

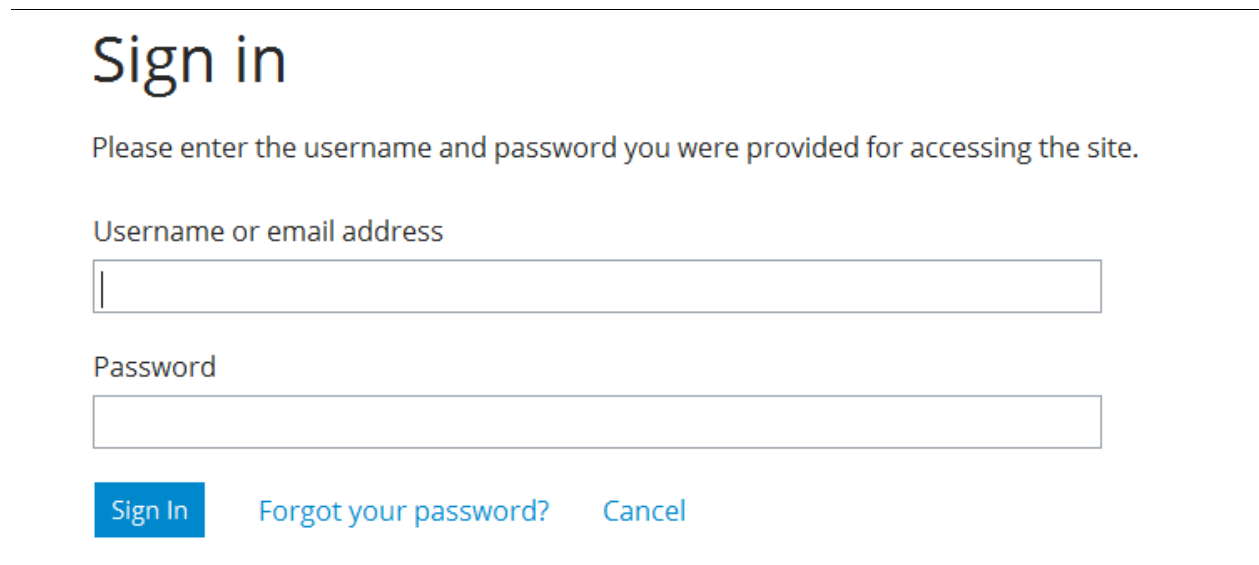
National Fire Academy Course Call Tutorial

Thank you for participating in the Course Call program. This tutorial will help you get familiar with the system and enable you to effectively navigate through the various screens to select your courses for the coming fiscal year (FY). During the first “open” period as communicated by the National Fire Academy (NFA), the system enables you to access your dashboard to select course offerings and to review as many times as required until you submit your selections. All course offerings as selected prior to your submission are saved to your dashboard.

To access the Course Call system, go to the following URL:
<https://apps.usfa.fema.gov/nfacourses/courseCall/signIn>.

This will take you to the main NFA Courses home page (Image 1).

If you have forgotten your password, please refer to Page 13 for instructions to request password reset.

A screenshot of a web sign-in page. At the top, the text "Sign in" is displayed in a large, dark font. Below this, a message reads "Please enter the username and password you were provided for accessing the site." There are two input fields: the first is labeled "Username or email address" and the second is labeled "Password". At the bottom of the form, there are three elements: a blue button with the text "Sign In", a link that says "Forgot your password?", and a link that says "Cancel".

Sign in

Please enter the username and password you were provided for accessing the site.

Username or email address

Password

Sign In Forgot your password? Cancel

Image 1

After you have signed in, you will see your Course Call dashboard — either the state point of contact (POC) dashboard or a regional POC dashboard (Image 2) that is representative of the first Course Call period.

