

Instructor Tutorial for NWSA Database Storage System

Version 2 (May 3, 2025)

The NWSA Database Storage System is an internet-based database that can be accessed from anywhere you have service. It is designed to store training, events, and fitness records for wildland firefighters and can also store non-NWSA Documents. Once you have been set up in our system, new members and instructors will be sent an email link to set your password.

Additional Resources/Links	2
Cost for Entering Data	2
Carded Classes:	2
Navigating the NWSA Homepage	4
Dashboard	5
Navigation on Your Account	6
My Account	7
Account	7
Profile	8
Billing	9
Change Password	11
Creating a class	12
Checking for the Company in the Database	12
Creating the Class	13
Adding Students to a Class	15
Adding New Students Not in the Database to the Class	17
	17
Adding Non-NWSA Documents to Student Profiles	18
Completing the Student Profile with WCFT and PTB	19
Closing a Class	20
Adding Students to a Closed Class	21
Printing Cards & Certificates	24
FAQs	26

Additional Resources/Links

NWSA Home Page www.nwsa.us

NWSA Training Site www.nwsastraining.com

NWSA MOU's – Training Manual www.nwsa.us/training-documents

Wildland Fire Qualification Guide <https://www.nwcg.gov/publications/310-1>

R6 Class Notification for USFS: <https://bit.ly/4jm02hO>

- Note this notification page is only for those teaching class in Region 6 (Oregon and Washington).

Cost for Entering Data

Type	Cost for Member Company Employees	Cost for Non Members
Carded Classes	\$12.00 each student entry	\$30.00 each student entry
Non-Carded Classes	\$5.00 each student entry	\$5.00 each student entry

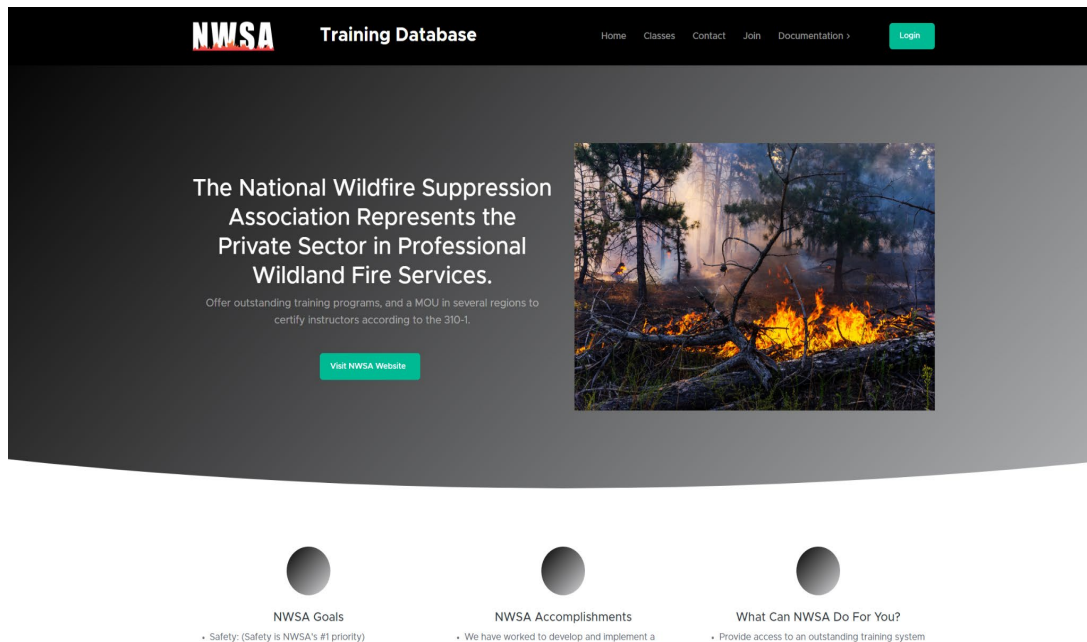
Carded Classes:

Number	Name	Hours Card?
B-201	Unknown	6
Basic FFT2	S-130 Firefighting Training (30 Hrs) Field Exercise, S-190 Introduction to Wildfire Fire Behavior (6 Hrs); L180; IS700 Introduction to the National Incident Management System; ICS100 Introduction to ICS Meets all NWCG Standards	40
Basic FFT2/Blended	Blended S130 Firefighter Training, Field Day Exercise (Module 13), S190 Introduction to Wildfire Fire Behavior (6 Hrs); L180; IS700 Introduction to the National Incident Management; ICS 100 Meets all NWCG Standards	38
Basic FFT2/Non	S-130 Firefighting Training (30 Hrs) Field Exercise; S-190 Introduction to Wildfire Fire Behavior (6 Hrs); L180; ICS100 Introduction to ICS; Introduction to National Management System/Non-NWSA Trained - Reviewed and Meets all NWCG Standards	38
Camp Runner	I-100, Standards for Survival, Fire Shelter	6
Critical Ops	Critical Operational Training, Region 5 (40 hours)	40
G-231	Wildland Training (ENGB) For Structural Firefighters	42
ICS 200 Online	Basic ICS - ICS for Single Resources and Initial Action Incident, ICS-200(12 - 16 hours) Has Met all NWCG Standards	12

