You can go directly to the department dashboard by using this link: https://app.alabamafirecollege.org/department/my-department. Any link to login to the website will also take you to the dashboard. You must login with the email address the AFC has on record for you. These are the same credentials you use to schedule a field course or register for a class. Do not create a new account. If you do not know your password or you have never logged in to the AFC website, you can either use the link for "Forgot Password" or "Lookup Account". Once logged in, you will be directed to your Department Dashboard. On this page, you will see your current department roster.



On this page, you can:

- Click on your name and Select Course Applications to submit a new course application or view saved applications:
- Click on Filters and search your members who either <u>have</u> (top filter) or do not have specific certifications



- Export your full or filtered department roster to a CSV file using the Export button
- Type in the Search Roster bar and it will locate an individual based on any part of their full name
- Select View detail next to any individual and by clicking on the menu bar you can see:
    - Individual demographic information (left side of screen)
    - Active & Upcoming Classes-current and future classes for which the student is registered
    - List of Past Classes they have taken
    - Certifications they have been issued. You can download or print each certification listed (for those certifications issued after approximately 2012)

- Register the selected individual for a class by selecting the + ADD TO A COURSE button
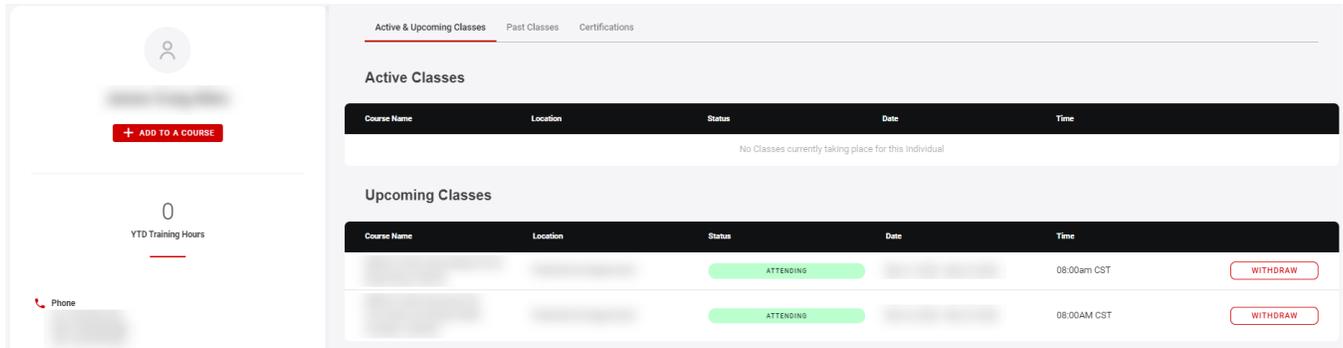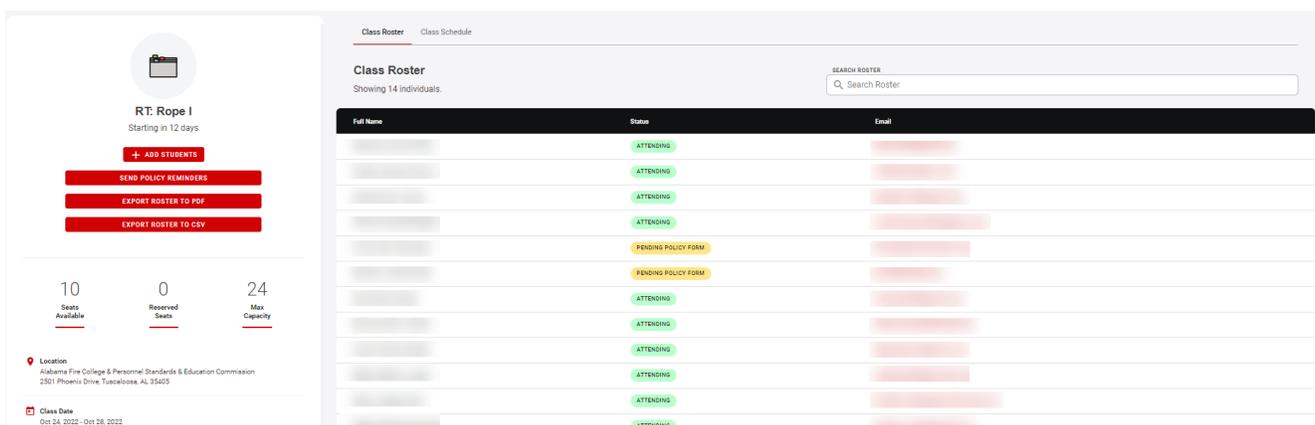


To get back to the Home screen, click on the Alabama Fire College logo in the upper left corner:

