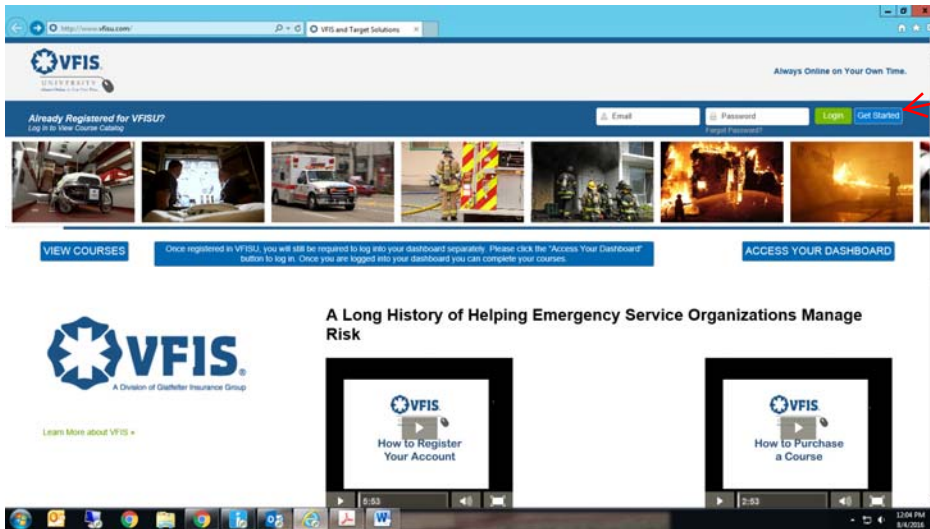




Instructions for FASNY Members to access the Complimentary FASNY Online OSHA Refresher Program

Please be sure to allow pop ups on your computer for this specific website otherwise you will have difficulty launching the course.

1. Go to www.vfisu.com
 - a. Click on "Get Started" to create an account through VFIS.
 - i. Everyone must do this individually and create individual accounts



Click here to create your VFIS University Account

2. Complete all the information to create an account.
 - a. Your email address will become your user name
 - b. Member Type choose "VFIS Client or non VFIS Client" (depending on your department's membership)
 - c. Emergency Services Organization should be your fire department affiliation

Registration or Signup

E-mail Address E-mail Address	Phone Number Phone Number
Create a new password Create a new password	Retype password Retype password
Username Same as your E-mail	First Name First Name
Last Name Last Name	Member Type VFIS Client
Emergency Service Organization FASNY	State --Select option--
City City	Position --Select option--



3. Make sure you check off "I agree to the Terms and Conditions" before clicking "Submit".

- 4. This next screen asks you to check your email.
 - a. If you do not receive this verification email check your junk/spam folder
 - b. Follow the instructions listed in the email to verify your account.

5. Once your email address has been registered you will need to log out then log back in to "Access your Dashboard" in order to find the OSHA Course.

