## The Office of Pensions announces the 2019/2020 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. 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. This form must be signed by the new users AND Board Member or Chief**

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@delaware.gov

**NOTE:** The attached Contact Change Form & Security 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@delaware.gov or give us a call at 739-4208 if you have any further questions regarding the training classes.