Utah Fire and Rescue Academy
Winter Fire School Registration Instructions

**Step 1:** Please visit our website, [http://www.uvu.edu/ufra/training/2017_winterfireschool_classlist/index.html](http://www.uvu.edu/ufra/training/2017_winterfireschool_classlist/index.html), in order to register for classes. Hit the **Register Here** button at the top of the page.

*Please note that if you are on the page at 7:59 am on Tuesday, November 1, 2016, YOU WILL NEED TO REFRESH YOUR BROWSER AT 8:00 am.*

**Step 2:** Select your registration type by clicking on the drop down arrow. Enter your email address and check which registration type you are.

*Please note standard registration is only available to those affiliated with a Utah fire agency.*

**Step 3:** Fill out your information. Be sure to fill out the mandatory fill ins. Once you’ve
Step 4: The next page will take you to the AGENDA page. Sign up for whichever class/es you prefer. Click CONTINUE at the bottom of the page.
*Please note, you cannot sign up for multiple classes during the same time on the same day. If the class you prefer is full, put yourself on the waiting list and then you will be able to sign up for a second class during that same time in case you don’t get into your first choice class. If someone drops your first choice class and you are next on the waiting list, you will be automatically bumped into that class and your second choice will be dropped- you will be notified by email if this happens.
Step 5: The next page provides lodging information as well as directions. You can either add another person at the bottom of the page or hit **CONTINUE** if you are ready for checkout.

Step 6: You’re ready for checkout! Create a password so you’ll be able to view and edit your class schedule. Next choose a payment method, either credit card or purchase order. You can also make any changes or add another person to your registration. Don’t forget to hit **FINISH** at the bottom of the page to confirm your registration.
Step 7: The next page will be your confirmation. CONGRATULATIONS! You are now registered for Utah Fire and Rescue Academy’s Winter Fire School 2017. This page will show which classes you are registered or waitlisted for and you will also receive a confirmation email.

If you have any questions or concerns, please contact Angie Menlove at 801-863-7704. We look forward to seeing you at Winter Fire School!