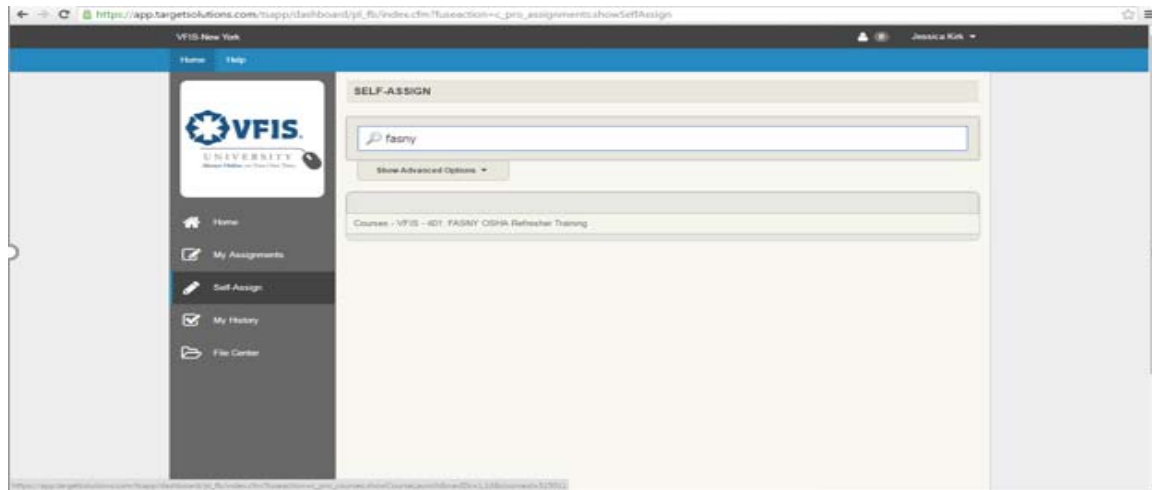
Click Here



a. Click on "Self Assign" to search the course catalog

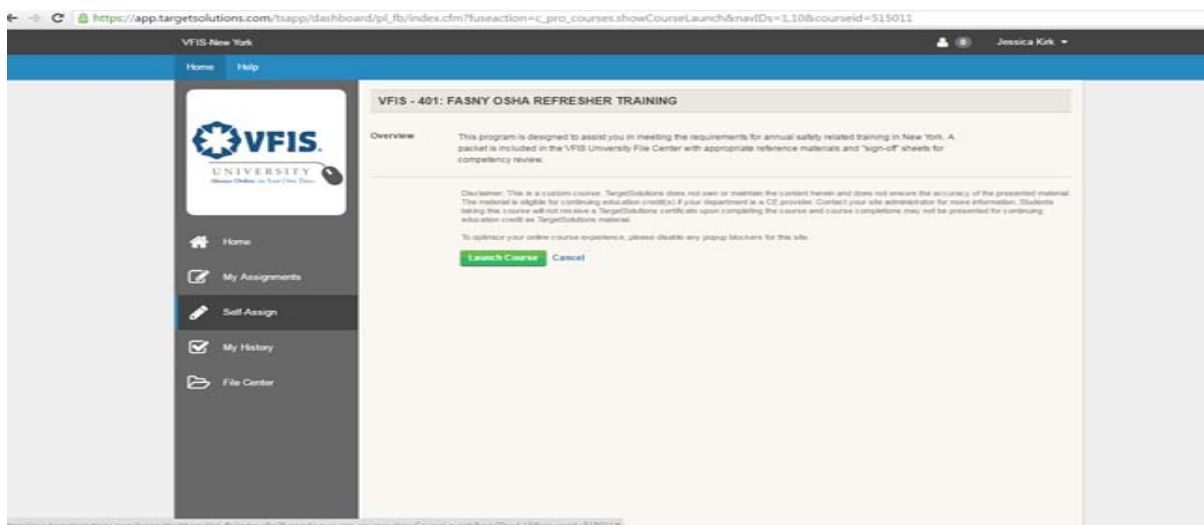


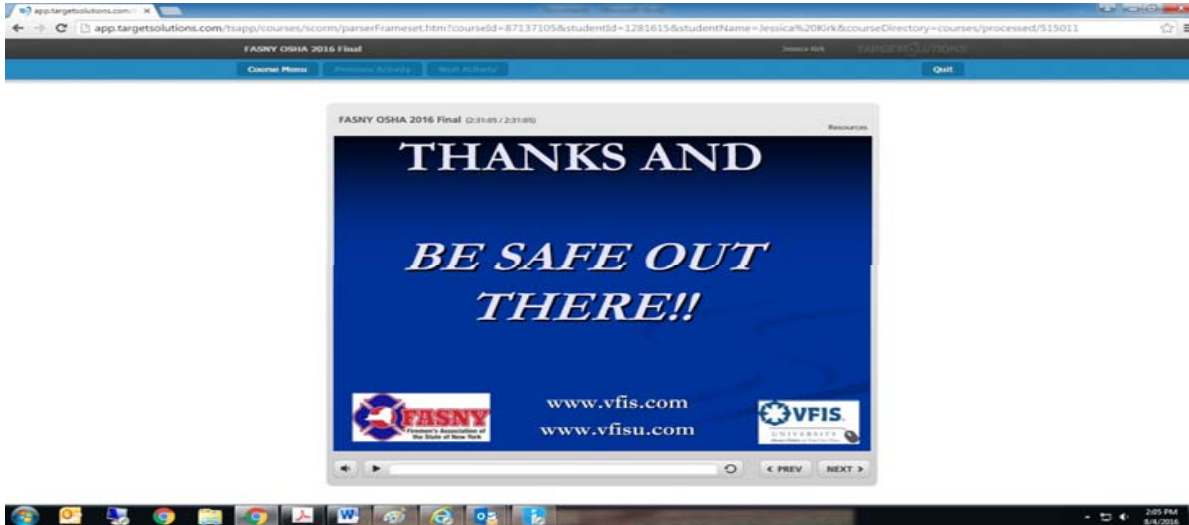
6. Type FASNY next to the magnifying glass to search for the course.
 - a. Highlight course and click