From the Home screen click on Active & Upcoming Classes and you will see a list of classes at your department and the number of students registered.
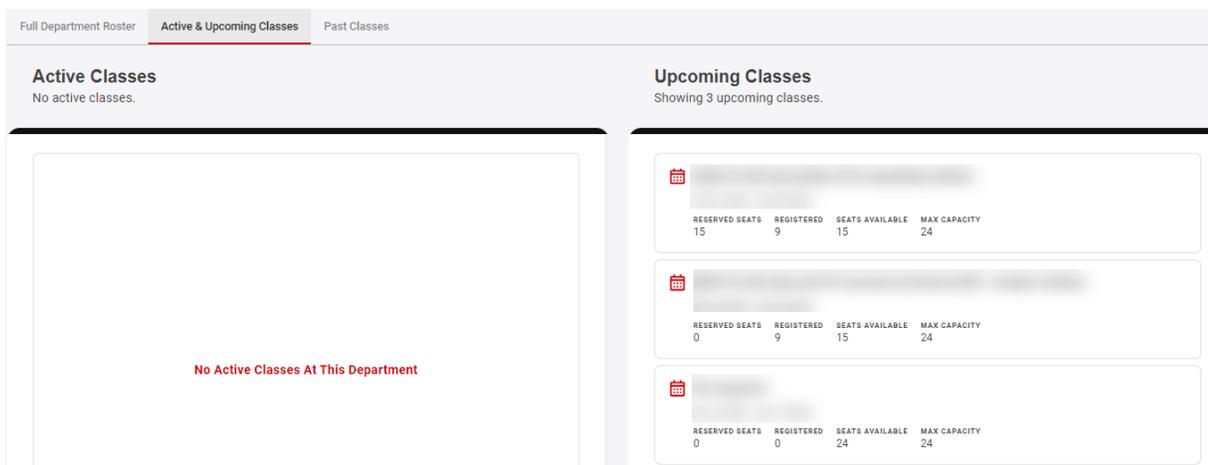


Select a class and you will see all class details.:



On the left side of the screen, you can:

- Add students from your department to this class
- Send Policy Reminders to students who are Pending Policy Form
- Export the roster to a PDF or CSV file. *This is for department use and not to be distributed to students
- Select Class Schedule to see the schedule that was submitted on the course application

From the Home screen click the Course Registration tab at the top of the screen to.

Register your personnel for any class with available seats. You can then search by course name and/or location:
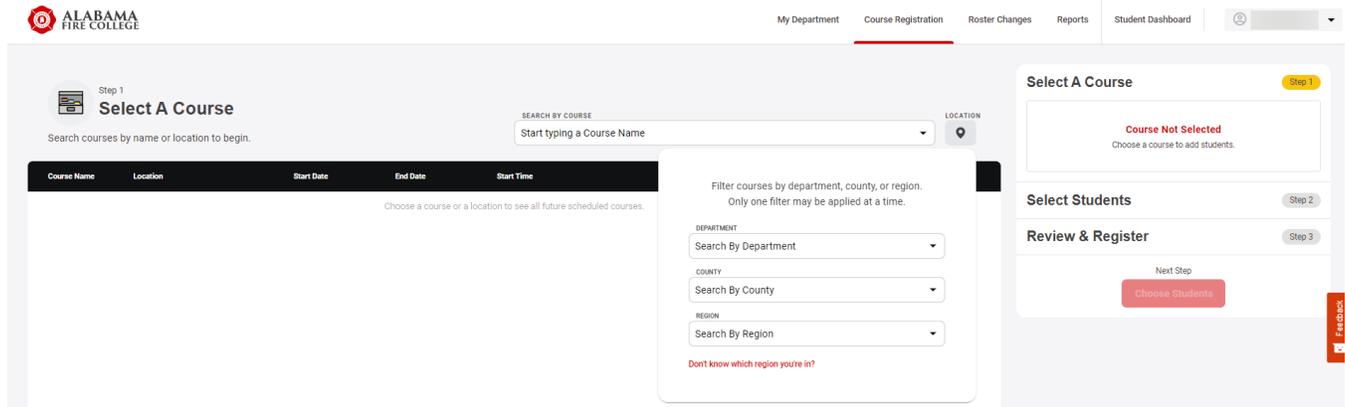


Step 1 - Select A Course: select the course that meets your criteria-Course Name, Location, Date, Time, Seats Available. Once you select the course it will appear on the right side of the screen under Step 1.

