

ATTENTION! Please read the document “SMOKE How-To Series Introduction and Descriptions” for important information.

SMOKE How-To Series: Course Offerings & Registration; Registration History and Unregister All Users

System Maintenance of Knowledge and Education (SMOKE)

Version: 1.0

Intended Audience

Those with the following roles should review this document: All Roles.

Prerequisites

None

Introduction

The following covers how to view and register for course offerings available for registration. View registration history and unregister from courses. Users with certain roles can register and unregister others including viewing other users registration history.

Offerings & Registration for Courses All Users

Offerings & Registration under the Courses menu item contains a list of courses that are being offered and that users can register for. A user’s roles determines the timelines in which they can register themselves or others for a course and the course is viewable in Offerings & Registration.

Course Display Rules in Offerings & Registration

- Display courses with the status of O = Open and the Start Date is <= to the current date and # of Students registered for course <= max # of students allowed for course. Applies to the following roles:

Security Role
Probationary Instructor
County Training Committee Chairperson
Region Training Center Contact
Pre-Service
Fire Chief
Department Secretary
Training Officer Senior
Firefighter

- Display courses with any status for the following roles:

Security Role
System Administrator
Region Coordinator
Department Technician
Scanning Technician
Training Coordinator
Instructor / Course Manager
Associate Instructor

Course Registration Rules

- Register themselves for a course when course status is O = Open and the Start Date is <= to the current date and # of Students registered for course <= max # of students allowed for course.

Security Role
Training Coordinator
Probationary Instructor
County Training Committee Chairperson
Region Training Center Contact
Pre-Service
Firefighter

- Register themselves and others for a course when course status is O = Open and the Start Date is <= to the current date and # of Students registered for course <= max # of students allowed for course.

Security Role
Fire Chief
Department Secretary
Training Officer Senior

- Register themselves and others for a course when course status is O = Open.

Security Role
System Administrator
Region Coordinator
Instructor / Course Manager
Associate Instructor

- Register themselves and others for a course when course status is O = Open and the End Date of the course is <= the current date.

Security Role
Region Coordinator
Instructor / Course Manager
Associate Instructor

- Register themselves and others for a course when course status is O = Open.

Security Role
System Administrator

Step 1 Access Offerings & Registration: Under the Courses menu select Offerings & Registration.

Courses 

Offerings & Registration

Registration History

My Data 49 

Reports 

Default display upon entry.

Fiscal Year 

Region Code 

County 

Search

View upcoming examination dates eight or more weeks into the future. If you are a Retest or Challenger Candidate use this to search for examinations to attend for courses that have already started.

Course ID	Course Name	Start Date	End Date	Instructor Name	Students Registered	
+ F02D	HazMat First Responder - Operations	8/21/2015	8/23/2015	Michael J Richmond	2 / 30	<input type="button" value="Options"/>
+ Q13A	Bus Extrication Class	8/22/2015	8/23/2015	Kevin J Sehlmeier	0 / 20	<input type="button" value="Options"/>
+ F02D	HazMat First Responder - Operations	8/24/2015	8/28/2015	Michael J Richmond	0 / 30	<input type="button" value="Options"/>

Step 2 Search for Desired Course: A user can search for the desired course using the dropdown selections, text only search on course names, etc., or combination of dropdowns and text search. In the example below four digits from the tracking number of the Schedule Training was used to find the courses attached to the tracking number. Course Name could have been used in the text search box to find the course. Retest or Challenger Candidates can use the checkbox to have courses displayed that have started but, the student wants to attend the examination for a Retest or Challenger.

Fiscal Year: 2015
 Region Code: Select a Region
 County: Select a County
 Search: 1272
 View upcoming examination dates eight or more weeks into the future. If you are a Retest or Challenger Candidate use this to search for examinations to attend for courses that have already started.

Course ID	Course Name	Start Date	End Date	Instructor Name	Students Registered	
A15D	Fire Fighter I & II	8/24/2015	8/28/2015	Craig B Adams	0 / 25	Options
F02D	HazMat First Responder - Operations	8/24/2015	8/24/2015	Anthony R Augugliaro	0 / 25	Options

« « 1 » »

Step 3 View Course Details: Next to each course is an Options button that has as possible selections for most users Register and Details. Some users depending on their role and if they're an Instructor or Course Manager for a course may see an option called Roster (Roster is covered in the How-To Roster & Grading). Select Details to view a course's details.

