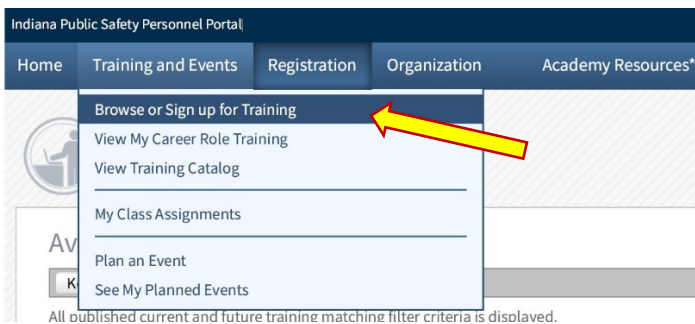**DATE**: February 2021

Re: Indiana Fire Service Acadis Instructor Materials and ResourceOne Access Guide

Indiana Fire and Public Safety Academy instructor materials are found in an individual instructor's Acadis portal and in IFSTA's ResourceOne portal.
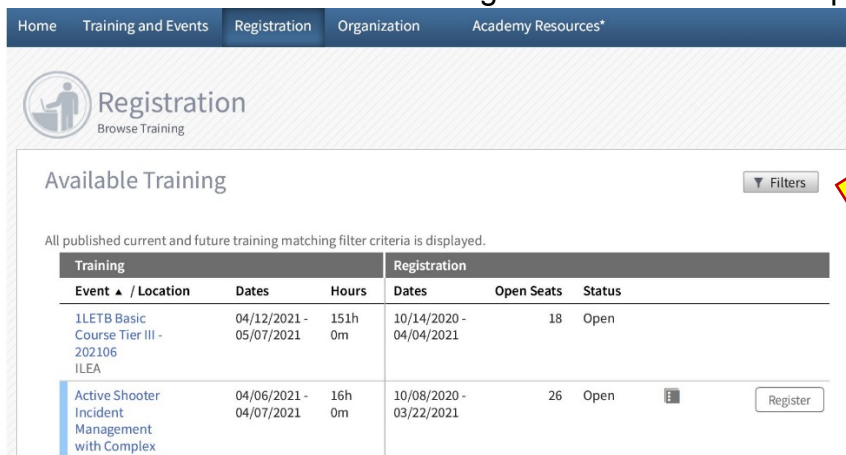
GAINING ACCESS TO INSTRUCTOR TEMPLATES AND TRAINING MATERIALS IN ACADIS