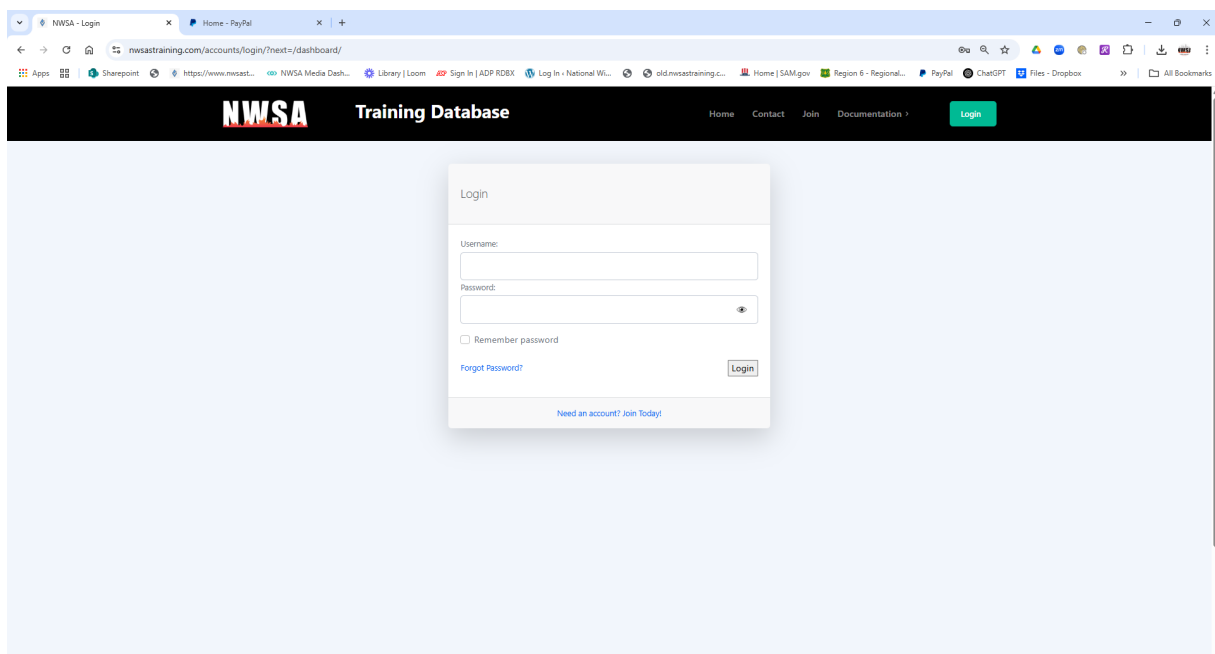
L-180 (2008)	Human Factors on the Wildland Fire Service (2008) (4 hours) - Classroom	4
L-180 Online	L-180 Human Factors in the Wildland Fire Service (Online)	4
L-380 (2005)	Fireline Leadership (2005) Classroom	40
Records Review	Having Reviewed Training Records not done by NWSA Instructors (All but RT 130/ FFT2)	0
RT 130/Non NWSA	Annual Fireline Refresher (Non-NWSA) 4-6 hr Min. (Certificate Reviewed)	6
RT-130	Annual Fireline Safety Refresher (6-8 Hours NWSA Standard)	0
S-130 (2003)	Firefighter Training (37-41Hrs.)	37
S-130 Blended08	FIREFIGHTER TRAINING (BLENDED) Field Exercise (Module 13) (30-32 hrs)	30
S-130 Field Day	S-130 Field Day 2020	6
S-130 Online	Firefighter Training	30
S-131	Advanced Firefighter Training NFEF 1388 (12 hours)	12
S-131 (2016)	Firefighter Type 1, S-131 (12 Hours)	12
S-190 (2006)	Introduction to Wildland Fire Behavior	7
S-190 Online 08	INTRODUCTION TO WILDLAND FIRE BEHAVIOR (ONLINE) (6-8 hrs)	6
S-200	Initial Attack Incident Commander	19
S-215 (2013)	FIRE OPERATIONS IN THE WILDLAND/URBAN INTERFACE (16-24 hrs)	16
S-230 (2004)	CREW BOSS (SINGLE RESOURCE)	26
S-230 (Blended)	CREW BOSS (SINGLE RESOURCE) (BLENDED) 2012	24
S-236 (2013)	HEAVY EQUIPMENT BOSS (SINGLE RESOURCE) (20-24 hrs)	20
S-290 (2007)	INTERMEDIATE WILDLAND FIRE BEHAVIOR	37
S-290 Online 10	INTERMEDIATE WILDLAND FIRE BEHAVIOR (ONLINE)	15
S-330 (2014)	TASK FORCE/STRIKE TEAM LEADER (21-22.5 hrs)	21
S-341	GIS SPECIALIST FOR INCIDENT MANAGEMENT (42-50 hrs)	42
S-420 (2002)	COMMAND AND GENERAL STAFF (42-44)	42

Navigating the NWSA Homepage

Only NWSA Companies, Instructors, and Inspectors have access to the NWSA System. All other users have limited access, including personnel from state, local, and federal agencies. To locate the database, go to: www.nwsastraining.com

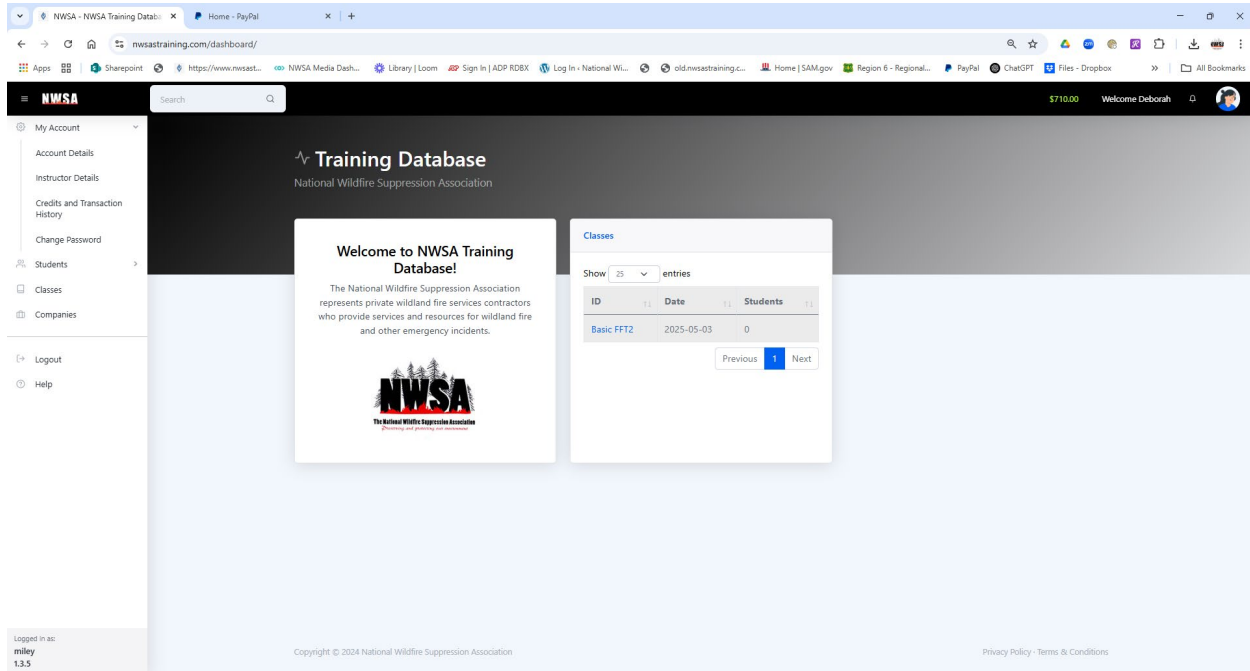


On the main page of the website, you will see a green “Login” button on the upper right-hand side. Once you click on “Login,” you will be directed to this page. If you lose or forget your password, you can reset it on the login screen by clicking “Forgot Password?” and following the prompts that appear.