Course ID	Course Name	Start Date	End Date	Instructor Name	Students Registered	
A15D	Fire Fighter I & II	8/24/2015	8/28/2015	Craig B Adams	0 / 25	Options
F02D	HazMat First Responder - Operations	8/24/2015	8/24/2015	Anthony R Augugliaro	0 / 25	Options

Register

Details

Step 4 Course Schedule Details: Various details about the course such as dates, times, and other pertinent information is displayed in this window. Note: The screenshot below doesn't reflect all of the information displayed on this screen. Notice the Print button in the upper left hand corner. Select this button for a printable display of course details.

Course Schedule Details ×

 [Print](#)

Course ID	Course Name
A15D	Fire Fighter I & II
Course Acronym	Instructor Fee Limit
FFI&II	13275.00
Instruction Hours	Status
295.00	O

Step 5 Printable Course Schedule Details: A PDF of the Course Schedule Details that can be printed or saved to a user's computer.

Course Schedule Details

Course ID	A15D
Course Acronym	FFI&II
Instruction Hours	295
Funded	Y
Instructor Name	Adams, Craig B
Instructor Phone #	
Instructor Certification Expiration Date	12/31/2048
Instructor Email	bcadams@frontiernet.net
Start Date	8/24/2015
End Date	8/28/2015

Course Name	Fire Fighter I & II
Instructor Fee Limit	13275
Status	O
Course Manager Name	INSTestUser, InsCourseMan F
Course Manager Phone #	(123) 456-7890
Course Manager Email	InsCmSMOKETU@michigan.gov
Students	
Class Time	08:00
Class Days	Mon,Wed,Fri

Course and Exam Locations

Course and Written Exam Location: 1700 Abbott Rd, East Lansing, MI, 48823-0000

Practical Exam Location: Lansing Region Fire Training Center 123 Saginaw Hwy., Lansing, MI 48917

Other Information: Any information that needs to be communicated to students when signing up for the course.

Step 6 Register Themselves Only User Course has Retest or Challenger Option: A user that can only register themselves for a course and the course has a retest or challenger option registration screen is displayed below. If the user is not a retest or challenger candidate they simply select Register User and a confirmation window will display confirming they have been registered for a course.

Register for Course ×

Class Number	Course ID
2015-2-33-A15D-1272	A15D
Course Name	Start Date
Fire Fighter I & II	08/24/2015
End Date	Written Exam Date
08/28/2015	08/29/2015
Practical Exam Date	Instructor
08/30/2015	Adams, Craig B

Are you a retest or challenger candidate?

No ▼

ACTION NEEDED! Please contact the Course Manager to obtain information about any fees for the class and final approval to attend the class. Failure to contact the Course Manager before the class begins may result in your registration being cancelled and inability to participate in the class as a student or as a retest/challenge student at a firefighter examination site.

Course Manager	Course Manager Phone
INSTestUser, InsCourseMan F	(123) 456-7890
Course Manager Email	
InsCmSMOKETU@michigan.gov	

Instructor	Instructor Phone
Adams, Craig B	
	Instructor Email
	bcadams@frontiernet.net

ELIGIBILITY: Applicants must be 18 years of age or older (if under 18 years of age, must be a Cadet or Explorer in a pre-approved program), to attend the Fire Fighter I, FF II, or FF I & II training administered by the Fire Fighter Training Division (Exception: Pre-service students may attend this training at an BFS/FFTD approved college or university based Regional Training Center). This application does not apply to pre-service students.

Americans with Disabilities Act:

If you have a disability and may require some accommodation in taking the test, please submit written documentation from a professional (education professional, doctor, psychologist, psychiatrist) to verify that your disabling condition requires the requested test accommodation. Forms are available through this office. This ADA application must be received in the BFS/FFTD Lansing office at least 28 days prior to the first class session.

