

Register in the Virginia Department of Fire Programs Fire Service Training System

The Commonwealth of Virginia's Meridian Learning Management System (LMS) is a Web-based application that delivers self-study training topics to your desktop, as well as tracks your progress through the training. To access the LMS, you need to navigate to the LMS Web site and register as a new user.

Access the LMS

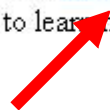
- Step 1.** Open your Internet browser (such as *Internet Explorer, Netscape, AOL, etc.*).
- Step 2.** Enter the CoVKC Web site address (<https://covkc.virginia.gov/vdvp/fst>) in the **Address** line and press the **Enter** key on your keyboard.



The VDFP Fire Service Training Knowledge Center Login Page opens.



Welcome to the Virginia Department of Fire Programs Fire Service Training Knowledge Center! If this is your first visit, please select the [Register](#) option from the navigation menu. Registration is free of charge. You can also take a [Tour](#) to learn more about the site.



Department of
Fire Programs

Login ID:

Password:

[Forgot Login?](#) | [Forgot Password?](#)

VIRGINIA DEPARTMENT OF FIRE PROGRAMS – FST REGISTRATION TUTORIAL

Bookmark the LMS Web Site

At this point, it is recommended that you add the Meridian LMS Web site to Favorites list for quick access to the site in the future.

To bookmark the VDFP-FST Learning Management System Web site:

Step 1. From your Internet menu bar, select the **Favorites > Add to Favorites** menu option. The Add Favorite window opens and displays the default bookmark name for this Web site.

Step 2. Click **OK**. The LMS Web site now appears on your Favorites menu.

Note: To quickly access the Meridian LMS in the future, open your Internet browser and select the “Knowledge Center – Login” option from the Favorites menu.

Register in the LMS

This registration process needs only to take place once. After registering in the LMS the first time, you will use the unique login ID and password combination that you create to access the site in the future.

To register in the VDFP-FST Online training program:

Step 1. Click one of the **Register** links on the VDFP-FST Knowledge Center Login Page. The *Non-State Employee* window opens.

Welcome to the VDFP - Fire Service Training Knowledge Center

- I am a state employee, entering the site for the first time.
- I am a non state employee, entering the site for the first time.

Submit

Step 2. Select - I am a non state employee, entering the site for the first time.

Step 3. Click the **Submit** button. The *Registration* window opens.

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Welcome to the _VDFP - Fire Service Training Knowledge Center



As part of the registration process, you need to provide some general information. Please fill in the fields below and click the **Submit** button. All required are marked with *.

* **First Name:**

Middle Initial:

* **Last Name:**

* **Last 4 of SSN:**

* **Date Of Birth:**
Enter the date in (mm/dd/yyyy)format.

* **Email Address:**

* **Training Agency:** or

* **Affiliation:**

- Step 1.** Enter your **First Name**, **Last Name**. Then **Last 4 of SSN**, **Date of Birth** as requested (ex. 01/01/2009) and working **Personal Email Address** in the appropriate fields. Please do not use State Assigned Email or it will show a conflict error in the system.
Note: Make sure to enter your name as it appears in your Virginia Department of Fire Programs records or on your Driver's license; do not use abbreviations or nicknames.
Note: It is not recommended that you enter middle initial during registration as this can cause a problem in locating your personnel records.
- Step 2.** For the Training Agency, select the **Department of Fire Programs – Fire Service Training** category. On the far right of the *Training Agency line click on the **Select Button**.
- Step 3.** For the Affiliation Drop down Select **General Public** then click the **Select Button**
- Step 4.** A **Reason for Access** Text Box will appear. Type in **Fire Service Online Training** or similar reason for accessing the VDFP Knowledge Centre' site.
- Step 5.** A new screen will appear for personal information to build your personal profile. **Only fill out the fields that are required** which are identified by an asterisk (*).
- Step 6.** Then click the **Submit** key.

The next screen you should see will be Register Successfully Completed