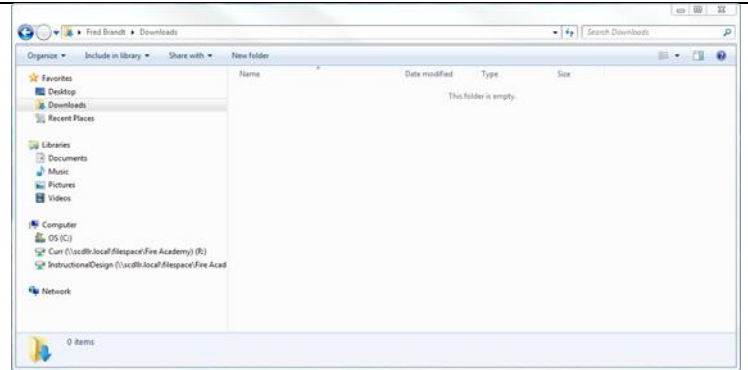


# How to download Instructor material from the Curriculum Resource Center

## Step One:

Go to the Downloads folder in Windows Explorer, you may want to delete all the files in it so that it will be easier to find your files.



## Step Two:

Next, go to SCFA online training website (<http://scfaonlinetraining.org>).



## Step Three:

Sign in, and locate the Courses we offer.



# How to download Instructor material from the Curriculum Resource Center

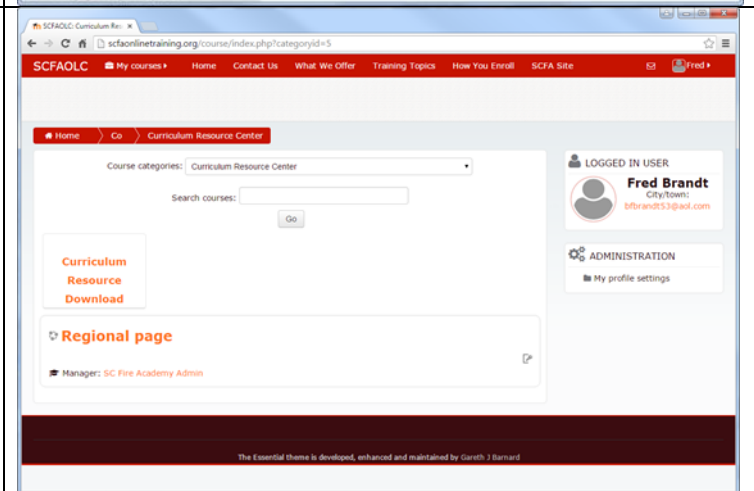
## Step Four:

The Instructor material is located in the Curriculum Resource Center.



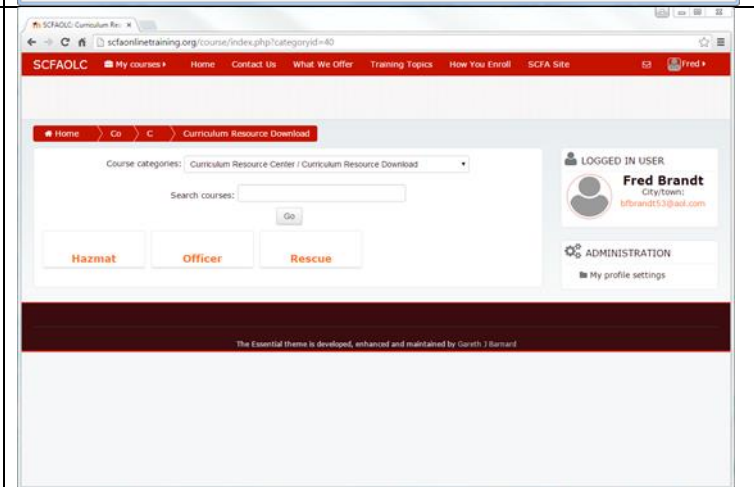
## Step Five:

Next, you will see the Curriculum Resource Download.



## Step Six:

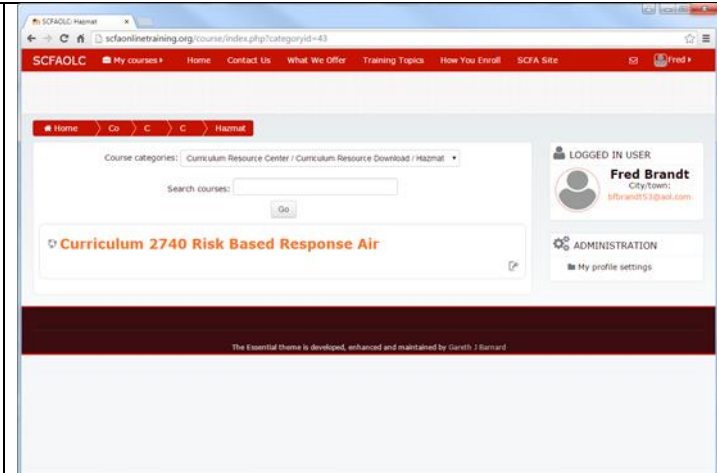
Then, you will see the curriculum categories. In this example we will select Hazmat.