Computer Form Location:

http://www.michigan.gov/documents/cis/BFS_856_ACCOMMODATION_REQUEST_185360_7.pdf

Register User

Close

Step 6 Register Themselves Only User Course has Retest or Challenger Option: If they're a retest or challenger candidate the user indicates which one they are. Which, course exam they're retest or challenger for. If the exam they're retest or challenging is a written, practical, or both. Note: If the course that has been selected is not Firefighter I & II then, the course examination they're challenging or retesting will only be set to I or II as appropriate and the system will not provide the options of I, II, or I & II. To register after selections select Register User and a confirmation window will display confirming they have been registered for a course.

Register for Course ×

Class Number 2015-2-33-A15D-1272	Course ID A15D
Course Name Fire Fighter I & II	Start Date 08/24/2015
End Date 08/28/2015	Written Exam Date 08/29/2015
Practical Exam Date 08/30/2015	Instructor Adams, Craig B

Are you a retest or challenger candidate?

Challenger

Which Firefighter I & II, I, or II examination are you challenging or retesting for?

I

Which exam are you retesting or challenging?

Written & Practical

ATTENTION! Retest and Challenger Candidates, the Course Manager/Instructor has final determination if you will be allowed to attend the examination. In the case of Practical Exams, the organization that is coordinating or the organization that is responsible for the examination location also has final determination if you will be allowed to participate in a Practical Examination, per their policies.

Re-test Candidates: It is the Re-test Candidate's responsibility to locate an exam with an opening and forward a copy of their "MFFTC Notification of Exam Results" to the course manager at least (8) weeks prior to the exam date.

ACTION NEEDED! Please contact the Course Manager to obtain information about any fees for the class and final approval to attend the class. Failure to contact the Course Manager before the class begins may result in your registration being cancelled and inability to participate in the class as a student or as a retest/challenge student at a firefighter examination site.

Course Manager
INSTestUser, InsCourseMan F
Course Manager Email
InsCmSMOKETU@michigan.gov

Course Manager Phone
(123) 456-7890

Instructor
Adams, Craig B

Instructor Phone
Instructor Email
bcadams@frontiernet.net

ELIGIBILITY: Applicants must be 18 years of age or older (if under 18 years of age, must be a Cadet or Explorer in a pre-approved program), to attend the Fire Fighter I, FF II, or FF I & II training administered by the Fire Fighter Training Division (Exception: Pre-service students may attend this training at an BFS/FFTD approved college or university based Regional Training Center). This application does not apply to pre-service students.

Americans with Disabilities Act:

If you have a disability and may require some accommodation in taking the test, please submit written documentation from a professional (education professional, doctor, psychologist, psychiatrist) to verify that your disabling condition requires the requested test accommodation. Forms are available through this office. This ADA application must be received in the BFS/FFTD Lansing office at least 28 days prior to the first class session.

Computer Form Location:

http://www.michigan.gov/documents/cis/BFS_856_ACCOMMODATION_REQUEST_185360_7.pdf

Register User

Close

Step 6 Register Themselves Only (no retest or challenger option): The following is what will display if a user can register themselves only and the course is not retest or challenger eligible. The user selects Register User to register for the course and a window with a confirmation message will display.

Register for Course

×

Class Number 2015-2-33-F02D-1272	Course ID F02D
Course Name HazMat First Responder - Operations	Start Date 08/24/2015
End Date 08/24/2015	Instructor Augugliaro, Anthony R

ACTION NEEDED! Please contact the Course Manager to obtain information about any fees for the class and final approval to attend the class. Failure to contact the Course Manager before the class begins may result in your registration being cancelled and inability to participate in the class as a student or as a retest/challenge student at a firefighter examination site.

Course Manager INSTestUser, InsCourseMan F	Course Manager Phone (123) 456-7890
Course Manager Email InsCmSMOKETU@michigan.gov	

Instructor Augugliaro, Anthony R	Instructor Phone Instructor Email FFMEDIC55@YAHOO.COM
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ELIGIBILITY: Applicants must be 18 years of age or older (if under 18 years of age, must be a Cadet or Explorer in a pre-approved program), to attend the Fire Fighter I, FF II, or FF I & II training administered by the Fire Fighter Training Division (Exception: Pre-service students may attend this training at an BFS/FFTD approved college or university based Regional Training Center). This application does not apply to pre-service students.