Dashboard

Once you log in, you will be taken to the Dashboard page. You will see a list of all classes your currently have open to complete on this dashboard also.

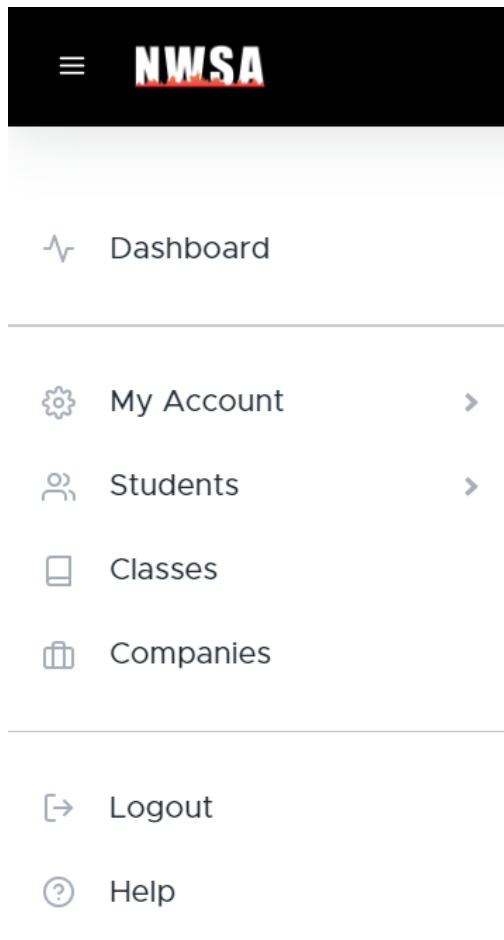


NOTE:

Sorting: On all screens, next to columns, you will see up and down arrows. This will help you sort by one of the columns if necessary.

Exporting: On most screens you will see an Export on the screen, this allows you to export the data on that page into the following formats:

- PDF
- CVS (excel)
- Or you can print the page.



Navigation on Your Account

From anywhere on the site you will be able to access the side menu on the left-hand side of the screen. By default, the menu is toggled on, but it can be hidden by clicking on the three lines in the top left corner.

Whenever the menu is referenced in the instructions we will be referring to this navigational menu.

Video Tutorial for this section:

<https://www.loom.com/share/8ffd0258ddd84f819744096951a84736?sid=74f735f7-a5da-4934-a332-11e538991d53>

My Account

- ⚙️ **My Account** ▼
- Account Details
- Instructor Details
- Credits and Transaction History
- Change Password

The first time you log in to your account, click on “My Account” on the left-hand side of the screen.

Account

Now that you are in your account settings, please verify all the information under the “Account” tab. Make any necessary changes or additions. You will not be able to edit any gray fields. However, any of the white fields can be updated. Ensure you click “Save Changes” at the bottom of the screen before proceeding.

The screenshot displays the NWSA (National Wildlife Sanitation Association) website's "My Account" interface. The top navigation bar includes the NWSA logo, a search bar, a balance of \$0.00, a welcome message for James, and a user profile icon. The left sidebar lists navigation options: Dashboard, My Account (selected), Students, Classes, Companies, Logout, and Help. The main content area is titled "My Account" and "Account Details". It features a tabbed interface with "Account", "Profile", "Billing", and "Change Password". The "Account" tab is active, showing a form with the following fields: Username (grayed out, value: instructor), First name (grayed out, value: James), Last name (grayed out, value: Long), and Email address (white, value: jlong@nwsa.us). A blue "Save changes" button is located at the bottom of the form. The footer indicates the user is logged in as "Instructor", the copyright is © 2023 National Wildlife Sanitation Association, and links to Privacy Policy and Terms & Conditions are provided.

Profile

Please verify all the info under the “profile” tab as well. Make any necessary changes or additions. Ensure that you click “Save Changes” at the bottom of the screen before proceeding. On this screen, you will also see the classes marked that you have been certified to teach, whether as a lead, unit or adjunct.

The screenshot shows the NWSA Instructor Profile page. The left sidebar contains navigation links: My Account, Students, Classes, Companies, Logout, and Help. The main content area is titled "Instructor Profile" and has tabs for Account, Profile (selected), Billing, and Change Password. The "Profile" tab is active, displaying two sections: "Certified Courses" and "Instructor Details".

Certified Courses

Course	Lead	Unit
Basic FFT2	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Basic FFT2/Blended	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Basic FFT2/Non	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ICS 100 Fema On	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ICS 200 Online	<input checked="" type="checkbox"/>	<input type="checkbox"/>
L-180 Online	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Records Review	<input checked="" type="checkbox"/>	<input type="checkbox"/>
RT 130/Non NWSA	<input checked="" type="checkbox"/>	<input type="checkbox"/>
RT-130	<input checked="" type="checkbox"/>	<input type="checkbox"/>
S-130 Blended08	<input checked="" type="checkbox"/>	<input type="checkbox"/>
S-190 Online 08	<input checked="" type="checkbox"/>	<input type="checkbox"/>
S-212 Refresh	<input checked="" type="checkbox"/>	<input type="checkbox"/>
S-212 (2012)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
S-231 Blended	<input checked="" type="checkbox"/>	<input type="checkbox"/>
S-260	<input checked="" type="checkbox"/>	<input type="checkbox"/>
S-260 Online (2	<input checked="" type="checkbox"/>	<input type="checkbox"/>
S-290 Online 10	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Instructor Details

First name: Deborah, Last name: Miley

SSN or Federal Tax ID: [Redacted]

Expiration Date: 01/31/2025

Address: P.O. Box 1

City: Lyons, State: Oregon, Zip: 97358

Home Phone: (999) 999 - 9999, Other Phone: None

Mobile Phone: [Redacted], Fax Number: [Redacted]

Logged in as: miley 1.3.5

Billing

While in your “Account Settings,” click on the “Billing” section. Then go to Credits & Transaction History

Add Credit:

Under “Add Credit,” insert the dollar amount you want to add to your account, such as 100 (Do not use .00 as it is based on increments of 1.00). Click on “Pay”. Your balance will go down as your credits are used.

Also on this page you can download your transaction history into a PDF, CVS or print screen.

The screenshot shows the NWSA 'My Account' page. The left sidebar contains navigation links: Dashboard, My Account, Students, Classes, Companies, Logout, and Help. The main content area is titled 'My Account' and 'Credits and Transaction History'. It has tabs for Account, Profile, Billing (selected), and Change Password. The 'Billing' section includes an 'Expiration Date' of Feb. 17, 2023, an 'Add Credit' form with a 'Pay' button, and a 'Transaction History' table. The table has columns for Transaction ID, Type, Date Time, Amount, and Status. Below the table are buttons for CSV, PDF, and Print.

