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.

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.

My Dashboard

Training and Events section:

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

Training Catalog

Report Completed Training

Kentucky Fire Information and Records Entry System

Training and Events

Report Completed Training

Indicate how you will submit event information.

* **I will submit my event by:** ⦿ Starting with a pre-approved course or course material

Training *
[Select a course title or testing event...] ▾

○ Entering my own course information

Default Roster ☐ Add the students from a previous training roster to the new training roster

* Required Information   Cancel   [Continue]

Navigation menu:
- Home
- My Work
- Training and Events
  - Available Training
  - Enrollment Requests
  - Report Completed Training
  - Approved Training
  - Training Pending Approval
  - Lesson Plans
  - Lesson Plan Requests
  - Request Lesson Plan
- Workforce
- Organization
- Webforms and Resources

Choose Category and click on continue:

Kentucky Fire Information and Records Entry System

Training Pending Approval

Add a Training Event

The Privacy Act of 1974 may apply to this form.   Additional Details

Course Title Administration and Organization (A0000)

Description The fire service has many unique management problems. It requires a distinct team spirit; it has a need for a strong disciplinary influence due to the need for concerted and instant reaction on the fire ground; it requires a high quality of leadership from its officers; it has a continuing training demand; it requires an extremely wide range of technical competence. The manner in which fire departments are organized is dependent upon the size of the department and the scope of its operations. Organizational plans are designed to illustrate or show the relationship of each operating division to the total organization. It is essential that each fire department have an organizational plan that reflects the current status of the department. Some departments find projected plans useful for budgetary and planning purposes. A good plan is essentially a blueprint of the organization. Each member should be aware of the organizational plan of the fire department.

Examples of topics for this category include, but are not limited to:

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.

* **Start Date** [_____] 📅

* **End Date** [_____] 📅

Training Category ⦿ All attendees will have the **same** training category

* **Category** [Choose...] ▾

○ Each attendee may have a **different** training category

Hours ⦿ All attendees will have the **same** number of hours

* **Training Hours** [_____]

○ Each attendee may have a **different** number of hours

more ▾

Cancel | Save As Draft | **Add Students**

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

Add Personnel

Evaluations to Approve

Incomplete Evaluations

Certification Compliance

Personnel Training Hours

Print Training Report

Organization Section:

__Organization Profile__

__Organization Compliance__

Resource Compliance

Invoices

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

Planning Section:

My Planned Events

Plan an Event

Academy Resources Section:

Academy Resources Overview

Rentable Resources:

