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# FIRST DUE: LOGIN AND ACCOUNT SETUP

## Quick Start Guide

### ➤ [Link to Associated Training Videos](#)

<http://www.youtube.com/@firedistrict3training152>

Look for First Due Playlist

### 1. SIGN IN

- Go to: <https://sizeup.firstduesizeup.com/auth/signin-v2>
- Enter your District email address
- First-time users: Forgot My Password to create one.
- Sign in

### 2. FIRST DUE MOBILE APP (Optional to use)

- Download First Due Mobile
- Sign in with the same credentials
- *Recommended* – in Menu, dropdown from Scheduler and tap the pushpin next to Scheduler Dashboard as well as Shift Board.

### 3. VERIFY CONTACT INFORMATION

It is easiest to Setup your account from a desktop computer.

Desktop: First Due Logo → Your Name → Settings

Mobile: Menu → Your Name → User Settings

- ☐ Verify Email Address
- ☐ Verify Phone Number

### 4. EMS PROVIDERS

- Add Digital Signature
- Create PIN – for use in Medications module

### 5. NOTIFICATIONS

> Review [this article](#) first to understand how notifications work.

#### Response Notifications:

Not required, enables notifications to your phone by Unit or by Call Type.

#### Messaging Notifications:

How you receive messages sent from inside First Due from other users.

#### Call Shifts:

Configure preferred methods for Call Shifts (aka Call backs) for qualified users. If you use Text (SMS), you have to reply back using the exact wording in the call shift text. Example: 12345 Yes. “Yes” or “Y” with no reference number will not work.

Call Shifts are accepted from the **Scheduler Dashboard** (a green checkmark is visible during an active Call Shift on a qualified user's account)

#### Scheduling Notifications:

Notifications for Assignments, Trades, Time Off, Changes etc.

### 6. PERSONNEL & NEMSIS

Review your personnel info – many fields are intentionally blank and not needed.

>Verify your NEMSIS tab information (at bottom of that tab) if applicable. Many fields are intentionally blank in the NEMSIS tab.

Corrections: [shannond@jcf3.com](mailto:shannond@jcf3.com)

### 7. NEED HELP?

Menu → Support → Knowledge Center  
FAQs, Training Resources, Troubleshooting

Email [shannond@jcf3.com](mailto:shannond@jcf3.com) for any questions not answered in the Knowledge Center.

### IMPORTANT

First Due is not the District's official personnel record. Employment and contact changes must still be reported to Finance via normal District processes.

#### SETUP CHECKLIST

- ☐ Logged In
- ☐ Password Created
- ☐ Mobile App Installed (optional)
- ☐ Contact Information Verified
- ☐ Notifications Configured
- ☐ Personnel Information Reviewed
- ☐ NEMSIS Verified
- ☐ Review Knowledge Center for help articles and videos