Transaction ID	Type	Date Time	Amount	Status
36E59416WK5814813	Payment	10-03-23 21:35	\$120.00	COMPLETED
73B5955334121892R	Payment	03-28-23 02:35	\$6.00	COMPLETED
3SK19994DB710833M	Payment	03-28-23 01:54	\$6.00	COMPLETED

On this screen you will have the option to pay with PayPal, Credit or Debit.

The screenshot shows the NWSA 'Add Credit' page. The left sidebar contains navigation links: Dashboard, My Information, Students, Company, Programs, and Logout. The main content area is titled 'Add Credit' and 'Here is your summary of billing'. It includes an 'Invoice Details' section with a table showing a credit of +\$10 and a total amount due of \$10. Below the table are buttons for PayPal and Debit or Credit Card.

ITEM	CREDIT	AMOUNT
Credit	+\$10	\$10
TOTAL AMOUNT DUE:		\$10

Adding credit to your account will allow you to add students to your classes later. If the number of students exceeds the amount of credit in your account, you will be required to add more credits at a later date to bring your account back into a positive balance before you can close a class.

Transaction History:

Expiration Date: Jan. 31, 2025

Add Credit

Must be \$10 or more

CSV PDF Print

Transaction ID	Type	Date Time	Amount	Status
Credit Used	Payment	05-05-25 15:10	\$-60.00	COMPLETED
Credit Used	Payment	05-03-25 18:43	\$-12.00	COMPLETED
Credit Used	Payment	05-03-25 18:31	\$-36.00	COMPLETED
Credit Used	Payment	05-03-25 18:14	\$-12.00	COMPLETED
Credit Used	Payment	05-03-25 17:56	\$-36.00	COMPLETED
Credit Used	Payment	05-03-25 16:44	\$-12.00	COMPLETED
Credit Used	Payment	05-03-25 16:42	\$-12.00	COMPLETED
Credit Used	Payment	05-03-25 16:16	\$-12.00	COMPLETED
Credit Used	Payment	04-27-25 17:48	\$-12.00	COMPLETED
Credit Used	Payment	04-21-25 17:17	\$-42.00	COMPLETED

Logged in as: milley 1.3.5

On this screen you can review your deposits and credit used history. You can sort with the up down arrows and also. Print it out, download into a CSV File or a PDF for your records.

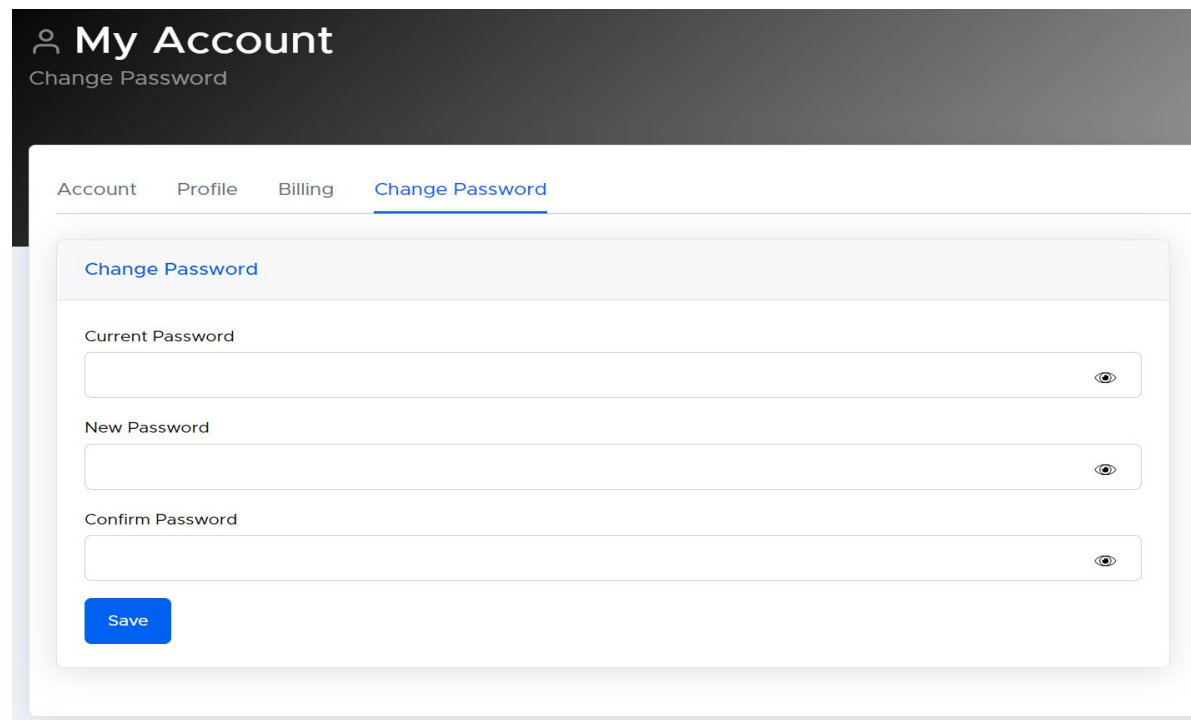
If you click on the Credit Used by a payment it will also give you a copy of your invoice.

Change Password


If you need to change your password at any point, you can do so on the last tab. You should never share your password with anyone else; if you do, you are responsible for the actions taken on your account and any further sharing of your login information.

General requirements for passwords include a new password that must be a minimum of 8 characters, cannot be similar to the username, and cannot be a commonly used password. The new password must have at least one digit, one lowercase letter, one uppercase letter, and one unique character.

Additional Note: If you forget your password and are unable to access your account, you can reset it on the NWSA Training login screen by clicking “Forgot Password?” and following the prompts that appear.



The screenshot displays the 'My Account' interface with a dark header bar. Below the header, a navigation menu includes 'Account', 'Profile', 'Billing', and 'Change Password', with the latter being the active tab. The main content area is titled 'Change Password' and contains three input fields: 'Current Password', 'New Password', and 'Confirm Password'. Each field has a toggle icon on the right. A blue 'Save' button is positioned at the bottom left of the form.