Americans with Disabilities Act:

If you have a disability and may require some accommodation in taking the test, please submit written documentation from a professional (education professional, doctor, psychologist, psychiatrist) to verify that your disabling condition requires the requested test accommodation. Forms are available through this office. This ADA application must be received in the BFS/FFTD Lansing office at least 28 days prior to the first class session.

Computer Form Location:

http://www.michigan.gov/documents/cis/BFS_856_ACCOMMODATION_REQUEST_185360_7.pdf

Register User

Close

Step 6 Users Register Themselves or Others: A user that can register themselves or others will have the User Name field display. By default they will be selected and if registering themselves they select Register User to complete their registration. If registering another user then they will select the magnifying glass to bring up a search window to search for and select the user they would like to register for the course.

Register for Course

Class Number	Course ID
2015-2-33-A15D-1272	A15D
Course Name	Start Date
Fire Fighter I & II	08/24/2015
End Date	Written Exam Date
08/28/2015	08/29/2015
Practical Exam Date	Instructor
08/30/2015	Adams, Craig B

User Name

Step 6 Search for Other User to Register for Course: A user who has the ability to register another for a course can use the search function to find the user they want to register for the course. Once the desired user is found they select Select next to the user under Actions. The user's roles determine the list of users they're able to register for a course. For example a Fire Chief, Department Secretary, and Training Officer Senior will only be able to register other users within the departments they have those roles in. Instructor/Course Manager role is able to select from a list of all users in the system for courses that they're an Instructor or Course Manager. Regional Coordinator and System Administrator have the broadest ability in registering other users.

Register for Course

Class Number	Course ID
2015-2-33-A15D-1272	A15D
Course Name	Start Date
Fire Fighter I & II	08/24/2015
End Date	Written Exam Date
08/28/2015	08/29/2015
Practical Exam Date	Instructor
08/30/2015	Adams, Craig B

User Name

Search based on First Name, Last Name, Email or PIN

Last Name	First Name	Email	PIN	Actions
123123	123123	56437bg5347835@v51.c13465b	771410	Select
1234	1234	testuser08112015@a.a	771924	Select
124234	23421342	testinstructor@test.com	771923	Select

Step 6 Registering Other User Example: Below is an example of where a user that can register another user has selected another user and the User Name field has been updated with the selected user's name. The user selects appropriate retest or challenger criteria where appropriate if needed. User selects Register User to register the selected user and will receive a confirmation window.

Register for Course x

Class Number 2015-2-33-A15D-1272	Course ID A15D
Course Name Fire Fighter I & II	Start Date 08/24/2015
End Date 08/28/2015	Written Exam Date 08/29/2015
Practical Exam Date 08/30/2015	Instructor Adams, Craig B

User Name



Are you a retest or challenger candidate?

ACTION NEEDED! Please contact the *Course Manager* to obtain information about any fees for the class and final approval to attend the class. Failure to contact the *Course Manager* before the class begins may result in your registration being cancelled and inability to participate in the class as a student or as a retest/challenge student at a firefighter examination site.

Course Manager INSTestUser, InsCourseMan F Course Manager Email InsCmSMOKETU@michigan.gov	Course Manager Phone (123) 456-7890
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Instructor Adams, Craig B	Instructor Phone Instructor Email bcadams@frontiernet.net
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ELIGIBILITY: Applicants must be 18 years of age or older (if under 18 years of age, must be a Cadet or Explorer in a pre-approved program), to attend the Fire Fighter I, FF II, or FF I & II training administered by the Fire Fighter Training Division (Exception: Pre-service students may attend this training at an BFS/FFTD approved college or university based Regional Training Center). This application does not apply to pre-service students.

Americans with Disabilities Act:

If you have a disability and may require some accommodation in taking the test, please submit written documentation from a professional (education professional, doctor, psychologist, psychiatrist) to verify that your disabling condition requires the requested test accommodation. Forms are available through this office. This ADA application must be received in the BFS/FFTD Lansing office at least 28 days prior to the first class session.

