

To create a new profile:

1. Log into the Learning Management System <https://hraccess-us.technomedia.com/mfa/? 3x10463S1Z98U6Ke6ff0653-9310-4a92-8c48-85cf2540ee21>
2. Click on the word HERE (in blue) within the sentence above the login fields.
3. On the next screen click on My Account (top right).
4. Click Continue under Create an Account (in center of screen below the warning).
5. Fill in the fields. All fields with a red * are mandatory.
6. You must review and check off the acknowledgment at the bottom then click save.
7. Once your account has been created follow instructions on how to register below.

For those who have a profile:

If you have a profile but can't access it, contact the Registration Dept. (DO NOT create a new profile!) It is important to update your personal file before you register for the PT orientation.

- Log into the Learning Management System
- Click on personal file
- Make sure your **department/organization** is correct (there are 2 places for that)
- Make sure your rank/title says **Firefighter**

Organization Type *

Massachusetts Municipal Fire Department ▼

Below, click on the magnifying glass to the right of the search box

Department/Organization *

FD299 🔍

Stow Fire Department

Please fill in the below field if you selected Other in the search above

Department/Organization Name

Stow Fire Department

Rank/Title *

Firefighter ▼

- Click on the Department of Fire Services logo on top left of the screen
- Click on Catalog Search
- Type in **RFO** in the search field, then click on the blue arrow
- Under the calendar where it says Training Sessions, **click on Stow Academy with the October 9, 2025 date**
- The session number (clipboard) will read **E115**. Click on Add to Cart
- After you click add to cart enter **QTPD** into the reserve code field (the reserve code is case sensitive so use in all CAPS)
- Then click register at the bottom right hand of the screen