

ERMA/STARS INSTRUCTIONS FOR STUDENTS

Arizona Center for Fire Service Excellence

In order to be eligible to test for state certification, or receive a state training certificate from AzCFSE, students must have an account in the **ERMA registration system (Event Registration & Management Application)**. This database was formerly known as STARS. When students activate their accounts, they will receive an **EIN (Electronic Identification Number)** that must be given to the instructor to include on the class roster. The EIN also allows students to see all training certificates they have received from AzCFSE or the State Fire Marshal's Office in the past, or to enroll in a Fire School class. **Students must retain their EIN** to access their training record or enroll in future programs or workshops.

GETTING AN ACCOUNT IN ERMA:

- **If you don't know your EIN, you may look it up on the ERMA website.** Go to www.erma.az.gov & click "Log In" and then "Lookup your EIN". Type your name and click "Search". Do NOT select an agency and ALL agency codes will be searched (your account may have been created under several possible agencies). ERMA will send your EIN to the email address on file. If ERMA does not have the correct email address then see the instructions below (Updating Your Email Address). Once your email address has been updated you may log into ERMA to activate your account.
- **If you don't have an EIN and you have never received a state certificate before:** go to www.erma.az.gov and click "Log In", then click on the option for first time users. Type your name in the boxes provided and click "Search". Then click "New" to create a new account. Fill in all requested information. It is very important that a valid email address be entered into ERMA because this is where your EIN and password will be sent.

STUDENTS ENROLLING IN FIRE SCHOOL:

- **If you are taking a Fire School class you must have an EIN from the ERMA system in order to enroll** in the class. This is required to get credit for completing the training.

STUDENTS IN PROGRAMS SPONSORED BY FIRE DEPARTMENTS OR COLLEGES:

- **If you are participating in a program or workshop** sponsored by a fire department or community college then you **must give your EIN to the instructor** to include on the roster so you will get credit for the training through AzCFSE.

HOW TO LOG INTO ERMA AFTER GETTING YOUR EIN:

- **If you know your EIN and ERMA password**, then go to the ERMA website (www.erma.az.gov) and click on "Log In", then enter the information requested.
- **If you know your EIN but don't have a password (or can't remember your password):** go to the website (www.erma.az.gov) and click "Log In" and select "Reset Your password". Type your EIN in the space provided and the account will be activated. The password will be sent to your e-mail address. If ERMA does not have a valid e-mail address then see the instructions below for updating your email address. After the e-mail

address has been corrected, go back to ERMA (www.erma.az.gov) and activate the account by following the directions above.

UPDATING YOUR EMAIL ADDRESS:

- If you know your EIN and password and you need to update your email address then just log into ERMA (see instructions for logging in above) and click on either “My Account” or “Account Info” and then click the “Edit” button next to “Member Information” and enter the correct email address.
- If you are unable to log into ERMA and your email address is incorrect then contact AzCFSE at the email address below and let us know your name, EIN, and the email address you would like added to your account (contacting us by email is recommended for email updates due to less chance for error).

For questions contact Arizona Center for Fire Service Excellence (AzCFSE):

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