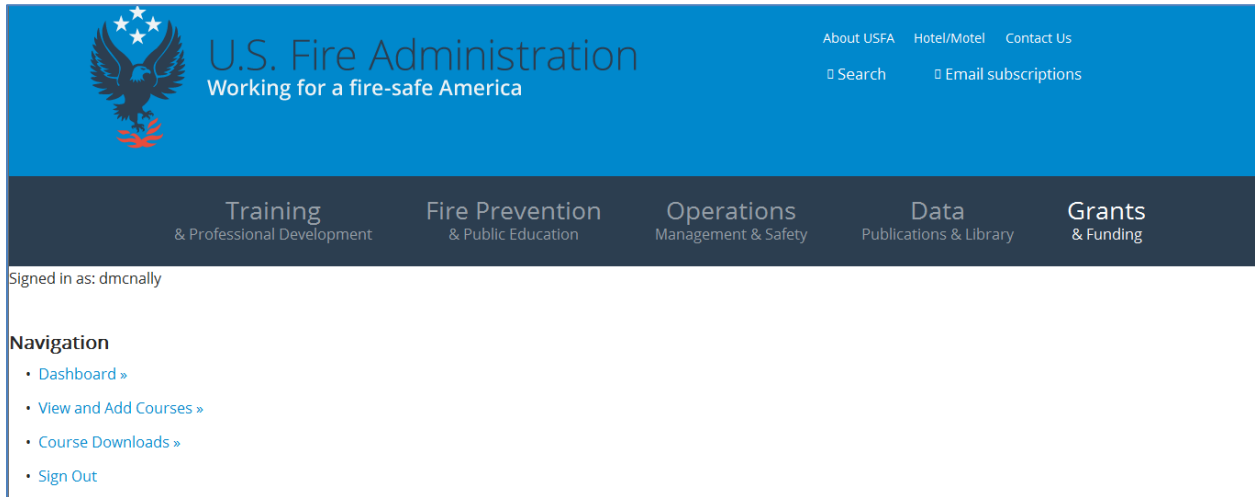


Image 2

Under the “Navigation” section, you will find links for “Dashboard,” “View and Add Courses” and “Course Downloads.” The “Dashboard” link is provided to navigate back to the dashboard when selecting course offerings or to review course downloads. The “View and Add Courses” link enables the state POC (if you represent a state office) or regional POC (if you represent a region) to select course offerings for the submission period. The “Course Downloads” function is available in the dashboard. This gives you access to download a variety of course packages as they become available. In the section below the “Course Call Dashboard (State FY 2022)” or “Course Call Dashboard (Region X FY 2022),” you’ll find the Course Call period that is open, the Course Call open and close dates, and how many days you have left to submit your courses (Image 3).


Course Call Dashboard (New York FY XXXX)

First Course Call Period

First Course Call Period is Open

FYxx -- Period 1

» Deadline: Midnight EST/EDT on xx/xx/xxxx

 You have X days to submit your first period course call.

 [View and add courses](#)

» You can select up to 9 total courses.

 [I'm ready to submit my course call for this period now.](#)

Image 3

Adjacent to the Course Call Dashboard title, you will see an FY displayed and enabled as a link. This feature will enable you to select either new course offerings by default for the FY when Course Call is “open” or review course selections from previous FY submissions. By selecting the FY link, you will be provided with a listing of FYs. To review an FY’s history of previously submitted Course Calls, select an FY or “2022” (Image 4). Clicking on “FY 2022” brings up the Course Call Dashboard with FY 2022 within the Course Call Dashboard title.

Select Course Call

Select State Course Call

State

Fiscal Year

Select Fiscal Year [Cancel](#)

Select Regional Course Call

FEMA Region

Fiscal Year

Select Fiscal Year [Cancel](#)

Image 4

To begin selecting course requests, click the “View and Add Courses” link to view the course catalog (Image 5).

View and add courses

You have 7 course requests remaining.

Course code

Course name

Curriculum

Delivery

[Filter](#) [Reset Filter](#)

1 result for criteria: f0142

Code	Course	Delivery	Add Course
F0142	Residential Sprinkler Plan Review <i>Fire Prevention: Technical</i>	2-Day Off-Campus	Add course

Image 5

This screen contains a filterable list of the courses you can select. You can search for a specific course by name or course code, or you can filter only courses with a specific curriculum or delivery type. The “Filter” feature will need to be reset once used since the application remembers the last filtered search.