Follow these steps to access Fire and Public Safety Academy instructor templates and training materials in Acadis.
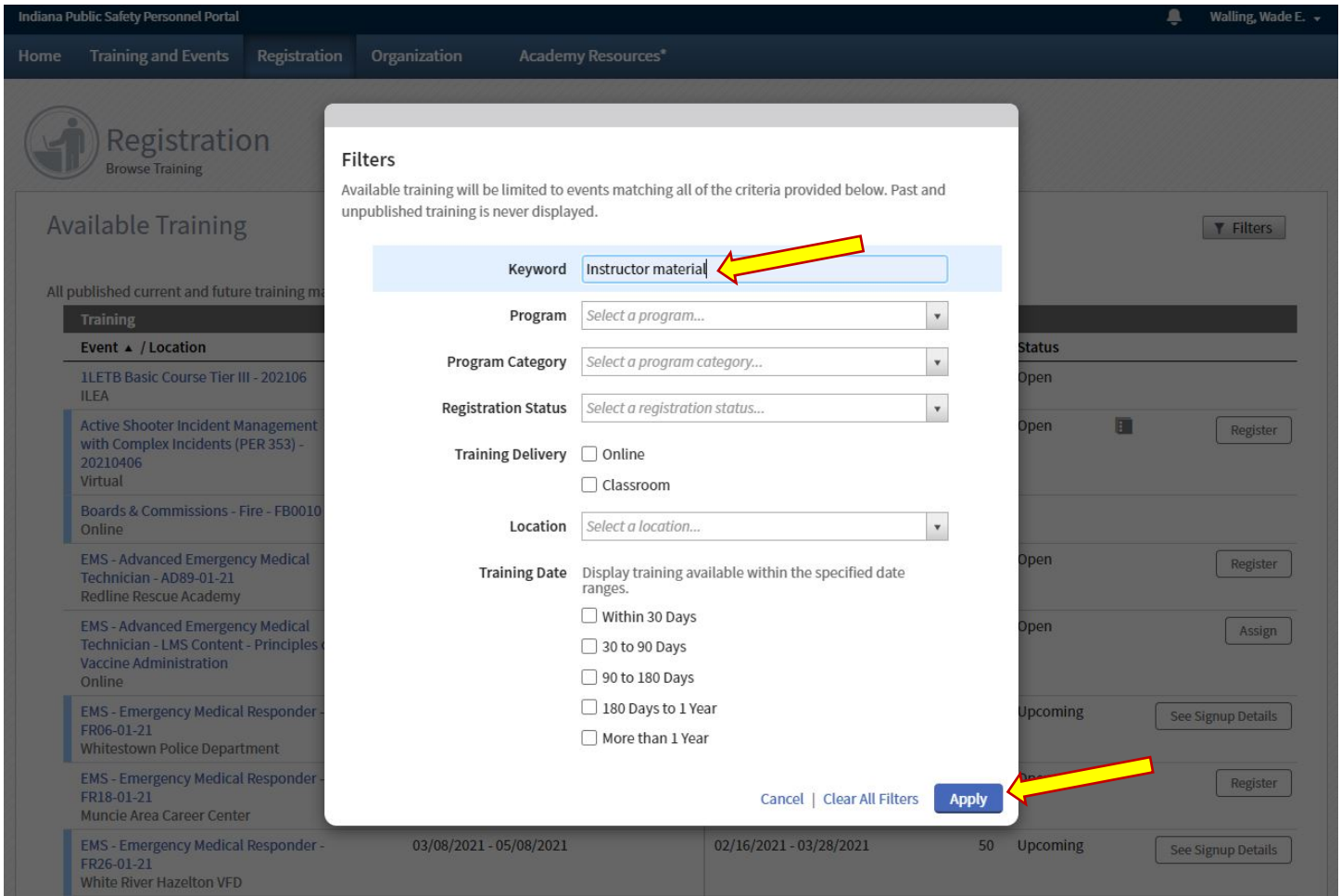
1. Sign into the Acadis portal, located at https://acadisportal.in.gov/AcadisViewer/Login.aspx.
2. There are five tabs at the top of the Acadis portal: "Home," "Training and Events," "Registration," "Organization" and "Academy Resources." Hover the mouse cursor over "Training and Events" to display the dropdown menu.
3. Select the "Browse and Sign up for Training" from the dropdown menu.

5. A list of all available trainings should load.
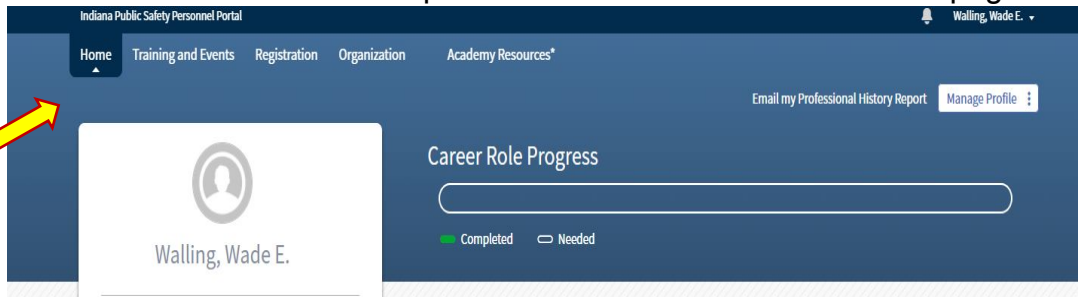6. Select the "Filters" button on the right-hand side of the webpage.

