

You have completed the Career Recruit Fitness Orientation and must now register for the Career Recruit Assignment List. This is a holding place so we can place you into the assigned Career Recruit class that you will be attending (disregard date).

There are 2 parts to the instructions below. Please be sure to read through them both.

Double Check Profile Info:

- * Log into the Learning Management System https://hraccess-us.technomedia.com/mfa/?_3x10463S1Z98U6Ke6ff0653-9310-4a92-8c48-85cf2540ee21
- * Click on personal file
- * Make sure your department/organization is correct (there are 2 places for that)
- * Make sure your rank/title says Firefighter

To Register:

- * Click on the Department of Fire Services logo on top left of the screen
- * Click on Catalog Search
- * Type 030 into the search field and click the picture
- * Under the calendar where it says Training Sessions, click on Stow Academy (it doesn't look like a button but it is)
- * Click on Add to Cart
- * After you click add to cart enter **PBOL** into the reserve code field (the reserve code is case sensitive so use in all CAPS)
- * Then click register

Please disregard the start date. That is not the date you will start class.