Computer Form Location:

http://www.michigan.gov/documents/cis/BFS_856_ACCOMMODATION_REQUEST_185360_7.pdf

Register User

Close

Step 7 Registered for Course Confirmation: The following confirmation will display when a user registers themselves or others for a course. The user registered for the course will receive email and internal notifications. The message of the notifications depends on if they registered themselves or another user has registered them for a course.

Registered for Course

×

You have successfully registered for the selected course.

Close

Registration History & Unregister

Registration History under the Courses menu item contains a list of courses that a user has registered for and view details about the course. In addition depending on course status and their roles they are able to unregister themselves or others from a course using Registration History.

Unregister Rules

- Unregister themselves from a course when course status is O = Open and the Start Date is <= to the current date.

Security Role
Training Coordinator
Probationary Instructor
County Training Committee Chairperson
Region Training Center Contact
Pre-Service
Firefighter

- Unregister themselves and others from a course when course status is O = Open and the Start Date is <= to the current date.

Security Role
Fire Chief
Department Secretary
Training Officer Senior

- Unregister themselves from a course when course status is O = Open and the current date is <= Start Date to the.

Security Role
Instructor / Course Manager
Associate Instructor

- Unregister others for a course when course status is O = Open and the current date is <= (End Date of the course + 5 days). These users have access to roster they can unregister students through the roster too.

Security Role
Instructor / Course Manager
Associate Instructor

- Unregister themselves and others for a course when course status is O = Open. These users have access to roster they can unregister students through the roster too.

Security Role
System Administrator
Region Coordinator

Step 1 Access Registration History: Under the Courses menu select Registration History.



Step 2 Options Selection Unregister Self: Next to the course select Options and select either: 1. Unregister to unregister from the course. **WARNING!** No confirmation requesting are you sure you want to unregister display. Selecting Unregister immediately unregisters the user from the course. 2. Details to view details about the course.

Registration History - FFTestUser, FireFighter L (771336)

Class Number	Course Code	Course Description	Status	
2015-2Z-00-L08A-0000	L08A	Strategy & Tactics Initial Co Operations	O	Options ▾
2015-2-33-F02D-1259	F02D	HazMat First Responder - Operations	O	Options ▾
2015-2-33-A15D-1272	A15D	Fire Fighter I & II	O	Options ▾
2015-2-33-B05C-1245	B05C	Driver Training	O	Unregister Details

Registration History View and Unregister Others: Those that can view registration history and unregister others have the Search for Another User button available to them. By default upon entry into the screen the user's registration history is displayed. The user's roles determine the list of users they're able to view and unregister from a course. For example a Fire Chief, Department Secretary, and Training Officer Senior will only be able to view and unregister other users within the departments they have those roles in. Instructor/Course Manager role is able to select from a list of all users in the system for courses that they're an Instructor or Course Manager. Regional Coordinator and System Administrator have the broadest ability in view and unregister other users.

Step 1 to View Registration History and/or Unregister Another User: Select Search for another user.

Registration History - INSTestUser, InsCourseMan F (771328)

Class Number	Course Code	Course Description	Status	
2015-2Z-00-L05B-0000	L05B	Preparation For Initial Company Operations	0	<input type="button" value="Options"/>
2015-2Z-00-K01B-0000	K01B	Vehicle Extrication	0	<input type="button" value="Options"/>

Step 2 Search and Select: Search for the user and select the desired user using Select under Actions.

Registration History - INSTestUser, InsCourseMan F (771328)

Search based on First Name, Last Name, Email or PIN

Last Name	First Name	Email	PIN	Actions
123123	123123	56437bg5347835@v51.c13465b	771410	Select
1234	1234	testuser08112015@a.a	771924	Select

Step 3 Select Desired Option: Once the desired user has been selected the screen is updated with the selected user's information. Select the desired option under Options next to the course to view details about the course or unregister the user from the course.

Registration History - 123123, 123123 (771410)

Search for another user

Class Number	Course Code	Course Description	Status	
+ 2015-2-33-F02D-1272	F02D	HazMat First Responder - Operations	0	Options ▾
+ 2015-2-33-A15D-1272	A15D	Fire Fighter I & II	0	Unregister Details