



## Risk Management Discount Program (RMDP)

### *On-Line University User Registration and Screens*

- 1) If ***not*** already registered in previous years or by your agency's program administrator, register in the on-line university at <http://firstnetcampus.com/icrmp/entities/icrmp/logon.htm>. Not sure you're registered? Contact your supervisor or agency's program administrator.
- 2) If already registered, log on to the on-line university using the link provided above.
- 3) When you first register or logon to the on-line university, the "***My Profile***" screen will appear. This is used to enter or edit your personal information. You can access again by clicking on the "***My Profile***" tab.
- 4) The next screen that appears is "***My Courses***". The specific courses and policy reviews you are required to take are displayed under "***Current Required Training***". Only those courses/policy reviews specific to your department and/or position in your agency are shown and based on the information you provided the "***My Profile***" setup.
- 5) Follow the links under "***Current Required Training***" to complete training and review policies. This section will also show completion dates for on-line university courses/policy reviews and allow you to print certificates.
- 6) Training from previous years' Risk Management Discount Programs is displayed under "***Optional ICRMP Courses***" under the "***My Courses***" tab. You may take any of these additional trainings free of charge, but they are optional and not part of this year's program requirements.
- 7) If you are interrupted and need to complete your training at a later date, the "***My Courses***" screen appears whenever you logon next. You can also access this screen by clicking on the "***My Courses***" tab.

Please contact your supervisor or your agency program administrator for any questions regarding the Risk Management Discount Program. For ICRMP On-Line University technical support please call 1-888-948-4949 extension 1.