 **My Account**
Change Password

Account Profile Billing Change Password

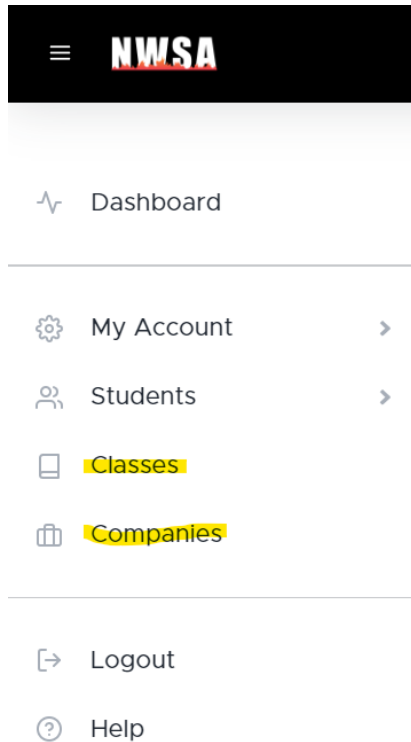
Change Password

Current Password

New Password

Confirm Password

Save



Creating a class

Your class list can be accessed under “Classes”. However, before setting up a new class, you will need to confirm the Company is in our database.

Checking for the Company in the Database

At any point, you can review the Companies currently listed in the database by clicking on “Companies” on the left-hand side of the screen. This will direct you to a list of companies.

From this page you will be able to search for the company you have trained.

If the company is not in the database, you will need to contact the NWSA staff to have the company added. You will need to provide the first and last name of the company owner, email address, and company phone number.

Companies
Here are all the companies

CSV PDF Print

Show 10 entries

Company	Owner	Membership	Start Date
(No Company Selected)	nonmember	NONMEMBER	2023-03-20
1-A Construction & Fire LLP	1-aconstruction	NONMEMBER	2023-03-21
1st Choice Contracting	verasl	FULL	2023-03-21
2MCFire Inc.	canopaul	FULL	2023-03-21
2W Cattle LLC	wardshelby		2023-03-21
3 Bs FORESTRY, INC.	3b	FULL	2023-03-21
3 Peaks Contracting LLC	3peak	NONMEMBER	2023-03-21
3 Rivers Contracting LLC	rinconst	NONMEMBER	2023-03-21
3 Rivers Tree Service Inc	reubenwomack	NONMEMBER	2023-03-21

Logged in as: instructor

Creating the Class

You can navigate to the class page by clicking on “Classes” in the left-hand menu.

Video Tutorial:

<https://www.loom.com/share/8713ca3e6dc444ae8cfefb75038758a8?sid=bb83ea00-99f8-449f-b1cd-e8bf6804bb8b>

Once on the class page, you will have the option to create a new class, edit or delete an existing class, or export your class list as a PDF, CSV, or printable file.

The screenshot shows the NWSA Classes page. On the left is a sidebar with navigation links: Dashboard, My Account, Students, Classes, Companies, Logout, and Help. The main content area is titled "Classes" and features filters for "Class Year" (ALL) and "Class Status" (ALL), with an "Apply" button. Below the filters are buttons for "New", "Edit", "Delete", and "Export". A search bar is also present. A table displays a list of classes with columns: Title, Course, Location, Start Date, End Date, Instructor, and Open. The table shows 5 entries, with the first one highlighted. At the bottom, it says "Showing 1 to 5 of 5 entries" and includes "Previous", "1", and "Next" navigation buttons.

Title	Course	Location	Start Date	End Date	Instructor	Open
RT-130	RT-130	test, AL	2023-10-04	2023-10-04	James Long	Open
RT-130	RT-130	Test, AL	2023-10-02	2023-10-02	James Long	Closed
Basic FFT2/Non	Basic FFT2/Non	test, AL	2023-03-27	2023-03-27	James Long	Closed
Basic FFT2/Non	Basic FFT2/Non	Portland, OR	2022-11-18	2022-11-18	James Long	Closed
Basic FFT2/Non	Basic FFT2/Non	Olathe, KS	2022-11-18	2022-11-18	James Long	Closed

The screenshot shows the "Create new entry" form. It has a title bar with a close button. The form contains several fields: "Course" (a dropdown menu with "Basic FFT2/Blen" selected), "Start Date*" (a date field with "2023-10-04"), "End Date*" (a date field with "2023-10-04"), "Street*" (a text field), "City*" (a text field), "State*" (a dropdown menu with "Alabama" selected), and "Notes" (a text area). A blue "Create" button is located at the bottom right of the form.

To create a class click on the “New” button and fill out each field marked with an asterisks.

The Course drop down will show the list of classes that you have been authorized to instruct. You can also see a list of these authorized courses anytime under “My Account” > “Instructor Details” > “Certified Courses”

Once you have filled in all the necessary fields click “Create”.

Your class should now be listed on your Classes page. If you click on the hyperlink under Title for your newly created class it will take you to the “class info” page. Here you are able to edit the class and add students.

NWSA

Search (Work In Progress)

\$0.00Welcome James

Dashboard

My Account

Students

Classes

Companies

Logout

Help

RT-130

Here is the info about your class

Registered Students

Add StudentExportUpload Student Certificates

Search:

ID	First Name	Last Name	Company
No data available in table			
ID	First Name	Last Name	Company

Showing 0 to 0 of 0 entries

PreviousNext

Close Class

RT-130

Title

Start date

End date

Street

City

State

Update Class Details

Logged in as:
Instructor

Adding Students to a Class

On your class info page click the green “Add Student” button. It will take you to a page that looks like this. On this page you can search for your students. If they are not in the system you can create a profile for them by clicking “New”

The screenshot shows the NWSA RT-130 Class Roster interface. The top navigation bar includes the NWSA logo, a search bar, and user information (\$0.00, Welcome James). The left sidebar contains links to Dashboard, My Account, Students, Classes, Companies, Logout, and Help. The main content area is titled "RT-130 Class Roster" and is divided into two panels: "Unregistered Students" and "Registered Students".

Unregistered Students Panel:

- Company: ALL (dropdown), Apply (button)
- New (button)
- Search: NWSA Company (input field)
- Table with columns: ID, First Name, Last Name, Company

ID	First Name	Last Name	Company
0000004	Hellodoro	Emmet	NWSA Company
0000003	Jonah	Jenkins	NWSA Company
0000002	Garey	Ott	NWSA Company
0000001	Vasco	Wells	NWSA Company

Navigation: Previous, 1, Next

Registered Students Panel:

- CSV, PDF, Print (buttons)
- Search: (input field)
- Table with columns: ID, First Name, Last Name, Company

No data available in table

Navigation: Previous, Next

Close (button)

Go ahead and click “add student” from here you can search for your students. If they are not in the system you can create a profile for them by clicking “New”

To add students to a class select their name and click the > arrow to move them into the registered students table. To select multiple students hold down control to select them individually or shift to select all students between two rows.

If you need to remove a student from the class the left < arrow will remove the selected students.

