




## 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.

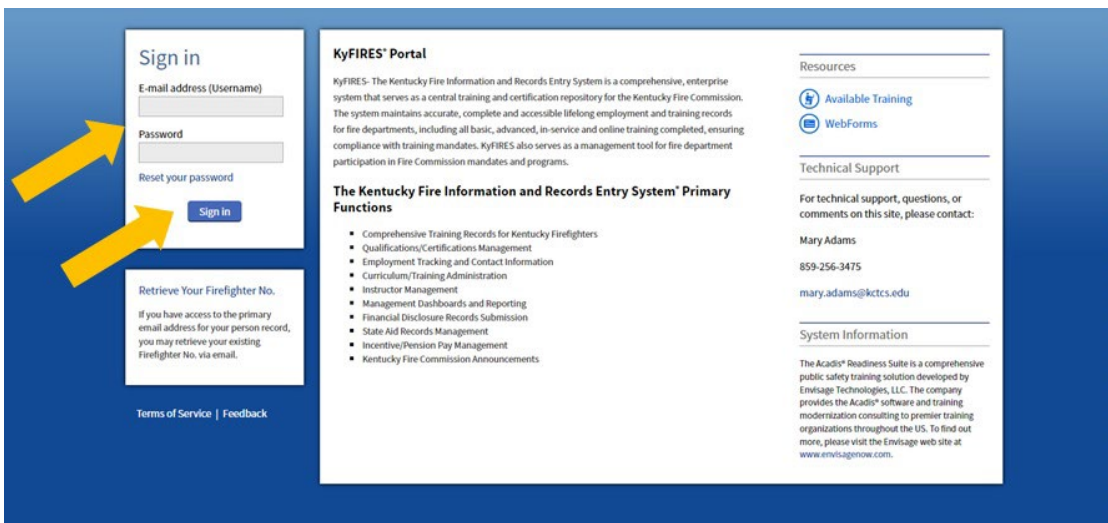
*\*Note: to add/separate members to the fire department roster, or to input training hours for fire department members, a person must be authorized by the Fire Department and assigned KyFIRES portal permission by the Fire Commission office.*

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

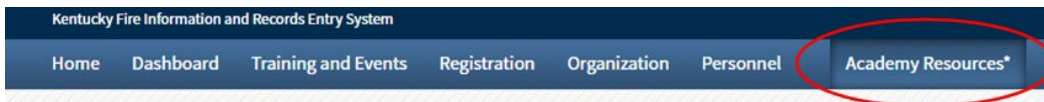
Step	Action
1.	<p>Begin by navigating to the KyFIRES portal</p> <ul style="list-style-type: none"> <li>• <a href="https://kyfires.acadisonline.com/acadisviewer/login.aspx">https://kyfires.acadisonline.com/acadisviewer/login.aspx</a></li> </ul> <p style="text-align: center;">-or-</p> <ul style="list-style-type: none"> <li>• <a href="https://kyfirecommission.kctcs.edu/">https://kyfirecommission.kctcs.edu/</a> and clicking on the blue “Kentucky Fire Commission Training System” Banner</li> </ul> <div style="text-align: right; margin-top: 10px;">  </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>

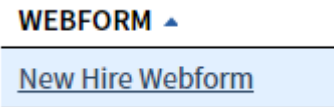


Step	Action
3.	On the top menu bar, click on <b>Academy Resources</b>





Step	Action
4.	Click on <b>Complete a WebForm</b>  Complete a WebForm

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)

\* First Middle \* Last Suffix

Gender

\* Date of Birth

\* Email Address

\* Mobile Phone Number

Home Address

Address 2

City State Zip

County



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

### Department Information

\* Department

\* Date of Hire

\* Title/Rank

\* Employment Type

Step	Action
8.	<p>In the <b>Department</b> 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"> <li>If no "JF" suborganization is listed for your department, email <a href="mailto:jfirefighter@kctcs.edu">jfirefighter@kctcs.edu</a></li> </ul>

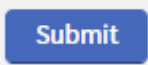


Step	Action
9.	Enter the <b>Date of Hire</b> the JRFF started with the program  * Date of Hire <input type="text"/>

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

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



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</li> </ul> 

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.	Click <b>Personnel</b> and then click <b>Add Employee</b>



Step	Action
4.	Enter Last Name  <div style="border: 1px solid #ccc; padding: 10px; background-color: #f9f9f9;"> <p>* Last Name <input type="text"/> <a href="#">? Help me search</a></p> </div>

Step	Action
5.	Enter Firefighter Number  <ul style="list-style-type: none"> <li>• This will be an 8-digit number</li> <li>• Ensure you are entering all zeroes at the beginning of the firefighter number (if applicable) as well as the dash in the middle</li> </ul> <div style="border: 1px solid #ccc; padding: 10px; background-color: #f9f9f9;"> <p>* Firefighter No. <input type="text" value="0009-8765"/></p> </div>



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

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


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## Add a New Employee

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



Step	Action
8.	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
9.	<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:jfirefighter@kctcs.edu">jfirefighter@kctcs.edu</a></p>

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




Step	Action
11.	In the <b>Employment Type</b> drop-down box, select <b>Volunteer</b>  * Employment Type <input data-bbox="662 558 1321 606" type="text" value="Volunteer"/>

Step	Action
12.	In the <b>Appointment Type</b> drop-down box, select <b>Part Time</b>  Appointment Type* <input data-bbox="646 1016 1182 1064" type="text" value="Part Time"/>


Step	Action
13.	Enter Supervisor and/or Comments ( <i>*Optional</i> )  Supervisor <input data-bbox="529 1467 993 1516" type="text" value="Select a supervisor..."/>  Comments <input data-bbox="529 1537 1344 1602" type="text" value="Provide any additional information relevant to this employment"/>



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

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

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[Firefighter, Sample](#)  9566-4357    Commission Syst    Junior    Volunteer    01/26/2022  
 Office 90000    Firefighter