WebForms

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

Start a Workflow

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.
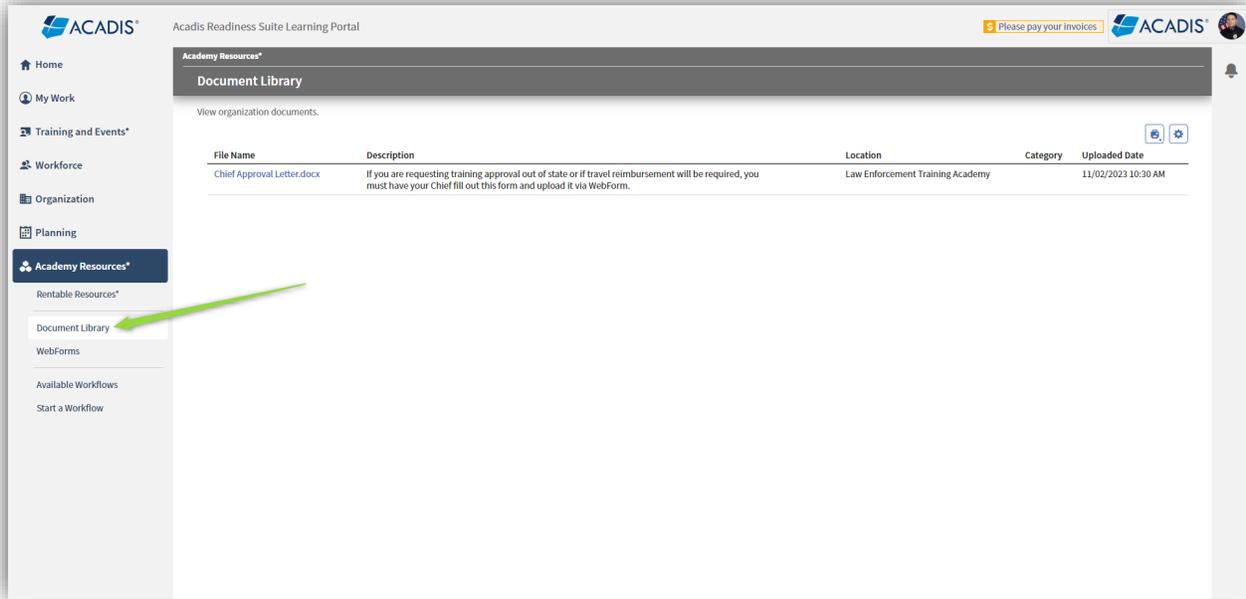
Options from the top right
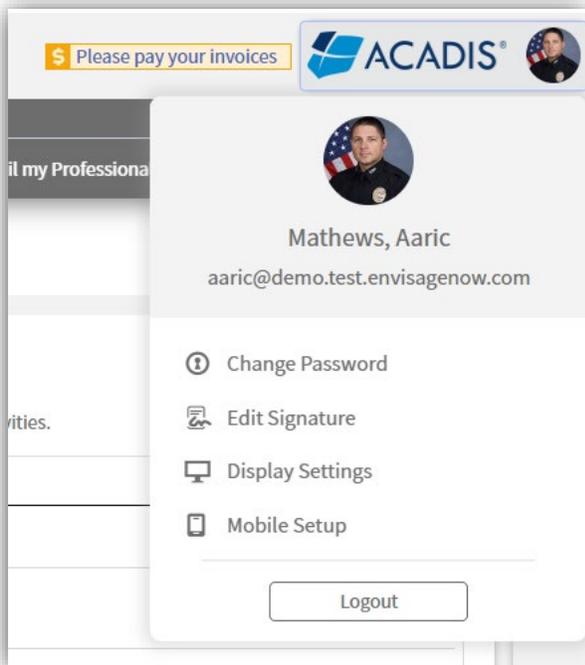
Notification Bell:
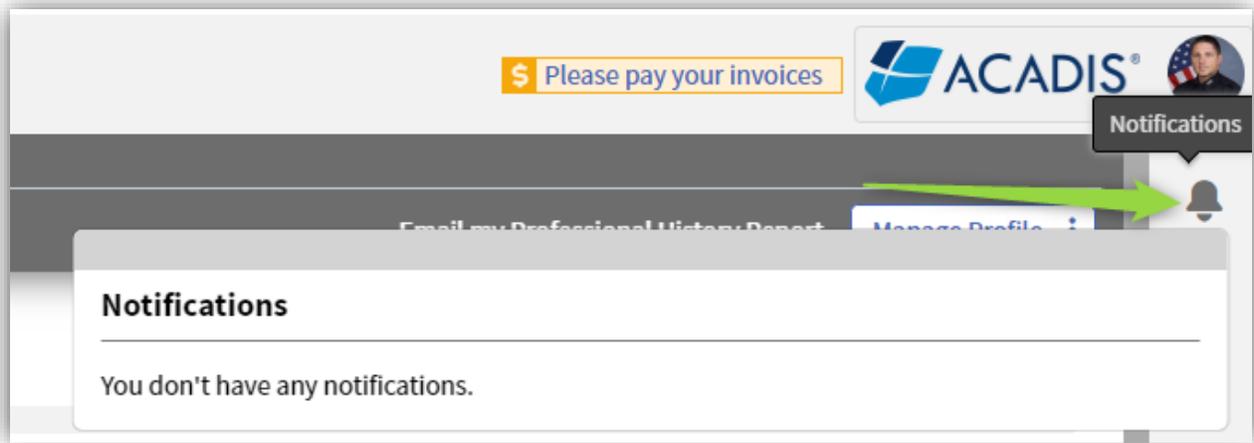
How to run a Certification Summary Report in KYFIRES

- 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	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

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

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

- 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.	Begin by navigating to the KyFIRES portal • https://kyfires.acadisonline.com/acadisviewer/login.aspx -or- • https://kyfirecommission.kctcs.edu/ and clicking on the blue "Kentucky Fire Commission Training System" Banner section ![Kentucky Fire Information and Records Entry System (KyFIRES)]

Step	Action
2.	Enter your Username and Password in the **Sign in** section and click Sign In • *If you have forgotten your password, click on the link "Reset your password"*

Step	Action
3.	On the side menu bar, click on **Webforms and Resources**
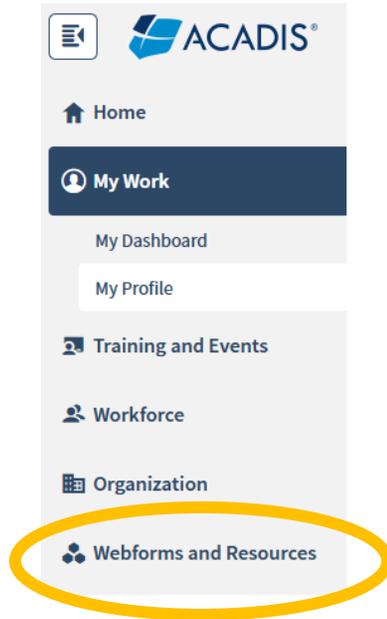
Step	Action
4.	Click on **WebForms**

