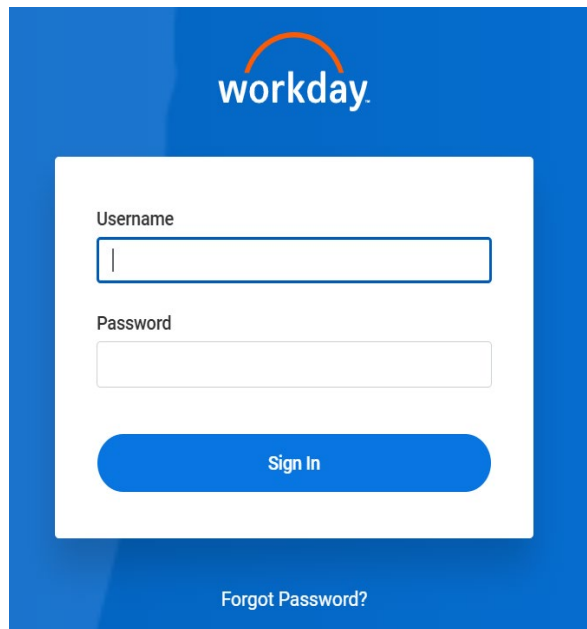
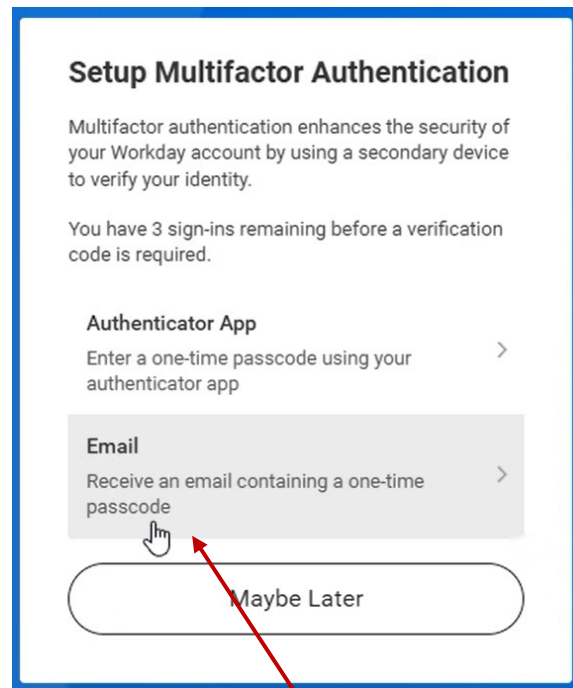


1. Follow steps to set up Department of the State Fire Marshal [Workday account](#) which will allow access to OSFM trainings.
 - a. When you receive the Success screen your account still needs to be manually reviewed and approved by the Workday Learning Partner (during normal work hours).
 - b. Once approved, Workday will send 2 emails first one with username with workday link and second email will contain temporary password
2. Log into Workday with provided link, follow prompts (see figures below)
3. In another tab, open the OSFM Professional Development webpage to the training you wish to complete. Click the provided Workday link to be directed to enroll into the training.

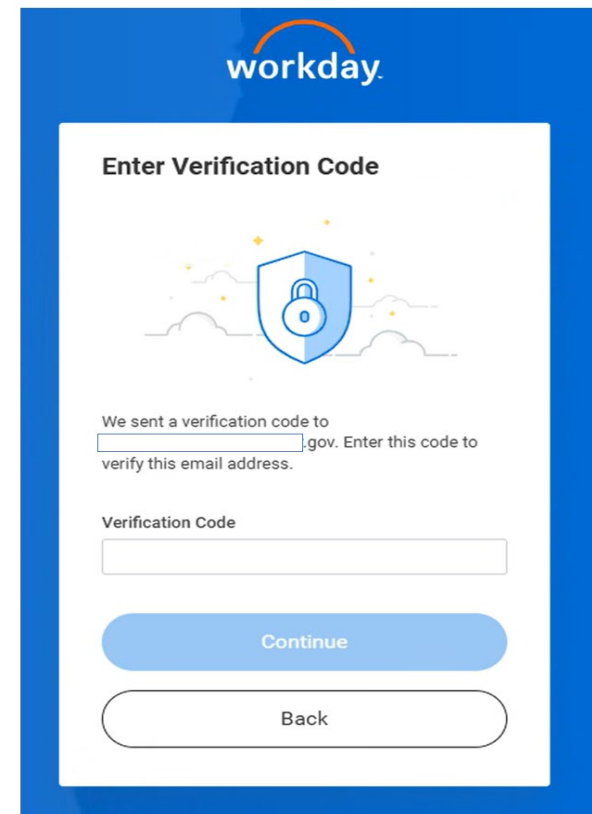


The image shows the Workday login interface. At the top is the Workday logo. Below it is a white box containing a 'Username' field with a cursor, a 'Password' field, and a blue 'Sign In' button. At the bottom of the white box is a 'Forgot Password?' link.



The image shows the 'Setup Multifactor Authentication' screen. It explains that MFA enhances security and that the user has 3 sign-ins remaining before a verification code is required. There are two options: 'Authenticator App' (with a right arrow) and 'Email' (with a right arrow). A red arrow points from the 'Email' option to the text below. At the bottom is a 'Maybe Later' button.

**For External learners (non—state learners)
Recommend: use the Email “one-time code”.**



The image shows the 'Enter Verification Code' screen. It features the Workday logo at the top, a shield icon with a lock, and a text prompt: 'We sent a verification code to [input field].gov. Enter this code to verify this email address.' Below this is a 'Verification Code' input field, a blue 'Continue' button, and a 'Back' button.

**Check email account (generally login name).
Enter 6 digit code, follow prompts**

Preferred Method to access Workday account