INFORMATION BULLETIN
Digital Roster and Grade Submission
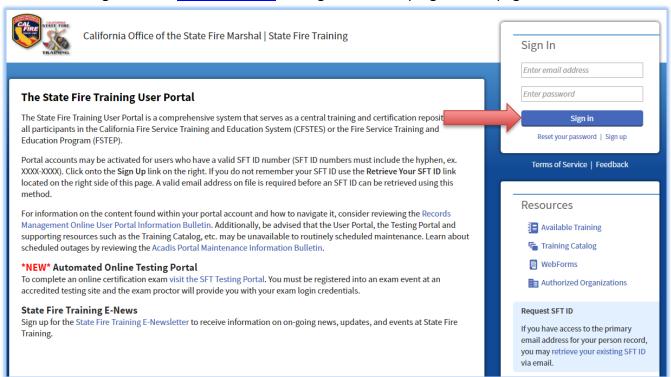# For Accredited Academies

OVERVIEW

New features and enhancements have been activated on the State Fire Training (SFT) User Portal. This information bulletin shows instructions on how Accredited Academy admins will electronically submit the rosters and grades for their Academy's completed courses (Please see the alternate bulletin if you are submitting as the Registered Instructor assigned to the course). This process replaces the previous method of attaching an Excel roster file to the web form submission.

Beginning July 1, 2024, State Fire Training will require all course rosters to be returned using the new system.
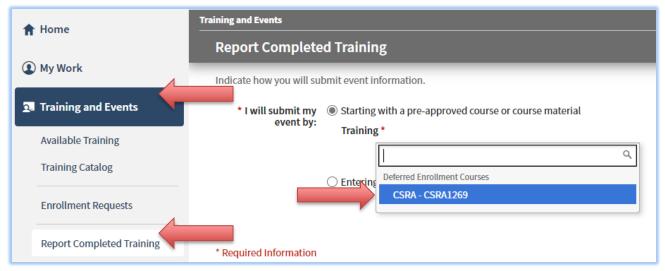
COURSE ROSTER SUBMISSION

1. Navigate to the SFT User Portal and sign in at the top right of the page.
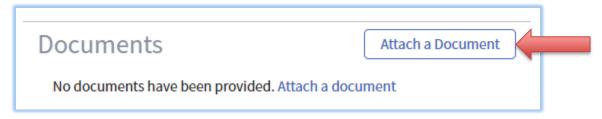

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2. Locate the section titled "Training Events" on the left-hand side of the page and click to expand the category. Locate and click on "Report Completed Training." On this page, you will select "Start with a pre-approved course or course material," and select the course from the drop-down list. Click the continue button after selecting the course.

3. In the Students section of the page, you can enter the SFT ID of the student you are looking to enroll. You can enter multiple names at once and then click the "Add to Roster" button, or you can add them one at a time. If you make a mistake while adding a student, you can easily remove them at any time until you submit the roster. *Note: Do not choose the "select from list of personnel" option as this may kick you out of the system - this feature is not utilized by SFT.*

4. If there are any documents requested by SFT you can select the Attach Document button and upload a document with a description in the pop-up dialog box. It is not mandatory to attach a document unless requested.
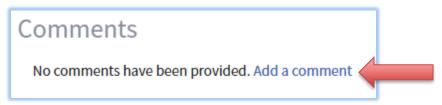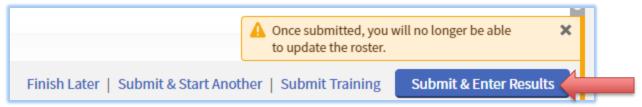

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If you are unable to locate the student via their SFT ID and you have already confirmed the number with the student, please reach out to the SFT Help Desk email for assistance looking up the SFT ID or have the student contact SFT to verify their SFT ID. It is recommended that you advise all students to come prepared to the first day of class with their SFT ID ready. If they are new to the system, they can request an SFT ID using an online form – details on retrieving or obtaining and SFT ID are outlined on the User Portal home page or the Administration page of the SFT website.

5. Next, you can use the add comments field in the same way as the existing notes and deviations section of the course return web form. Here you can note any issues or changes with the course such as additional assistant instructors who participated in the course delivery.
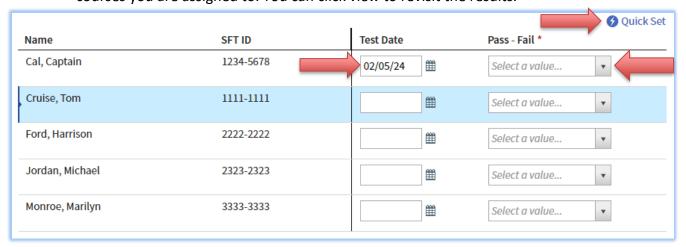

6. At the bottom of the page there are several options. "Finish Later" will allow you to save the roster for later completion without submitting it to SFT (you will be able to re-enter the roster screen from your "My Staff Assignments" page). The "Submit & Start Another" and "Submit Training" options should not be used as they will submit the roster without entering test results, which may lead to delays in your course being processed and diplomas being issued to the students. "Submit & Enter Results" should be the option chosen when you are ready to submit, as it will submit the roster and take you to the page to enter the student's pass or fail results.
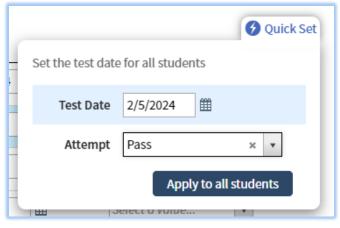

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7. On the next page you will see a list of all students as well as a test date and pass or fail dropdown. The test date should be entered as the final day of the course. There are two ways to enter the results, individually, or using the quick set option. The quick set option allows you to specify a date and result and apply it to all students. You can still change an individual result after using a quick set before you submit the results. You can cancel, save the results to finish later, or submit the results. Once you have submitted the test results you cannot return to change them. Once the results are submitted you will see a confirmation pop up and be taken to a page containing your test results for recent courses you are assigned to. You can click view to revisit the results.

WHAT HAPPENS AFTER SUBMISSION?
After completion, your submission will enter a queue that SFT staff will review. Once SFT staff approves your submission, the status will change from "Approved" to "Completed". Diplomas will not be issued until your submission is approved **and** you have made payment for the course. For information on how to pay for the course, see the Digital Course Invoice Payment Information Bulletin.