You can also browse the course catalog by using the page navigation at the bottom of the screen. Selecting the course title or the course code will present the user with the course detail screen. The course detail screen displays course information such as description, curriculum, selection criteria and more. When the review of the course description is complete, select the “Back” button to return to your dashboard (Image 6).

The Course Call process has been enhanced to provide Course Call participants with the ability to select courses that meet their needs in the first 6 months (October to March) of the next FY via the March or first Course Call period. Course Call will then be opened once more in September, or the second Course Call period, to select courses for the final 6 months (April to September) of the next FY.

129 results for criteria: All Courses

Code 	Course	Delivery	Add Course 
123	Test <i>Emergency Response to Terrorism</i>	2-Day On-Campus	 Add Course
1234	Testing <i>Arson</i>	2-Day On-Campus	 Add Course
C123	Test <i>Emergency Medical Services</i>	2-Day On-Campus	 Add Course
F0121	Politics and the White Helmet <i>Executive Development</i>	2-Day Off-Campus	 Add Course
F0142	Residential Sprinkler Plan Review <i>Fire Prevention: Technical</i>	2-Day Off-Campus	 Add Course

Image 6

Adding an off-campus course offering

To select and add an off-campus course offering, search for the course offering and select “Add Course.” If the selection is the user’s first selection, the application will present the “Add Course Coordination Plan (State FY 2022)” screen to capture the Course Coordination Plan (CCP) for the course (Image 7).

Add Course Coordination Plan (New York FY XXXX)

Classroom Site

Name of Building
Massapequa Fire Training Center

Address 1
124 Elm Street

Address 2 (Optional)

City
Massapequa

State
New York

SP Code
12345-6789

Zip codes require the 4-digit extension. You can use the [USPS Zip Code Lookup](#) to find this information.

Emergency Phone
616-655-6433

This classroom site has PowerPoint.

State/Regional Contact

Name
John Portney

Image 7

Once the population of the CCP is complete and any errors as identified are resolved, select “Add Course Coordination Plan.” The application will then proceed to the next step, which will request the user to enter a “Start Date” and an “End Date” for the course offering that the CCP information just captured (Image 8). The course start and end dates must fall within the Course Call FY, otherwise the application will error out and request the dates be within the open Course Call FY.

Add Course Request (New York FY xxxx - 1st Period)

Code: F0142

Course: Residential Sprinkler Plan Review

Delivery: 2-Day Off-Campus

Please specify the dates and CCP for this course request.

Start Date
xx/xx/xxxx

End Date
xx/xx/xxxx

Course Coordination Plan
Massapequa Fire Training Center

Image 8

If you have selected any additional off-campus course selections, you will need to fill out 1 or more CCPs to specify the location of the courses and the appropriate contacts required at the location.

It is recommended that as a state or regional POC, all CCPs for the different off-campus training locations be inserted prior to continuing to select off-campus course offerings. If not, all course

offerings as selected will default to the initial CCP populated into Course Call, and as the administrator, you will be required to modify each course offering to reflect the correct CCP.

You can create as many CCPs as required for your course selections. You can also use the same CCP for several different courses if, for instance, they are all being held at the same training location. Once you have created a CCP, you can assign that CCP to a different course by selecting the “Course Coordination Plan” pull-down and adding the selection to the course offering (Image 8).

As you create 2 or more CCPs, you can then change which CCP a particular course offering is assigned by selecting the “Course Coordination Plan” pull-down when adding the course offering.

To create additional CCPs, select the “Create New CCP” link below the course offering section (Image 8). The application will present to the user the “Add Course Coordination Plan (State FY 20XX)” screen to capture additional CCPs (Image 8).

Adding an on-campus course offering

As with the off-campus course offerings, one example to filter for is 2-day on-campus (state weekend) courses. The user can insert a “W” into the course code field and select “Filter.” This will present the user with all State Weekend Program (SWP) courses for review without paging through all “F” courses (Image 9).

View and add courses

You have 5 course requests remaining.

