

DATE: February 2021

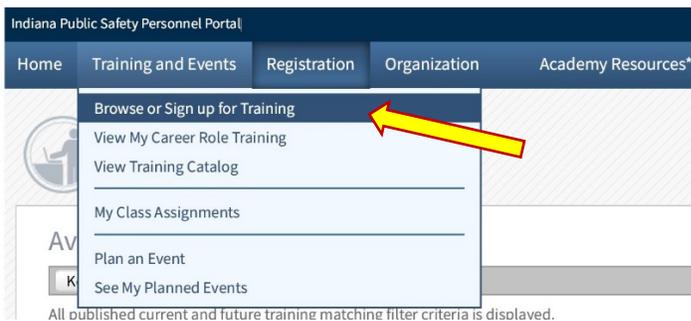
**Re:** Indiana Fire Service Acadis Instructor Materials and ResourceOne Access Guide

Indiana Fire and Public Safety Academy instructor materials are found in an individual instructor's Acadis portal and in IFSTA's ResourceOne portal.

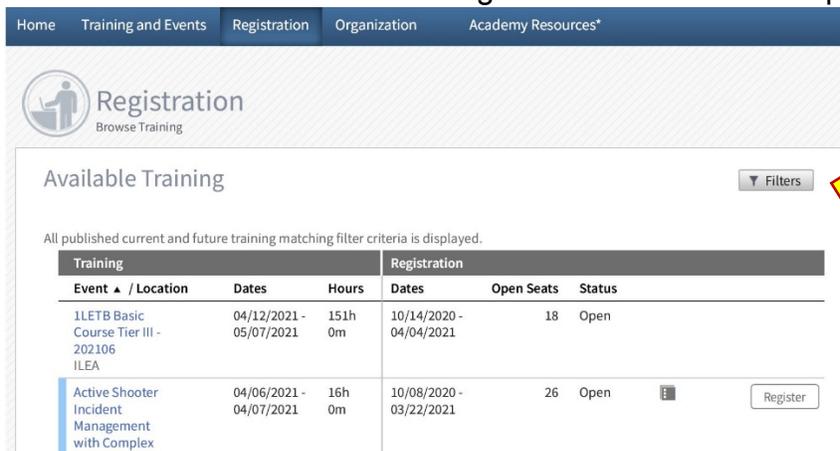
## GAINING ACCESS TO INSTRUCTOR TEMPLATES AND TRAINING MATERIALS IN ACADIS

Follow these steps to access Fire and Public Safety Academy instructor templates and training materials in Acadis.