Step 2 – Select Students: Mouse over and click Choose Students. You will see a list of your personnel. The green check indicates these personnel have obtained the pre-requisites for the course. The yellow triangle indicates the prerequisites for certification could not be verified in our records. You can still register these students for the class. You can sort the list by clicking Full Name, Date of Birth, or Prerequisites. As you click ADD STUDENT their name will appear on the right side of the screen as attendees in the class. You can add as many students as you would like up to the maximum number of students. Once all students have been added, click REVIEW REGISTRATIONS.
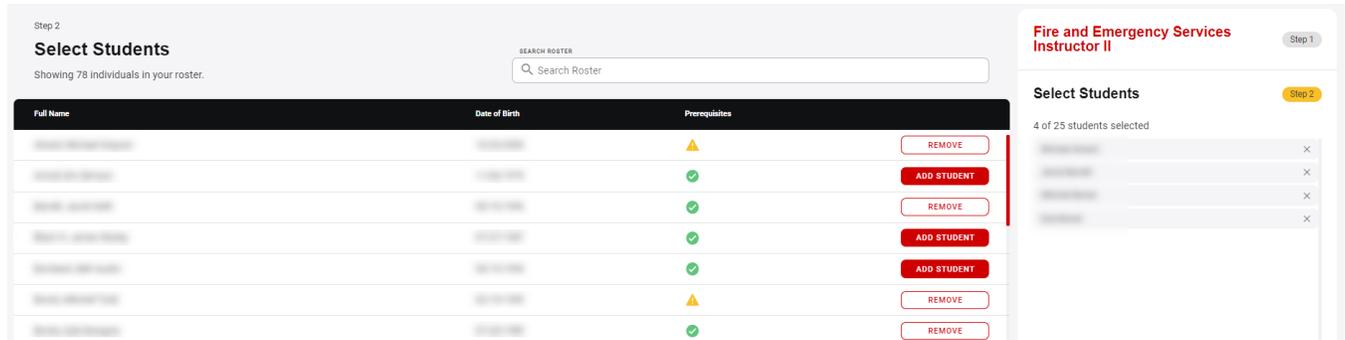


Step 3 – Review & Register: Review the students added to the class. You can remove students or go back and add more if seats are available. If you are registering students for a class you are hosting, it will automatically use any reserved seats.
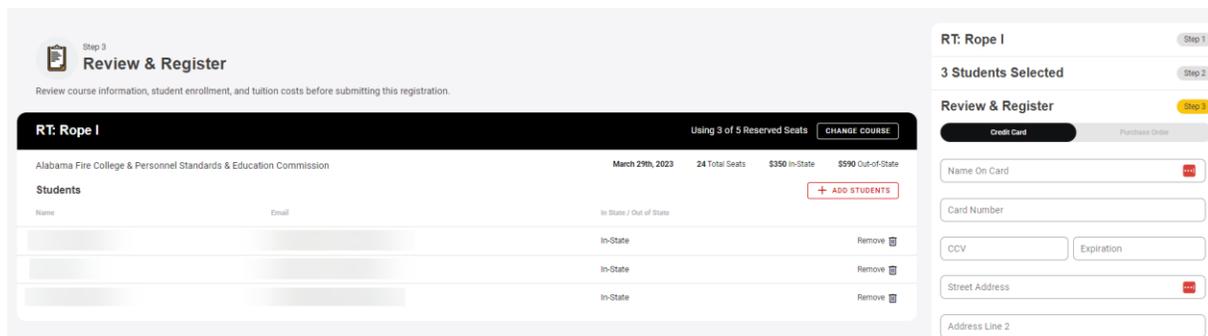
If this is a class with no tuition charge, you will just need to select SUBMIT REGISTRATION. A summary email will be sent to you as the one submitting names of students to attend the class. Each student will be notified via the email address that is on file with the AFC, confirming their registration for the class that you have enrolled them in. The students MUST verify their Policy Acknowledgement Statements at the link in the email to complete the registration process.

Alternatively for classes that require tuition – Scroll to the payment portion of the screen to complete the payment process, then click SUBMIT REGISTRATION

You can either pay by credit card or by uploading a Purchase Order.

Credit Card:                                                    Purchase Order

| Airport Fire Fighter | Step 1 |
| --- | --- |
| 3 Students Selected | Step 2 |
| Review & Register | Step 3 |

**CREDIT CARD**    PURCHASE ORDER

Name On Card

Card Number

CCV        Expiration

Street Address

Address Line 2

City

State

Total
**$1,050**
SUBMIT REGISTRATION

| Airport Fire Fighter | Step 1 |
| --- | --- |
| 3 Students Selected | Step 2 |
| Review & Register | Step 3 |

CREDIT CARD    **PURCHASE ORDER**

PO Number

PO file optional, but no upload may delay approval.

⊕
**Upload Purchase Order**
Click to browse files

Any comments or notes about this PO should be emailed to
registration@alabamafirecollege.org

SEND NOTIFICATION EMAILS TO:

Notify Emails

Separate email addresses with commas

Total
**$1,050**
SUBMIT REGISTRATION

If you pay by purchase order, AFC will review and approve. You will receive an email when this has been processed. Each student will be notified via the email address that is on file with the AFC, confirming their registration for the class that you have enrolled them in.

If you pay by credit card each student will receive notification at their email that the AFC has on file that you have registered them for a class.

Students MUST verify their Policy Acknowledgement Statements at the link in the email or on their student dashboard to complete the registration process.