

# KENTUCKY FIRE INFORMATION & RECORDS ENTRY SYSTEM PORTAL USER GUIDE

Web Address: <https://kyfires.acadisonline.com>

**Note: Not all sections are applicable to the KyFIRES system**

## Finding Your Person Home Page

Navigate to the Kentucky Fire Information & Records Entry System portal and log in with your email address and password as shown below.

The screenshot displays the KyFIRES portal interface. At the top left is the Kentucky Fire Information and Records Entry System logo and title. The main content area is divided into two columns. The left column features a 'KyFIRES® Portal' section with a descriptive paragraph and a list of 'Primary Functions'. The right column contains a 'Sign In' form with fields for email and password, a 'Sign in' button, and a 'Reset password' link. Below the sign-in form are links for 'Terms of Service' and 'Feedback'. Further down is a 'Resources' section with links for 'Available Training' and 'WebForms', and a 'Request Firefighter No.' section with instructions on how to retrieve an existing firefighter number via email.

**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.

Once you've successfully logged in, you'll automatically be taken to your profile homepage. Much of the information on this page can be adjusted using the **Manage Profile** menu in the upper right corner.

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Home **My Work** My Profile Email my Professional History Report Manage Profile

- Home
- My Work**
- My Dashboard
- My Profile
- Current Tasks
- Professional Development
- Class\* Discussions
- Calendar
- Pending Assignments
- Training and Events\*
- Workforce
- Organization
- Planning
- Academy Resources\*



**Mathews, Aaric**

**Academy ID\***  
0421-1111

**Mailing Address**  
101 W Main  
BLOOMINGTON, IN 47404 (Monroe County)

**Primary Phone** (765) 812-6431 **Office** **Emergency Contact** -

**Primary Email**  
aaric@demo.test.envisagenow.com

**Career Role\* Progress** View All

**My Professional Development**  
To meet the expectations of your current duties, complete the following professional development activities.

Activity	Career Role*	Due	
Incentive Training Class*	Incentive Training	02/02/2023	<a href="#">Find Training</a>
Secondary Legacy Systems Class*	Incentive Training	09/30/2024	<a href="#">Find Training</a>

[View details for all requirements](#)

**Training In Progress**  
Assigned tests and online content will appear when available and remain until completed or hidden.



Firefighter 1 - Online Fire Safety Management Course  
Due 12/31/2023

[Launch](#)

## My Dashboard

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Home **My Work** My Dashboard View History

- Home
- My Work**
- My Dashboard
- My Profile
- Current Tasks
- Professional Development
- Class\* Discussions
- Calendar
- Pending Assignments
- Training and Events\*
- Workforce
- Organization
- Planning
- Academy Resources\*



**Firefighter 1 - Online Fire Safety Management Course**  
Due 12/31/2023

[Launch](#)

**Next 5 Workflow Tasks** View All

 Employee Performance Review - Conduct Performance Review ★ 11/03/2023

Hudson Nash

**New Discussions** View All

 Case Study - Session 1 - Class Friday

Aaric Mathews: Review the Case Study attached and be ready to discuss the first day of class.

**Career Role\* Progress** View All

Next Requirements Due

 **Incentive Training**  
02/02/2023 [Find Training](#)

 **Secondary Legacy Systems**  
09/30/2024 [Find Training](#)

## Training and Events section:

### Available Training (To see a list of all training and register for classes)

The screenshot shows the 'Available Training' section of the ACADIS Learning Portal. A green arrow points to the 'Available Training' link in the left-hand navigation menu. The main content area displays a table of training events with the following columns: Event / Location, Dates, Hours, Registration Dates, Open Seats, and Status. Each row includes a 'Register' button, and some rows have a 'Take Training' or 'Launch' button.

Event / Location	Dates	Hours	Registration Dates	Open Seats	Status
Basic Law Enforcement - Active Threat Assessment Online		8h 0m	01/01/2020		Open
Emergency Medical Technician - CPR 008 Hamilton County	11/15/2023 - 11/15/2023	8h 0m	05/19/2023 - 11/14/2023	4	Open
Emergency Medical Technician - EMT 85	11/13/2023 - 12/21/2023	200h 30m	05/17/2023 - 11/03/2023	55	Open
Firearms Instructor Training Program - FITP 391	01/08/2024 - 01/19/2024	80h 0m	07/12/2023 - 12/25/2023	40	Open
Firefighter I - Advanced Structure Fire Attack Online		2h 0m	08/01/2023		Open
Firefighter I - Basic Firefighter 164	11/06/2023 - 12/21/2023	276h 30m	05/10/2023 - 10/23/2023	49	Closed
Firefighter I - Basic Firefighter 165	01/15/2024 - 02/29/2024	276h 30m	07/19/2023 - 01/01/2024	50	Open
Firefighter I - Firefighter Skills 227	12/04/2023 - 12/12/2023	32h 0m	06/07/2023 - 11/20/2023	45	Open
Firefighter I - Online Fire Safety Management Course Online		16h 0m	09/01/2020		Open
Firefighter II - HAZMAT Technician 24-3	12/11/2023 - 12/15/2023	40h 0m	09/12/2023 - 12/09/2023	25	Open
Investigations - Advanced Interrogations 416	12/04/2023 - 12/06/2023	24h 0m	06/07/2023 - 12/03/2023	20	Open
Investigations - Criminal Investigator 356	11/06/2023 - 01/30/2024	480h 0m	07/09/2023 - 11/05/2023	25	Open
Investigations - Cyber Surveillance 419	12/04/2023 - 12/08/2023	40h 0m	12/04/2022 - 12/03/2023	16	Open
Investigations - Cybercrime Online Training Online		16h 0m	01/01/2021		Open

## Training Catalog

The screenshot shows the 'Training Catalog' section of the ACADIS Learning Portal. A green arrow points to the 'Training Catalog' link in the left-hand navigation menu. The main content area displays a list of training courses with columns for Training, Description, and Availability. Each row includes a 'Register' button.

Training	Description	Availability
Accident Scene Arrival	In this 40 hour class, the student will practice what to do upon first arrival at an accident scene.	No Classes Available
Basic Criminal Justice - Correctional Officer Training	This six-week Basic Correctional Officer Course is designed to prepare correctional officers for daily job tasks, as well as handling crisis situations pertaining to a correctional facility. Recruits have an opportunity for hands-on learning because the course is conducted at a county correction facility under the supervision of jail staff. Through a variety of teaching methods, recruits are given the best possible learning experience to prepare them for a career as a professional correctional officer. <a href="#">(show less)</a>	No Classes Available
Basic Criminal Justice - Crime Analysis	This class introduces students to the field of Crime Analysis including the five steps in the data analysis process: data collection, collation, analysis, dissemination and feedback/evaluation. You will be introduced to sources of criminal... <a href="#">(show more)</a>	No Classes Available
Basic Criminal Justice - Criminal Investigator Training	This training includes the coursework on how to properly process a crime scene, including establishing chains of custody for evidence, identifying potential materials for analysis, and taking crime scene photos. Throughout the... <a href="#">(show more)</a>	See 1 Available Class*
Basic Criminal Justice - Electronic Crime Scene Investigation: A Guide for First Responders	This class is intended to assist State and local law enforcement and other first responders who may be responsible for preserving an electronic crime scene and for recognizing, collecting, and safeguarding digital evidence. It is not... <a href="#">(show more)</a>	No Classes Available
Basic Criminal Justice - Situational Awareness		No Classes Available
Basic Law Enforcement - Dark Web Investigations	This course provides students with the skills necessary to investigate Internet-based crimes in a legally accepted manner, while utilizing open-source and proprietary tools.	No Classes Available
Basic Law Enforcement - Financial Investigation Training	The Financial Investigation Training Program is designed for investigators, auditors, analysts and individuals serving as direct law enforcement support personnel which provides a foundation for fraud and financial investigations... <a href="#">(show more)</a>	No Classes Available
Basic Law Enforcement - Cyber Forensics	This training provides participants with the tools and techniques to analyze digital evidence involving covert electronic surveillance, mobile device investigations, internet investigations, and seized computer evidence.	No Classes Available
Dispatcher - Emergency Communication Techniques	This is an entry level class teaching the appropriate use of computer systems and dispatching equipment to effectively and efficiently coordinate activity with EMS, fire units, and other agencies.	No Classes Available
Dispatcher - Emergency Medical Dispatch - Basic	The Emergency Medical Dispatch course will give trainees a basic foundation of expectations of the an EMD. The course will cover professionalism, ethics, basic emergency medical dispatch concepts and responses. This course is... <a href="#">(show more)</a>	No Classes Available
Emergency Management - Emergency Management Leadership Training	This course is designed to improve the instructional skills and styles of Emergency Management leaders. The course focuses on best teaching and training practices, in addition to enhancing the understanding of instructional...	No Classes Available

