



Adding a Junior Firefighter to KyFIRES

A junior firefighter, 15-17 years of age, shall be issued a firefighter number through the Kentucky Fire Information and Records Entry System (KyFIRES) and **be listed on the roster of the junior firefighter program sub-organization of the sponsoring department in KyFIRES**. JRFFs listed on the roster of a Fire Commission-recognized JRFF Program are eligible for workers’ compensation coverage and are eligible to accrue firefighter training hours.

**Note: to add/separate members to the fire department roster, or to input training hours for fire department members, a person must be authorized by the Fire Department and assigned KyFIRES portal permission by the Fire Commission office.*

To add a JRFF who does NOT have a Firefighter Number previously assigned:

Step	Action
1.	<p>Begin by navigating to the KyFIRES portal</p> <ul style="list-style-type: none"> • https://kyfires.acadisonline.com/acadisviewer/login.aspx <p style="text-align: center;">-or-</p> <ul style="list-style-type: none"> • https://kyfirecommission.kctcs.edu/ and clicking on the blue “Kentucky Fire Commission Training System” Banner section <div style="text-align: center; margin-top: 20px;"> </div>



Step	Action
2.	Enter your Username and Password in the Sign in section and click Sign In <ul style="list-style-type: none"> <i>If you have forgotten your password, click on the link "Reset password"</i>

Kentucky Fire Information and Records Entry System

KyFIRES® Portal

KyFIRES- The Kentucky Fire Information and Records Entry System is a comprehensive, enterprise system that serves as a central training and certification repository for the Kentucky Fire Commission. The system maintains accurate, complete and accessible lifelong employment and training records for fire departments, including all basic, advanced, in-service and online training completed, ensuring compliance with training mandates. KyFIRES also serves as a management tool for fire department participation in Fire Commission mandates and programs.

The Kentucky Fire Information and Records Entry System® Primary Functions

- Comprehensive Training Records for Kentucky Firefighters
- Qualifications/Certifications Management
- Employment Tracking and Contact Information
- Curriculum/Training Administration
- Instructor Management
- Management Dashboards and Reporting
- Financial Disclosure Records Submission
- State Aid Records Management
- Incentive/Pension Pay Management
- Kentucky Fire Commission Announcements

Sign In

Enter email address

Enter password

Sign In

[Reset password](#)

[Terms of Service](#) | [Feedback](#)

Resources

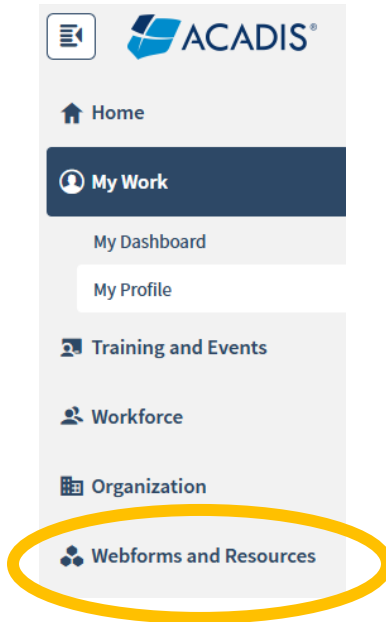
- Available Training
- WebForms

Request Firefighter No.

If you have access to the primary email address for your person record, you may retrieve your existing Firefighter No. via email.



Step	Action
3.	On the side menu bar, click on Webforms and Resources

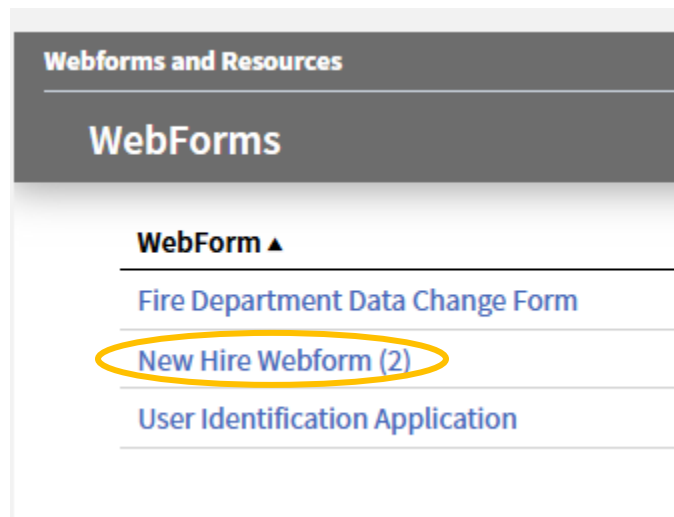


Step	Action
4.	Click on WebForms





Step	Action
5.	Click on New Hire Webform (2)



Step	Action
6.	Complete the Employee Information section



New Hire Webform

Please fill out the information below. This will create an employment record for your new hire, which you will be able to add training to through the Portal.

