Logging into SMOKE

To be able to log in to SMOKE you need to have your email listed in your profile in the SMOKE system. Your Fire Chief, Department Secretary or Training Officer Senior is required to enter the information into the SMOKE system. Additionally you will need to have a Primary Address and Primary phone number listed as well as your Date of Birth, Driver License Number and last 4 numbers of your Social Security Number. This system does not have your entire Social Security Number in it and we cannot search by Social Security Number in the system to find your profile. Searches can be done by last name, first name, or email only to look up personnel in SMOKE.

Once your email is entered in SMOKE you will go to <u>https://w2.lara.state.mi.us/Smoke/Account/Login</u> to view the log in screen and whether you are a first time user or you forgot your password, click on Forgot Password (highlighted in Yellow below):

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Enter your email address and click send reset link:

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This will send a reset link to your email. Click on the link or if needed, copy and paste the link into the web address bar and you will be directed to the area where you reset your password. Your password has to be a minimum of 8 characters long, include a number, and a control feature. E.g.: firefighter#1

Once this is complete you will be able to go back to the log in screen and log in with your email address and password you created.

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After logging in you will see a screen similar to this however most likely will not have the tabs for Course Management or Management as those tabs are for course managers and staff respectively.

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To view your profile to My Data and My Profile. From there you can change your email and any other data that may be incorrect. You can click on the training activity tab and view courses you have taken and print certificates for those courses you have passed. All items with a red asterisk need to be completed. Then click update user.

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