# Report Completed Training

The screenshot shows the ACADIS interface for reporting completed training. The page title is 'Report Completed Training' under the 'Training and Events' section. A search bar at the top right contains the text 'Search available training ...'. The left sidebar lists various navigation options: Home, My Work, Training and Events (with sub-items: Available Training, Enrollment Requests, Report Completed Training, Approved Training, Training Pending Approval, Lesson Plans, Lesson Plan Requests, Request Lesson Plan), Workforce, Organization, and Webforms and Resources. The main content area includes a sub-header 'Training and Events' and 'Report Completed Training'. Below this, it asks the user to indicate how they will submit event information. There are two radio button options: 'Starting with a pre-approved course or course material' (selected) and 'Entering my own course information'. The selected option has a dropdown menu labeled 'Training \*' with the placeholder text 'Select a course title or testing event...'. There is also a checkbox for 'Default Roster' with the label 'Add the students from a previous training roster to the new training roster'. At the bottom right, there are 'Cancel' and 'Continue' buttons.

Choose Category and click on continue:

The screenshot shows the ACADIS interface for adding a training event. The page title is 'Add a Training Event' under the 'Training Pending Approval' section. A search bar at the top right contains the text 'Search available training ...'. The left sidebar is partially visible. The main content area includes a sub-header 'Add a Training Event' and a privacy notice: 'The Privacy Act of 1974 may apply to this form. [Additional Details](#)'. Below this, the form displays the following information: 'Course Title' is 'Administration and Organization (A0000)'; 'Description' is a paragraph about fire service management problems; 'Examples of topics for this category include, but are not limited to:' followed by a numbered list: 1. Mission of the fire service, 2. Fire department organizational principles and their descriptions, 3. Fire companies and their functions and duties, 4. Primary knowledge and skills needed by a firefighter to function effectively, 5. Typical duties of a Firefighter I and a Firefighter II. There are two date pickers: '\* Start Date' and '\* End Date'. Under 'Training Category', there are two radio button options: 'All attendees will have the same training category' (selected) and 'Each attendee may have a different training category'. The selected option has a dropdown menu labeled '\* Category' with the placeholder text 'Choose...'. Under 'Hours', there are two radio button options: 'All attendees will have the same number of hours' (selected) and 'Each attendee may have a different number of hours'. The selected option has a text input field labeled '\* Training Hours'. At the bottom right, there are 'Cancel', 'Save As Draft', and 'Add Students' buttons.

Fill out all required information and click on add students:

Add students and click on add to roster. Click on View Training Event:

Click on submit

Workforce section:

## Personnel

The screenshot shows the ACADIS Workforce section. The top navigation bar includes 'Home', 'My Work', 'Training and Events\*', and 'Workforce'. The 'Workforce' section is active, showing 'Requested Personnel Changes (1)' and a table of personnel. A green arrow points to the 'Personnel' link in the left sidebar.

Requested For	Title/Rank	Hire Date	Change Requested	Requested By	Requested	Request Status
Anderson, Matt	Police Officer	09/11/2017	Add a new employee	Smith, Larry F	09/11/2017	Submitted

Showing 1

Personnel (163)

By default, only active personnel are displayed. [Show all personnel](#)

Name	Academy ID*	Organization	Title/Rank	Employment Type* / Appointment Type*	Last Hired	Supervisor	Employment Status
Abbott, Zane	8698-4213	Marion County EMS	Mental Health Officer	Certified Full Time	07/02/2020	Hackett, Paul I	Active (Active)
Abercrombie, Melissa L	B8675429	Bloomington Police Department	Sergeant		11/14/2011	Carnes, Molly A	Active (Active)
Abruzzi, Fernando	0705-0404	Bloomington Police Department		Sworn Officer Full Time	02/01/2021	Burrows, Michael	Active (Active)
Allen, Danielle	1111-11DA	Bloomington Police Department	Detective	Sworn Officer Full Time	01/01/2000		Active (Active)
Allen, Harley	1111-11HA	Bloomington Police Department	Detective	Sworn Officer Full Time	01/01/2000		Active (Active)
Anderson, Ethan	8762544DEA	Bloomington Police Department	Police Officer	Sworn Officer Full Time	05/29/2002		Active (Active)
Antonova, Sergj	0361-9551	Bloomington Police Department	Police Officer	Certified Full Time	11/08/2021	Valdez, Justin	Active (Active)
Antwell, Robbie	1111-11RA	Bloomington Police Department	Detective	Sworn Officer Full Time	01/01/2000		Active (Active)
Armstrong, Clarese	8400-4831	Bloomington Police Department	K-9 Officer	Certified Full Time	01/20/2020	McGarrett, Steve	Active (Active)
Arnold, Katherine	4588-4387	1-9 Task Force	Training Coordinator	Certified Full Time	03/12/2018	Abruzzi, Fernando	Active (Active)
Ashton, Allison A	47404-aaa	Bloomington Police Department	Chief		01/01/2001		Active (Active)

## Add Personnel

The screenshot shows the 'Add Personnel' form in the ACADIS Workforce section. The left sidebar has a green arrow pointing to the 'Add Personnel' link. The form prompts the user to provide information to request approval by Acadis.

Provide information to request approval by Acadis.

\* Last Name  [Help me search](#)

\* Academy ID\*

## Evaluations to Approve

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**Workforce**

### Evaluations to Approve

The following Conduct and Performance Reports\* require approval. If you do not see a link to review the report for approval, you are not allowed to approve the report.

Report	Author	Subject	Organization	Last Saved	
Field Observation Report	Administrator, System	Flowers, Lorenza 1111-111F	Bloomington Police Department	06/19/2018	<a href="#">Review for Approval</a>
Quarterly Performance Report	Smith, Larry F	Antwell, Robbie 1111-11RA	Bloomington Police Department	09/11/2017	<a href="#">Review for Approval</a>
Quarterly Performance Report	Smith, Larry F	Cseven, Zeb 1111-11ZC	Bloomington Police Department	09/11/2017	<a href="#">Review for Approval</a>
Quarterly Performance Report	Smith, Larry F	Allen, Harley 1111-11HA	Bloomington Police Department	09/08/2017	<a href="#">Review for Approval</a>
Quarterly Performance Report	Smith, Larry F	Torres, Rosalie N 2810-9456	Bloomington Police Department	09/08/2017	<a href="#">Review for Approval</a>
Quarterly Performance Report	Zehnder, Annabelle	Zollicoffer, Andrew Ryan G 1023292	Bloomington Police Department	11/10/2016	<a href="#">Review for Approval</a>

[Done](#)

## Incomplete Evaluations

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**Workforce**

### Incomplete Evaluations

The following Conduct and Performance Reports\* are still incomplete. If you do not see a link to view or edit the report, you do not have permission to do so.

Report	Author	Subject	Organization	Last Saved	Status
Field Observation Report	Hoadley, Bill	Yates, Oskar 1111-11OY	Bloomington Police Department	09/19/2017	(D)
Quarterly Performance Report	Zehnder, Annabelle	Harding, Pete H 1111-11PH	Bloomington Police Department	09/11/2017	(D)

[Done](#)

# Certification Compliance

ACADIS Acadis Readiness Suite Learning Portal

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Workforce

Person Certification Compliance

Future effective actions are not considered in the monitor. The list was last updated on 10/30/2023 at 02:02 AM.

Name	Organization	Certification	Days to Expiration	Expiration	Certification Status
<input type="checkbox"/> Connolly, Douglas F	Bloomington Police Department	Annual Firearms Qualification	5	11/04/2023	Active
<input type="checkbox"/> Antonova, Sergi	Bloomington Police Department	Law Enforcement Officer	9	11/08/2023	Active
<input type="checkbox"/> Antonova, Sergi	Bloomington Police Department	CPR	10	11/09/2023	Active
<input type="checkbox"/> Treber, Luke	Bloomington Police Department	CPR	29	11/28/2023	Active
<input type="checkbox"/> Overman, Ryan M	Bloomington Police Department	CPR	33	12/02/2023	Active
<input type="checkbox"/> Walsler, Craig L	Bloomington Police Department	CPR	33	12/02/2023	Active
<input type="checkbox"/> Red Cloud, Hana	Bloomington Police Department	Law Enforcement Officer	83	01/21/2024	Active

Showing 7

Back Export All

# Personnel Training Hours

ACADIS Acadis Readiness Suite Learning Portal

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Workforce

Personnel Training Hours

With no filters applied, training for the Current Calendar Year is shown for currently active employees.