Employee Information

Name (First Middle Last, Suffix) Select an opt... ▼
* First Middle * Last Suffix

Gender Select an option... ▼

* Date of Birth

* Email Address

* Mobile Phone Number

Home Address

Address 2

City State Select an option... ▼ Zip

County



Step	Action
7.	Complete the Department Information section

Department Information

* Department

* Date of Hire


* Title/Rank


* Employment Type


* Appointment Type*

Step	Action
8.	<p>In the Department drop-down box, ensure the “JF” sub-organization is the department of record</p> <p>* Department <input type="text" value="Moseleyville 001 89JF"/></p> <ul style="list-style-type: none"> If no “JF” suborganization is listed for your department, email jrfirefighter@kctcs.edu



Step	Action
9.	Enter the Date of Hire the JRFF started with the program * Date of Hire <input data-bbox="597 495 743 548" type="text"/> 

Step	Action
10.	In the Title/Rank drop-down box, select Junior Firefighter * Title/Rank <input data-bbox="589 961 1247 1014" type="text" value="Junior Firefighter"/> 

Step	Action
11.	In the Employment Type drop-down box, select Volunteer * Employment Type <input data-bbox="662 1438 1320 1491" type="text" value="Volunteer"/> 



Step	Action
12.	In the Appointment Type drop-down box, select Part Time * Appointment Type* <input type="text" value="Part Time"/>

Step	Action
13.	Click Submit to complete the entry <input type="button" value="Submit"/>

Step	Action
14.	A submission notification will appear



Thank You

Thank you for your submission. Your new employee should receive a Welcome email shortly from the KY Fire Commission new Training System, that will contain directions to login. If you have any questions, please contact the KY Fire Training Commission during normal business hours.



Step	Action
15.	The name and firefighter number will now appear on the active list of the fire department sub-organization ("JF") roster

Firefighter, Sample 9566-4357 [sample.firefighter ...](#) 04/24/2004 Commission Syst Office 90000 Junior Firefighter

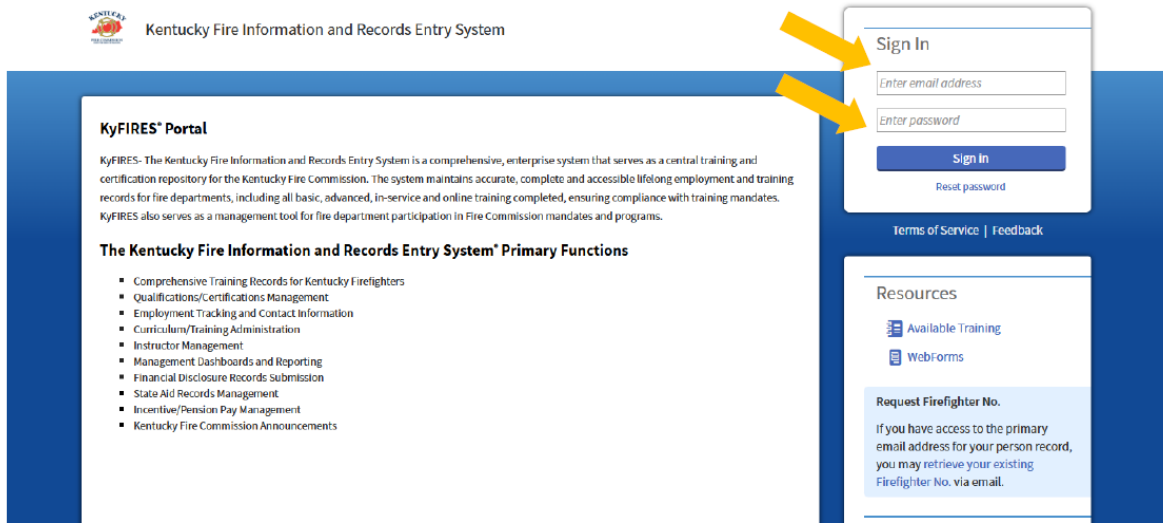


To add a JRFF who has been *previously* assigned a Firefighter Number:

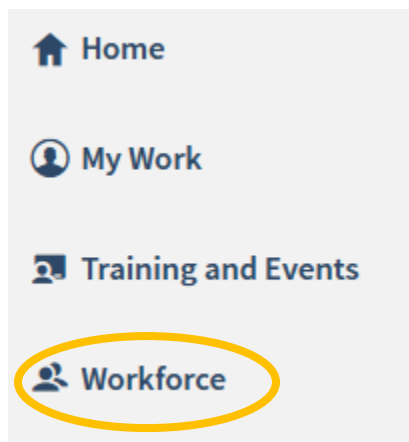
Step	Action
1.	<p>Begin by navigating to the KyFIRES portal</p> <ul style="list-style-type: none">• https://kyfires.acadisonline.com/acadisviewer/login.aspx <p>-or-</p> <ul style="list-style-type: none">• https://kyfirecommission.kctcs.edu/ and clicking on the blue "Kentucky Fire Commission Training System" Banner section <div data-bbox="467 831 1256 1224" style="text-align: center;"><p>Kentucky Fire Information and Records Entry System (KyFIRES)</p></div>



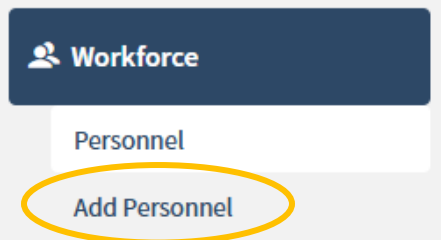
Step	Action
2.	Enter your Username and Password in the Sign in section and click Sign In <ul style="list-style-type: none"> • If you have forgotten your password, click on the link "Reset password"

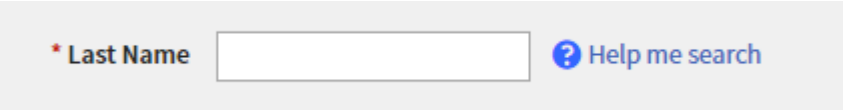


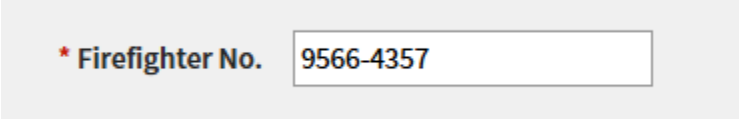
Step	Action
3.	On the side menu bar, click on Workforce



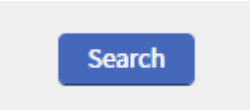


Step	Action
4.	Click on Add Personnel 

Step	Action
5.	Enter Last Name 

Step	Action
6.	Enter Firefighter Number <ul style="list-style-type: none"> • <i>This will be an 8-digit number</i> • <i>Ensure you are entering all zeroes at the beginning of the firefighter number (if applicable) as well as the dash in the middle</i> 



Step	Action
7.	Click Search 


Step	Action
8.	If a match is found in the system, the name and firefighter number will appear at the top of the page


Add a New Employee

Name Firefighter, Sample
Firefighter No. 9566-4357
If this is not the right person, [search again](#).



Step	Action
9.	The department and any sub-organizations the authorized user is permitted to enter personnel for will appear in the Organization drop down box

Step	Action
10.	<p>Ensure the "JF" sub-organization is the department of record</p>  <p>If no "JF" suborganization is listed for your department, email jfirefighter@kctcs.edu</p>

Step	Action
11.	<p>In the Title/Rank drop-down box, select Junior Firefighter</p> 




Step	Action
12.	In the Employment Type drop-down box, select Volunteer * Employment Type <input data-bbox="662 493 1323 546" type="text" value="Volunteer"/>


Step	Action
13.	In the Appointment Type drop-down box, select Part Time Appointment Type* <input data-bbox="646 951 1182 1003" type="text" value="Part Time"/>

Step	Action
14.	Enter Supervisor and/or Comments (<i>*Optional</i>) Supervisor <input data-bbox="532 1402 995 1455" type="text" value="Select a supervisor..."/> Comments <input data-bbox="532 1476 1344 1539" type="text" value="Provide any additional information relevant to this employment"/>



Step	Action
15.	Click Save 

Step	Action
16.	The name and firefighter number will now appear on the active list of the fire department roster

Firefighter, Sample  9566-4357 Commission Syst Junior Volunteer 01/26/2022
 Office 90000 Firefighter