



# INFORMATIONAL BULLETIN

## Records Management System

### Online User Portal

Issued: November 1, 2018

#### OVERVIEW

Over the last eighteen months State Fire Training (SFT) has been actively implementing a new computerized records management system (RMS), purchased from Envisage Technologies and specifically named ACADIS. The new RMS system is a cloud based, off-the-shelf system that can be accessed from a current web browser and includes an online user portal. The new system allows for all correspondence, requests for instructor registration, certifications, class and instructor history to be archived electronically. To-date, over 1.5 million records have been converted and prepared for online viewing. Even though data conversion and paper files will continue to be processed and converted for the foreseeable future, SFT is ready to take the next step by allowing all agencies, instructors and students access through the online portal. This allows personal access to professional certifications and training history.

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

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 portal account. Information will also include temporary password and account activation instructions in the case of first-time users. FSTEP class diplomas will no longer be signed or issued by instructors and again, **SFT will no longer accept any documents written or electronic that contain social security numbers.**

#### NAVIGATING YOUR USER PORTAL ACCOUNT

Detailed login and navigation instructions can be found on the SFT home page and selecting the SFT User Portal at: <https://osfm-sft.acadisonline.com> from the right column within the Information section.

The new SFT User Portal is compatible with all popular web browsers and found at the following link; <https://osfm-sft.acadisonline.com>. Once the user is successfully logged in, they are brought to their home screen.

The home screen is divided into four main sections; (1) Profile, (2) Certifications, (3) Employment, (4) Training.



# INFORMATIONAL BULLETIN

## Records Management System

### Online User Portal

**Section 1:** The Profile section shows the current user with SFT ID, mailing address, phone and primary email associated with the account. This information can and should be maintained by the user and is the primary information SFT staff utilizes for all correspondence. To update all or part of this information select “Manage Profile” from the upper right corner. Next to “Manage Profile” is “Email my Professional History Report” selecting this option will open a dialog box allowing you to email your training history to any email address you desire with options to CC others.

**Section 2:** Certification history begins by listing professional and instructor certifications. All professional certifications issued after 2003 should be listed. Certifications issued prior to 2003 may exist on paper records only and will be updated as staff time permits. Specific professional certifications will not be available for printing. For copies of professional certifications please refer to the instructions found on the SFT website; <https://osfm.fire.ca.gov/divisions/state-fire-training/duplicate-certificate/>.

**Section 3:** Employment history has limited use and not required at this time.

**Section 4:** Training History is divided into four areas based on date range. By selecting and expanding the corresponding triangle, a list of classes will be displayed.

The screenshot shows a 'Training' portal interface. At the top right, there are 'View By' options for 'Fiscal Year' and 'Calendar Year', and a 'Reports' dropdown menu. Below this, there are four expandable sections: 'Upcoming, Ongoing, & Unconfirmed', 'Current Period to Date (01/01/2018 - 10/04/2018)', 'Previous Period (01/01/2017 - 12/31/2017)', and 'Other Periods (through 12/31/2016)'. The 'Previous Period' section is expanded, showing a table with the following data:

Training	Start	End	Grade	Hours	Training Category	Student Status	Documents
Fire Apparatus Driver/Operator 1A: Driver/Operator - FADO1A0002	06/17/2017	06/25/2017	0.00%	40h 0m		Graduated - 06/25/2017	Print

At the bottom of the screenshot, there is a note: 'A grade of ## indicates that the weights for this class are not valid and grades cannot be calculated.'

Figure 1: Example of the Training from a User Portal

CFSTES classes dated after 2003 should be viewable. CFSTES class prior to 2003 may exist only on paper and will be updated as paper files are digitized. If a duplicate course diploma is required of a class not listed, please follow the instruction found on the SFT website;



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<https://osfm.fire.ca.gov/divisions/state-fire-training/duplicate-certificate/>. For listed classes select “print” from the right column and choose the type of report desired. “Diploma” will print a traditional course completion diploma while “Transcript” prints in a report style that looks closer to a college transcript.

**NOTE:** Students should not expect to see all professional certifications and classes in their SFT history. Older certifications prior to 2002 may only exist on card files and will be updated as staff time permits. Examples may include; Fire Fighter 1, Fire Fighter 2, Fire Officer. CFSTES classes related to certification prior to 2003 may only be recorded on paper records only. Some FSTEP classes were not recorded prior to 2002 and may only exist in instructor records. Instructor records are only required to be maintained for five years. Every attempt will be made to assist in recovery course history and will be handled on a case-by-case basis.

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).