Step	Action
5.	Click on **New Hire Webform** **Webforms and Resources** **WebForms** WebForm ▲ Fire Department Data Change Form New Hire Webform (2) User Identification Application

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)

* First	Middle	* Last	Suffix

Gender — Select an option...

* Date of Birth

* Email Address

* Mobile Phone Number

Home Address

Address 2

City	State	Zip

County

Step	Action
7.	Complete the **Department Information** section

Department Information

* Department — Enter organization name...

* Date of Hire

* Title/Rank — Select an option...

* Employment Type — Select an option...

Step	Action
8.	In the **Department** drop-down box, ensure the "JF" sub-organization is the department of record * Department Moseleyville 00189JF ✕ ▼ • 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 [　　　] 📅

Step	Action
10.	In the **Title/Rank** drop-down box, select **Junior Firefighter** * Title/Rank Junior Firefighter ▼

Step	Action
11.	In the **Employment Type** drop-down box, select **Volunteer** * Employment Type Volunteer ▼

Step	Action
12.	Click **Submit** to complete the entry Submit

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.	Begin by navigating to the KyFIRES portal • https://kyfires.acadisonline.com/acadisviewer/login.aspx -or- • https://kyfirecommission.kctcs.edu/ and clicking on the blue "Kentucky Fire Commission Training System" Banner section **Kentucky Fire Information and Records Entry System (KyFIRES)**

Step	Action
2.	Enter your Username and Password in the **Sign in** section and click Sign In • *If you have forgotten your password, click on the link "Reset your password"*

Step	Action
3.	On the side menu bar, click **Workforce**
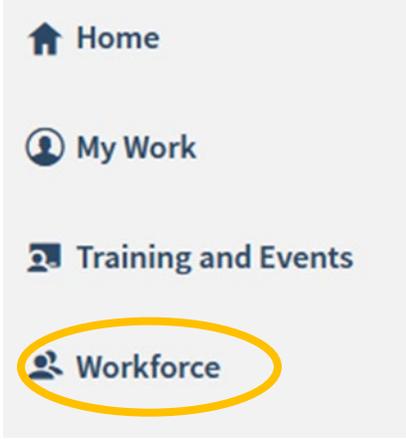
Step	Action
4.	Click on **Add Personnel**

Step	Action
5.	Enter Last Name

Step	Action
6.	Enter Firefighter Number • *This will be an 8-digit number* • *Ensure you are entering all zeroes at the beginning of the firefighter number (if applicable) as well as the dash in the middle*

Step	Action
7.	Click **Search** 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.	***Ensure the "JF" sub-organization is the department of record*** * Organization * Hire Date Sfrt Fighter Degree 00984 Sfrt Fighter Degree 00984JF If no "JF" suborganization is listed for your department, email jrfirefighter@kctcs.edu

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

Step	Action
12.	In the **Employment Type** drop-down box, select **Volunteer** * Employment Type Volunteer ▾

Step	Action
13.	In the **Appointment Type** drop-down box, select **Part Time** Appointment Type* Part Time ✕ ▾

Step	Action
14.	Enter Supervisor and/or Comments *(*Optional)* Supervisor *Select a supervisor...* ▾ Comments *Provide any additional information relevant to this employment*

Step	Action
15.	Click **Save** ![Save button]

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 Office 90000 | Junior Firefighter | Volunteer | 01/26/2022 |

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 18th 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 18th 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.	Begin by navigating to the KyFIRES portal • https://kyfires.acadisonline.com/acadisviewer/login.aspx -or- • https://kyfirecommission.kctcs.edu/ and clicking on the blue "Kentucky Fire Commission Training System" Banner section **Kentucky Fire Information and Records Entry System (KyFIRES)**

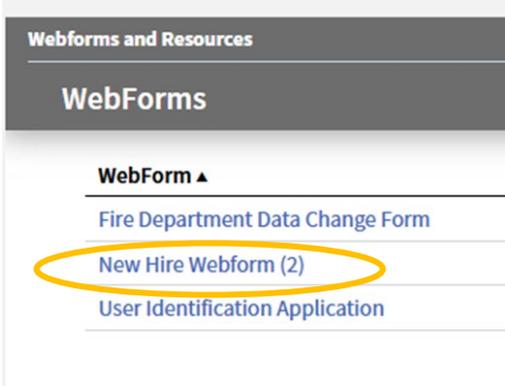| Step	Action
2.	Enter your Username and Password in the **Sign in** section and click Sign In • *If you have forgotten your password, click on the link "Reset your password"*

