



# INFORMATIONAL BULLETIN

## Digital Course Returns

Issued: November 15, 2018

### OVERVIEW

State Fire Training (SFT) has been actively implementing a new computerized records management system (RMS) called ACADIS. The new ACADIS system allows SFT to modernize the course returns process by eliminating the need to collect completed Scantron forms. Instead, Instructors will report student records in an electronic format by uploading a completed spreadsheet through their ACADIS user portal.

**Beginning January 2019, SFT will no longer utilize the green Scantron forms. Instructors will be required to report in electronic formats.**

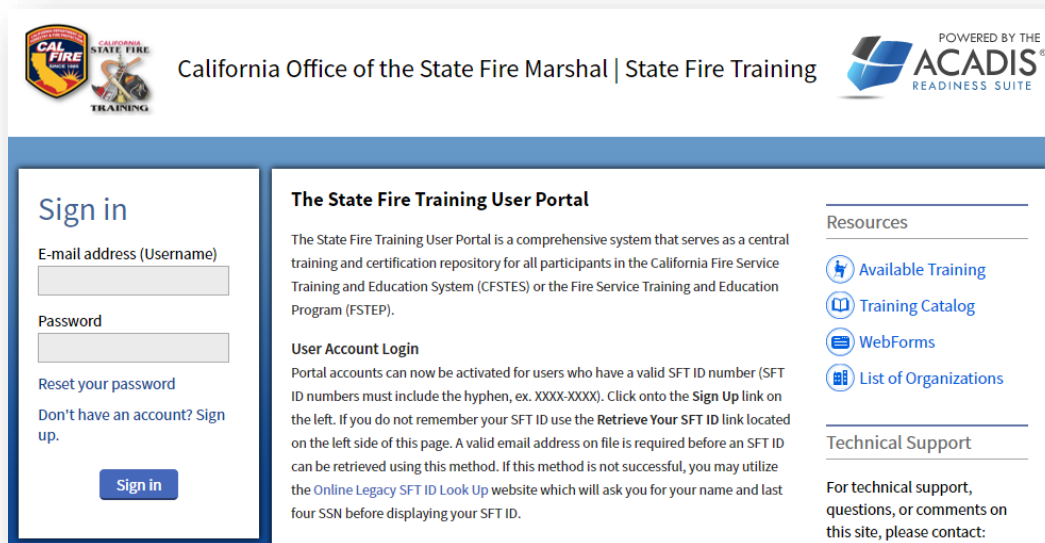


Figure 1: Acadis Portal Login Page

### ACADIS USER ACCOUNT

To utilize the new digital returns process, an active SFT User Portal is required. For more information on how to access your SFT User Portal please refer to the [RMS Online User Portal Information Bulletin](#) located on the homepage of the SFT website. Instructors that have not been successful at activating their online SFT User Portal should contact SFT staff for assistance prior to the scheduled course dates.

### COURSE APPROVAL

Beginning January 1, 2019, the course approval process will include two significant changes:



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- The course approval process will now include an email confirmation with a course approval number(s) confirming approval of the submitted course requests.
- No class materials (Scantron forms, class roster, certificates, etc.) will be shipped.

**NOTE:** Remember to notify the SFT Course Scheduler via email of any date, location or instructor changes that vary from the original course request approval.

### UPLOADING YOUR COURSE RECORDS VIA WEBFORM

#### All Users

[Upload Instructions](#), a [Spreadsheet Template document](#) and new [Digital Returns Checklist](#) are now all available on the SFT Course Scheduling webpage under the **New Digital Return** section.

#### Instructors

As outlined on the Upload Instructions, the new digital returns process will require Instructors to login to their [SFT User Portal](#), complete the Course Roster Webform, and upload all required documents.

**NOTE:** SFT no longer accepts SSN's – only SFT ID numbers which can be looked up on the Acadis login page or Legacy SFT ID lookup

### COURSE PROCESSING & NEW DIPLOMAS

Course credit will only be awarded to participants being reported with their assigned State Fire Training Identification Number (SFT ID) and the email address related to the SFT account. Instructors are required to return completed courses within fifteen (15) days of the approved course end date. SFT staff will then electronically process the course within fourteen (14) days after which students will receive an email informing them that their diploma(s) are available for printing through their personal SFT user portal account. New student accounts will receive a welcome email with account activation instructions – in some cases this email notification may be flagged as spam; therefore, remind new users to check their spam folder.

**NOTE:** FSTEP class diplomas will no longer be signed or issued by instructors. As of January 1, 2019, all CFSTES and FSTEP course diplomas will only be issued and made available through the online SFT User Portal.

Please address any questions on this change to Kris Rose, Manager of Certification and Instructor Registration, (916) 568-2910, [Kris.Rose@fire.ca.gov](mailto:Kris.Rose@fire.ca.gov).