

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.

Californ	ia Office of the State Fire Marshal State Fire Training	g POWERED BY THE READINESS SUITE
Sign in E-mail address (Username) Password Reset your password Don't have an account? Sign	The State Fire Training User Portal The State Fire Training User Portal is a comprehensive system that serves as a central training and certification repository for all participants in the California Fire Service Training and Education System (CFSTES) or the Fire Service Training and Education Program (FSTEP). User Account Login Portal accounts can now be activated for users who have a valid SFT ID number (SFT ID numbers must include the hyphen, ex. XXXX-XXXX). Click onto the Sign Up link on the left for user to the Partieve Pare SET ID link located	Resources Available Training Training Catalog WebForms List of Organizations
up.	on the left side of this page. A valid email address on file is required before an SFT ID can be retrieved using this method. If this method is not successful, you may utilize the Online Legacy SFT ID Look Up website which will ask you for your name and last four SSN before displaying your SFT ID.	Technical Support For technical support, questions, or comments on this site, please contact:

Figure 1: Acadis Portal Login Page

COURSE ROSTER TEMPLATE

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

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

Report Mana	ge Profile
R	eport Mana

Figure 2: Navigating to a WebForm



INFORMATIONAL BULLETIN CFSTES & FSTEP Course Roster Upload Instructions

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

Find & Complete a WebFor	n
ebForms	
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

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

course noster webro	rm	
Agency Name	Enter organization name	
Course Name		
Course Information		
ndicate the Class Designation Type a	and list the number of students below.	
	Choose	
* Class Designation/Type (CFSTES or FSTEP)	choose	<u>.</u>
* Class Designation/Type (CFSTES or FSTEP) The number of students listed must in course completion diploma and/or in	match the number of students on the excent	e roster. Failure to include all students on the uploaded roster, may result in unlisted students not receiving a
* Class Designation/Type (CFSTES or FSTEP) the number of students listed must to source completion diploma and/or in * Number of Students	match the number of students on the excent nstructor/host agency disciplinary action.	result in unlisted students on the uploaded roster, may result in unlisted students not receiving a
* Class Designation(Type (CFSTES or FSTEP) The number of students listed must course completion diploma and/or li * Number of Students	match the number of students on the exce nstructor/host agency disciplinary action.	el roster. Failure to include all students on the uploaded roster, may result in unlisted students not receiving a Version 79.0.3945.88

Figure 4: Course Roster WebForm

- Figure 4: Course Roster Webform
 - Agency Name
 - o 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.



INFORMATIONAL BULLETIN CFSTES & FSTEP Course Roster Upload Instructions

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ttach and upload your documentat one submission per class)	ion below:					
* Copy of Course Request Form	No document has be	en attached	l. 土 🕜			
Course Roster Spreadsheet (Excel or csv)	No document has be	en attached.	l. 土 😯			
Course approval deviations					0	
and/or notes.						
				li.		
hereby certify that I am the primar	y instructor of record	or authorize	ed representative for	the course being submitted.	I hereby certify that this course	was conducted in compliance with
hereby certify that I am the primar alifornia Code of Regulations, Title ccordance with the CIRM/Course pl ourse and/or instructor revocation.	y instructor of record 19 Public Safety Code lans and conducted in	or authorize e, Division 1 an ethical n	ed representative for State Fire Marshal, C manner. I understand	the course being submitted. hapter 13 California Fire Serv that misstatements, omissio	I hereby certify that this course vice Training and Education Prog ons of material facts, or falsificat	was conducted in compliance with gram. This course was delivered in tion of information may be cause for
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Figure 5: Course Return Webform

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 - **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 <u>do not</u> 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.