Course code
W123

Course name

Curriculum
- Any Curriculum -

Delivery
- Any Delivery -

[Filter](#) [Reset Filter](#)

129 results for criteria: All Courses

Code	Course	Delivery	Add Course
W123	Test <i>Emergency Response to Terrorism</i>	2-Day On-Campus	Add course
1234	Testing <i>Arson</i>	2-Day On-Campus	Add course
C123	Test	2-Day On-Campus	Add course

Image 9

When selecting the first on-campus course selection, the application will present a “Select Two-Day On-Campus Dates (State FY 20XX)” screen to select primary and alternate dates for the on-campus course offerings (Image 10).

Select Two-Day On-Campus Dates (New York FY XXXX - 1st Period)

Please select one primary and two alternate dates for your on-campus courses. These dates will be submitted as part of your course call.

NOTE: Due to scheduling conflicts, your final on-campus date may not be one of the three options you select. You can check your dashboard any time to see your currently scheduled date.

Primary On-Campus Date
xx/xx/xxxx - xx/xx/xxxx

Alternate On-Campus Date #1
xx/xx/xxxx - xx/xx/xxxx

Alternate State On-Campus Date #2
xx/xx/xxxx - xx/xx/xxxx

Select Dates Cancel

Image 10

For on-campus course selections, please select your primary and alternate dates. Once complete, select “Select Dates,” which will assign the course offering to the dashboard with the primary date and enable the user to continue selecting courses. The primary date will be used for all on-campus courses that the user has chosen for Course Call. Once you have made your selections, return to the dashboard where you can review the on-campus selections you have made.

All 2-day on-campus (state weekend) courses must be selected during the first Course Call period to guarantee that bed space is reserved for your weekend. By selecting the “Dashboard” link in the “Navigation” section, the user will see the SWP course selected with the primary and alternate dates displayed for reference (Image 10).

First course call period courses

[View and add courses](#)
You can select up to 1 more courses.

- To change an off-campus course date or CCP, click the link in the **Date/Location** column.

Priority	Course	Delivery	Dates / Location	Delete
Decrease priority	F0142 - Residential Sprinkler Plan Review <i>Fire Prevention: Technical</i>	2-Day Off-Campus	xx/xx/xxxx-xx/xx/xxxx Massapequa Fire Training Center Massapequa, NY	Delete
Increase priority Decrease priority	F0142 - Residential Sprinkler Plan Review <i>Fire Prevention: Technical</i>	2-Day Off-Campus	xx/xx/xxxx-xx/xx/xxxx Massapequa Fire Training Center Massapequa, NY	Delete
Increase priority Decrease priority	F0209 - Courtroom Preparation and Testimony for First Responders <i>Arson</i>	2-Day Off-Campus	xx/xx/xxxx-xx/xx/xxxx Massapequa Fire Training Center Massapequa, NY	Delete

Image 11

You can delete course requests from your dashboard at any time by clicking “Delete” under the “Delete” column (Image 11).

[Dashboard](#) [View & add courses](#) [Course materials & downloads](#)

Course call dashboard (New York FY XXXX)

First course call period

First Course Call Period is Open

FYXX Period 1
Deadline: Midnight EST/EDT on xx/xx/xxxx

You have 5 days to submit your first period course call.

You have selected the maximum number of courses for this year's course call.
Your course requests are [listed below](#).

[I'm ready to submit my course call for this period now.](#)

Second course call period

You have selected the maximum number of courses for this year's course call.

Image 12

Once you are ready to submit your Course Call selections for the first Course Call period, select the “I’m ready to submit my course call for this period now.” link on your dashboard (Image 12), and the application will then provide you with the “Are you sure” screen (Image 13).

