

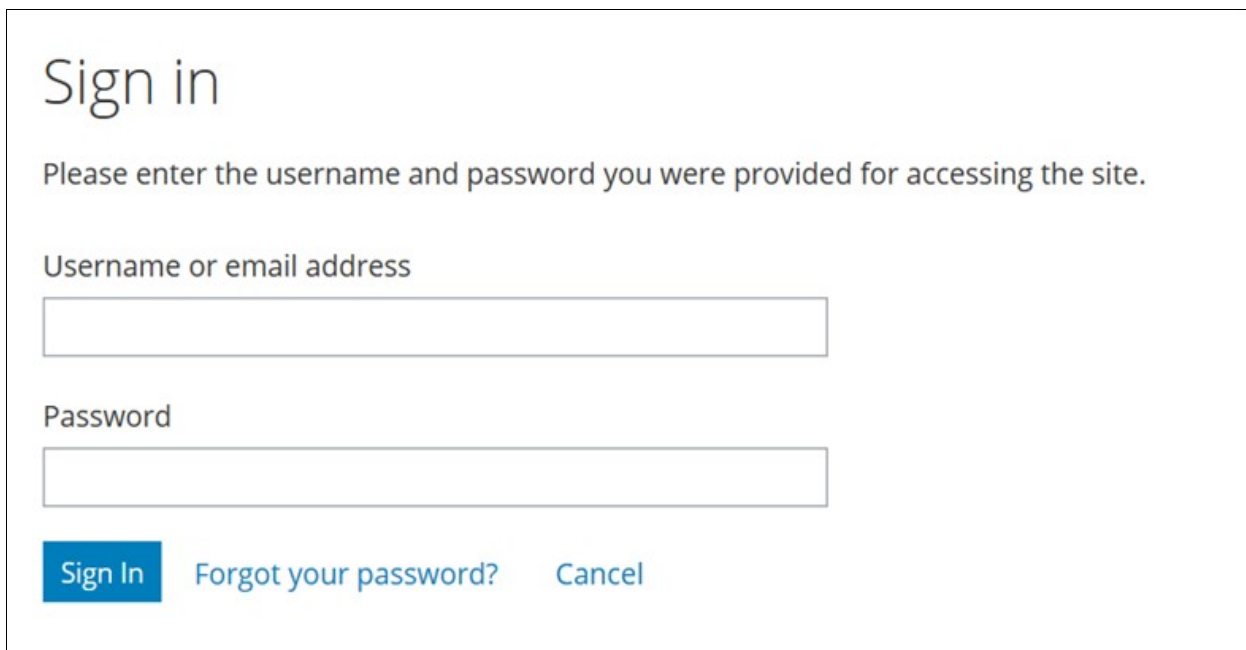
National Fire Academy Course Call Tutorial

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 “open” period, as communicated by the National Fire Academy (NFA), the system enables you to access your dashboard to select and review course offerings 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 NFA Courses home page (Image 1).

If you have forgotten your password, please refer to page 10 for instructions to request password reset.



The image shows a sign-in page with the following elements:

- Sign in** (large heading)
- Please enter the username and password you were provided for accessing the site.
- Username or email address (label above a text input field)
- Password (label above a text input field)
- Sign In** (blue button)
- [Forgot your password?](#) (blue link)
- [Cancel](#) (blue link)

Image 1

After you have signed in, you will find links to the “Dashboard” and “Course materials & downloads” (Image 2).

