

HOW TO CREATE A USER ACCOUNT, SEARCH FOR AND REGISTER FOR A TRAINING CLASS IN IMS

CREATING A USER ACCOUNT

Click Here For:

- Complaints
- Arson Tips
- LSUCCC Search
- Search Licenses & Registrations
- Course Search

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Login to OSFM

Login ID:

Password:

Show Password

[Forgot Login ID?](#) [Forgot Password?](#)

[First Time Users Register Here](#)

#1 Select "First Time User"

User Information

Last Name: First Name: Middle Name: Suffix:

Address:

Enter the Street Address and then ZIP Code to look up City and State. Out of Country

Street Address:

ZIP Code: Parish/County: City: State:

Select your Login ID (should be 4-15 characters in length and can contain only alphabets, period and numbers.)

Are you a Louisiana licensed Architect, Engineer or Contractor?

i. Architect ii. Engineer iii. Contractor iv. None of the above

Email: Verify Email:

Security Questions

1.

2.

3.

Type the code from the image. Image code at the bottom is not case sensitive.

#2 Enter your name

#3 Enter your address

#4 Enter a log in ID you will remember

#5 Select "None of the Above"

#6 Enter your email address

#7 Choose your "Security Questions"

#8 Enter the "Image Code"

#9 Select "Register"

SEARCHING & REGISTERING FOR A CLASS

AFTER LOGGING INTO IMS

1. Scroll to "Miscellaneous"
2. Scroll down to "Training"
3. Select "Courses"

1.

Louisiana State Fire Marshal
Information Management System

Welcome, Traci

Home Help Logout

Search New/Renew Record PSIMS Miscellaneous Maintenance Reports Administrative

Section: Special Services Area: Region: Parish:

License Type	Incomplete	Pending Payments	Pending Mailed-in Documents	Pe Acc
Life Safety and Property Protection (LSPP)	10	1	6	
Louisiana Uniform Construction Code Council (LSUCCC)	0	0	0	
Pyrotechnic Operator	0	0	0	
Fireworks	3	2	0	
License to Install Boilers	0	0	0	
Fire Safe Cigarette Manufacturer	1	0	0	1 0 0
Industrialized Building	1	0	0	0 0 1 0

Investigations
Enforcement
Arson Registry
Fire Department Online Registry
Permits
CMS Survey
Daily Activity Reporting
Fire Department Search
Third Party Websites
Advanced Map
Training
Courses
Training Locations

4. Click on "Status" and Select "Available"
5. Click "Search"

2.

3.

Louisiana State Fire Marshal
Information Management System

Welcome, Traci

Home Help Logout

Search Training

Course Type:

Training Type:

Status:
CANCELED
PENDING APPROVAL

License Type:

Location City:

Location Parish:

Instructor:

Course Title:

Date Type: to

Display Locked Only

Search Clear New View Training Profile

5

The results will be populate (Hint—If you click on “date/time” it will bring the upcoming courses to the top!)

6. Click on the  to view the course details.

Search Training

Course Type:

Training Type:

Status:

License Type:

Location City:

Location Parish:

Training Number:




Instructor:

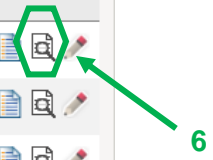
Course Title:

Date Type: to

Display Locked Only

Title for Exporting Results:

Course Number	Course, Training Type	Title	Date/Time	Last Date to Register	City, Parish	
20-0001	Inspections, Fire Alarms System	KATIE'S FIRE ALARM CLASS	05/07/2020 - 05/07/2020 1:00PM - 5:00PM	5/7/2020 1:00:00 PM	BATON ROUGE, LOUISIANA	
20-0002	Inspections, Hood Suppression System	NFPA 96 BASICS	05/14/2020 - 05/14/2020 8:00AM - 12:00PM	5/13/2020 12:00:00 AM	BATON ROUGE, LOUISIANA	
20-0003	LSPP, Sprinklers	TESTING SPRINKLERS COURSE	06/09/2020 - 06/10/2020 8:00AM - 5:00PM	6/9/2020 2:00:00 PM	BATON ROUGE, LOUISIANA	



The next screen will show the “course details”.

- 7. Select “register” to apply for the class or “back” to return to the search screen.
- 8. You can also view additional information on the class by clicking on “course attachments”.

7

8

Course Details | Course Attachments

1 of 1

100%

DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS
Office of State Fire Marshal
8181 Independence Blvd. Baton Rouge, LA 70806
(225) 925-4911 (800) 256-5452 Fax (225) 925-4414

Jon Bel Edwards GOVERNOR | H. "Butch" Browning FIRE MARSHAL

Details	
Training Number	20-0006
Course Type	Inspections
Training Type	ADA-ABA
Title	ADA-ABA - UPDATED REQUIREMENTS
Max. Registrants	20
Course Description	ADA-ABA - Updated Requirements
Offered To Licensee Only	
Close Date	07/13/2020
Last Registration Date	06/26/2020 04:00 PM
License Type	

Schedule	
Start Date	06/29/2020
End Date	06/29/2020
Start Time	08:00 AM
End Time	12:00 PM
Hours Granted	4

Location	
Name	OSFM BATON ROUGE HQ
Address	8181 INDEPENDENCE BLVD, BATON ROUGE, LA 70806
Parish	LOUISIANA

Primary Instructor	
Name	Special Services Deputy Chief
Phone	(504) 883-3161
Email	cgould@dbsysgraph.com

When you click on “register” this box will appear.

Click "ok"

170.145.102.193 says
Do you want to register for this course?

OK Cancel

Welcome, Traci

Register Back

Course Details Course Attachments

1 of 1 100%








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Title	ADA-ABA - UPDATED REQUIREMENTS	Last Registration Date	06/26/2020 04:00 PM
Max. Registrants	20	License Type	
Course Description	ADA-ABA - Updated Requirements		

You are now registered and will be returned to the "search" screen.

Notice the icon to the left of the course name. It confirms that you are registered for that course.

20-0005	Inspections, Fire Extinguishers	K AND T'S FIRE EXTINGUISHER	06/18/2020 - 06/18/2020 8:00AM - 12:00PM	6/16/2020 4:00:00 PM	BATON ROUGE, LOUISIANA	
20-0007	LSPP, Administrative Rules	ADMIN RULES	06/21/2020 - 06/21/2020 8:00AM - 10:00AM	6/19/2020 12:00:00 PM	ROSELAND, TANGIPAHOA	
 20-0006	Inspections, ADA-ABA	ADA-ABA - UPDATED REQUIREMENTS	06/29/2020 - 06/29/2020 8:00AM - 12:00PM	6/26/2020 4:00:00 PM	BATON ROUGE, LOUISIANA	
SA-SIS-1910-0002	Other, Supervisors In-service	IMS TRAINING	10/08/2019 - 10/11/2019 8:00AM - 4:00PM	10/9/2019 12:00:00 AM	BATON ROUGE, LOUISIANA	
LSPP-AR-1910-0005	LSPP, Administrative Rules	ADMIN RULES	10/10/2019 - 10/10/2019 9:00AM - 1:00PM	10/9/2019 12:00:00 AM	BATON ROUGE, LOUISIANA	
EM-S113-1910-0006	Emergency Management, Survey 123	DEPUTY'S GUIDE TO SURVEY123	10/14/2019 - 10/14/2019 8:00AM - 4:00PM	10/14/2019 12:00:00 AM	BATON ROUGE, LOUISIANA	



You are Registered