

# **TRAINING & EDUCATION**

# Match your FireArson.com & CFITrainer.net logins

To access the IAAI Live Virtual Events on CFITrainer.net, you need to make sure the logins for each system are the same.

This is a quick guide to how to make sure they match.

#### Do they match?

- 1. Login to your account at FireArson.com
- 2. If your accounts match, you will see your CFITrainer.net information in the far right column.
- 3. If they match, you are ready to participate in the IAAI Live Virtual Trainings.





# If they do not match...

- 1. If your accounts do not match, you will see the filler content about CFITrainer.net.
- 2. You might need to *create* your CFITrainer.net account. OR

You might need to update your CFITrainer.net account.

3. Read through this document or click below on which options on what you need to do next.

Directions to *create* your CFITrainer.net account Directions to update your CFITrainer.net login



# Double check your firearson.com email

Before you create a CFITrainer.net account, double check your FireArson.com email information.

- 1. Go to <u>FireArson.com</u> and log-in to your account (top left corner of the page)
- 2. Once logged in, click "Access My Profile" (again in the top left corner)
- On the profile, you will see the "My Profile" box, as pictured on the right. That box shows you the login email you use for FireArson.com. For most people it is your email address.
- 4. You can now go to CFITrainer.net and create your account.



Jessica L. Nuss

IAAI 16901 Melford Blvd Ste 101 Bowie, MD 20715-4444

Preferred Contact #: (800) 468-4224 Email: jessica.nuss@firearson.com Login ID: jessica.nuss (change)

🙀 Edit My Information 🛛 🎇 Change My Password

## Create your account at CFITrainer.net

- 1. Go to cfitrainer.net/Register.
- Fill out the form. Pay close attention to the email and password login questions. Make sure the email you use to be your login is the SAME as the login email you use at firearson.com.

*Phone Number	Phone Number	Extension	Extension
*Email	Email	*Confirm Email	Confirm Email

3. Click "Register" at the bottom of the page.



## Double check your firearson.com email

Before you update your CFITrainer.net account, double check your FireArson.com email information.

- 1. Go to <u>FireArson.com</u> and log-in to your account (top left corner of the page)
- 2. Once logged in, click "Access My Profile" (again in the top left corner)
- On the profile, you will see the "My Profile" box, as pictured on the right. That box shows you the login email you use for FireArson.com. For most people it is your email address.
- 4. You can now go to CFITrainer.net and update your CFITrainer.net account.



#### Update your account at CFITrainer.net

- 1. Go to CFITrainer.net
- 2. Enter your current CFITrainer.net login information in sign-in bar at the top and click SIGN IN.



3. Once you are signed in, click EDIT PROFILE (again in the top bar).

	TRAINING - FEATURED - SUPPORT - ABOUT US -	
Welcome back, <b>Jessica</b>	EDIT PROFILE SECONDARY REPORTING ADMIN Testing PIN GO	SIGN OUT

- 4. Double check the information in the form. In the form, click the "Change Email Address."
- 5. Put the email in that you use for your firearson.com login as your new email and hit CHANGE EMAIL ADDRESS.