

# HOW TO CREATE YOUR FIRE SAFETY ID

## CREATE YOUR ACCOUNT



Go to

<https://frcpr.us/createaccount>

Enter all your information. (Tip - You can skip "Region")  
Click "SAVE" at the bottom

## SET YOUR PASSWORD

Head over to your email. Click on the link and set your password to "firesafety".

You'll need this id and password later, so write them down!

ID: \_\_\_\_\_ PASSWORD: **firesafety**  
(usually your first initial & last name)

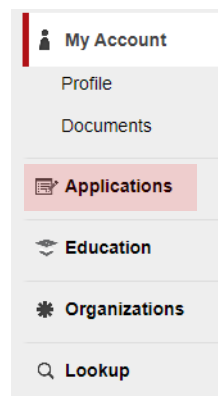


## "APPLY" & CONNECT WITH YOUR FACILITY

Here's where it gets a little tricky! You need to tell the system you're a caregiver and where you work. If you just created your password, you should already be signed in, if not, go to <https://frcpr.us/login> and sign in!

Click on Applications.

1. Find Caregiver (student) application. Click "Apply Now".
2. Select your facility name from the dropdown box.  
Sometimes it takes a little bit for this dropdown box to populate, so be patient.
3. For "Application License Level" select Initial
4. Enter Today's Date
5. Enter Password
6. Hit Submit



# REGISTER AND PRINT YOUR CERTIFICATE

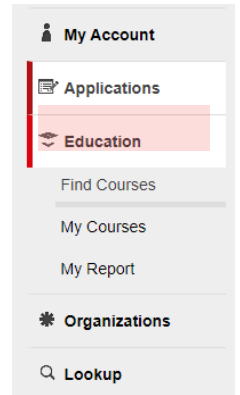


## REGISTER FOR YOUR CLASS

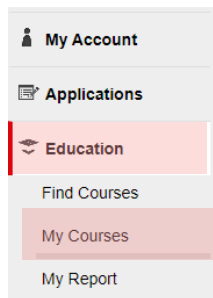
Hurray! You've made it this far.

- If you're still logged in, click on "Education"
- Look for your class in the list on the right. Click on it.
- Click on "Register for Course"
- Don't worry! If you struggle with this step, the instructor can always add you later.





## PRINT YOUR CERTIFICATE



- Go back to <https://frcpr.us/login> (one last time!) and sign in.
- Click on Education then My Courses
- Click on "PDF" on the far right to print.



## NEED HELP?

Please email [safetyed@oci.ga.gov](mailto:safetyed@oci.ga.gov) for help or to provide feedback.



Step by Step videos are available at <https://frcpr.us/firesafetyportal-students>

Please contact [safetyed@oci.ga.gov](mailto:safetyed@oci.ga.gov) if you need to

- Change your name
- Change your affiliation
- Have trouble locating/printing your certificate