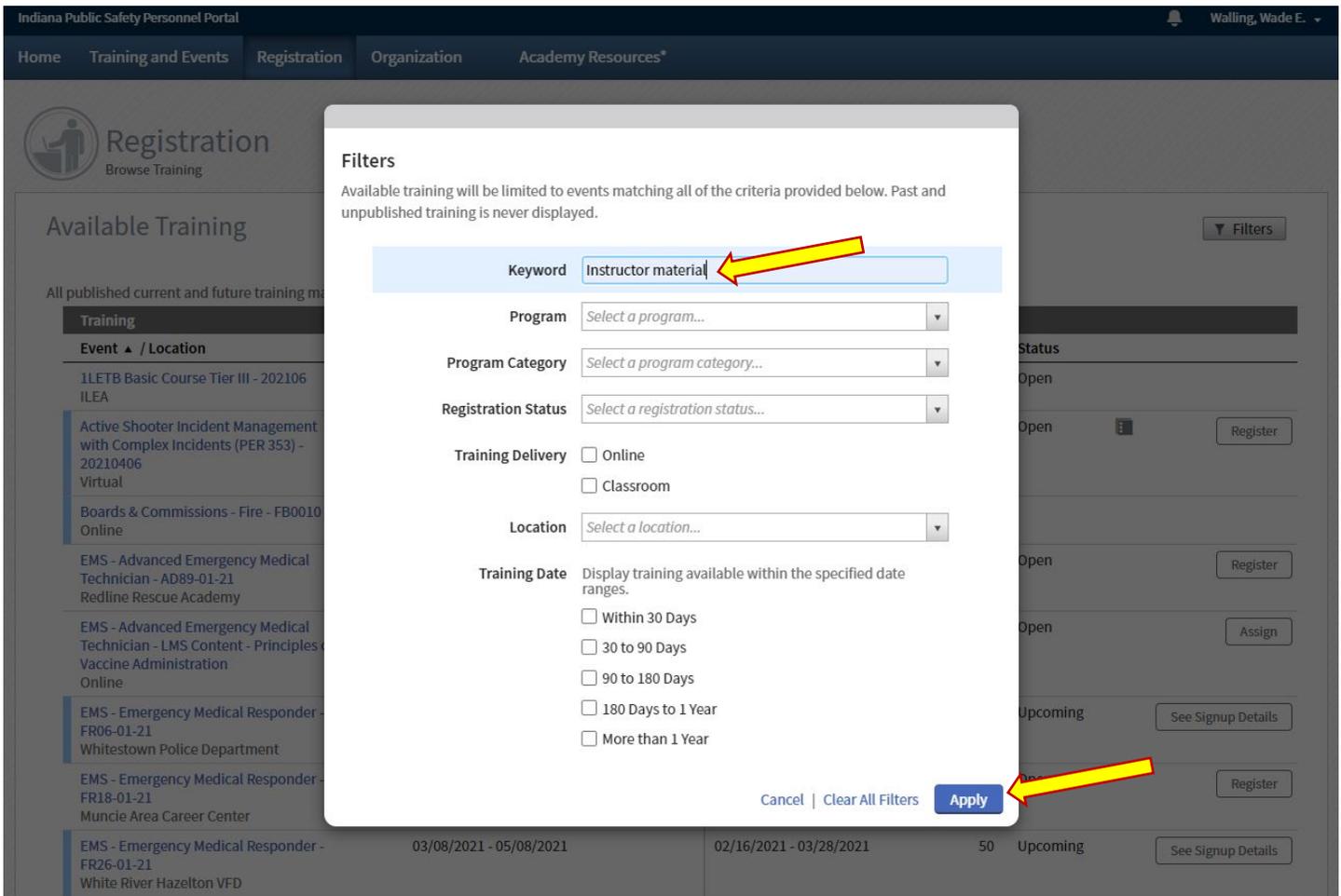
1. Sign into the Acadis portal, located at <https://acadisportal.in.gov/AcadisViewer/Login.aspx>.
2. There are five tabs at the top of the Acadis portal: "Home," "Training and Events," "Registration," "Organization" and "Academy Resources." Hover the mouse cursor over "Training and Events" to display 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.



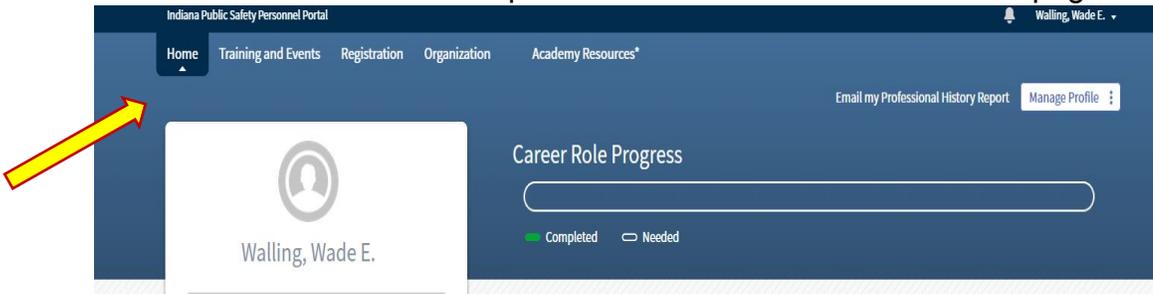
- A popup window of filter options will open. In the box labeled “Keyword” type “*Instructor Material*” and press enter or select “Apply” at the bottom of the window.