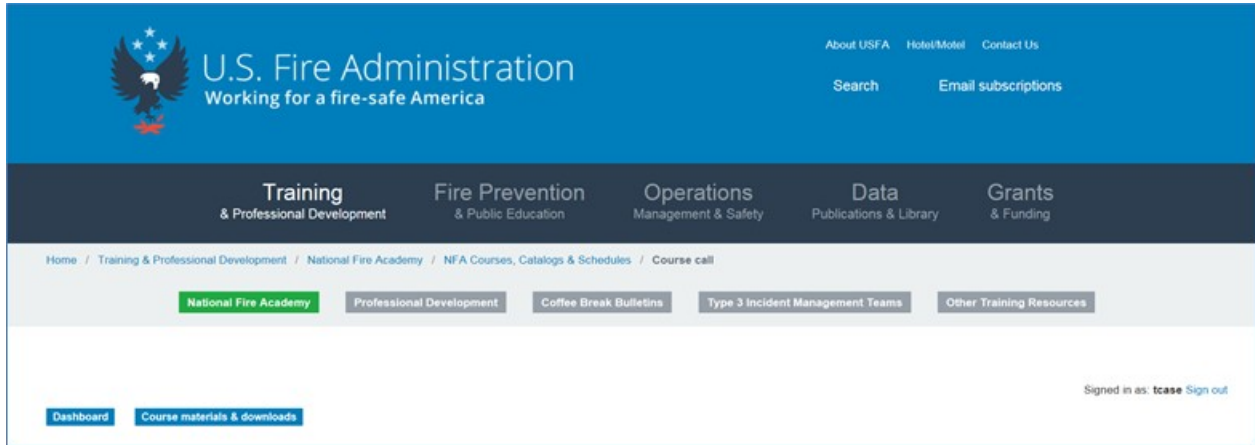


Image 2

The “Dashboard” link is provided to navigate back to the dashboard when selecting course offerings or to review course downloads. The “Course materials & 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” you will find the open Course Call period and the Course Call closing date, as well as how many days you have left to submit your courses. You will also see the “View and add courses” section and how many courses you have left to select for the coming FY (Image 3).

Course call dashboard ([Alaska FY YYYY](#))

First course call period

You submitted your course call for this period on MM/DD/YYYY

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

Second Course Call Period is Open

FY YYYY **2nd open selection period**

Deadline: Midnight EST/EDT on **Monday**, MM/DD/YYYY

You have **12** days to submit your second period course call.

[View and add courses](#)

You can select up to 3 more 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 a FY displayed and enabled as a link. This feature will enable you to select new course offerings for the FY when Course Call is “open,” or allow you to review course selections from previous FY submissions. By selecting the FY link, you will be provided with a listing of FYs. To review a FY’s history of previously submitted Course Calls, select “FY” or “2018” (Image 4). Clicking on “FY 2018” brings up the Course Call dashboard, with FY 2018 within the Course Call dashboard title.

Dashboard Course materials & downloads

Select Course Call

Select State Course Call

State
Alaska

Fiscal Year
FY YYYY

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
f0142

Course name

Curriculum
- Any Curriculum -

Delivery
- Any 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 it is used, because 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 you with the course detail screen. The course detail screen displays course information such as description, curriculum, selection criteria and more. When your review of the course description is complete, select the “Back” button to return to your dashboard (Image 6).

129 results for criteria: All Courses

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

Image 6

To select and add an off-campus course offering, search for the course offering and select “Add Course Request” (Image 7).

Dashboard Course materials & downloads Signed in as: tcase Sign out

Add Course Request (Alaska FY YYYY – 2nd Period)

Code: F0121

Course: Politics and the White Helmet

Delivery: 2-Day Off-Campus

Please specify the dates and CCP for this course request.

Start Date
mm/dd/yyyy

End Date
mm/dd/yyyy

Course Coordination Plan
JBER Fire Station

Create New CCP
Add Course Request Cancel

Image 7

If the selection is your first selection, the application will present the “Add Course Coordination Plan (State FY 2018)” screen to capture the Course Coordination Plan (CCP) for the course (Image 8).

Add Course Coordination Plan (New York FY XXXX)

Classroom Site

Name of Building
Albany Fire Training Center

Address 1
121 6th Street

Address 2 (Optional)

City
Albany

State
New York

ZIP Code
12204-8999

Zip codes require the 4-digit extension. You can use the USPS Zip Code Lookup to find this information.

Emergency Phone
518-837-6433

This classroom site has PowerPoint

State/Regional Contact

Name

Address

Image 8

Once the population of the CCP is complete and any errors are resolved, select “Add Course Coordination Plan.” The application will then proceed to the next step that requires you to enter a “Start Date” and an “End Date” for that course offering (Image 9). 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 (Alaska FY YYYY – 2nd Period)

Code: F0121

Course: Politics and the White Helmet

Delivery: 2-Day Off-Campus

Please specify the dates and CCP for this course request.

Start Date
mm/dd/yyyy

Please enter the start date for this course.

End Date
mm/dd/yyyy

Please enter the end date for this course.

Course Coordination Plan
JBER Fire Station

Create New CCP

Add Course Request Cancel

Image 9

If you have selected any additional off-campus course selections, you will need to fill out one 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 point of contact, 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 the Course Call. 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” drop-down and adding the selection to the course offering (Image 9).

