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**
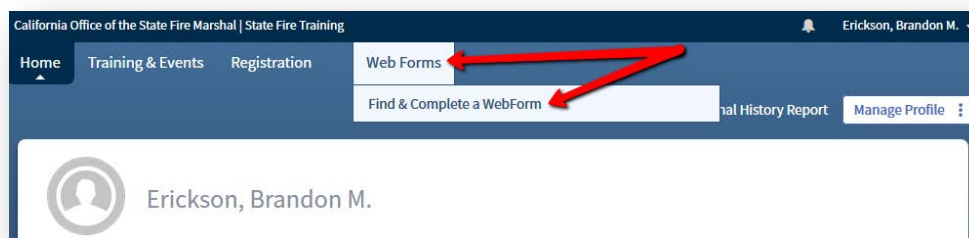5. From the dropdown menu, select **Find & Complete a WebForm**

Figure 2: Navigating to a WebForm

6. From the list of webforms, select **Course Roster WebForm**

Figure 3: Selecting the WebForm tab

7. Complete the **Course Roster WebForm** by entering the following information:

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).

8. 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.