

# UPDATE DRILL/TRAINING RECORDS USER GUIDE

1. Log into the CFU Members Portal via the CFU Website  
[www.cfu.fire.nsw.gov.au](http://www.cfu.fire.nsw.gov.au)
2. Click on “CFU Members Area” on the left hand side of the menu.
3. Click on “Click to Login”

Fire & Rescue NSW  
Community Fire Units

Home > Bushfire Awareness > Join the Program > Useful Links > **Click to Login**

**CFU Members Area** >  
> Admin & Activity Apps

Contact Us >

Home > CFU Members Area

**Click to Login**

Forgotten Password?

The CFU Member Portal is a resource that all members should utilise. Once you log in you have access to update some of your personal details. Please check:

- Name
- Address
- Phone numbers
- Email address (one address only)
- Your CFU Start date - If it is incorrect, email us to update it for you.

Remember that if any information is incorrect or missing, you run the risk of not being fully updated with any emergency information that may need to be communicated to you, so it is imperative that all your personal details are up to date at all times. [Click for step-by-step guide to record training in SAP](#) (PDF)

**Forgotten Password & Choosing a Specific Password**

If you have forgotten your password or would like to choose a specific password to access the CFU Self Service Portal, you can reset it yourself by [clicking this link](#) and following the prompts. Remember your LoginID is the first 3 letters of your last name and your 6 digit member number (email address must be correct in your member portal) or email [cfu@fire.nsw.gov.au](mailto:cfu@fire.nsw.gov.au)

4. Your login/user is your Login ID (first 3 letters of your Surname followed by CFU Member Number i.e “ABC123456”) and then Password to login.

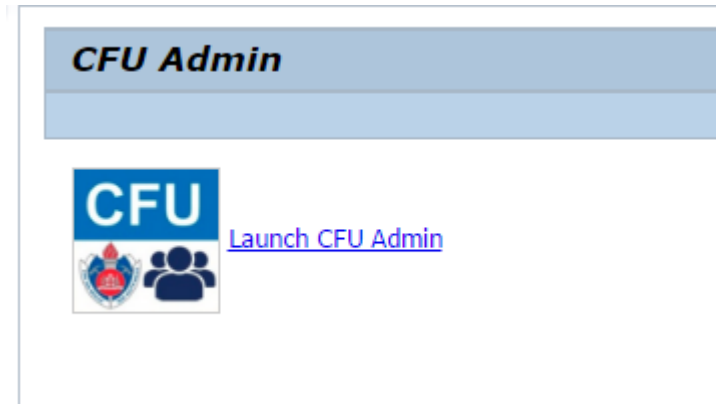
Fire & Rescue NSW

**Self Service Portal**

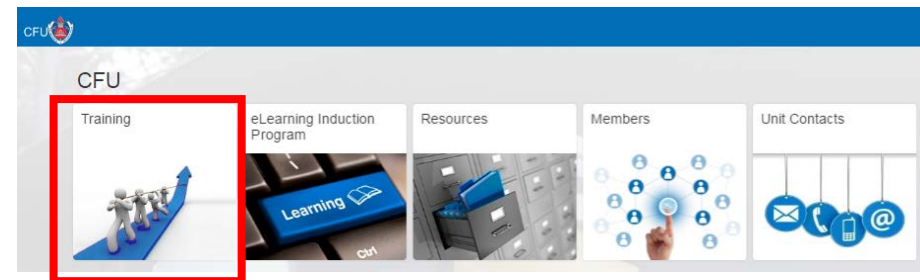
User \*

Password \*

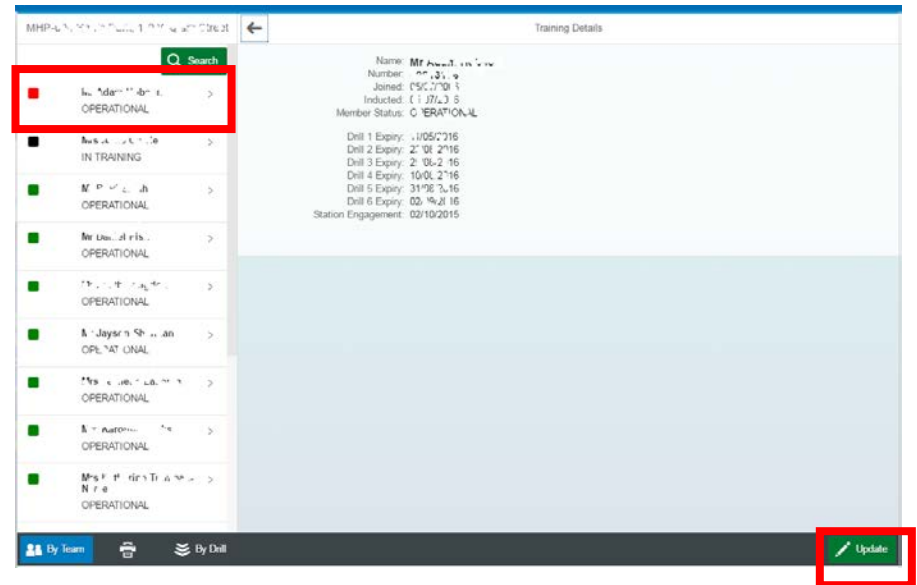
5. Click "Launch CFU Admin"



6. Once you have logged in, click on the Training tile to open a list of your members and their status.



7. To update a training record for a member, click on the person's name and then click "Update" on the bottom right hand side of the screen.



8. Click on the calendar icon for each Drill, and enter the date of completion and press OK. Repeat the process for each Drill until all complete. Once all the dates have been entered press "Save" at the bottom right hand corner of the screen. Ensure you complete this process for each member.

