



Logging Into Fire Department Directory

1. In order to log into Fire Department Directory, go to the following link:
<http://www.firereporting.ok.gov/>
2. Enter your Username and Password. Click on Log In.

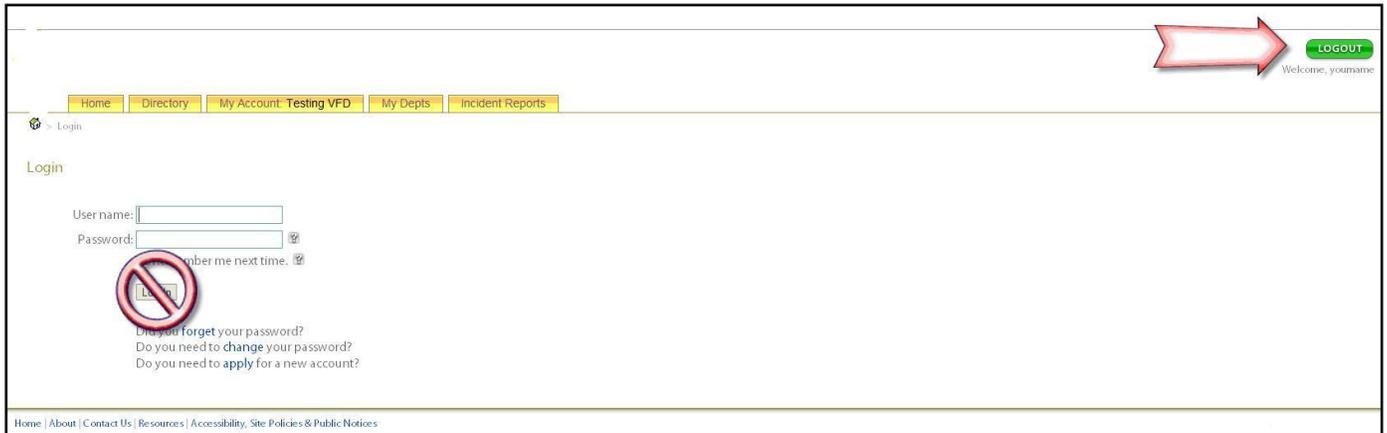
A screenshot of the login page for the Fire Department Directory. The page has a yellow header with "Home" and "Directory" tabs. Below the header, there is a "Login" section. It contains a "User name:" field with the text "yourname" and a "Password:" field with masked characters. There is a checkbox for "Remember me next time." and a "Log In" button. Below the login fields, there are three links: "Did you forget your password?", "Do you need to change your password?", and "Do you need to apply for a new account?". At the bottom of the page, there is a navigation bar with links for "Home", "About", "Contact Us", "Resources", "Accessibility", "Site Policies & Public Notices".

3. Once you have successfully logged in you will have My Account:, My Departments, and Incident Reports tabs. Also, note that the green **LOGOUT** button at the top right now shows up with a Welcome message.

A screenshot of the user account page after logging in. The page has a yellow header with tabs for "Home", "Directory", "My Account: Testing VFD", "My Depts.", and "Incident Reports". A red arrow points to a green "LOGOUT" button in the top right corner with the text "Welcome, yourname". Below the header, there is a "My Account: Testing VFD" section. It contains a sub-header "Account Information" and an "Edit" button. The account information is displayed in a table-like format with various fields such as "Account status: Waiting", "FD Name: Testing VFD", "Chief name: Chief Name", "Contact: Your Name", "Contact position: Your Name", "Mailing addr:", "Physical addr:", "Latitude: 30.637015", "Longitude: -96.3285", "Phone: 555-555-5555", "Fax: 555-555-5555", "Email:", "Website:", "Type: Volunteer", "Paid (FF): 0", "Vol (FF): 0", "Active vol (FF): 0", "Other (non-FF): 0", "Admin/staff: 0", "Report under or NFIRS? No", "For internal use:", "NFIRS ID:", "Tax ID:", "Charter ID:", and "Commission ID".



4. If the LOGOUT is present at the top right of the screen, but the Login page is present once you are logged into FDD, you are logged in to FDD. A common mistake of locking out your account is retrying to login from this situation.



5. When finished in FDD to logout click on the green LOGOUT button.