INFORMATIONAL BULLETIN
CFSTES & FSTEP Course Roster Upload Instructions

Issued: October 11, 2018

ACCOUNT LOGIN

- Go to the Acadis SFT User Portal at: https://osfm-sft.acadisonline.com
- Log into your account using your **username** and **password** provided to you by SFT.

Figure 1: Acadis Portal Login Page

COURSE ROSTER TEMPLATE

- Download and complete the **Course Roster template** spreadsheet from the SFT website:
  https://osfm.fire.ca.gov/media/2804/courserostertemplate.xlsx

UPLOADING COURSE ROSTER & RESULTS

- At the top of the screen, select the tab labeled **Web Forms**
- From the dropdown menu, select **Find & Complete a WebForm**

Figure 2: Navigating to a WebForm

- From the list of webforms, select **Course Roster WebForm**
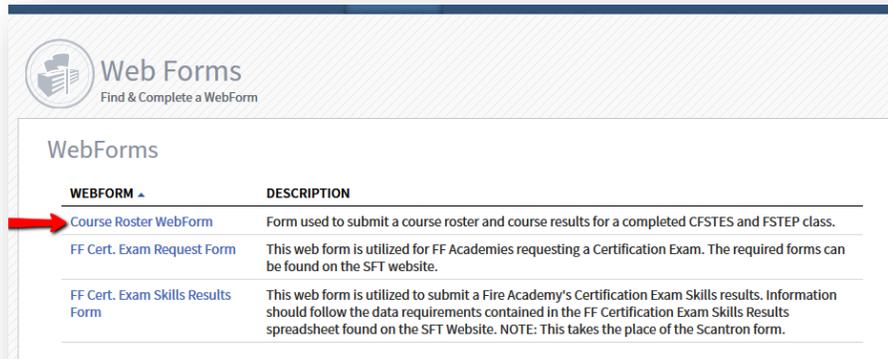

Figure 3: Selecting the WebForm

- Complete the **Course Roster WebForm** by entering the following information:
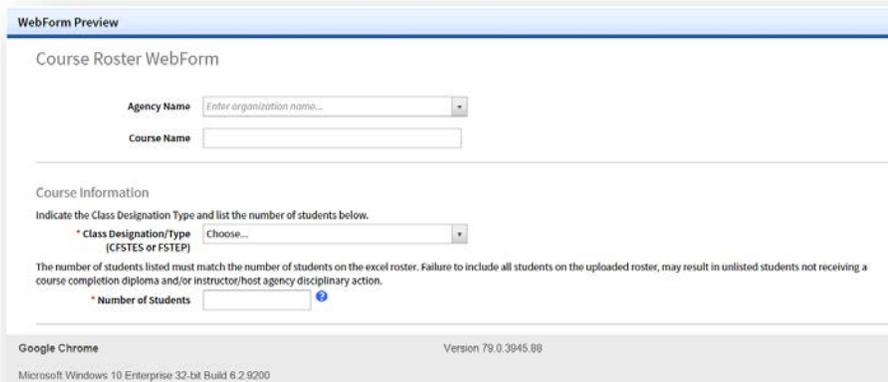

Figure 4: Course Roster WebForm

- Figure 4: Course Roster Webform
  - **Agency Name**
  - **Course Name**
  - **Class Designation** (ex. CSFTES or FSTEP)
  - **Number of Students**; number of actual students that attended. This number must match the number of students submitted on the course roster spreadsheet. If the numbers do not match the course may be returned and/or processing delayed.

Figure 5: Course Return Webform

- Figure 5: Course Return Webform
  - **Course Request Form**; as returned when course approval was given.
  - **Course Roster Spreadsheet**; spreadsheet must contain a unique email for each student. Email is utilized to confirm student identity in association with existing SFT ID numbers. Student addresses are only required for new students that **do not** have an SFT ID number and who were listed as a "New Student".
  - **Course Changes, Deviations and/or Notes**; please indicate any changes to dates, assistant instructors, and/or notes that will assist in course processing.
  - **Submitted By**; all courses must be submitted by the instructor of record or a designated SFT approved person representing the host agency.

  *All forms may be downloaded from the SFT Course Scheduling Webpage
  **A Course Return Checklist is no longer required

- Once all required fields have been fulfilled and all required supporting documents are uploaded, click the **Submit** button in the bottom right corner. A confirmation message will display, and a confirmation will be emailed to the submitter. SFT will also receive a notification indicating that results have been submitted, and SFT will process those results in the order they were received.