Adding New Students Not in the Database to the Class

Video Tutorial:

<https://www.loom.com/share/05304c920bc1450f9605e4709f07689b?sid=1903511e-05cc-4d88-b689-7ce989388fab>

If you have checked by either last name or first name under company and with Database ID, and cannot find a student, you would then set up a “New” student by clicking on the New tab in green on the class page. Once you have set the student up, it will auto-add them to the class. If you try to set up a student that is already in the database with the same Social Security Number it will stop you so that a duplicate is not created.

The screenshot shows the NWSA RT-130 Class Roster interface. On the left is a sidebar with navigation links: Dashboard, My Account, Students, Classes, Companies, Logout, and Help. The main content area is titled "RT-130 Class Roster". It features two panels: "Unregistered Students" and "Registered Students".

The "Unregistered Students" panel has a "Company" dropdown set to "ALL" and a green "New" button. Below it is a search bar labeled "Search: NWSA Company" and a table with columns: ID, First Name, Last Name, and Company. The table contains one entry: ID 0000003, First Name Jonah, Last Name Jenkins, Company NWSA Company. At the bottom are "Previous", "1", and "Next" buttons.

The "Registered Students" panel has buttons for "CSV", "PDF", and "Print". It includes a search bar and a table with columns: ID, First Name, Last Name, and Company. The table contains three entries: ID 0000004, First Name Heliodoro, Last Name Emmet, Company NWSA Company; ID 0000002, First Name Garey, Last Name Ott, Company NWSA Company; and ID 0000001, First Name Vasco, Last Name Wells, Company NWSA Company. At the bottom are "Previous", "1", and "Next" buttons, and a "Close" button.

Setting up Student Profile

The screenshot shows the NWSA New Students form. It is divided into two main sections: "Students Picture" and "Student Details".

The "Students Picture" section has a text box for the picture and a "Change: Choose File" button. Below it, it says "JPG or PNG no larger than 5 MB" and "No file chosen".

The "Student Details" section contains the following fields:

- Student ID: A text box with a placeholder "Enter State ID".
- State ID: A dropdown menu with "None" selected.
- Region: A dropdown menu with "None" selected.
- SSN: A text box with a placeholder "###-##-####".
- First Name: A text box with a placeholder "Enter first name".
- Middle Name: A text box with a placeholder "Enter middle name".
- Last Name: A text box with a placeholder "Enter last name".
- D.O.B.: A text box with a placeholder "mm/dd/yyyy".
- Bilingual: A checkbox.
- Gender: A dropdown menu.
- Company: A dropdown menu.
- Instructor of Record: A dropdown menu.
- Unit Instructor of Record: A dropdown menu.
- Weight: A text box with a placeholder "0".
- # of Seasons: A text box with a placeholder "0".

Adding Non-NWSA Documents to Student Profiles

Video Tutorial:

<https://www.loom.com/share/daa29d72aaab49cbb3aa6ef86e3b0da8?sid=7f01566b-494d-430d-a4b7-ab688189bdf>

The screenshot shows the NWSA Basic FFT2 class page. The left sidebar contains links for My Account, Students, Classes, Companies, Logout, and Help. The main content area is titled "Basic FFT2" and includes a "Registered Students" table with columns for ID, First Name, Last Name, and Company. The table lists two students: Andrew Fetting (ID 0039641) and File Nonames (ID 0030063). Below the table is a "Close Class" button. To the right of the table is a "Basic FFT2" form with fields for Title, Start date, End date, Street, City, State, and Note. The form is currently empty, and an "Update Class Details" button is at the bottom right.

ID	First Name	Last Name	Company
0039641	Andrew	Fetting	NWSA
0030063	File	Nonames	NWSA

Showing 1 to 2 of 2 entries

Previous 1 Next

Close Class

Basic FFT2

Title: DM-25-86-18533

Start date: 2025-05-03

End date: 2025-05-03

Street: 228 SW Broadway

City: Mill City

State: Oregon

Note: Coach Debbie Miley Qualification CRWB

Update Class Details

Click on Upload Documents and in the next screen Type the Name of Document and choose the file for each person then hit submit. They will be saved under their training history once the class is closed.

The screenshot shows the NWSA Certificate Upload page. The left sidebar contains links for My Account, Students, Classes, Companies, Logout, and Help. The main content area is titled "Certificate Upload" and includes a "Upload Documents" form. The form has two sections: "File Nonames" and "Andrew Fetting". Each section has a "View Document" button and a "Choose File" button. The "File Nonames" section has a text input field with "IS700" and a "Choose File" button. The "Andrew Fetting" section has a text input field with "IS700" and a "Choose File" button. A "Submit" button is at the bottom of the form.

Certificate Upload

Upload Certificates for NON-NWSA Classes

Upload Documents

File Nonames

IS700

View Document

Choose File No file chosen

Andrew Fetting

IS700

View Document

Choose File No file chosen

Submit

Completing the Student Profile with WCFT and PTB

Video Tutorial:

<https://www.loom.com/share/3d94022071df4632964fc48e3dafb6e9?sid=6ee7f00c-b244-4a25-9e56-30284101c1c0>

In this screen, you need to click on each student's ID and open up the profile if you administered the Fitness Test you will need to complete that section on each individual.

- If you did not administer and they are a NWSA member they can complete that section but you will not be able to print cards.
- If you are training a Non NWSA member and they want cards you will need to get the information from them to complete that section or the cards will not print.

For the PTB records in a Basic FFT2, it will auto-fill section, so you do not need to complete it.

The screenshot shows the NWSA training dashboard. The left sidebar contains navigation links: My Account, Students, Classes, Companies, Logout, and Help. The main content area is titled "Basic FFT2" and includes a search bar and a table of registered students. The table has columns for ID, First Name, Last Name, and Company. Two students are listed: Andrew Fetting (ID 0039641) and File Nonames (ID 0030063), both associated with NWSA. Below the table, there are buttons for "Add Student", "Export", and "Upload Student Documents". To the right of the table is a form for "Basic FFT2" details, including fields for Title, Start date, End date, Street, City, State, and Note. The "Update Class Details" button is at the bottom right of the form.

