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.

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

![Figure 3: Selecting the WebForm tab](image)

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

![Figure 4: Course Roster WebForm](image)

- 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.