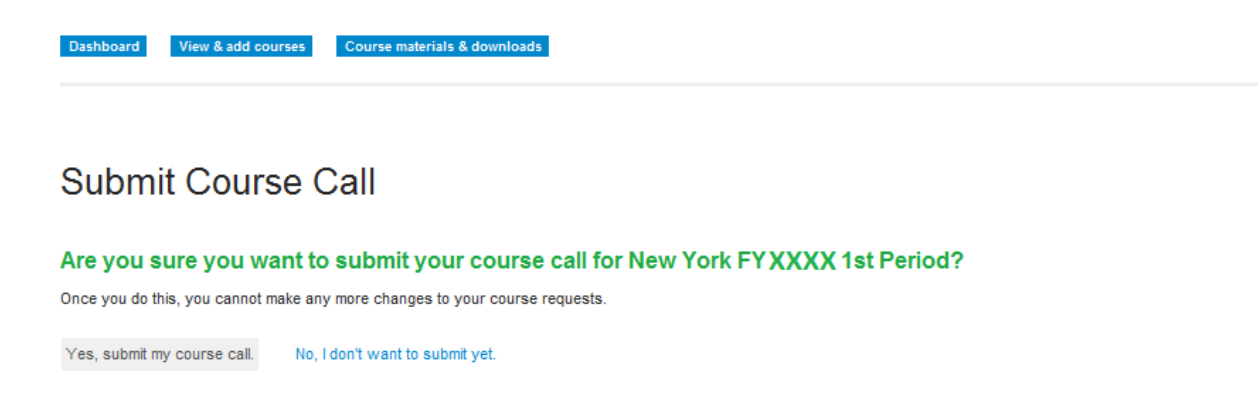


Image 13

Make sure you are ready to finalize your submission; if you are unsure, select the “No, I don’t want to submit yet.” link. If you are ready to submit, select the “Yes, submit my course call.” link. Once you have submitted your request, you can return to your dashboard. **Please note:** After you submit your Course Call request, you can no longer select new courses or make any changes. You will, however, still be able to view your courses, course detail information and CCPs. You will also see the disposition of your course selections (Image 14).

Course call dashboard (New York FY XXXX)

First course call period

You submitted your course call for this period on **xx/xx/xxxx**

Your course requests are [listed below](#) with their status:

Pending:
This course date has not been reviewed yet.

Accepted:
This course date was accepted and scheduled.

Rejected:
This course date could not be scheduled and was not accepted.

Cancelled:
This course date was accepted and scheduled, but was later cancelled for some reason (e.g. low enrollment).

Second course call period

A course call has not been submitted for this period.

First course call period courses

Course	Delivery	Dates / Location	Status
F0142 - Residential Sprinkler Plan Review <i>Fire Prevention: Technical</i>	2-Day Off-Campus	xx/xx/xxxx-xx/xx/xxxx Massapequa Fire Training Center Massapequa, NY	Pending
F0142 - Residential Sprinkler Plan Review <i>Fire Prevention: Technical</i>	2-Day Off-Campus	xx/xx/xxxx-xx/xx/xxxx Massapequa Fire Training Center Massapequa, NY	Pending
F0209 - Courtroom Preparation and Testimony for First Responders <i>Arson</i>	2-Day Off-Campus	xx/xx/xxxx-xx/xx/xxxx Massapequa Fire Training Center Massapequa, NY	Pending

Image 14

When submitting the second Course Call period course requests, the page will refresh, and all course requests for the FY will be displayed on 1 page. The course requests from the first Course Call period will reflect the course request status from the Course Call review and approval process. The course requests from the second Course Call period will reflect the “Pending” status — waiting on the Course Call course request review and approval process. As the NFA processes your course requests, the disposition of your course requests will change from “Pending” to “Approved” (Image 15).

Review Course Call (New York FY XXXX - First Period)

Status Un-submit this course call

Course call submitted on xx/xx/xxxx by Mike Portnoy .

Two-day on-campus date is xx/xx/xxxx-xx/xx/xxxx (change).