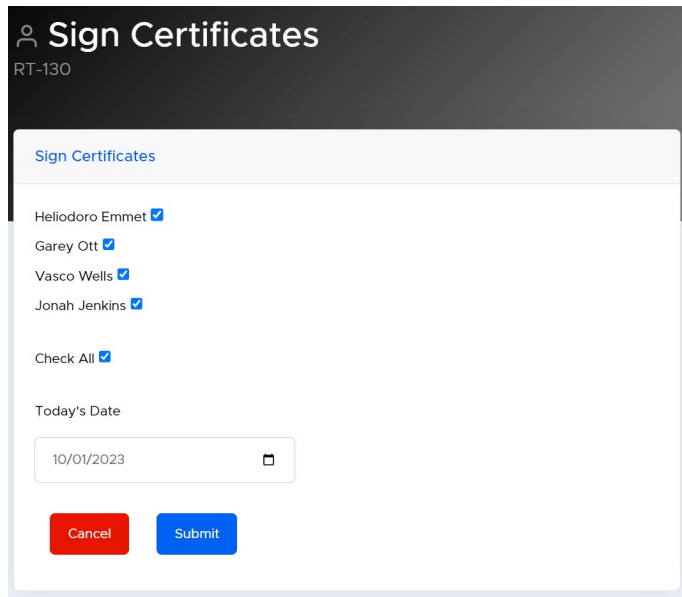
ID	First Name	Last Name	Company
0039641	Andrew	Fetting	NWSA
0030063	File	Nonames	NWSA

Closing a Class

Video Tutorial:

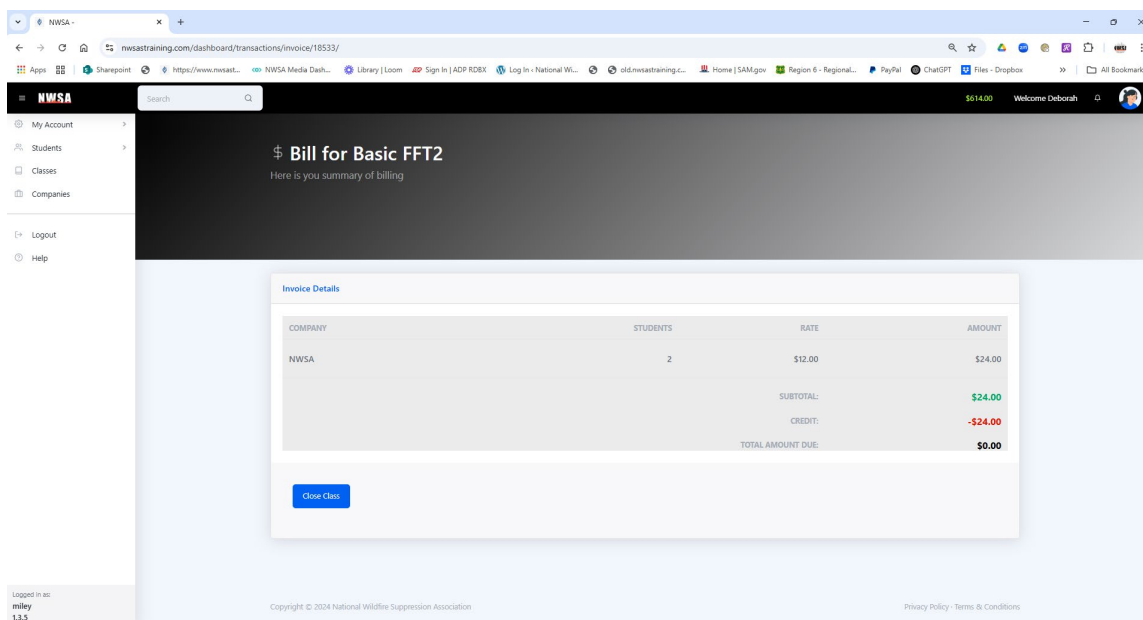
<https://www.loom.com/share/40f9f5cda70540659c175e090d0083a2?sid=8ecdabcf-c79e-48c6-a603-10df805f2a31>

Once all data is entered in the class screen hit s to close the class. On this next screen click all and it will add electronic signature to the students certificate as an NWSA instructor.



The 'Sign Certificates' form is titled 'Sign Certificates' with a user icon and 'RT-130' below it. It contains a list of names with checkboxes: Heliodoro Emmet, Garey Ott, Vasco Wells, and Jonah Jenkins, all of which are checked. Below this is a 'Check All' checkbox, also checked. There is a 'Today's Date' label and a date input field showing '10/01/2023'. At the bottom are 'Cancel' and 'Submit' buttons.

Once you close the class, you will be brought to the invoice page, which will tell you the class cost. If you have enough credits, it will prompt you to close the class and deduct them from the total at the top of the page. If not, it will prompt you to add credits before the class is closed.



The screenshot shows the NWSA dashboard with a 'Bill for Basic FFT2' modal. The modal title is 'Bill for Basic FFT2' with the subtitle 'Here is your summary of billing'. It contains an 'Invoice Details' table with the following data:

COMPANY	STUDENTS	RATE	AMOUNT
NWSA	2	\$12.00	\$24.00
SUBTOTAL:			\$24.00
CREDIT:			-\$24.00
TOTAL AMOUNT DUE:			\$0.00

Below the table is a 'Close class' button. The dashboard sidebar on the left includes links for My Account, Students, Classes, Companies, Logout, and Help. The top right shows a balance of \$614.00 and a welcome message for Deborah. The footer includes 'Logged in as milley 1.3.5', 'Copyright © 2024 National Wildfire Suppression Association', and a link to 'Privacy Policy - Terms & Conditions'.

Adding Students to a Closed Class

Video Tutorial:

<https://www.loom.com/share/0aadc82e5fe944ab96a43b32c22faf66?sid=f3e79630-df58-4fc3-b8ae-ff95223b9990>

If you need to add a student to a closed class you can do so by first navigating to the closed

Classes

Class Year: Class Status:

Show: entries Search:

Title	Course	Location	Start Date	End Date	Instructor	Status
Basic FFT2	Basic FFT2	1, AL	2024-04-29	2024-04-29	James Long	Open
Basic FFT2	Basic FFT2	Example, OH	2024-04-26	2024-04-26	James Long	Closed

Showing 1 to 2 of 2 entries

class.

From here you will see there is a notification that indicates the class is closed but that you can click the blue “Add a Student” button to add a student to the class.

Basic FFT2 - Closed
Here is the info about your class

Registered Students

This class is closed. If you need to add a student to this class, click the button.

Search:

ID	First Name	Last Name	Company
0000003	Jonah	Jenkins	NWSA Company
0000002	Garey	Ott	NWSA Company
0000001	Vasco	Wells	NWSA Company

Showing 1 to 3 of 3 entries

Basic FFT2

Title:

Start date:

End date:

Street:

City:

State:

Here it will allow you to add a student. You can search for a student directly or select a Company from the drop-down menu. If the student is not in the system, you can create a profile for them by clicking “New”

Select their name and click the > arrow to add students to a class to move them into the registered students’ table. To select multiple students, hold down control to select them individually or shift to select all students between two rows.