As you create two or more CCPs, you can change which CCP a particular course offers by selecting it in the “Course Coordination Plan” drop-down when adding the course offering.

To create additional CCPs, select the “Create New CCP” link below the course offering section (Image 9).

Once you are ready to submit your Course Call selections for the open Course Call period, select the “I’m ready to submit my course call for this period now.” link on your dashboard (Image 10), and the application will then provide you with the “Are you sure” screen (Image 11).

Course call dashboard (Alaska FY YYYY)

First course call period

You submitted your course call for this period on MM/DD/YYYY.

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

Second Course Call Period is Open

FY2018 2nd open selection period

Deadline: Midnight EST/EDT on **Monday**, MM/DD/YYYY.

You have **12** days to submit your second 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.](#)

Image 10

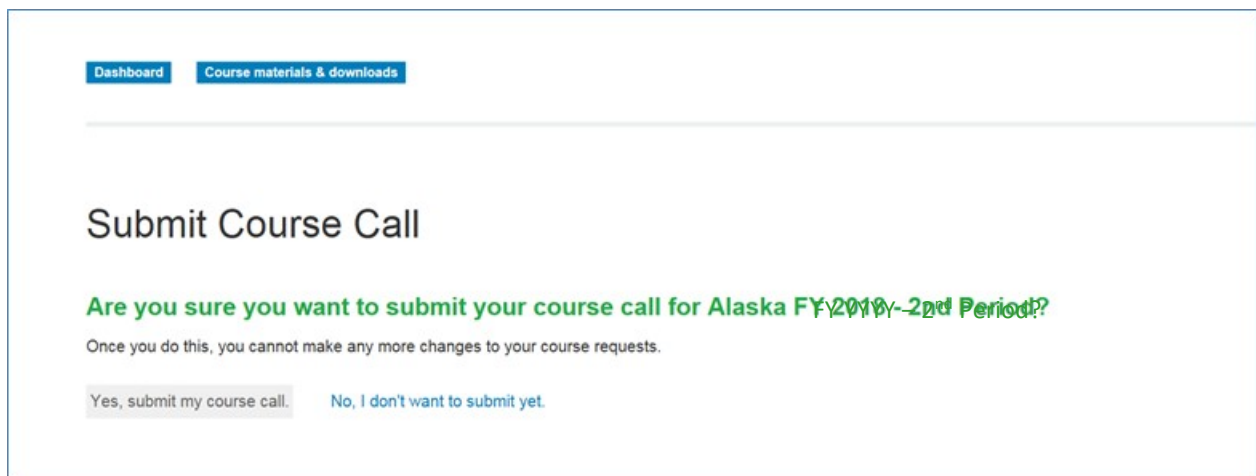


Image 11

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 still be able to view your courses, course detail information, and CCPs. You will also see the disposition of your course selections (Image 12).

Course call dashboard (Alaska FY YYYY)

During the first course call period, you submitted your course requests on March 31, 2017.
 During the second course call period, you submitted your course requests on July 20, 2017.

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).

Course	Delivery	Dates/location	Status
F0458 - Preparation for Initial Company Operations <i>Incident Management</i>	2-Day Off-Campus	11/1/2017 - 11/2/2017 JBER Fire Station Anchorage, AK	Accepted
F0521 - Executive Skills Series: Exercising Leadership to Facilitate Adaptive Change <i>Leadership and Executive Development</i>	2-Day Off-Campus	1/13/2018 - 1/14/2018 Central Mat-Su Station Wasilla, AK	Accepted
F0522 - Executive Skills Series: Exercising Leadership Through Difficult Conversations <i>Leadership and Executive Development</i>	2-Day Off-Campus	2/10/2018 - 2/11/2018 Central Mat-Su Station Wasilla, AK	Accepted

Image 12

When submitting the second Course Call period course requests, the page will refresh. All course requests for the FY will be displayed on one 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.”

As awards go out, you will be able to view information from your dashboard about the instructors who have been awarded your courses (Image 13). The instructors’ names will appear under the names of your courses (Image 13). Select an instructor name to view his or her detailed information and biography (Image 14).

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

Image 13

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 14

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 15).

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 15

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 a message stating that an email has been sent with password reset instructions.

From a second browser window, access the email account that you 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 link into your browser.

By selecting the URL, the “Reset Password” page should be displayed (Image 16).

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 16

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. Insert your username and new password to access the Course Call dashboard.

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.

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