



DATE: December 2025

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

GAINING ACCESS TO INSTRUCTOR TEMPLATES 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 multiple tabs on the left of the Acadis portal: "Home," "My Work", "Training and Events," "Workforce," "Organization" and "Academy Resources."
3. Click on "Academy Resources" to display the dropdown menu.
4. Select the "Document Library" from the dropdown menu.

The screenshot shows the Acadis portal interface. The left sidebar contains a menu with options: Home, My Work, Training and Events, Workforce, Organization, Planning, and Academy Resources*. The Academy Resources* menu is expanded, showing sub-options: Academy Resources* Overview, Rentable Resources*, Document Library (highlighted with a red arrow), WebForms, and Available Workflows. The main content area is titled 'Academy Resources*' and 'Document Library'. It displays a table with the following data:

File Name	Description	Location	Document Category	Uploaded Date
Fire Academy ... Document.docx	Fire Academy - Test Document	ILEA/IDHS Academy		05/02/2025 10:52 AM

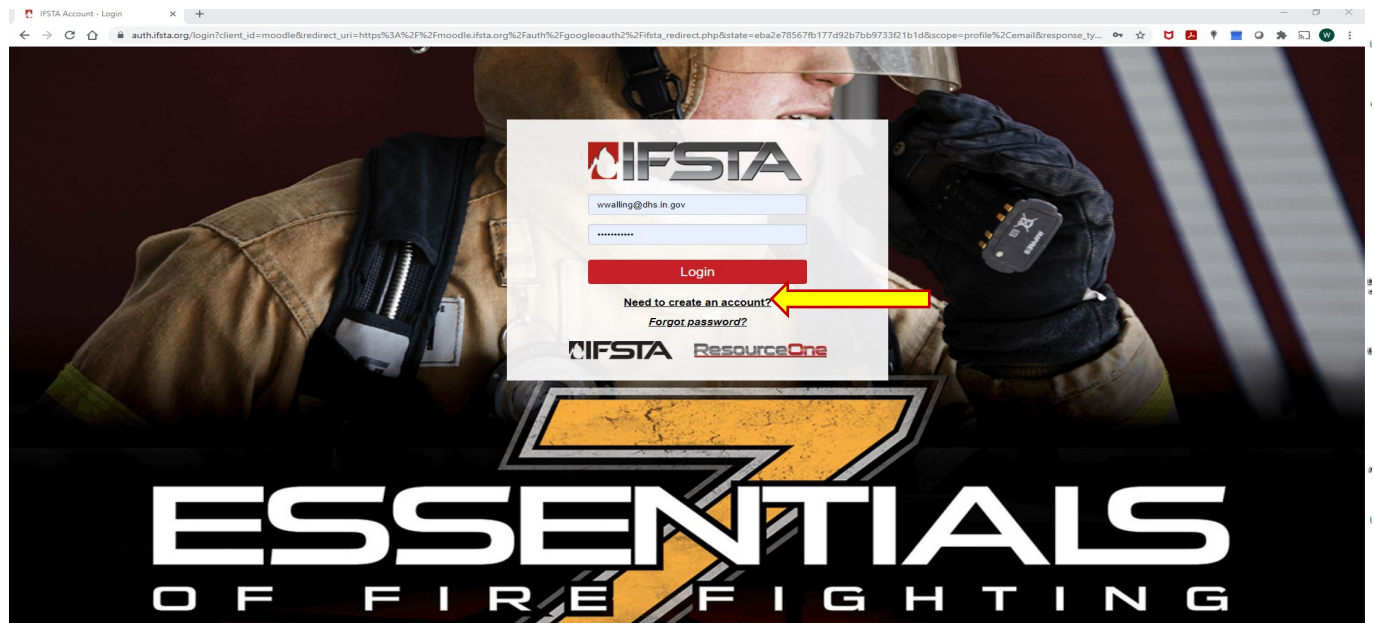
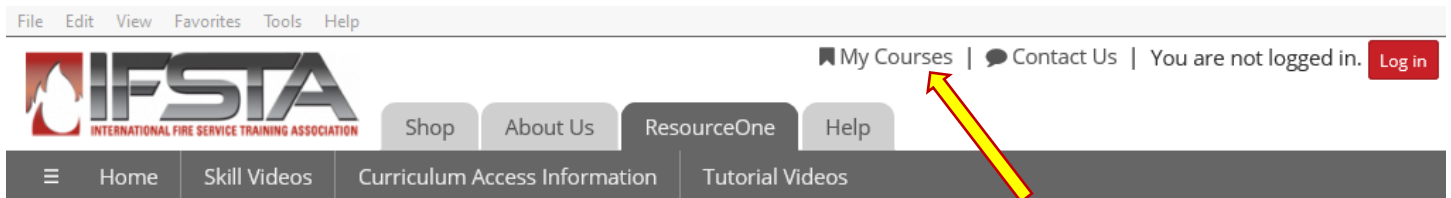
Below the table, it says 'Showing 1'. At the bottom right, there is a watermark that says 'Activate Windows Go to Settings to activate Windows.'

1. You to click on "Filter" in the upper right to search for the course material you are looking for.



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?”



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

6. Send an email to 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)

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 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

7. 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.