Course Requests Approve All Pending Create Course Request

Prio.	Code / Course	Dates / Location	Status
1	F0142 - Residential Sprinkler Plan Review 2-Day Off-Campus	xx/xx/xxxx-xx/xx/xxxx Massapequa Fire Training Center Massapequa, NY	Approved
2	F0142 - Residential Sprinkler Plan Review 2-Day Off-Campus	xx/xx/xxxx-xx/xx/xxxx Massapequa Fire Training Center Massapequa, NY	Approved
3	F0209 - Courtroom Preparation and Testimony for First Responders 2-Day Off-Campus	xx/xx/xxxx-xx/xx/xxxx Massapequa Fire Training Center Massapequa, NY	Rejected
4	F0142 - Residential Sprinkler Plan Review 2-Day Off-Campus	xx/xx/xxxx-xx/xx/xxxx Massapequa Fire Training Center Massapequa, NY	Pending
5	W0121 - Politics and the White Helmet (Course available only during NFA Sponsored State Weekends) 2-Day On-Campus	xx/xx/xxxx-xx/xx/xxxx Emmitsburg, MD	Pending
6	W0121 - Politics and the White Helmet (Course available only during NFA Sponsored State Weekends) 2-Day On-Campus	xx/xx/xxxx-xx/xx/xxxx Emmitsburg, MD	Pending
7	W0142 - Residential Sprinkler Plan Review (Course available only during NFA Sponsored State Weekends) 2-Day On-Campus	xx/xx/xxxx-xx/xx/xxxx Emmitsburg, MD	Pending
8	W0144 - Department Wellness Coordinator 2-Day On-Campus	xx/xx/xxxx-xx/xx/xxxx Emmitsburg, MD	Pending
9	W0209 - Courtroom Preparation and Testimony for First Responders (Course available only during NFA Sponsored State Weekends) 2-Day On-Campus	xx/xx/xxxx-xx/xx/xxxx Emmitsburg, MD	Pending

Image 15

As awards go out, you will be able to view information from your dashboard about the instructors who have been awarded your courses. The instructors' names will appear under the names of your courses (Image 16). Select an instructor name to view their detailed information and biography (Image 17).

Course	Delivery	Dates / Location	Status
F209 - Courtroom Preparation and Testimony for First Responders <i>Arson</i>	2-Day Off-Campus	xx/xx/xxxx-xx/xx/xxxx Anchorage Training Anchorage, AK	Accepted
Buddy Rich (Instructor)			
End-of-Course Evaluations			

Image 16

Instructor Profile & Biography: Buddy Rich Print | Close Window

Profile

Email br@bigtimedrummer.xyz

Organization Captain
#67 Ladder company

Phone 718-5555-9876
718-5555-9867 (fax)

Location 345 Popular street
Brooklyn, NY, 11207-1234

Biography

Close this Window

Image 17

If you have forgotten your password, select the “Forgot your password?” link on the sign-in page. Clicking on the “Forgot your password?” link presents the “Request password reset” page (Image 18).

Request password reset

Enter your username or email address to receive an email containing your password reset instructions.

Username or email

[Send Reset Email](#) [Return to sign-in](#) [Cancel](#)

Image 18

Insert your username or email to retrieve a link to reset the password. Select “Send Reset Email,” which will refresh the page and present you with the status message stating that an email has been sent with password reset instructions.

From a second browser window, access the email account that was used when asked for an email within the “Request password reset” page. Retrieve the URL and open the link within the email, or cut and paste the URL into your browser.

By selecting the URL, the “Reset Password” page should be displayed (Image 19).

USFA Home > NFA > Course Call Reset Password

Reset Password

Enter your new password

Confirm your new password

Random Password: V0s@J6h,

DHS Password Requirements

- Between **8** and **14** characters
- At least **4** alphabetic characters
- At least **2** lower-case letters
- At least **2** upper-case letters
- At least **2** numbers
- At least **1** punctuation/symbol character
- Different from your last **24** passwords
- Cannot end with a number
- Cannot have the same character twice in succession

[Reset Password](#) [Return to Sign-In](#)

Image 19

Insert a new password with the appropriate syntax as provided by the “DHS Password Requirements” example, and then select “Reset Password.” Once you have inserted the new password and selected “Reset Password,” the page will refresh to the sign-in page (Image 20). Insert your username and new password to access the Course Call dashboard.

Sign in

Please enter the username and password you were provided for accessing the site.

- An email has been sent that contains your password reset instructions.

Username or email address

Password

[Sign In](#) [Forgot your password?](#) [Cancel](#)

Image 20

If you experience an expired username, you will be directed to contact the NFA at FEMA-NFA-OutreachTraining@fema.dhs.gov. Once you have been notified that your username has been refreshed, please follow the “Request password reset” process to reset your password.

That concludes this tutorial. If you have any questions or comments, please direct them to FEMA-NFA-OutreachTraining@fema.dhs.gov.