If you need to remove a student from the class, the left < arrow will remove the selected students.

Basic FFT2

Class Roster

Unregistered Students

Company

NWSA Company

Apply

New

Search:

ID	First Name	Last Name	Company
0000004	Heliodoro	Emmet	NWSA Company
ID	First Name	Last Name	Company

Previous 1 2 3 4 5 ... 4680 Next

Registered Students

CSV PDF Print

Search:

ID	First Name	Last Name	Company
No data available in table			
ID	First Name	Last Name	Company

Previous Next

Done

Basic FFT2

Class Roster

Unregistered Students

Company

NWSA Company

Apply

New

Search:

ID	First Name	Last Name	Company
No matching records found			
ID	First Name	Last Name	Company

Previous 1 2 3 4 5 ... 4680 Next

Registered Students

CSV PDF Print

Search:

ID	First Name	Last Name	Company
0000004	Heliodoro	Emmet	NWSA Company
ID	First Name	Last Name	Company

Previous 1 Next

Done

Once you have selected the students for the class and moved them to the right table, click the blue “Done” button. This will take you to the Sign Certificates page. You will need to complete this information and make a payment to finish adding the student to the closed class.

If the student requires documentation that can also be added on the sign certificate page. Click the green “Add Student Documentation” located on the top left section.

Sign Certificates

Add Student Documents

Heliodoro Emmet ☐

Check All ☐


Today's Date

mm/dd/yyyy

Cancel

Submit

From here, you can add the certificate and hit submit. The certificate will NOT show up in the student profile until the class is closed out.

 **Certificate Upload**
Upload Certificates for NON-NWSA Classes

Upload Certificates

Heliodoro Emmet

Choose File

No file chosen

Submit

Printing Cards & Certificates

Video Tutorial:

<https://www.loom.com/share/b218eff82ec54354a465e75a71ed7905?sid=088883cf-e2b5-4d3b-b7b2-b8a281af7fb5>

This screen shows all the students in your closed class. From here, you can print cards and Certificates. The certificates are now stored in each student's profile under their training history.

The screenshot displays the 'Basic FFT2 - Closed' class management page. The main content area features a 'Registered Students' section with a message: 'This class is closed. If you need to add a student to this class, click the button.' Below this is a table of students with columns for ID, First Name, Last Name, Company, Letter, and Certificate. The table lists five students: 0030063 (File, Nonames, NWSA), 0026787 (Bridger, Miley, NWSA Training), 0030058 (Bridger, Miley, NWSA), 0039641 (Andrew, Fetting, NWSA), and 0050509 (Miley, Bridger@4, NWSA Training). Each student has 'Print' buttons for both 'Letter' and 'Certificate'. Above the table are buttons for 'Print Cards', 'Print Certificates', 'Export', and 'Upload Student Documents'. A search bar is also present. The right-hand panel shows a form for 'Basic FFT2' with fields for Title, Start date, End date, Street, City, State, and Note. The sidebar on the left includes links for 'My Account', 'Students', 'Classes', 'Companies', 'Logout', and 'Help'. The bottom left corner indicates the user is logged in as 'miley' with version '1.3.5'.

ID	First Name	Last Name	Company	Letter	Certificate
0030063	File	Nonames	NWSA	Print	Print
0026787	Bridger	Miley	NWSA Training	Print	Print
0030058	Bridger	Miley	NWSA	Print	Print
0039641	Andrew	Fetting	NWSA	Print	Print
0050509	Miley	Bridger@4	NWSA Training	Print	Print

Print all cards:

Click on the print cards tab and hit print. Set your printer to PRINT BOTH SIDES, as the cards print front to back. If a card does not show up, that means that some of the following information has not been completed:

- Fitness Record is not updated with the current one (Based on rolling 12 months)
- PTB records only the FFT2 will auto-populate when entering a Basic FFT Class
- Photo must be uploaded, check the correct orientation, and the system will resize the photo to fit.
- Must have current RT 130 or FFT2 Basic (rolling months)

Select Cards to Print:

If, for some reason, you only want to select some of the students to print cards, you will hold the CTRL Key and click on the students you want to print. Then hit Print Cards, and only those will print out.

The screenshot shows the NWSA Basic FFT2 class dashboard. The page title is "Basic FFT2 - Closed". Below the title, there is a message: "This class is closed. If you need to add a student to this class, click the button." with an "Add a Student" button. There are four buttons: "Print Cards", "Print Certificates", "Export", and "Upload Student Documents". A search bar is present. Below the search bar is a table of registered students. The table has columns: ID, First Name, Last Name, Company, Letter, and Certificate. There are 5 entries in the table. The first entry is "0030063", "File", "Nonames", "NWSA", "Post", "Post". The second entry is "0026787", "Bridger", "Miley", "NWSA Training", "Post", "Post". The third entry is "0030058", "Bridger", "Miley", "NWSA", "Post", "Post". The fourth entry is "0039641", "Andrew", "Fetting", "NWSA", "Post", "Post". The fifth entry is "0050509", "Miley", "Bridger@4", "NWSA Training", "Post", "Post". Below the table, it says "Showing 1 to 5 of 5 entries 2 rows selected". There are "Previous", "1", and "Next" buttons. On the right side of the dashboard, there is a form for "Basic FFT2" with fields for Title, Start date, End date, Street, City, State, and Note.

ID	First Name	Last Name	Company	Letter	Certificate
0030063	File	Nonames	NWSA	Post	Post
0026787	Bridger	Miley	NWSA Training	Post	Post
0030058	Bridger	Miley	NWSA	Post	Post
0039641	Andrew	Fetting	NWSA	Post	Post
0050509	Miley	Bridger@4	NWSA Training	Post	Post

Printing out Certificates:

You will do the same process for printing out the certificates. You can hit Print Certificate, and they will all print out. Or you can CTRL-click on the ones you want to print.

FAQs

What if I lost my password and can no longer access my account?

If you lose or forget your password, you can reset it on the login screen by clicking “Forgot Password?” and following the prompts.

How do I add a new student who is not in the database?

Check inside the class to ensure they are NOT already in the system; if not, click on New and complete the student profile.

How do I know if a company is a member or not for pricing?

Click on the company’s left-side menu and search for the company. You can type the name in the search box or search by name. It will now show you whether they have a no-membership or full-membership.

What if the company is NOT in the database?

You must send the New Company form to NWSA Staff at info@nwsa.us and ask them to set the company up so the cards and certificates print correctly. You can find the form [here](#)

Questions:

For questions about the database, please get in touch with NWSA Staff at 503-897-6150 or email us at info@nwsa.us