# How to download Instructor material from the Curriculum Resource Center

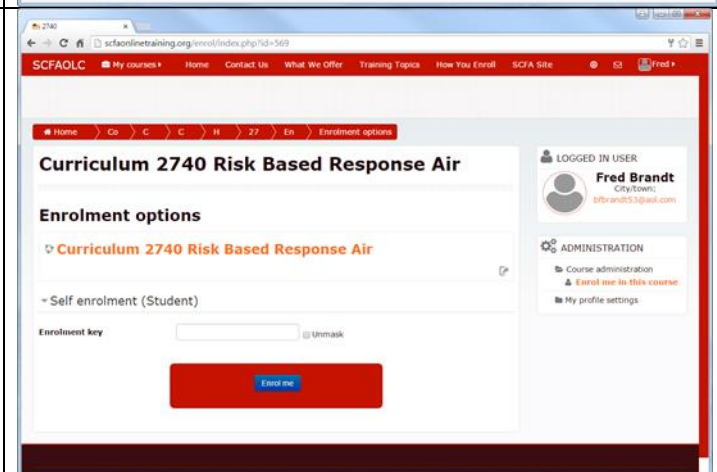
## Step Seven:

The Curriculum 2740 Risk Based Response Air is the course material we will select.



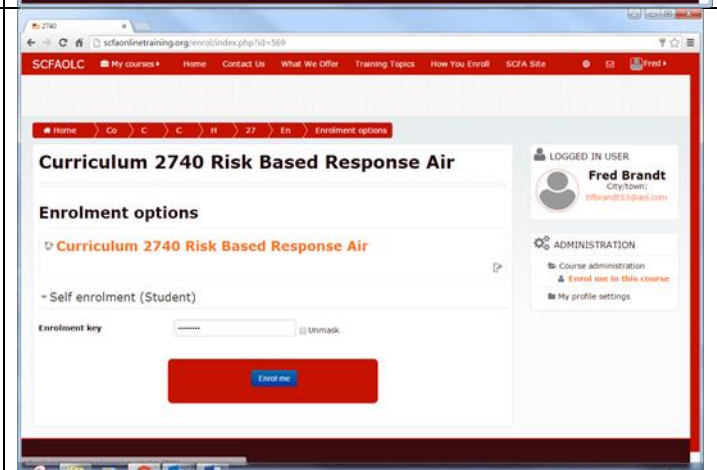
## Step Eight:

You will be prompted to enter an enrolment key. To get this key you need to go through your regional coordinator and be approved by them to teach the course.



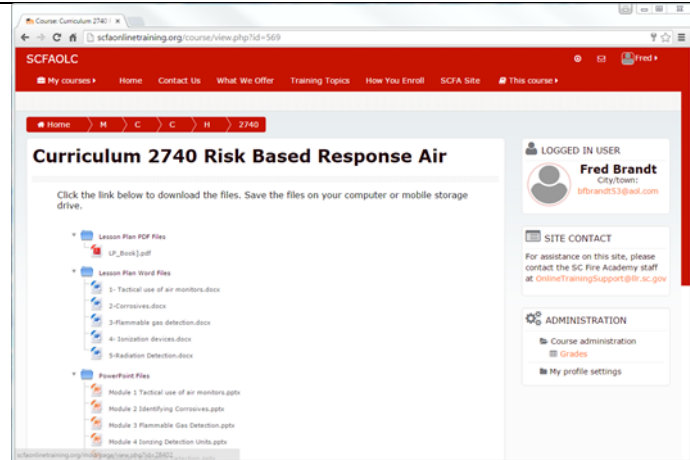
## Step Nine:

Type in the enrollment key and hit enrol me.

