HOW TO VIEW YOUR TRAINING PROFILE IN IMS

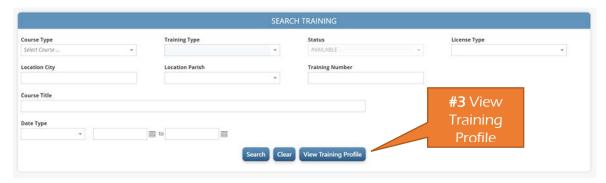
Access the Office of State Fire Marshal Information Management System (IMS) by using the following link https://lasfm.la.gov/ By following the steps listed below, the user will be able to access the qualifier courses they have registered for and completed using the IMS.



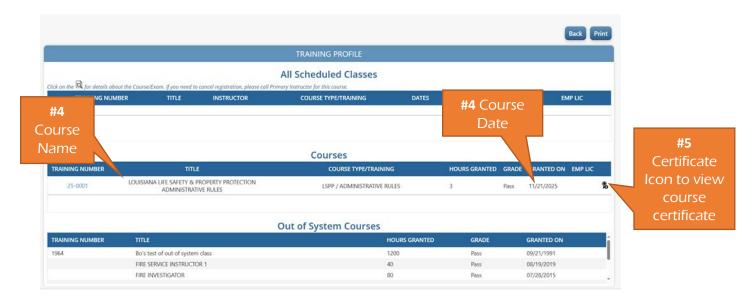
1. Login to IMS using personal login and password.



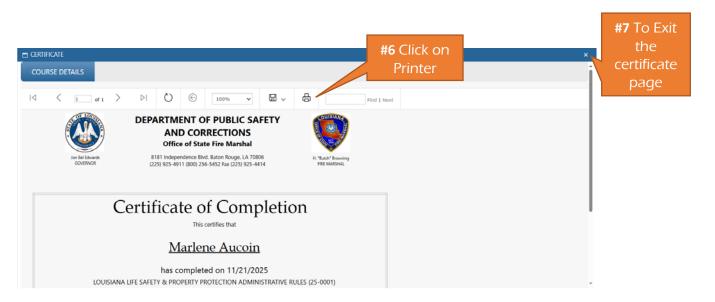
2. Click on "Training"



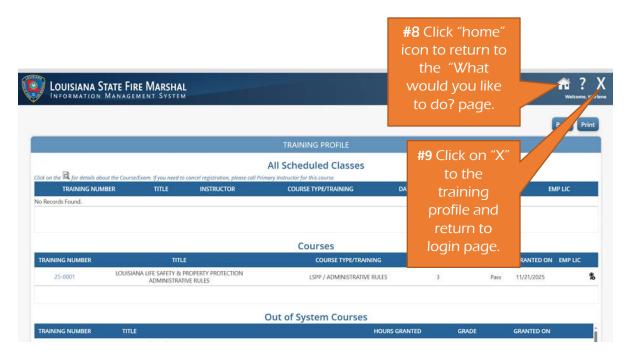
3. Click on "View Training Profile" this will allow the user to view all qualifier courses that they have registered for and completed within the IMS system of the Office of State Fire Marshal.



- 4. Verify the course you wish to print by course name and date.
- 5. Click on the certificate icon to the right of the course to access the certificate for printing.



- 6. You may print your certificate by clicking on the "printer" icon.
- 7. Once you have completed the printing process you may exit the "certificate" page by clicking on the X at the top right of this page. This will return you to your Training Profile.



- 8. To exit the Training Profile you may click on the "home" icon to return to the "What would you like to do?" page
- 9. You may click on the "exit (X)" icon to leave IMS.