Employee	Academy ID	Organization	Employment Type	Appointment Type	Total Hours	Category	Category Hours
Abercrombie, Melissa L	B8675429	Bloomington Police Department			0.00	Uncategorized	0.00
Abuzzi, Fernando	0705-0404	Bloomington Police Department	Sworn Officer	Full Time	0.00	Uncategorized	0.00
Allen, Danielle	1111-11DA	Bloomington Police Department	Sworn Officer	Full Time	0.00	Uncategorized	0.00
Allen, Harley	1111-11HA	Bloomington Police Department	Sworn Officer	Full Time	0.00	Uncategorized	0.00
Anderson, Ethan	8762544DEA	Bloomington Police Department	Sworn Officer	Full Time	0.00	Uncategorized	0.00
Antonova, Sergi	0361-9551	Bloomington Police Department	Certified	Full Time	24.00	Mandatory Retraining	24.00
Antwell, Robbie	1111-11RA	Bloomington Police Department	Sworn Officer	Full Time	0.00	Uncategorized	0.00
Armstrong, Claease	8400-4831	Bloomington Police Department	Certified	Full Time	30.50	Instructor Training	26.50
						Mandatory Retraining	4.00
Arnold, Katherine	4588-4387	1-9 Task Force	Certified	Full Time	4.00	Mandatory Retraining	4.00
Ashton, Allison A	47404-aaa	Bloomington Police Department			0.00	Uncategorized	0.00
Bailey, Andrew	0421-0421	Bloomington Police Department	Sworn Officer	Full Time	0.00	Uncategorized	0.00
Banks, Chester	1012-7285	Bloomington Police Department	Certified	Full Time	0.00	Uncategorized	0.00
Bartalone, Dustin	0421-0630	Bloomington Police Department	Sworn Officer	Full Time	0.00	Uncategorized	0.00
Bartley, Michael	8745-8927	Bloomington Police Department	Certified	Full Time	106.50	Advanced Skills	24.00
						Instructor Training	26.50
						Mandatory Retraining	56.00
Blume, Craig B	4831-7591	Bloomington Police Department	Certified	Full Time	0.00	Uncategorized	0.00
Bogran, Larisa A	B8675424	Bloomington Police Department			0.00	Uncategorized	0.00
Bolton, Melody	3950-6928	Bloomington Police Department		Full Time	0.00	Uncategorized	0.00
Bowden, Daniel A	B8675431	Bloomington Police Department			0.00	Uncategorized	0.00
Breedon, Paul R	3950-6922	Bloomington Police Department			0.00	Uncategorized	0.00
Burns, Cody	642859CB	Bloomington Police Department	Sworn Officer	Full Time	0.00	Uncategorized	0.00
Burrows, Michael	0705-0101	Bloomington Police Department	Sworn Officer	Full Time	0.00	Mandatory Retraining	0.00

# Print Training Report

The screenshot shows the ACADIS Readiness Suite Learning Portal. The main area displays a table of personnel training hours. A dialog box titled 'Print Completed Training Report' is overlaid on the table, allowing users to customize the report content. The dialog includes a 'Timeframe' selector set to 1/1/2023 to 12/31/2023 and an 'Options' section with a checkbox for 'Include people with no training hours'. A green arrow in the left sidebar points to the 'Print Training Report' link under the 'Personnel Training Hours' section.

Employee	Academy ID	Department	Role	Status	Hours	Category	Category Hours
Abercrombie, Melissa L	88675429				0.00	Uncategorized	0.00
Abruzzi, Fernando	0705-0404				0.00	Uncategorized	0.00
Allen, Danielle	1111-11DA				0.00	Uncategorized	0.00
Allen, Harley	1111-11HA				0.00	Uncategorized	0.00
Anderson, Ethan	5762544DEA				0.00	Uncategorized	0.00
Antonova, Sergi	0261-9551	Bloomington Police Department	Certified	Full Time	24.00	Mandatory Retraining	24.00
Antwell, Robbie	1111-11RA	Bloomington Police Department	Sworn Officer	Full Time	0.00	Uncategorized	0.00
Armstrong, Claresse	8400-4831	Bloomington Police Department	Certified	Full Time	30.50	Instructor Training	26.50
						Mandatory Retraining	4.00
Arnold, Katherine	4588-4387	I-9 Task Force	Certified	Full Time	4.00	Mandatory Retraining	4.00
Ashton, Allison A	47404-aaa	Bloomington Police Department			0.00	Uncategorized	0.00
Bailey, Andrew	0421-0421	Bloomington Police Department	Sworn Officer	Full Time	0.00	Uncategorized	0.00
Banks, Chester	1012-7285	Bloomington Police Department	certified	Full Time	0.00	Uncategorized	0.00
Barfalone, Dustin	0421-0630	Bloomington Police Department	Sworn Officer	Full Time	0.00	Uncategorized	0.00
Bartley, Michael	5745-8927	Bloomington Police Department	Certified	Full Time	106.50	Advanced Skills	24.00
						Instructor Training	26.50
						Mandatory Retraining	56.00
Blume, Craig B	4831-7591	Bloomington Police Department	certified	Full Time	0.00	Uncategorized	0.00
Bogran, Larisa A	88675424	Bloomington Police Department			0.00	Uncategorized	0.00
Bolton, Melody	3950-6928	Bloomington Police Department			0.00	Uncategorized	0.00
Bowden, Daniel A	88675431	Bloomington Police Department			0.00	Uncategorized	0.00
Breedon, Paul R	3950-6922	Bloomington Police Department			0.00	Uncategorized	0.00
Burns, Cody	642859CB	Bloomington Police Department	Sworn Officer	Full Time	0.00	Uncategorized	0.00
Burrows, Michael	0705-0101	Bloomington Police Department	Sworn Officer	Full Time	0.00	Mandatory Retraining	0.00

The screenshot shows a PDF report titled 'Completed Training By Person Report'. The report is generated by Acadis Readiness Suite on 10/30/2023 for Zane Abbott, covering the period from 01/01/2023 to 12/31/2023. The report lists two training events: 'Basic Law Enforcement - Radio Communications 120' and 'Emotional Awareness for First Responders'.

Training	Start	End	Hours	Category	Student Status
Basic Law Enforcement - Radio Communications 120	04/12/2023	04/12/2023	4h 0m	Mandatory Retraining	Graduated - 04/12/2023
Emotional Awareness for First Responders	01/05/2023	01/05/2023	12h 0m	Mandatory Retraining	Event Complete

## Organization Section:

### Organization Profile

The screenshot shows the ACADIS Organization Profile for the Bloomington Police Department. The page includes a sidebar with navigation options like Home, My Work, Training and Events, Workforce, Organization (highlighted), Organization Compliance, Resource Compliance, Invoices, Planning, and Academy Resources. The main content area displays the following information:

- Name:** Bloomington Police Department
- Mailing Address:** 1260 Main St, Bloomington, IN 55555-5555 (Monroe County)
- Primary Phone:** (317) 345-7885 (Office)
- Email Address:** No email address is on file.
- Parent Organization:** Law Enforcement POST
- Sub-Organizations:** 1 (show all)

Below this information are three sections:

- Points of Contact (POC):** A table with columns for Contact Role, Name (Last, First), Email Address, and Phone. One entry is shown: Program Manager, Glass, Seymore, seymore.glass@lf1test.envisagenow.com.
- Certifications:** A table with columns for Name, Type, Issue Date, Expiration, and Status. One entry is shown: Reserve Officer Program, Organization, 08/11/2014, 01/22/2026, Active.
- Vehicles:** A table with columns for Name, Resource ID, Type, VIN, Status, Year, Make, and Model. One entry is shown: Car #8749, VE-00-00010, Car, DG2478H479HC, Active, 2015, Dodge, Charger.

