

Registration Instructions and Information

To begin the enrollment process for the N.J. Division of Fire Safety courses, you must create an account if you have not already done so or enrolled in a class since March 2020.

Registration begins September 8, 2021. If you have NOT already done so, please create an account now.

Create a New Account (for those who have NOT created account and/or taken a class since March 2020)

- Go to the web site www.keanfiresafety.com
- Go to Log In (Log In button is in blue box at top right of keanfiresafety.com home screen)
- Click/enter Log In
- The next page you will be directed to is:
www.keanolt.ourclassroom.net (background photo is Newark, NJ)
- Scroll down to the box that reads, "If this is your first time here, please click Create Account" Click on the button "Create new account."
- Fill out requested information on this screen. Complete all required fields as indicated by a red exclamation mark. **Please make note of User Name and Password as this will be used to log into your account going forward.**
- **We suggest providing an email address that can be accessed from home and is of a permanent nature. For example, Yahoo, GMAIL, Hotmail. You will need to be able to check this email the night before classes to learn of any changes.**
- **Fire ID is your six digit DFS Fire Service ID Number**
- Click/enter Create New Account
- Please allow 24 to 48 hours before logging in and attempting to register for classes in order to allow time for the account approval process.

Log into existing Account (for those who have already created an account)

- Go to the web site www.keanfiresafety.com

- Click/ enter Log In (Log In button is in blue box at top right of keanfiresafety.com home screen)
- The site you will be directed to is www.keanolt.ourclassroom.net (background photo is Newark, NJ)
- Enter your user name and password
- Click/ enter log in

To enroll in a course

- You may register for courses only if you have an account. Please note the Log In and/ or Create New Account instructions above
- Upon logging in, you will be directed to the Home Screen. This page has a yellow bar across the top and four icons, Dashboard, Calendar, Badges and All Courses in the upper center part of the screen.
- Click/ Enter All Courses. You will be directed to a page with a search bar and a link to Live Courses. Locate a Course you wish to enroll in by typing the course name in the search bar or by clicking the link to Live Courses and then scrolling through the list of courses.
- Select the course you would like to enroll into and verify the location and date associated with that title.
- After the class page opens, if it is the correct course you're interested in, click the "Enrol Me" button after confirming the date listed is the date you'd like to attend. Please enroll in the class no later than 8:30 a.m. the date before it is scheduled.
- If you see a message, "Unable to join", it is because it is trying to direct you to a zoom class that is not ready to start, as it is still in the future. You can join your previously registered Zoom class 15 minutes before it is scheduled to begin. Follow the screen prompts to join Zoom.
- After clicking the "Enrol Me" button, you can verify your registration by clicking on the calendar and confirming that the class shows on the date it is scheduled. On the day of class, if it is a Zoom class, you can join by clicking on the blue Zoom icon on your calendar.

To Withdraw from a course

- Email Withdraw Request to firesafety@kean.edu
- Include course name and date in email request.
- Email but be submitted to firesafetly@kean.edu at least 48 hours before class date.

- Please note you may continue to get class notifications.

Registration Period

Registration begins September 8, 2021 at 9 am and will continue through the current Fall semester. Registration for each course closes 24 hours prior to class start time. You may register for a maximum of six (6) courses each semester. In special cases you may register for additional classes over the maximum limit, but only on a space available bases and approval by N.J. Division of Fire Safety. Please call 609-777-3552 for approval. Credit will not be issued for repeat courses which have already been completed within your active certification cycle, with the exception of Code Update. The N.J. Division of Fire Safety reserves the right to limit the number of enrollments per person.

Course Confirmation

Courses in which you have registered can be viewed on your online account. Please log into your online account and check your courses on your calendar.

Course Credit

In order to receive course credit, you must check in with the course facilitator, be present prior to the start of the class in in the classroom for the entire course. Credit may not be granted if you arrive late, return late from lunch and breaks, leave the location early or frequently leave the classroom while the course is in session. This applies to in person and virtual / zoom classroom instruction.

Additionally, you may not receive course credit if you are observed to be using the internet, reading a newspaper/ magazine or engaging in behavior in such a manner that is not conducive to your participation in the class or causes a disruption / distraction to other students or the instructor. If you are asked to discontinue such behavior and you do not immediately comply you may not receive credit. The facilitator and instructor have the right to ask for your cooperation and they are not required to repeat that request. In order words, by reading this notice and agreeing to these terms you