



The Office of Pensions announces the 2018/2019 Delaware Volunteer Firefighters Annual Billing Refresher/New End User Training.

This training is not only a refresher for current End Users, but is also **mandatory** for new End Users. **It is strongly encouraged that current End Users attend a session.** Each session includes hands-on, computer-based training. It also provides Pension Officers with the tools and knowledge to effectively perform associated duties within their Fire Company/Ladies Auxiliary.

Below is a special link that will navigate you to the Delaware Learning Center. You will see instructions for registering a new Username and password. After you have registered as a new User to the site, you will be able to sign up for one of the training sessions.

Within the training session registration page under the Details tab, there is an attached Security Access Form and Instructions for completing the form. Be sure to complete and return the form to us prior to attending class.

To register for the Delaware Volunteer Firefighters Annual Billing Refresher/New End User Training, go to

<https://stateofdelaware.csod.com/default.aspx?c=srpen-firedept>

If you are a new User, click on the Register and follow the steps to set up a login and password. You will then register for one of the training.

If you are a returning user, click on the login and then you can register for training.

If you are having issues logging in or resetting your password please contact learningcenter@state.de.us.



Employer Alert

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OFFICE OF PENSIONS

NOTE: The attached Contact Change Form must be submitted for new End Users, deletion of End Users, or information updates about an existing End User.

Refresher Users – Please make sure you have your login and passwords

New End Users – Please bring your password that was emailed to you. We will provide your login at the training session.

Contact us at Pensions.Training@state.de.us or give us a call at 739-4208 if you have any further questions regarding the training classes.