### Organization Compliance

The screenshot shows the ACADIS Organization Certification Compliance page. The sidebar is similar to the previous page, but the 'Organization Compliance' option is highlighted. The main content area displays a table of certification compliance data for the Bloomington Police Department:

Name	Certification	Days to Expiration	Expiration	Certification Status
Bloomington Police Department	Reserve Officer Program	214	06/03/2024	Active

Additional details on the page include:
 

- Filters: Expires Within 365 days, Expired Within 15 days
- Navigation: 1-1 of 1, << Previous 1 Next >>
- Display: 25 results

# Resource Compliance

The screenshot shows the ACADIS Readiness Suite Learning Portal interface. The top navigation bar includes the ACADIS logo, the text "Acadis Readiness Suite Learning Portal", a notification "Please pay your invoices", and a user profile icon. The left sidebar contains a menu with items: Home, My Work, Training and Events\*, Workforce, Organization (highlighted), Invoices, Planning, and Academy Resources\*. The main content area is titled "Organization" and "Resource Certification Compliance". It features a table with the following data:

Name	Organization	Certification	Days to Expiration	Expiration	Certification Status
Accountable Property: Intox EC/IR II (052589) (Bloomington Police Department)	Bloomington Police Department	Preventive Maintenance	44	12/16/2023	Active

Below the table is a "Done" button. A "Filters" button is located in the top right corner of the table area.

# Invoices

The screenshot shows the ACADIS Readiness Suite Learning Portal interface for the "Invoices" section. The left sidebar is the same as in the previous screenshot, with "Invoices" highlighted. The main content area is titled "Organization" and "Invoices". It displays a table of invoices for "1-9 TASK FORCE" and "BLOOMINGTON POLICE DEPARTMENT".

**1-9 TASK FORCE Invoices:**

Invoice Number	Invoice Date	Due Date	Invoice Total	Balance Due	Credit Memo*	Invoice Status
1002212	10/27/2023	11/26/2023	\$ 2,500.00	\$ 2,500.00		Unpaid
				<b>Total Due</b>	<b>\$ 2,500.00</b>	

**BLOOMINGTON POLICE DEPARTMENT Invoices:**

Invoice Number	Invoice Date	Due Date	Invoice Total	Balance Due	Credit Memo*	Invoice Status
1000061	03/10/2022	04/09/2022	\$ 7,500.00	\$ 7,500.00		Unpaid
1001888	03/24/2023	04/23/2023	\$ 5,160.00	\$ 5,160.00		Unpaid
1001561	12/20/2022	01/19/2023	\$ 5,000.00	\$ 5,000.00		Unpaid
1001963	07/14/2023	08/13/2023	\$ 5,000.00	\$ 5,000.00		Unpaid
1001401	11/28/2022	12/28/2022	\$ 4,805.00	\$ 4,805.00		Unpaid

A green arrow points to the "Invoices" menu item in the sidebar. The interface includes "Filters" and "Export" buttons for each table, and a "Pay" button for each individual invoice row.

You can also access Invoices by clicking the yellow banner at the top right of the screen.

ACADIS® Acadis Readiness Suite Learning Portal

Please pay your invoices

Organization

**Invoices**

MY ITEMS

By default, only unpaid invoices are shown. Show all invoices

Invoice Number	Invoice Date	Due Date	Invoice Total	Balance Due	Credit Memo*	Invoice Status
<input type="checkbox"/> 1002212	10/27/2023	11/26/2023	\$ 2,500.00	\$ 2,500.00		Unpaid
				<b>Total Due</b>	\$ 2,500.00	

1-9 TASK FORCE

By default, only unpaid invoices are shown. Show all invoices

Invoice Number	Invoice Date	Due Date	Invoice Total	Balance Due	Credit Memo*	Invoice Status
No Invoices meet the filter criteria.						

BLOOMINGTON POLICE DEPARTMENT

By default, only unpaid invoices are shown. Show all invoices

Invoice Number	Invoice Date	Due Date	Invoice Total	Balance Due	Credit Memo*	Invoice Status
<input type="checkbox"/> 1000061	03/10/2022	04/09/2022	\$ 7,500.00	\$ 7,500.00		Unpaid
<input type="checkbox"/> 1001888	03/24/2023	04/23/2023	\$ 5,160.00	\$ 5,160.00		Unpaid
<input type="checkbox"/> 1001561	12/20/2022	01/19/2023	\$ 5,000.00	\$ 5,000.00		Unpaid
<input type="checkbox"/> 1001963	07/14/2023	08/13/2023	\$ 5,000.00	\$ 5,000.00		Unpaid
	12/28/2022		\$ 4,805.00	\$ 4,805.00		Unpaid

Planning Section:

## My Planned Events

ACADIS® Acadis Readiness Suite Learning Portal

Please pay your invoices

Planning - My Planned Events

**Pending Approval**

Event Title	Dates	Status
Officer Search & Rescue Training Event	05/23/2022	Submitted

**Approved**

Event Title	Dates	Approved
Academy Graduation Practice	05/18/2017	03/16/2018
Annual Guns & Hoses Charity Event (2018)	08/31/2018	01/15/2020
Budget Review Meeting	06/15/2022	03/15/2022

## Plan an Event

The screenshot shows the 'Plan an Event' form within the ACADIS Readiness Suite Learning Portal. The form is titled 'Plan an Event' and includes the following fields and options:

- Event Title:** A text input field.
- Requesting Organization:** A dropdown menu with 'Bloomington Police Department' selected.
- Bill to Party:** A dropdown menu with 'Choose...' selected.
- Event Type(s):** A dropdown menu with 'Select an event type...' selected.
- Description:** A text area with the placeholder 'Provide a description for this event...'. A note above it says 'Enter text or common HTML codes that are XHTML compliant and do not pose security risks.'
- Event Location:** Radio buttons for 'I want to request that the event be held at' (selected) and 'I will provide this information later'. Below is a 'Location' dropdown menu with 'Select a location...' selected.
- Event Occurs:** Radio buttons for 'On a single day' (selected) and 'For more than one day'. A calendar icon is next to the 'On a single day' option.
- Event Time:** A text field with the placeholder 'Specify the time the event will be conducted.' and an example 'e.g. 12:00' with a clock icon.
- Projected Headcount:** A section for 'Students' and 'Non-Students' with 'to' and 'from' input fields.

A green arrow points to the 'Plan an Event' link in the left-hand navigation menu under 'My Planned Events'. At the bottom right of the form, there are 'Cancel', 'Save', and 'Save and Continue' buttons.

## Academy Resources Section:

### Academy Resources Overview

The screenshot shows the 'Academy Resources Overview' page in the ACADIS Readiness Suite Learning Portal. The page features a navigation menu on the left and a main content area. The navigation menu includes:

- Home
- My Work
- Training and Events\*
- Workforce
- Organization
- Planning
- Academy Resources\*** (highlighted with a green arrow)
- Academy Resources\* Overview
- Rentable Resources\*
- Document Library
- WebForms
- Available Workflows
- Start a Workflow

The main content area is titled 'Academy Resources\* Overview' and contains three icons with labels:

- Request Rentable Resources\*
- Complete a WebForm
- View Career Roles\*

Below the icons, the text reads: 'This is the Academy Resources page.' At the bottom of the page, there is a footer with the text: '1 comment with 1 Jira link. fe7813a3-7a2d-42da-a5c8-f94a45b9c81a Selenium Testopia (0) All 1y library not found'.

## Rentable Resources:

The screenshot shows the ACADIS Academy Resources page. The left sidebar contains navigation options: Home, My Work, Training and Events\*, Workforce, Organization, Planning, Academy Resources\* (selected), Rentable Resources\* (highlighted with a green arrow), WebForms, Available Workflows, and Start a Workflow. The main content area is titled 'Rentable Resources\*' and lists five items under the heading 'ACCOUNTABLE PROPERTY':

- Bailout Windows** (Categories: Fire Props)
- Car Fire Prop** (Categories: Fire Props)
- Confined Space Manhole** (Categories: Fire Props)
- Confined Space Tank** (Categories: Fire Props)
- Roof Simulator** (Categories: Fire Props)

## WebForms

The screenshot shows the ACADIS Academy Resources page with the 'WebForms' section selected in the sidebar (highlighted with a green arrow). The main content area displays a table of web forms:

WebForm	Description
<a href="#">Change in Contact Information</a>	This is for a request to change contact information.
<a href="#">Class Scheduling Request</a>	This WebForm is used by instructors to notify Admin staff that they would like to teach a class, when, and where.
<a href="#">Course Finalization Checklist</a>	This WebForm is designed for automation submission associated with the Course Finalization Workflow
<a href="#">CPR Refresher Course Attendance</a>	This form is to be filled out when a CPR Refresher Course has been attended.
<a href="#">Portal Account Request Form</a>	This form is for anyone who does not have an existing portal account.
<a href="#">Portal Permission Change Request Form</a>	This form is for anyone who has an existing portal account and would like to request a change in permissions.
<a href="#">SF-182 (Request, Authorization, and Certification of Training)</a>	External training request, SF-182 Form

## To request a username and password for someone to enter records into KyFIRES:

- <https://kyfires.acadisonline.com/>
- Click on Webforms and Resources.
- Click on find and complete a webform.
- Click on the User Identification Application.
- Please fill out and click on submit.

