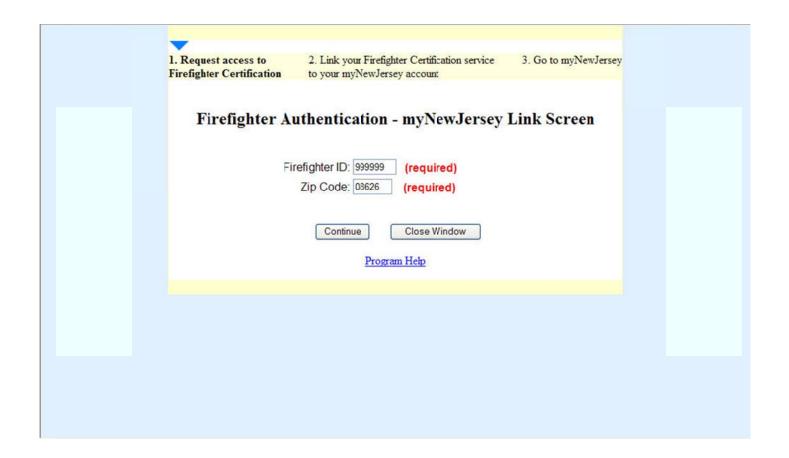
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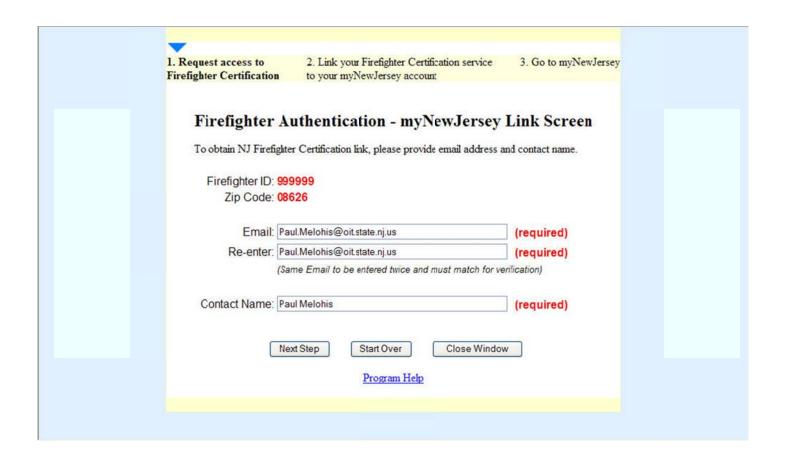
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Firefighter Authentication Steps



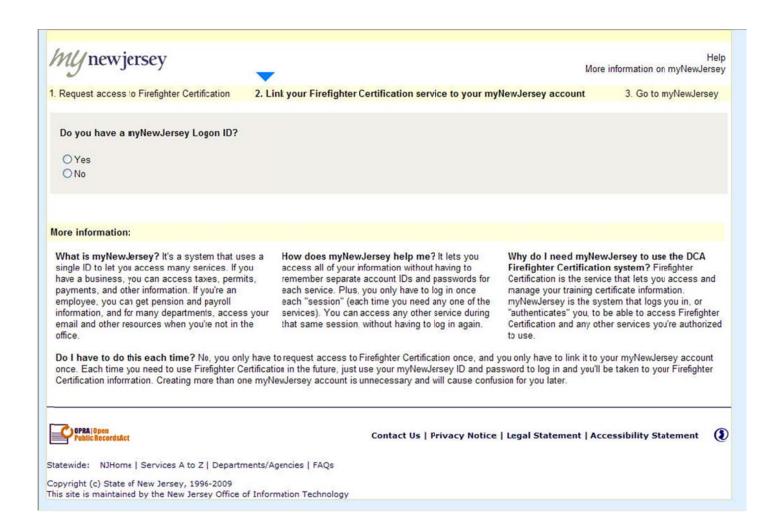
Step 1:

User enters his firefighter ID (FFID) and the zip code on file, and clicks on the Continue button.



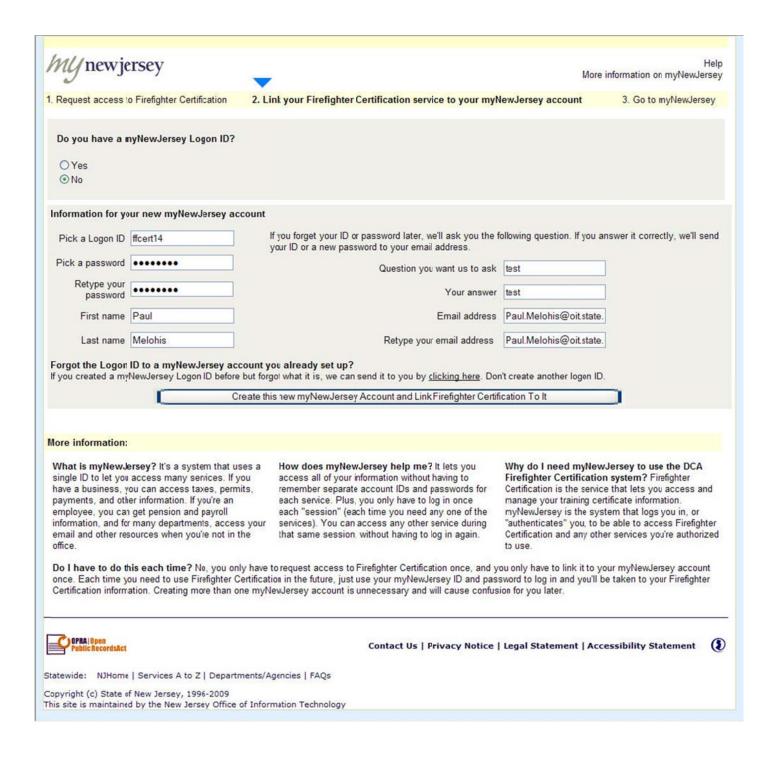
Step 2:

The FFID and zip code combination is verified. The user is prompted to enter an email address (twice) and contact name, and clicks on the Next Step button.



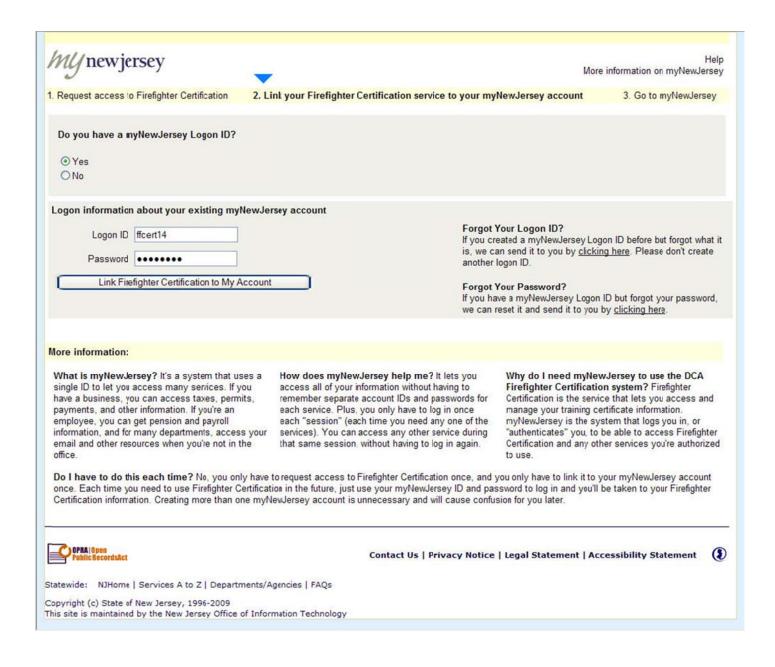
Step 3:

The user is directed to the Portal Link page.



Step 4a - New Portal Account:

If the user does not have an existing myNewJersey account, he is required to enter relevant details and create a new portal account. Help is available on this screen.



Step 4b – Existing Portal Account:

If the user has an existing myNewJersey account, he is required to enter his username and password.



Step 5:

The user is logged into his myNewJersey account and the <u>NJ Firefighters</u> <u>Certification</u> link is displayed. Click on this link to access the online Firefighter Course Registration system for the FFID that was used in the authentication process.

myNewJersey Log On Page



New Jersey Home Page

Log On	to My New Jersey	
Log On ID:		
Password:		
	Log On	
Forgot	your logon ID?	
Forgot	our password?	
Sign up to	become a member	
	Help	

Step 6:

If the user chooses to log out, he is presented with the log on screen.

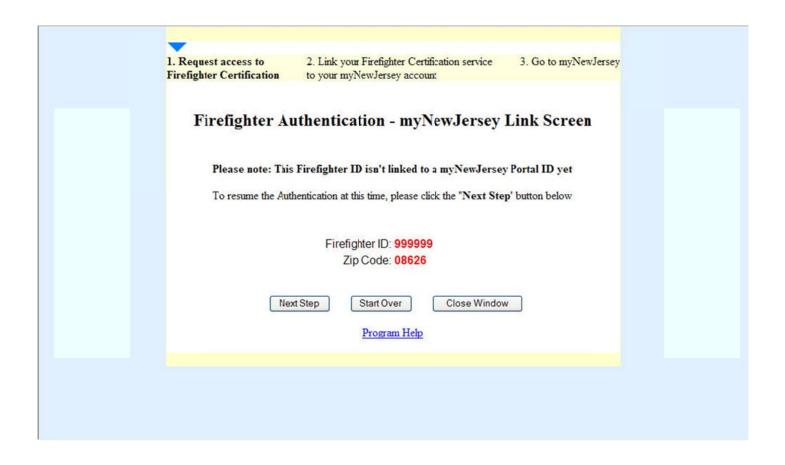
The user must access the myNewJersey portal (nj.gov) and use the same account (same logon ID) for future access to the Firefighter Course Registration system.

Authentication Code Already Granted



<u>Authentication is a one time process</u>. If the user attempts to re-authenticate using credentials that have already been authenticated, the above screen will appear prompting the user to log into his myNewJersey account to access his information.

Resume Authentication Process



If the authentication process was interrupted prior to submitting the portal information (steps 3 and 4), the user can re-enter the same FFID and zip code on the Firefighter Authentication screen (step 1). The screen will recognize that the authentication process was not completed and allow the user to resume the process. The user will press the Next Step button to return to the portal information screen with the same credentials.