7. A popup window of filter options will open. In the box labeled "Keyword" type "*Instructor Material*" and press enter or select "Apply" at the bottom of the window.
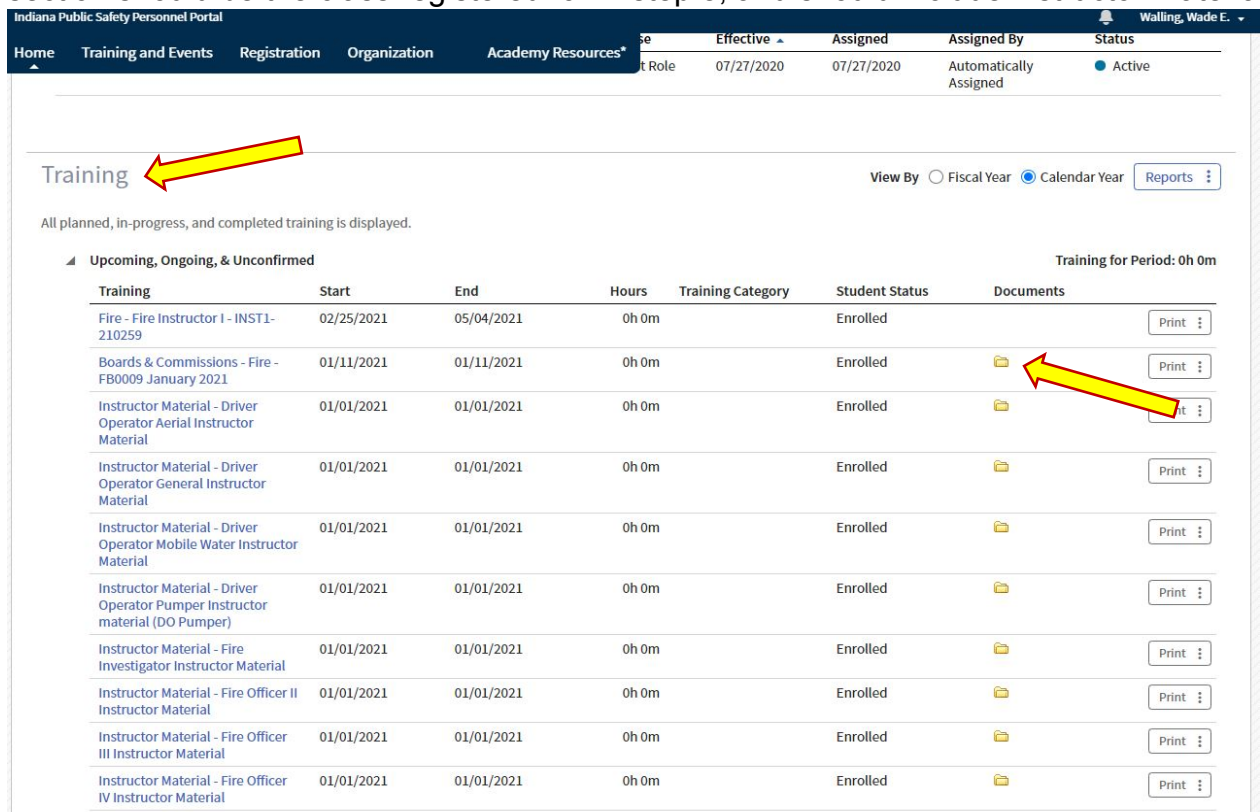

8. A list of instructor materials should load. Find the appropriate class and select the corresponding "Register" button.