## To add a new firefighter to KyFIRES:

- <https://kyfires.acadisonline.com/>
- Click on Webforms and Resources.
- Click on find and complete a webform.
- Click on New Hire Webform (2)
- Please fill out and click on submit.

## To request a chief change or information change for a fire department:

- <https://kyfires.acadisonline.com/>
- Click on Webforms and Resources.
- Click on find and complete a webform.
- Click on the Fire Department Data Change Form
- Please fill out and click on submit.

## Available Workflows

The screenshot shows the ACADIS Academy Resources page. The left sidebar contains navigation options: Home, My Work, Training and Events\*, Workforce, Organization, Planning, Academy Resources\* (selected), Rentable Resources\*, WebForms, Available Workflows (highlighted with a green arrow), and Start a Workflow. The main content area is titled 'Available Workflows' and includes a table with the following data:

Workflow Template	Owner	Tasks	Description	
Certification Review	Academies	5	For persons whose records have been flagged as requiring in-depth certification review.	<input type="button" value="Start"/>
Employee Performance Review	Bloomington Police Department	4		<input type="button" value="Start"/>

Below the table, it says 'Showing 2'.

## Start a Workflow

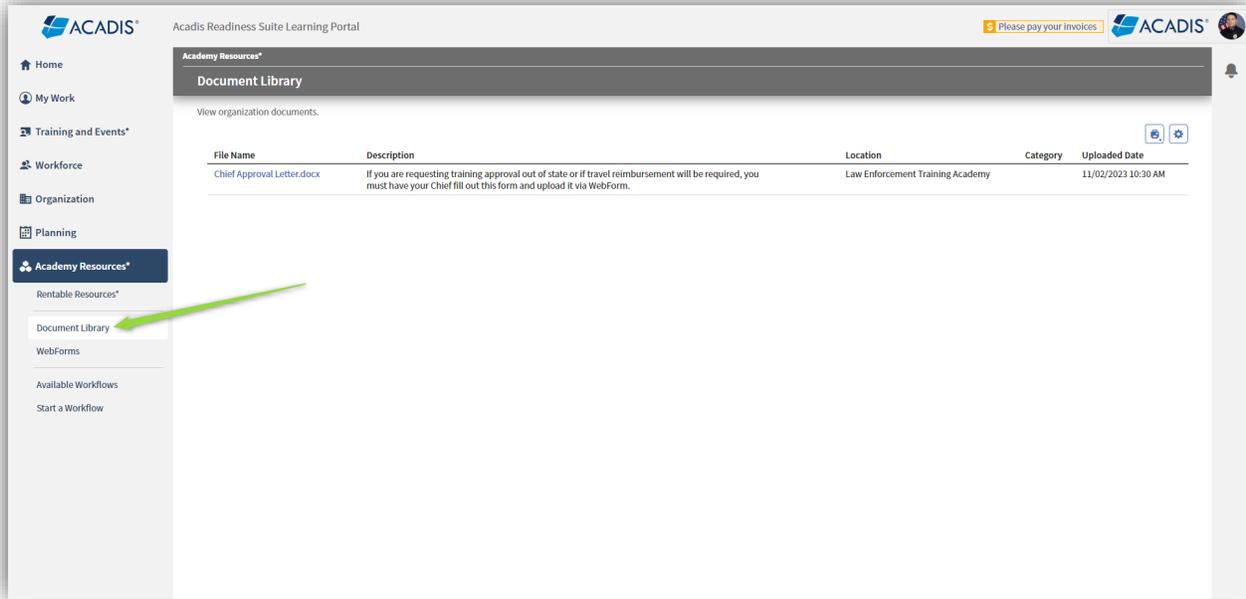
The screenshot shows the ACADIS Academy Resources page with a 'Start a Workflow' modal dialog box open. The modal contains the following fields and options:

- Workflow Template:** A dropdown menu with the text 'Select a workflow template...'.
- Person:** Mathews, Aatic
- Reference Name:** No information provided
- Start Date:** 10/30/2023 (with a calendar icon)
- Due Date:** (with a calendar icon)

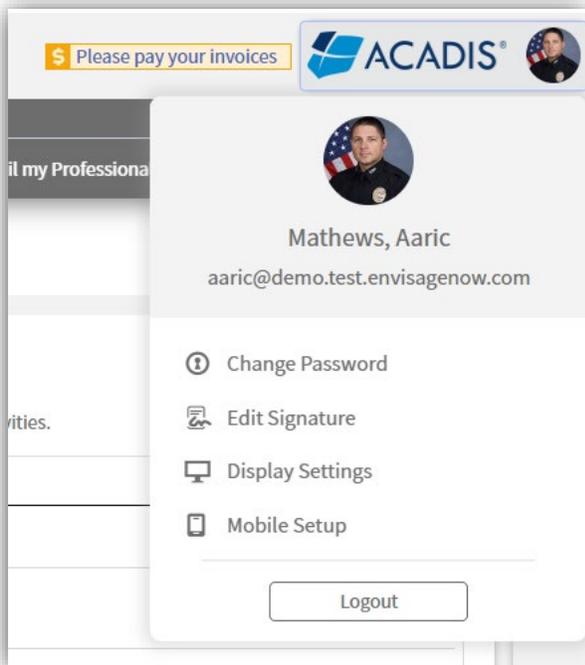
At the bottom of the modal, there is a red asterisk indicating required information, a 'Cancel' button, and a 'Start' button. A green arrow in the background points to the 'Start a Workflow' link in the sidebar.

## Document Library

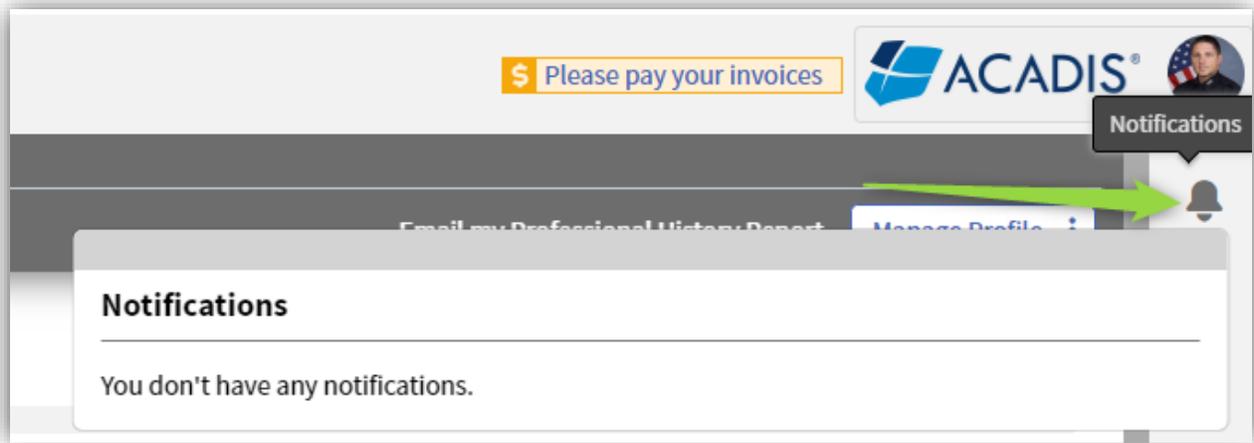
This is a newer feature and must be enabled in the “Portal Settings” area in the Admin tab. The documents must then be uploaded at the Academy Organization record and the option to Display for any logged in user must be selected.



