



INFORMATIONAL BULLETIN

CFSTES & FSTEP Course Roster Upload Instructions

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ACCOUNT LOGIN

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



Figure 1: Acadis Portal Login Page

COURSE ROSTER TEMPLATE

3. Download and complete the **Course Roster template** spreadsheet from the SFT website: <https://osfm.fire.ca.gov/divisions/state-fire-training/course-scheduling/>

UPLOADING COURSE ROSTER & RESULTS

4. At the top of the screen, select the tab labeled **WebForms**
5. From the dropdown menu, select **Find & Complete a WebForm**

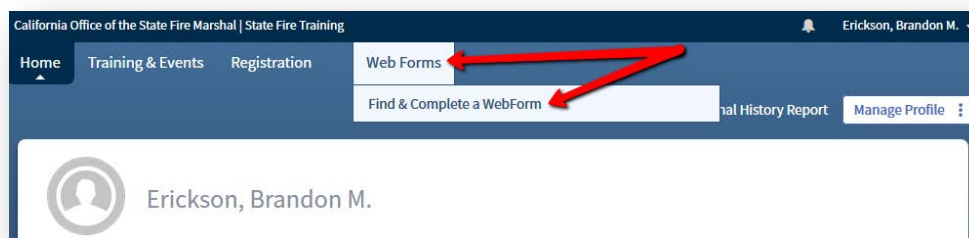


Figure 2: Navigating to a WebForm



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

WEBFORM ▾	DESCRIPTION
Course Roster WebForm	Form used to submit a course roster and course results for a completed CFSTES and FSTEP class.
FF Cert. Exam Request Form	This web form is utilized for FF Academies requesting a Certification Exam. The required forms can be found on the SFT website.
FF Cert. Exam Skills Results Form	This web form is utilized to submit a Fire Academy's Certification Exam Skills results. Information should follow the data requirements contained in the FF Certification Exam Skills Results spreadsheet found on the SFT Website. NOTE: This takes the place of the Scantron form.

Figure 3: Selecting the WebForm tab

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

Course Roster WebForm

Agency Name:

Course Name:

Submitted By:

* First Name Middle * Last Name Suffix

If there are questions regarding this submittal, I may be contacted at:

* Phone Number Extension

* Email Address

Attach and upload your documentation below:
(one submission per class)

* Class Designation/Type:

* Copy of Course Request Form: No document has been attached. [↓](#) [?](#)

* Course Returns Checklist: No document has been attached. [↓](#) [?](#)

* Course Roster Spreadsheet (Excel or csv): No document has been attached. [↓](#) [?](#)

Forms and required documents can be found on the Course Scheduling webpage at:
<https://osfm.fire.ca.gov/divisions/state-fire-training/course-scheduling/>

**All comments, changes and/or deviations, etc. can be documented on the Course Returns Checklist.

* Required Information

Back

Figure 4: Course Roster WebForm

- Agency Name, Course Name, Submitter's Contact Information, Class Designation (ex. CSFTES or FSTEP), Copy of the Course Request form, Course Returns Checklist, Course Roster Spreadsheet (all forms may be downloaded from the SFT Course Scheduling Webpage).
- Once all required fields are completed and all required documents are uploaded, click the **Submit** button in the bottom right corner. A confirmation message will display on the screen and a confirmation will be emailed to the submitter. SFT will also receive a notification that results have been submitted and SFT will process those results in the order they were received.