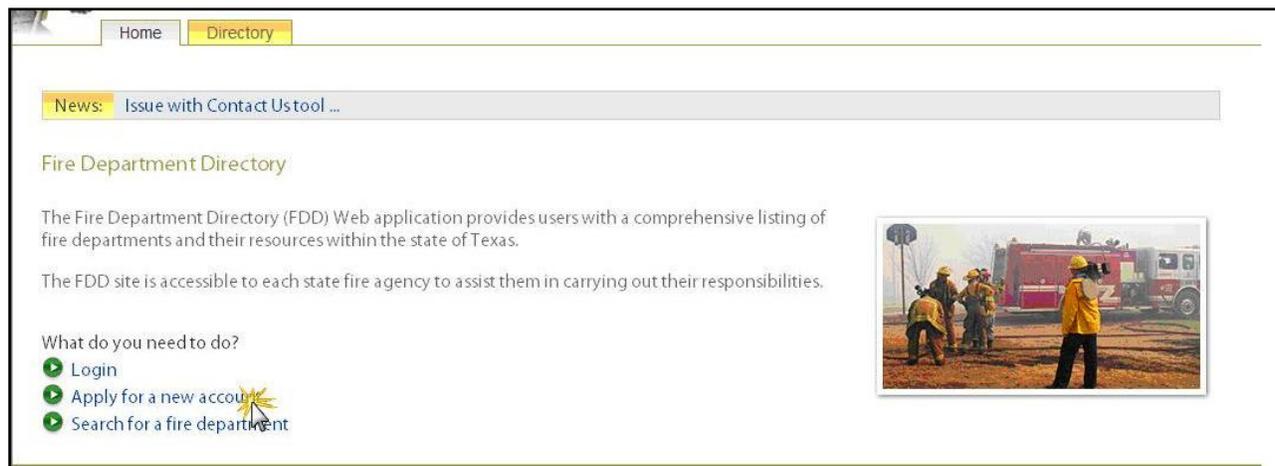
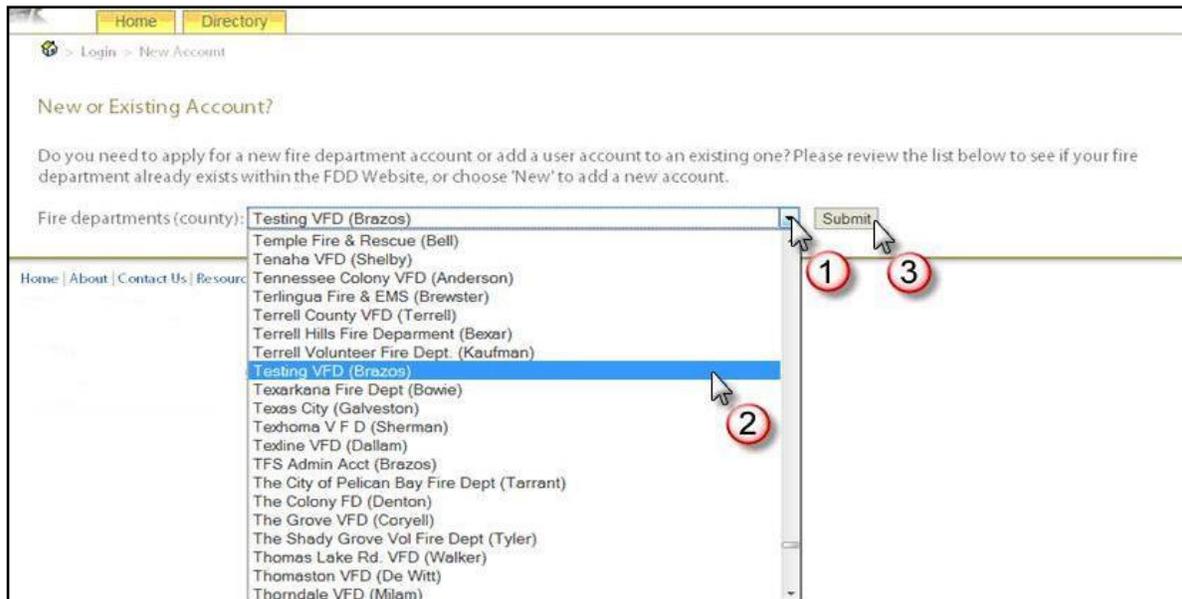


Creating New User in Fire Department Directory

1. To begin, go to <http://www.firereporting.ok.gov>
2. Click on Apply for a new account.



3. From the next screen, there will be a drop-down box to select your fire department. Click on the arrow button and scroll down to choose your fire department. Click the Submit button.



Fire Department Directory STATE OF OKLAHOMA



4. Create a username and password. The password needs to be a minimum of 8 characters (12 maximum), contain at **least 1 capital letter** and at **least 1 lower case letter**, and also contain at **least 1 number** or at least 1 special character (! ? @ # \$ % ^ & _ + ; : . ,). Also, include your First name, Last name, Email address, and Phone number. Once all the information is complete, click the Submit button.

A screenshot of a web browser showing the "New Account" form. The page has a navigation bar with "Home" and "Directory" buttons. Below the navigation bar, there is a breadcrumb trail: "Login > New Account". The main heading is "Existing Account". The form contains several input fields: "FD name: Testing VFD", "Username: jbrown", "Password: [masked]", "First name: John", "Last name: Brown", "Email: fdd@tfs.tamu.edu", and "Phone: 555-555-5555". Each input field has a small eye icon to its right. At the bottom of the form, there are two buttons: "Submit" and "Cancel". A mouse cursor is hovering over the "Submit" button.

5. Once you have applied for a user account, your request will be forwarded to Oklahoma Forestry Services staff to be approved. Once approved, you will receive an email informing you that your access has been granted to FDD.