## Options from the top right



## Notification Bell:



## How to run a Certification Summary Report in KYFIRES

- Personnel
- See a list of personnel
- Go across from the Firefighter's name, click on the action menu button  and click on request certification
- Click on the certification such as Firefighter Kentucky Basic I (115-Hour) certification or Firefighter Kentucky Basic II (300-Hour certification)

## Request Certification

Submit a new request for personnel certification.

Recipient [REDACTED] Abbott, James K

\* Certification Kentucky Basic I Certification ▼

\* Issue Date 1/11/2024 📅

Applicant Adams, Mary E

\* Required Information

Cancel

Continue

- Click on continue

Kentucky Fire Information and Records Entry System

Request Certification > Kentucky Basic I Certification

Search available training ...

### Personal Information

To request issuance of Kentucky Basic I Certification complete this online application\*. The Privacy Act of 1974 may apply to this form. [Additional Details](#)

- 1 Personal Information
- 2 Guidelines
- 3 Affirmation

#### RECIPIENT

Verify the following personal information. You may update the recipient's record to enter missing or incorrect details.

Firefighter No.	
Recipient Applicant	
Mailing Address	
Primary Phone	
Email	
Driver's License No. or State Identification Card No.	
Issuing State	
Date of Birth	

Delete Request | Finish Later | Update Recipient Information | [Continue](#)

- Under recipient, click on continue

Kentucky Fire Information and Records Entry System

Request Certification > Kentucky Basic I Certification

Search available training ...

### Guidelines

The Privacy Act of 1974 may apply to this form. [Additional Details](#)

- 1 Personal Information
- 2 Guidelines
- 3 Affirmation

#### GUIDELINES FOR ISSUANCE

Please review the following guidelines.

The certification summary report will show firefighters what is required in each category for the 115/300 hour levels, how many hours they have completed in each category and how many hours they are deficient in a particular category for certification.

Delete Request | Finish Later | Back | [Continue](#)

- Under guideline for issuance, click on continue

Kentucky Fire Information and Records Entry System

Search available training ...

Request Certification > Kentucky Basic I Certification

### Affirmation

The Privacy Act of 1974 may apply to this form. [Additional Details](#)

- 1 Personal Information
- 2 Guidelines
- 3 Affirmation

REQUIREMENT(S)  
Please acknowledge and affirm fulfillment of the requirements for this certification.

REQUIREMENTS

Requirement	Type
minimum of 1 hour in Administration and Organization	Training Hours by Category
minimum of 1 hour of Communications	Training Hours by Category
minimum of 1 hour of Fire Prevention and Public Fire Education	Training Hours by Category
minimum of 1 hour of Safety	Training Hours by Category
minimum of 2 hours of Aircraft Crash Firefighting	Training Hours by Category
minimum of 2 hours of Fire Investigation/ Cause & Origin	Training Hours by Category
minimum of 2 hours of Foam Fire Streams	Training Hours by Category
minimum of 3 hours of Building Construction	Training Hours by Category
minimum of 3 hours of CPR/AED	Training Hours by Category
minimum of 3 hours of Fire Behavior	Training Hours

more ▾

Once submitted, this application\* is final and cannot be edited.

[Delete Request](#) | [Finish Later](#) | [Back](#) | [Submit](#)

- Under certification for KY Basic I or II, click on **Finish Later**.
- Go to personnel, see a list of personnel and click on a firefighter's name
- Under applications on a firefighter's screen, click on KY Basic I or II (in blue)
- Go to printer button on right hand side
- Click on print table as displayed
- Click on print

## Adding a Junior Firefighter to KyFIRES

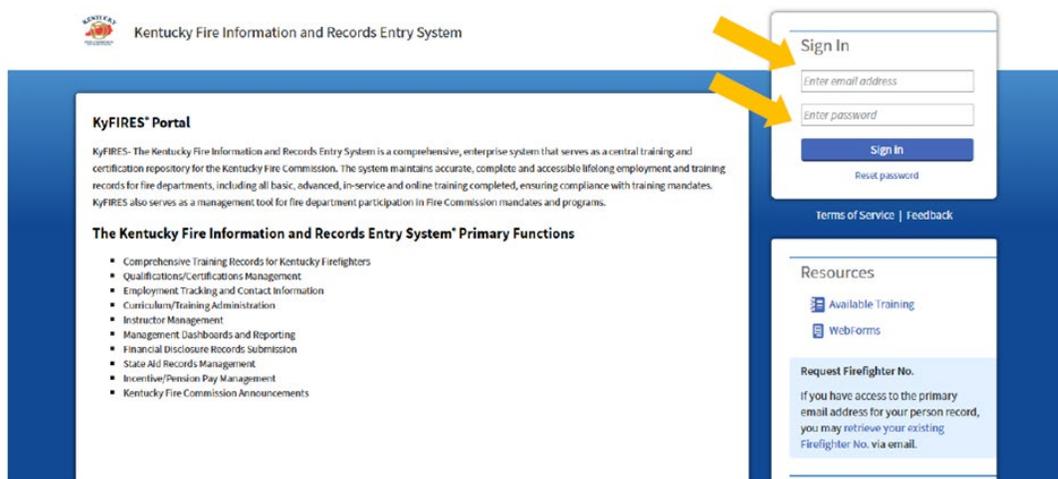
A junior firefighter, 15-17 years of age, shall be issued a firefighter number through the Kentucky Fire Information and Records Entry System (KyFIRES) and **be listed on the roster of the junior firefighter program sub-organization of the sponsoring department in KyFIRES**. JRFFs listed on the roster 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.*

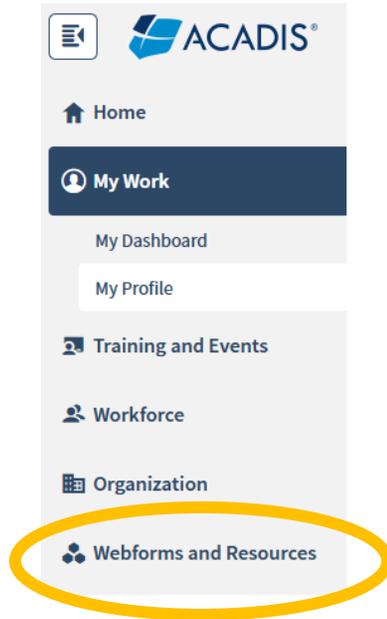
To add a JRFF who does NOT have a Firefighter Number previous assigned:

Step	Action
1.	<p>Begin by navigating to the KyFIRES portal</p> <ul style="list-style-type: none"> <li>• <a href="https://kyfires.acadisonline.com/acadisviewer/login.aspx">https://kyfires.acadisonline.com/acadisviewer/login.aspx</a></li> </ul> <p style="text-align: center;">-OR-</p> <ul style="list-style-type: none"> <li>• <a href="https://kyfirecommission.kctcs.edu/">https://kyfirecommission.kctcs.edu/</a> and clicking on the blue "Kentucky Fire Commission Training System" Banner section</li> </ul> <div data-bbox="495 672 1091 961" style="text-align: center; background-color: #003366; color: #FFC000; padding: 20px;"> <p><b>Kentucky Fire Information and Records Entry System (KyFIRES)</b></p>  </div>

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

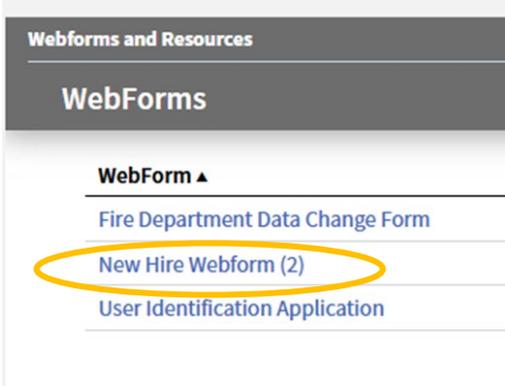


Step	Action
3.	On the side menu bar, click on <b>Webforms and Resources</b>



Step	Action
4.	Click on <b>WebForms</b>



Step	Action
5.	Click on <b>New Hire Webform</b>  

Step	Action
6.	Complete the <b>Employee Information</b> 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 <b>Department Information</b> section

## Department Information

\* Department  Enter organization name...  
\* Date of Hire

\* Title/Rank  Select an option...  
\* Employment Type  Select an option...