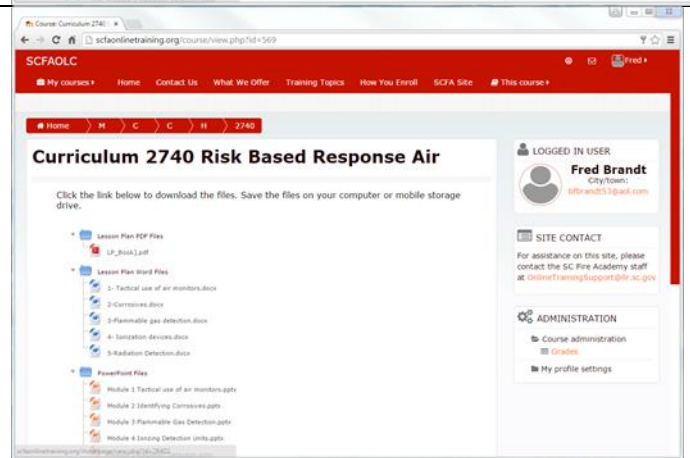


# How to download Instructor material from the Curriculum Resource Center

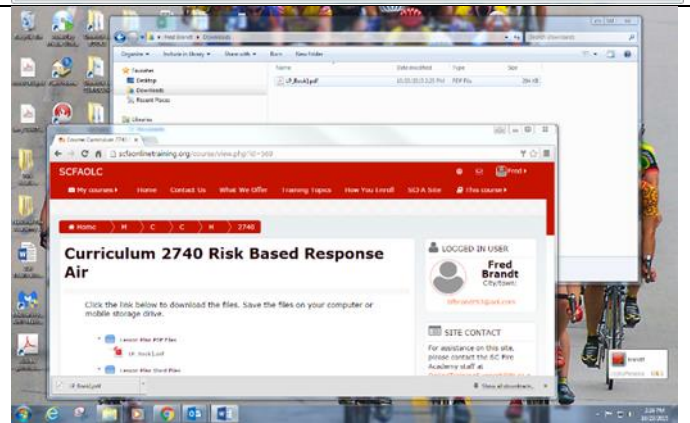
**Step Ten:**  
You should now see the downloadable curriculum files.



**Step Eleven:**  
In this example you will download the Lesson Plan for this course. It is under the folder labeled Lesson Plan PDF Files.



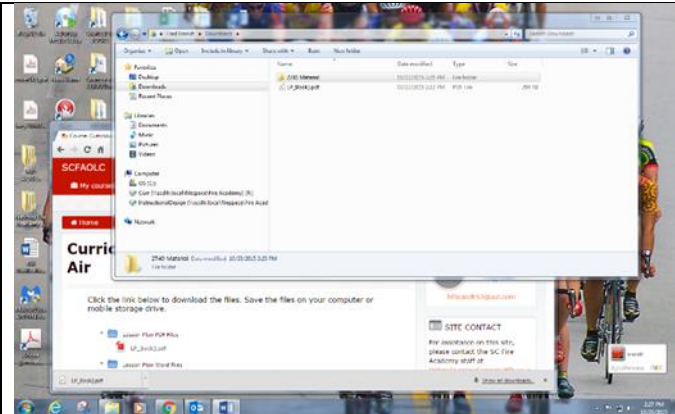
**Step Twelve:**  
With your download page still open select and download the LP Book. You should see the LP Book on your download page.



## How to download Instructor material from the Curriculum Resource Center

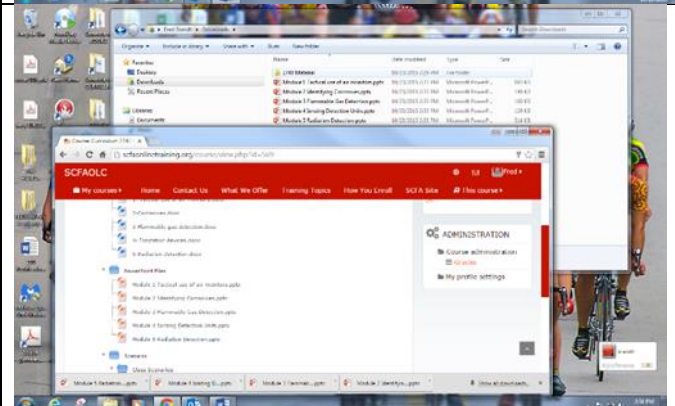
### Step Thirteen:

Next create a new folder labeled 2740 Material. Then move the LP Book into that folder.



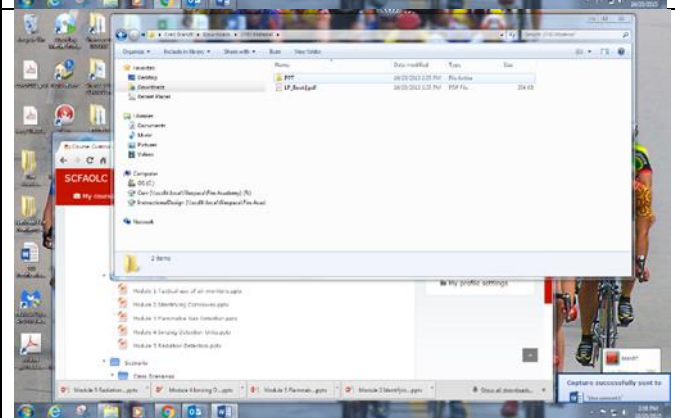
### Step Fourteen:

Downloading multiple files. In this example we will use the PowerPoint File. Since there are 5 modules you will have to select each module one at a time to download the files.



### Step Fifteen:

After downloading multiple files you should make a new sub folder in the 2740 Material folder labeled PPT and moved the five PPT modules into that folder.



You can continue steps fourteen and fifteen until you have copied all of the material you want to save to your personal computer, CD or thumb drive.