9. The requested instructor material will auto populate into the individual's Acadis portal.
10. Click the "Home" tab at the top of the screen to return to the home page.
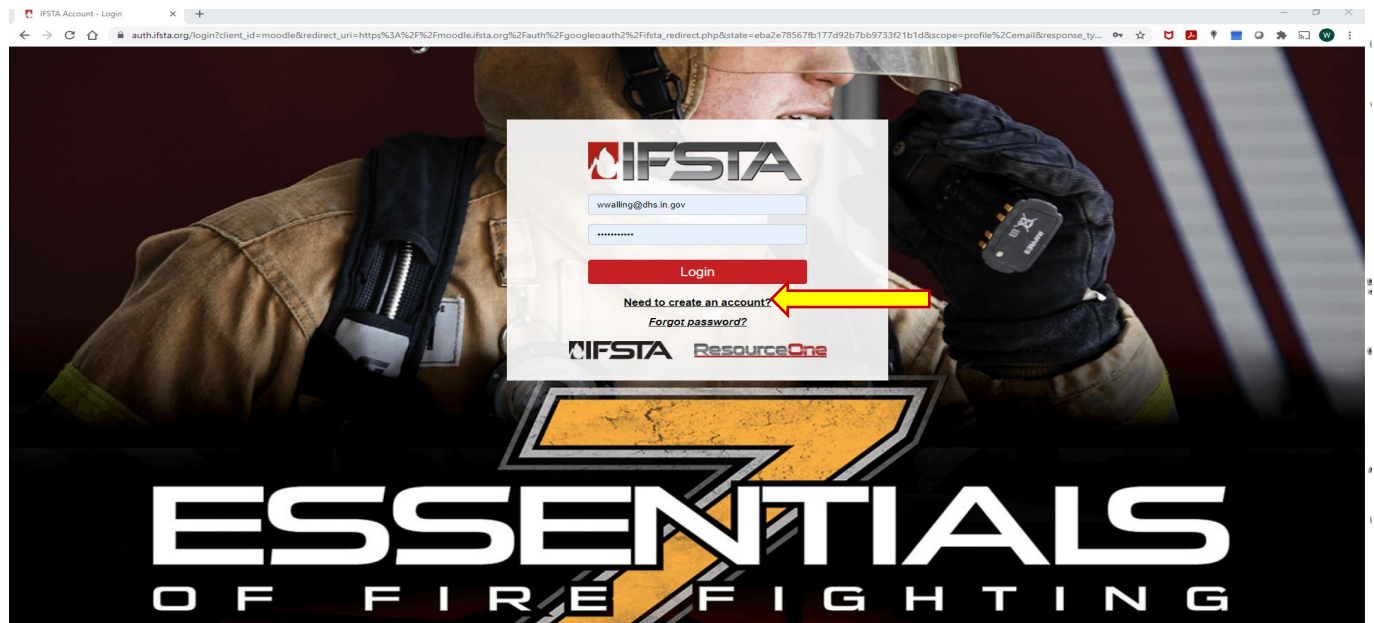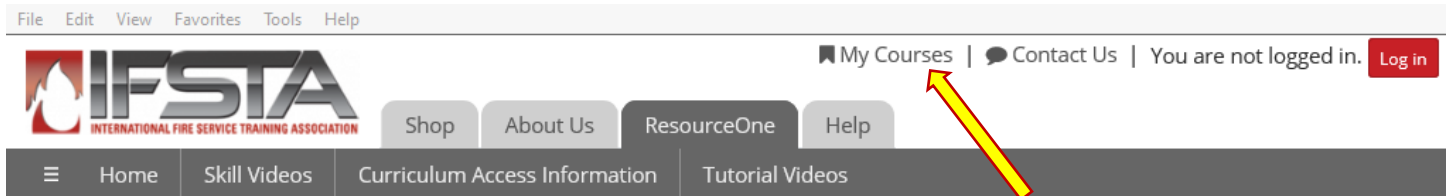