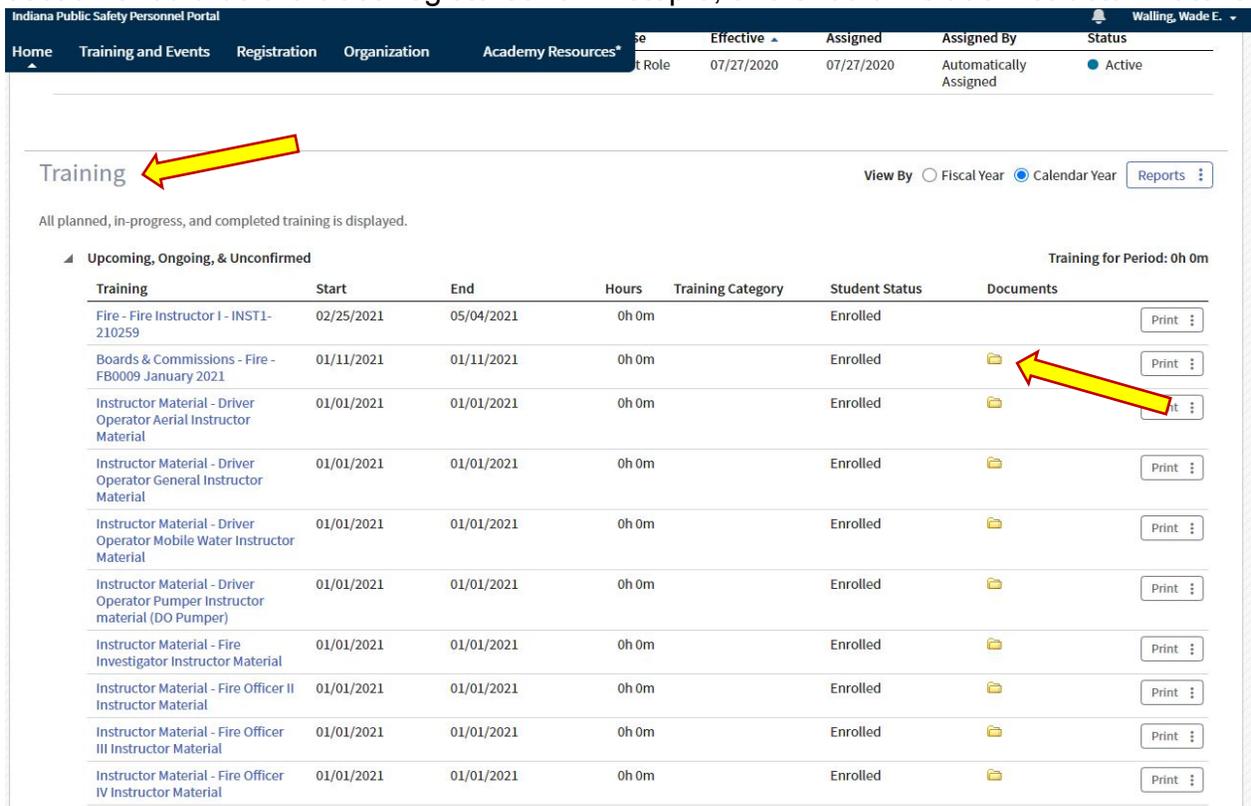
- A list of instructor materials should load. Find the appropriate class and select the corresponding “Register” button.

Instructor Material - Hazmat Technician Instructor Material	01/01/2021 - 01/01/2021	01/01/2021 - 09/27/2023	996	Open	Register
Instructor Material - Heath Safety Officer (HSO) Instructor Material	01/01/2021 - 01/01/2021	01/01/2021 - 09/27/2023	962	Open	Register
Instructor Material - Incident Command Systems 300 & 400 (2019)	07/01/2019 - 07/01/2020	01/02/2019 - 03/26/2022	156	Open	Register
Instructor Material - Incident Safety Officer (ISO) Instructor Material	01/01/2021 - 01/01/2021	01/01/2021 - 09/27/2023	954	Open	Register
Instructor Material - Inspector 1 & Inspector 2 Instructor Material	01/01/2021 - 01/01/2021	01/01/2021 - 09/27/2023	973	Open	Register
Instructor Material - Mandatory Instructor Material	01/01/2021 - 01/01/2021	01/01/2021 - 09/27/2023	930	Open	
Instructor Material - Swift Water Ops. and Tech. Instructor Material	01/01/2021 - 01/01/2021	01/01/2021 - 09/27/2023	988	Open	Register
Instructor Material - Vehicle Rescuer Operations & Technician Instructor Material	01/01/2021 - 01/01/2021	01/01/2021 - 09/27/2023	984	Open	Register