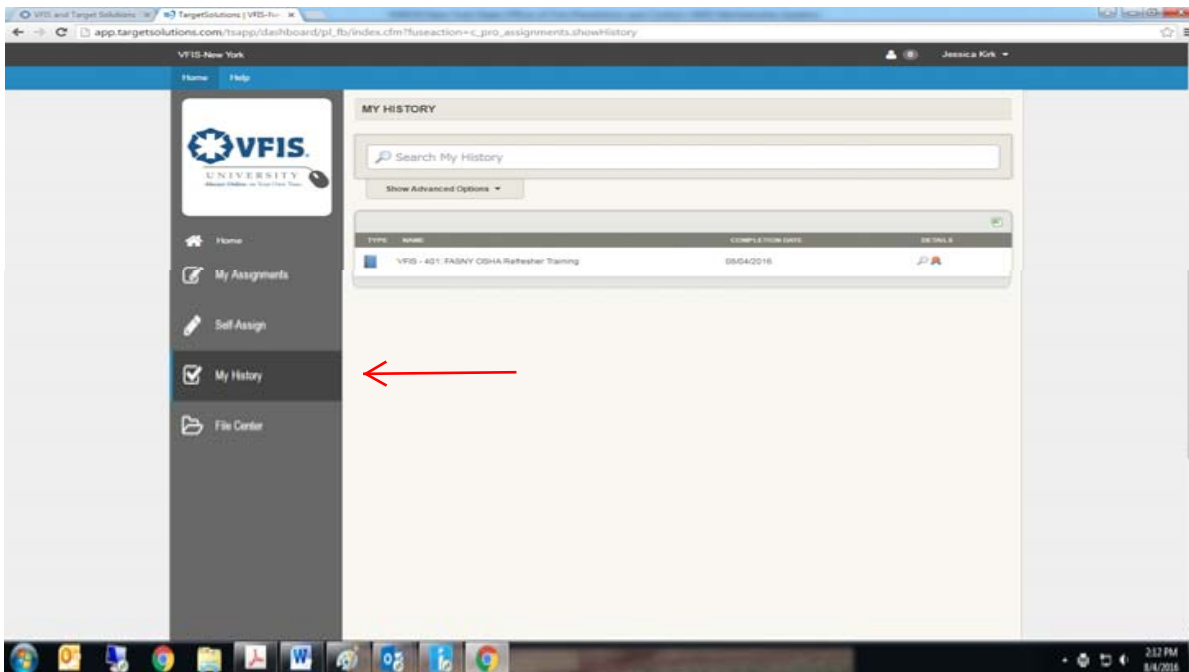
7. **Please enable pop ups to be allowed from this site before trying to launch the course!**

8. Click launch course to begin.





9. Once you have completed the course in its entirety, please click on "My History" to access your certificate of course completion.





10. It is very important to print the handout located in the "HOME" portion of your dashboard.
 - a. Click on "handout 1" for VFIS 401 – FASNY OSHA Refresher Training (NYS only)
 - i. This document includes additional OSHA information and sign off sheets
 1. SCBA ANNUAL PERFORMANCE REVIEW
 2. Bloodborne Pathogen Operational Safety Training Document
 3. Hazard Communication Refresher Training