11. Scroll down the Home page. Look for the "Training" header, fourth from the top. Within this section should be the class registered for in step 8, and should include instructor materials.
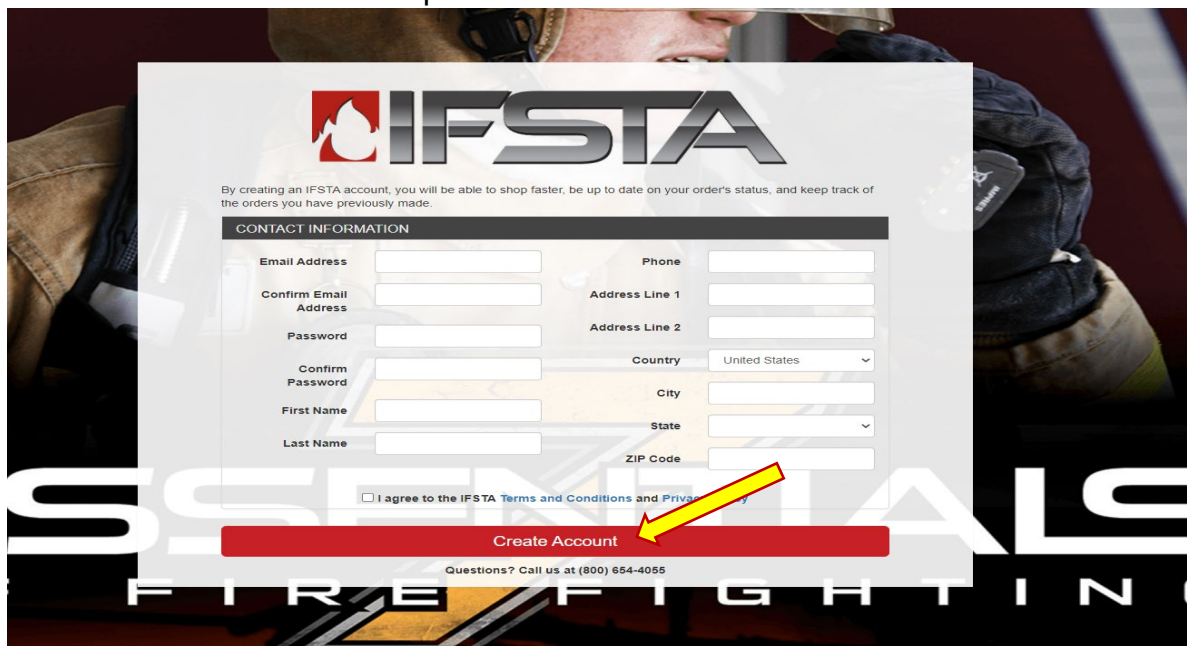

12. Click on the class's corresponding yellow folder. If the individual was properly registered for the class in step 8, the instructor material files needed will open.
13. The instructor material needed is now accessible. If using an IFSTA training program, all presentation materials can be found on IFSTA's ResourceOne website.

GAINING ACCESS TO INDIANA FIRE INSTRUCTOR MATERIALS IN RESOURCEONE

1. Sign up for a free IFSTA ResourceOne account. **Note:** Individuals *with an existing account* may skip to Step 6 to request access from the Fire Certification email.
2. Go to https://moodle.ifsta.org/ and click on "My Courses."
3. This will open IFSTA's login window.
4. Select "Need to Create an Account?"

5. Fill out the IFSTA account request form and select "Create Account."

6. Send an email to firecertifications@dhs.in.gov to request that the Academy activate the IFSTA ResourceOne account. Fire Certification staff will reply with a form similar to the one below. Please fill it out and return it to the fire certification email listed above.

7. Once the Fire and Public Safety Academy's Fire Certifications Section has received the completed request, the certifications section will check to ensure the requestor is an active instructor with the state and forward the account activation request to IFSTA. This activation process will provide instructor access to the Indiana fire training materials. **Note:** request processing can take three to five business days.