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



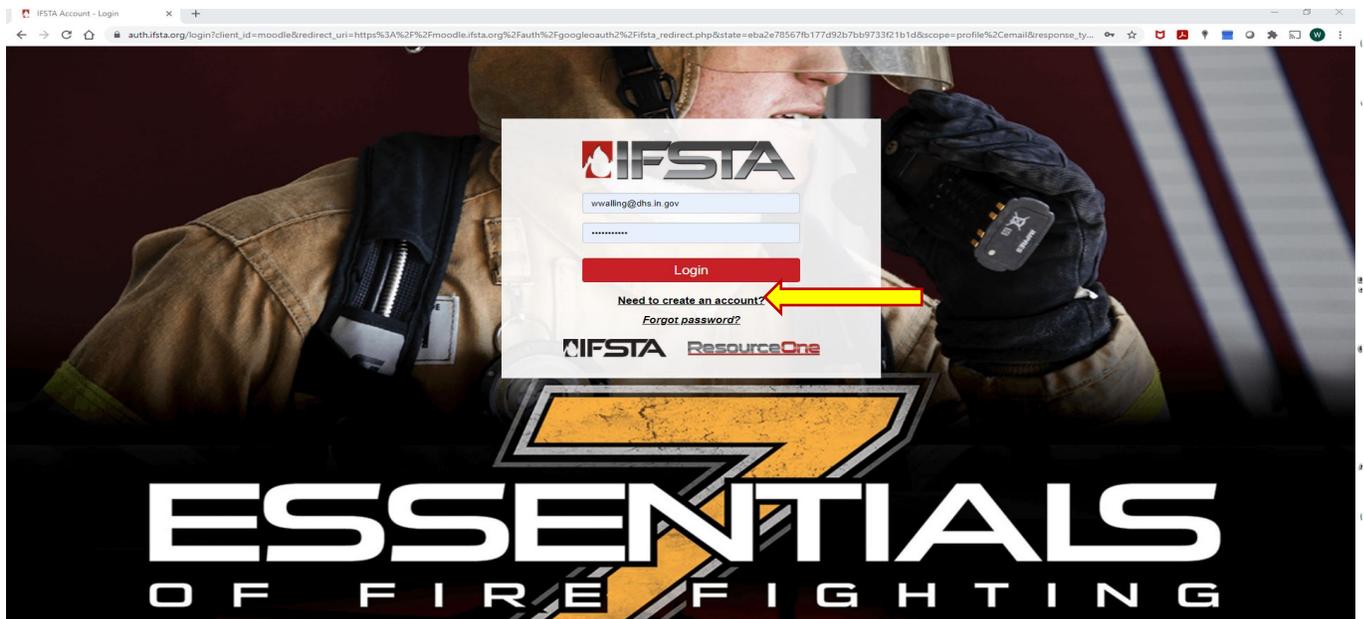
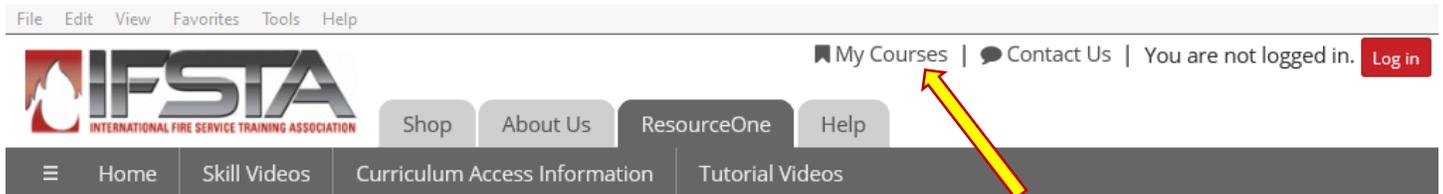
- Scroll down the Home page. Look for the "Training" header, fourth from the top. Within this section should be the class registered for in step 8, and should include instructor materials.



- 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.
- 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?”



- Fill out the IFSTA account request form and select “Create Account.”

- Send an email to [firecertifications@dhs.in.gov](mailto: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.

**IFSTA ResourceOne Instructor Curriculum Access Request**

Date: |

To: IFSTA Account Manager,

Please accept these instructors and allow them access to the ResourceOne Curriculum web site. These individuals are qualified Fire and Public Safety Academy instructors and are responsible for Firefighter Training and Certification at:

**FIRE DEPARTMENT NAME & ADDRESS**

(Insert the requesting department's name/full address)

Example: Smith, Daniel A. 1111-1111([dan.smith@firedepartment.org](mailto:dan.smith@firedepartment.org))

Last Name	First Name	Middle Initial	PSID #	Email address
Wayne	Bruce		1234-5679	Batman@GothamFireDept.gov

When the above is complete, please email to [firecertifications@dhs.in.gov](mailto:firecertifications@dhs.in.gov) and Fire Certification Staff will process the request.

Thank you,

Fire Certifications Staff  
IN Dept. of Homeland Security  
302 W. Washington St. Room E-239  
Indianapolis, IN 46204

Request Approved On:

Staff Printed Name

Signature of IDHS Fire Certification Staff Member

- 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.