Step	Action
8.	<p>In the <b>Department</b> drop-down box, ensure the “JF” sub-organization is the department of record</p> <p><b>* Department</b> <input data-bbox="573 457 1360 520" type="text" value="Moseleyville 00189JF"/></p> <ul style="list-style-type: none"> <li>If no “JF” suborganization is listed for your department, email <a href="mailto:jffirefighter@kctcs.edu">jffirefighter@kctcs.edu</a></li> </ul>

Step	Action
9.	<p>Enter the <b>Date of Hire</b> the JRFF started with the program</p> <p><b>* Date of Hire</b> <input data-bbox="548 1234 699 1287" type="text"/> </p>

Step	Action
10.	<p>In the <b>Title/Rank</b> drop-down box, select <b>Junior Firefighter</b></p> <p><b>* Title/Rank</b> <input data-bbox="540 1738 1198 1791" type="text" value="Junior Firefighter"/></p>

Step	Action
11.	In the <b>Employment Type</b> drop-down box, select <b>Volunteer</b> 

Step	Action
12.	Click <b>Submit</b> to complete the entry 

Step	Action
13.	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.

Close

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

Firefighter, Sample

9566-4357

sample.firefighter ...

04/24/2004

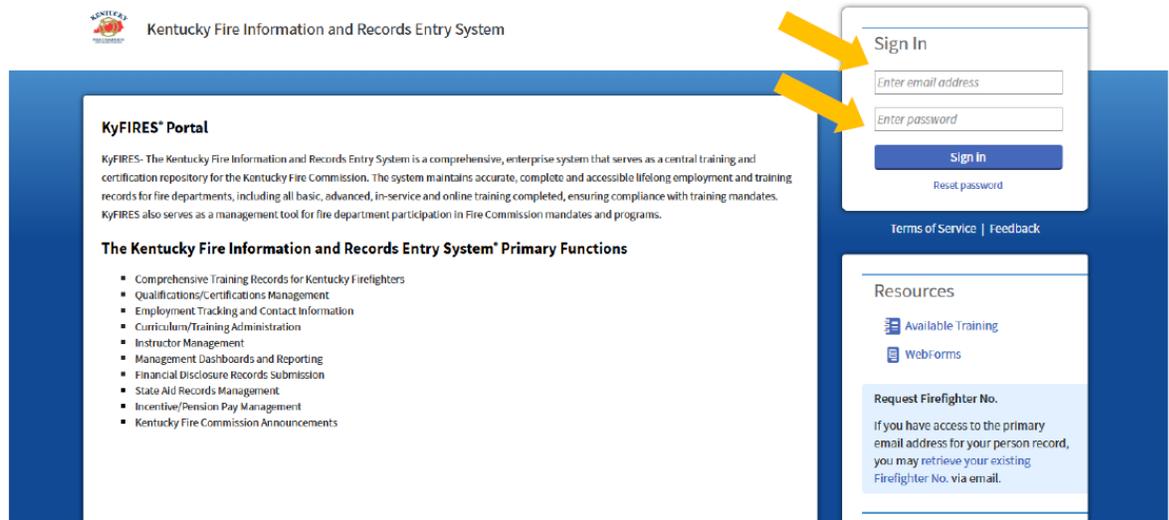
Commission Syst Office 90000

Junior Firefighter

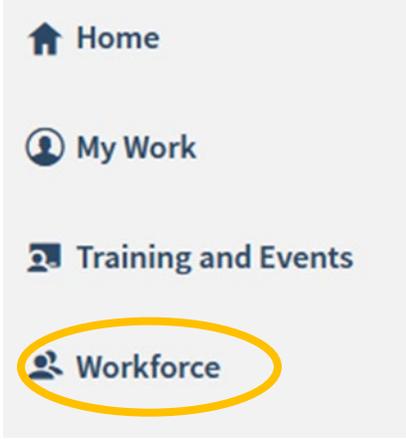
To add a JRFF who has been \*previously\* assigned a Firefighter Number:

Step	Action
1.	<p>Begin by navigating to the KyFIRES portal</p> <ul style="list-style-type: none"> <li>• <a href="https://kyfires.acadisonline.com/acadisviewer/login.aspx">https://kyfires.acadisonline.com/acadisviewer/login.aspx</a></li> </ul> <p style="text-align: center;">-or-</p> <ul style="list-style-type: none"> <li>• <a href="https://kyfirecommission.kctcs.edu/">https://kyfirecommission.kctcs.edu/</a> and clicking on the blue "Kentucky Fire Commission Training System" Banner section</li> </ul> <div data-bbox="409 1350 1198 1745" style="text-align: center; background-color: #002060; color: #FFD700; padding: 20px;"> <p><b>Kentucky Fire Information and Records Entry System (KyFIRES)</b></p>  </div>

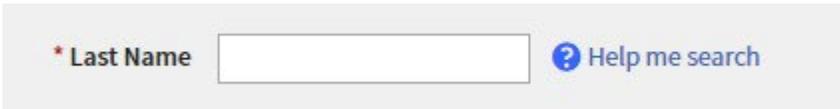
Step	Action
2.	Enter your Username and Password in the <b>Sign in</b> section and click Sign In <ul style="list-style-type: none"> <li>If you have forgotten your password, click on the link "Reset your password"</li> </ul>

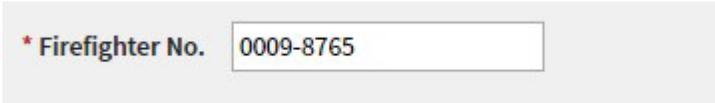


Step	Action
3.	On the side menu bar, click <b>Workforce</b>



Step	Action
4.	Click on <b>Add Personnel</b> 

Step	Action
5.	Enter Last Name 

Step	Action
6.	Enter Firefighter Number <ul style="list-style-type: none"> <li>• <i>This will be an 8-digit number</i></li> <li>• <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></li> </ul> 

Step	Action
7.	Click <b>Search</b> 

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 <b>Organization</b> drop down box

Step	Action
10.	<p><b>Ensure the "JF" sub-organization is the department of record</b></p>  <p>If no "JF" suborganization is listed for your department, email <a href="mailto:jrfirefighter@kctcs.edu">jrfirefighter@kctcs.edu</a></p>

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

Step	Action
12.	In the <b>Employment Type</b> drop-down box, select <b>Volunteer</b> 

Step	Action
13.	In the <b>Appointment Type</b> drop-down box, select <b>Part Time</b> 

Step	Action
14.	Enter Supervisor and/or Comments ( <i>*Optional</i> )  

Step	Action
15.	Click <b>Save</b> 

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

## Aging Out a Junior Firefighter In KyFIRES

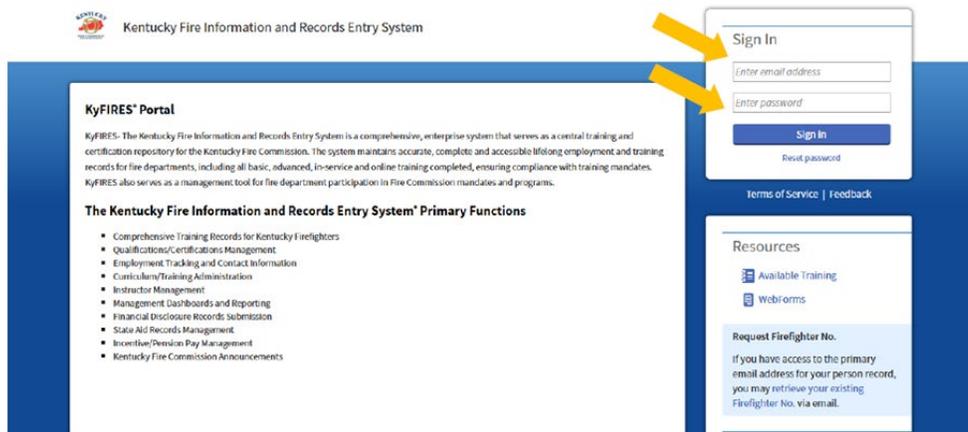
A junior firefighter (JRFF) is no longer eligible to participate in the Kentucky Fire Commission’s Junior Firefighter Program upon their 18<sup>th</sup> birthday. The JRFF must be appropriately added to the main roster of their active fire department or appropriately separated from the fire department they participated as a JRFF on, if they no longer wish to continue service.

