



## Community Wildfire Defense Grant Applicant Information Webinars

The Community Wildfire Defense Grants are intended to help at-risk local communities and Tribes plan and reduce the risk against wildfire.

Upcoming information webinars are being offered to help applicants understand how to apply for a grant. Potential applicants may register for the webinars through the Wildland Fire Learning Portal. Complete the following steps to register.

### **Request a Wildland Fire Learning Portal user account.**

**IMPORTANT:** Do not request a new account if you believe you may already have a user account. See “Recovering or Accessing an Existing User Account” below.

**1.** Go to [www.WildlandFireLearningPortal.net](http://www.WildlandFireLearningPortal.net). Select “Log in” from the top right.

A screenshot of the Wildland Fire Learning Portal login interface. It shows a dark blue header with the text “You are not logged in. Log in” in white. The “Log in” text is a button.

**2.** Select “Create new account” Complete the new Account sign up request form. After completing the form, ensure you click the “Request account” button at the bottom of the form.

**Is this your first time here?**

For full access to courses you'll need to take a minute to create "enrollment key", which you won't need until later.

Click on the button below to start the registration process.

Create new account

**IMPORTANT:**

o Please use your work email if at all possible – i.e. the email for your organization.

o When prompted to select your agency, please select Tribal, State, Municipality or NGO if that applies.

**3.** When you click “Request account” you will receive an on-screen confirmation message **AND** you should receive an automated email from the Learning Portal within 10-15 minutes. You must respond to that automated email to confirm the ownership of the email you provided when requesting the account. Your request for a user account cannot progress until you have responded to confirm email ownership.

If you do not receive the automated email, then:

- a) Carefully check within the spam/junk folders in your email program.
- b) Contact your IT Department to ensure there are not security filters that would prevent you from receiving emails from the Wildland Fire Learning Portal.
- c) After completing “a” and “b” above, if you still have not received the email within 10-15 minutes, then contact the Wildland Fire Learning Portal Site Administrator at the email listed below.

**4.** After receiving AND responding to the automated ownership confirmation email, you should expect confirmation of your account request:

- a) The same day if you are using an email address that is one of the pre-approved government or organization email domains.
- b) Within 1 business day if your email address is from a general email provider such as Gmail, Yahoo Mail, Outlook, etc. Business hours are Monday-Friday from 8:00am to 5:00pm MDT.

**5.** When your account is approved, you should receive an email from the Learning Portal, and you will be able to login to your account. If after following the steps above, you do not receive confirmation your request was approved within 1-2 business days, then:

- a) Carefully check within the spam/junk folders in your email program.
- b) Contact the Wildland Fire Learning Portal Site Administrator at the email listed below.

**Register for the webinar that applies to your community or tribe.**

After receiving a Learning Portal user account, you can search upcoming courses for “CWDG” or use the following link to go to the Applicant Webinar registration page. Follow the instructions carefully to ensure you register for the webinar that applies to your community.

[CWDG Applicant Webinar Registration Page](#)

**Recovering or Accessing an Existing User Account**

**IMPORTANT:** Do not request a new account if you believe you may already have a user account.

- If you change agencies or retire, your account on the Learning Portal will still be accessible. You will need to edit the email address in your User Profile. To do this, login to your account on the Learning Portal, click on the arrow near your name in the upper right-hand corner, click on “Profile”, then click on “Edit Profile.”
- If you no longer have access to the email address in your User Profile, you can still access your account if you know your username and password. After logging in, you can edit the email address in your profile.
- If you can't remember your username and/or password and still have access to the email address in your User Profile, go to the login page (<https://wildlandfirelearningportal.net/login/index.php>), and click on "Forgotten your username or password?" The system will guide you through the process of recovering your username and password by sending you an email within 10-15 minutes. If you do not receive the email, contact the Wildland Fire Learning Portal Site Administrator at the email listed below.

**If you need any assistance, contact the Wildland Fire Learning Portal Site Administrator**

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For same day crisis requirements - Phone: (208)546-9038