well as for all CEU tracking. You cannot change your User ID number. You will be asked to change your password.

## Request Outside Credit

The Request Outside Credit link is on the menu on the left side of your dashboard.



This will take you to a link where you can request new outside credit and find a list of all the outside credit you have applied for.



Click Request new Outside Credit to upload all relevant information for outside credit.

## Request Outside Credit continued

You must answer all the questions, and be ready to upload a certificate of completion, course syllabus and/or training schedule. When you are finished click on **Request Outside Credit**.

Complete all information below and submit to request outside credits ×

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Drop files here to upload  
Proof of Attendance, Course Description, Training Schedule

Outside Credit Both  
Outside Credit Building  
Outside Credit Fire

**Request Outside Credit** Close

**Select Equivalent Course** has a drop down window.

You will have to select from one of the first three selections in the drop down: Outside Credit Both, Outside Credit Building or Outside Credit Fire.

Because the system can enforce the 50% policy (OEDM allows 50% of your credits to come from Fire courses if you hold a Building credential, or 50% of your credits to come from Building courses if you hold a Fire credential.) it is important that you select the correct outside credit type. **If you identify the course type incorrectly, your application will be denied with directions for resubmitting.**