*\*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. **Please ensure you are first adding the JRFF to the main fire department roster prior to separating them from service on the “JF” suborganization roster. If the JRFF will no longer be continuing service upon their 18<sup>th</sup> birthday, you may skip straight to page 8 and follow the instructions “To age out a JRFF in KyFIRES”.***

## To add a former JRFF to the main roster of the fire department:

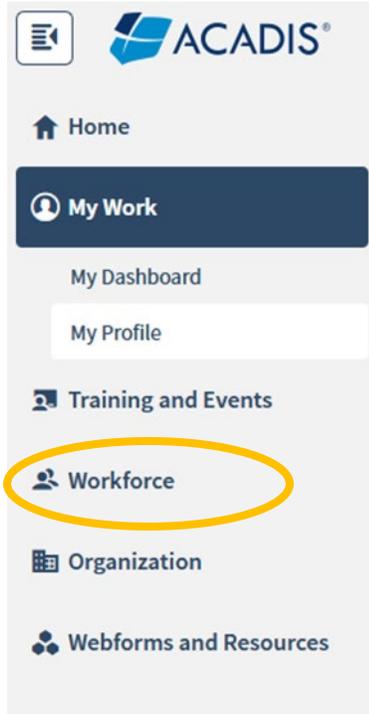
Step	Action
1.	<p>Begin by navigating to the KyFIRES portal</p> <ul style="list-style-type: none"> <li>• <a href="https://kyfires.acadisonline.com/acadisviewer/login.aspx">https://kyfires.acadisonline.com/acadisviewer/login.aspx</a></li> </ul> <p style="text-align: center;">-or-</p> <ul style="list-style-type: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

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



The screenshot displays the KyFIRES portal interface. On the left, the 'KyFIRES Portal' section includes a description of the system and a list of primary functions such as 'Comprehensive Training Records for Kentucky Firefighters' and 'Qualifications/Certifications Management'. On the right, the 'Sign In' section features input fields for 'Enter email address' and 'Enter password', a 'Sign In' button, and a 'Reset password' link. Below the sign-in section are 'Terms of Service' and 'Feedback' links, and a 'Resources' section with links for 'Available Training' and 'Webforms'. A 'Request Firefighter No.' section provides instructions for retrieving records via email.

Step	Action
3.	On the side menu bar, click on <b>Workforce</b>

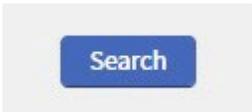


Step	Action
4.	Click on <b>Add Personnel</b>



Step	Action
5.	Enter Last Name 

Step	Action
6.	Enter Firefighter Number <ul style="list-style-type: none"> <li>• <i>This will be an 8-digit number</i></li> <li>• <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></li> </ul> 

Step	Action
7.	Click <b>Search</b> 

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 <b>Organization</b> drop down box

Step	Action
10.	<p>Select the organization name that does NOT have a JF</p> <p>* Organization </p> <p>* Hire Date</p>

Step	Action
11.	<p>Enter the <b>Hire Date</b></p> <p>* Hire Date <input type="text" value="10/11/2022"/> </p>

Step	Action
12.	<p>In the <b>Title/Rank</b> drop-down box, select <b>Firefighter</b></p> <p>* Title/Rank <input type="text" value="Firefighter"/> </p>

Step	Action
13.	<p>In the <b>Employment Type</b> drop-down box, select the appropriate level of employment this firefighter will perform duties upon</p> 

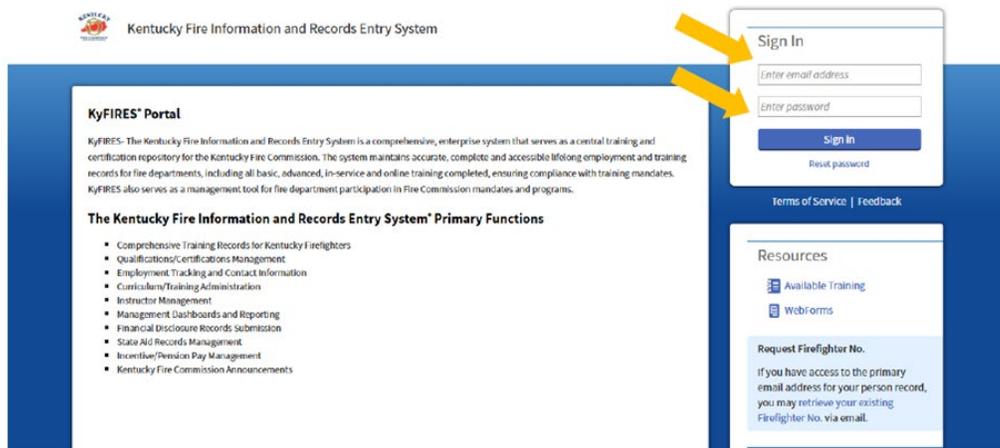
Step	Action
14.	<p>In the <b>Appointment Type</b> drop-down box, select the appropriate level of appointment this firefighter will perform duties upon</p> 



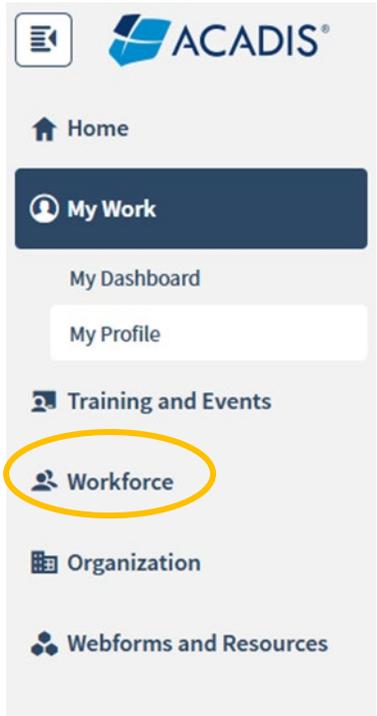
## To age out a JRFF in KyFIRES:

Step	Action
1.	<p>Begin by navigating to the KyFIRES portal</p> <ul style="list-style-type: none"> <li>• <a href="https://kyfires.acadisonline.com/acadisviewer/login.aspx">https://kyfires.acadisonline.com/acadisviewer/login.aspx</a></li> <li style="text-align: center;">-or-</li> <li>• <a href="https://kyfirecommission.kctcs.edu/">https://kyfirecommission.kctcs.edu/</a> and clicking on the blue “Kentucky Fire Commission Training System” Banner section</li> </ul> <div style="text-align: center; background-color: #003366; color: #ffcc00; padding: 20px; margin: 10px 0;"> <h3 style="margin: 0;">Kentucky Fire Information and Records Entry System (KyFIRES)</h3> </div>

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



Step	Action
3.	On the side menu bar, click on <b>Workforce</b>



Step	Action
4.	Click on <b>Personnel</b>



Step	Action
5.	<p>Scroll down to the name of the JRFF you wish to separate from the JF roster</p> <p><b>Firefighter, Sample</b>        9566-4357    Commission Syst Office 90000    Junior Firefighter</p>

Step	Action
6.	<p>Click on the three dots on the right side of the line of the JRFF you wish to</p> <p></p> <p>separate from the JF roster</p>

Step	Action
7.	<p>Click <b>Update Employment</b></p> <p><b>Update Employment</b></p>

Step	Action
8.	<p>In the <b>Update Action</b> drop-down box, select <b>Separation</b></p> <p>* <b>Update Action</b>    Separation        </p>

Step	Action
9.	In the <b>Reason and Details</b> drop-down box, select <b>Resigned (No details)</b> <b>Reason and Details *</b> 

Step	Action
10.	In the <b>Employment Status</b> drop-down box, select <b>Separated (Inactive)</b> <b>Employment Status *</b> 

Step	Action
11.	Enter the date the separation was effective (the JRFF's 18 <sup>th</sup> birthday, or when they resigned from service) <b>* Effective Date</b> <input data-bbox="565 1472 727 1526" type="text" value="10/11/2022"/> 

Step	Action
12.	In the <b>Title/Rank</b> drop-down box, select <b>Junior Firefighter</b> <b>Title/Rank</b> <input type="text" value="Junior Firefighter"/>

Step	Action
13.	In the <b>Employment Type</b> drop-down box, select <b>Volunteer</b> <b>Employment Type*</b> <input type="text" value="Volunteer"/>

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

Step	Action
15.	In the <b>Comments</b> section, type " <b>Aged out of JRFF Program</b> " <b>Comments</b> <input type="text" value="Aged out of JRFF program"/>

Step	Action
16.	Click <b>Save</b> 

Step	Action
17.	The JRFF will now be listed as Inactive on the roster

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