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

Step	Action
4.	Click on **Add Personnel**

Step	Action
5.	Enter Last Name

* Last Name [   ] ❓ Help me search

Step	Action
6.	Enter Firefighter Number

• *This will be an 8-digit number*
• *Ensure you are entering all zeroes at the beginning of the firefighter number (if applicable) as well as the dash in the middle* |

* Firefighter No. [0009-8765]

Step	Action
7.	Click **Search**

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.	Select the organization name that does NOT have a JF * Organization [🔍] **Sfrt Fighter Degree 00984** * Hire Date Sfrt Fighter Degree 00984JF

Step	Action
11.	Enter the **Hire Date** * Hire Date 10/11/2022 📅

Step	Action
12.	In the **Title/Rank** drop-down box, select **Firefighter** * Title/Rank Firefighter × ▼

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

Employment Type*

Career / Professional

Volunteer

Part Time

Special Volunteer (CH75)

Appointment Type*

Supervisor

Comments

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

Appointment Type*

Full Time

Part Time

Supervisor

Comments

Step	Action
15.	Enter Supervisor and/or Comments *(*Optional)* **Supervisor** Select a supervisor... ▼ **Comments** Provide any additional information relevant to this employment

Step	Action
16.	Click **Save** Save

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

Firefighter, Sample	☑	9566-4357	Commission Syst Office 90000	Firefighter	Volunteer Part Time	10/11/2022	Active (Active)

To age out a JRFF in KyFIRES:
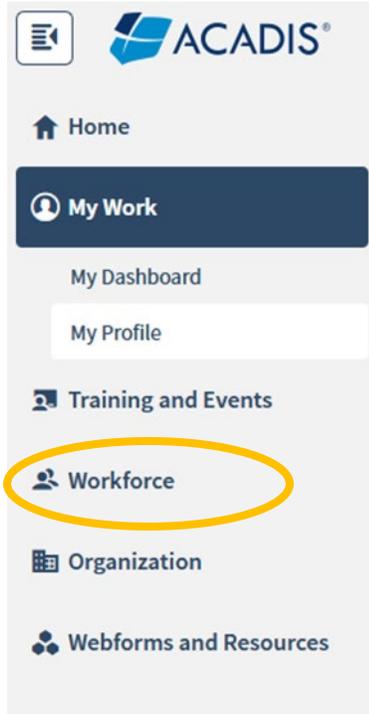
Step	Action
1.	Begin by navigating to the KyFIRES portal • https://kyfires.acadisonline.com/acadisviewer/login.aspx -or- • https://kyfirecommission.kctcs.edu/ and clicking on the blue "Kentucky Fire Commission Training System" Banner section

Step	Action
2.	Enter your Username and Password in the **Sign in** section and click Sign In • *If you have forgotten your password, click on the link "Reset your password"*

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

Step	Action
4.	Click on **Personnel**

Step	Action
5.	Scroll down to the name of the JRFF you wish to separate from the JF roster

Firefighter, Sample   ✉   9566-4357   Commission Syst Office 90000   Junior Firefighter

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

Step	Action
7.	Click **Update Employment**

Update Employment

Step	Action
8.	In the **Update Action** drop-down box, select **Separation**

* Update Action   Separation   ×   ▼

Step	Action
9.	In the **Reason and Details** drop-down box, select **Resigned (No details)** Reason and Details * [Resigned (No details) ×] [▼]

Step	Action
10.	In the **Employment Status** drop-down box, select **Separated (Inactive)** Employment Status * [Separated (Inactive)] [▼]

Step	Action
11.	Enter the date the separation was effective (the JRFF's 18th birthday, or when they resigned from service) * Effective Date [10/11/2022] 📅

Step	Action
12.	In the **Title/Rank** drop-down box, select **Junior Firefighter** Title/Rank Junior Firefighter ▼

Step	Action
13.	In the **Employment Type** drop-down box, select **Volunteer** Employment Type* Volunteer × ▼

Step	Action
14.	In the **Appointment Type** drop-down box, select **Part Time** Appointment Type* Part Time × ▼

Step	Action
15.	In the **Comments** section, type "**Aged out of JRFF Program**" Comments Aged out of JRFF program

Step	Action
16.	Click **Save** Save

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 |