EMERGENCY RESPONSE SUPPORT (ERS) ACCESS

SERVICE
INTEGRITY
RESPECT

1. NEW PSID NUMBER REQUEST
2. PSID APPLICATION
3. AGENCY ROSTER REQUEST
4. EMERGENCY RESPONSE SUPPORT INSTRUCTOR MATERIAL ACCESS

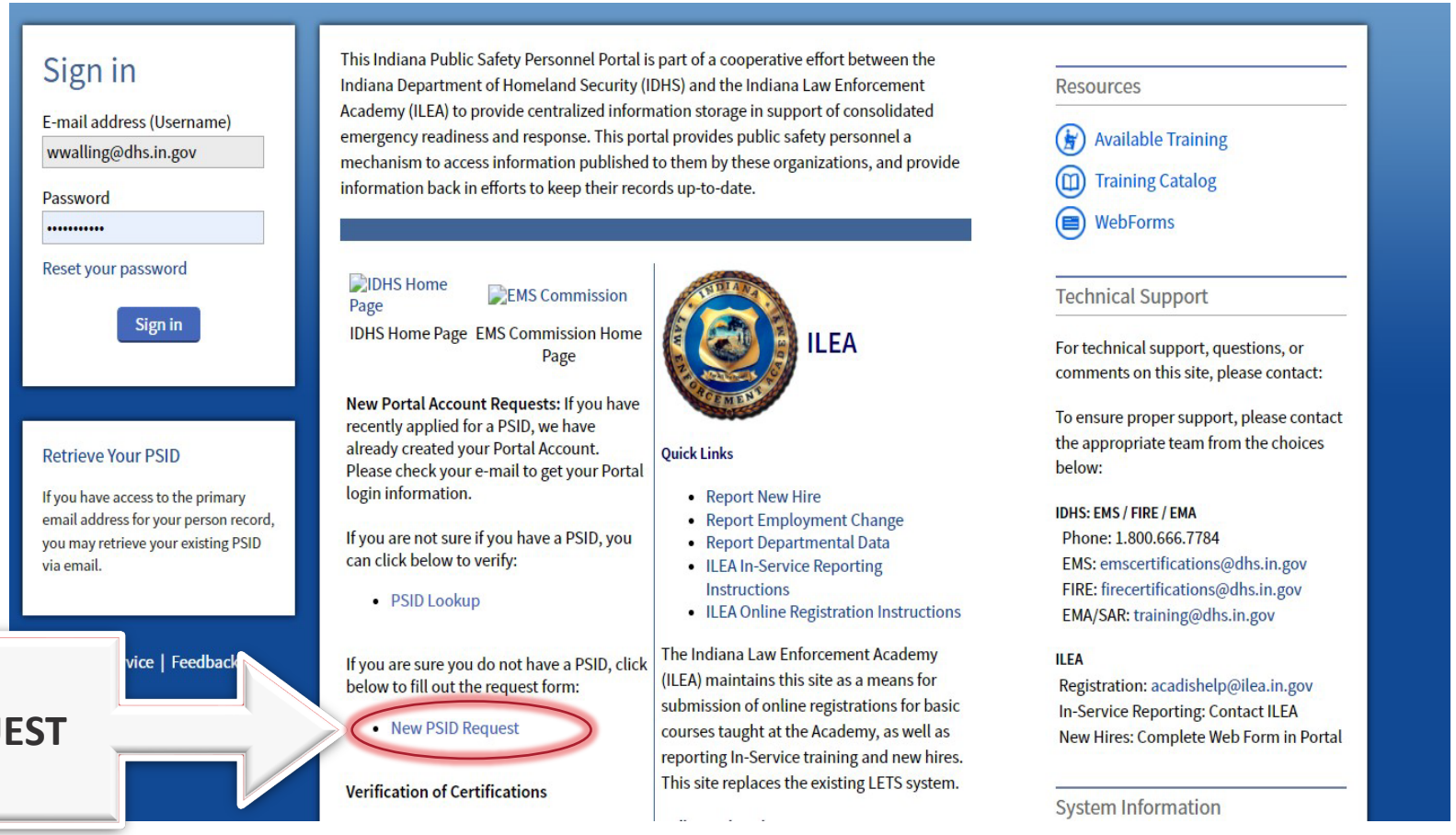
STEP ONE - NEW PSID NUMBER REQUEST

Indiana Public Safety Personnel Portal

INDIANA PUBLIC SAFETY PORTAL:

Weblink ➡ **ACADIS**

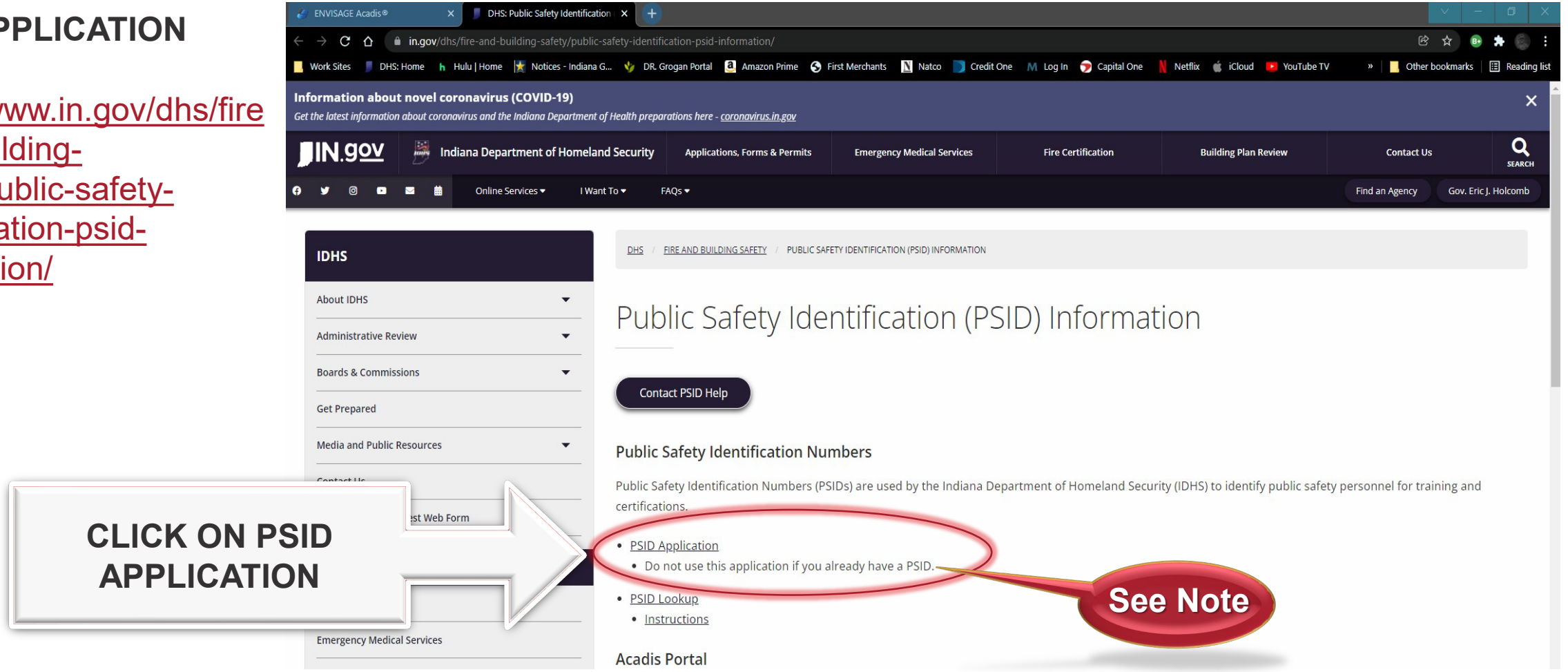
If you have a Public Safety Identification (PSID) Number, you can skip this step and go straight to agency roster request (slide 9).



NEW PSID REQUEST

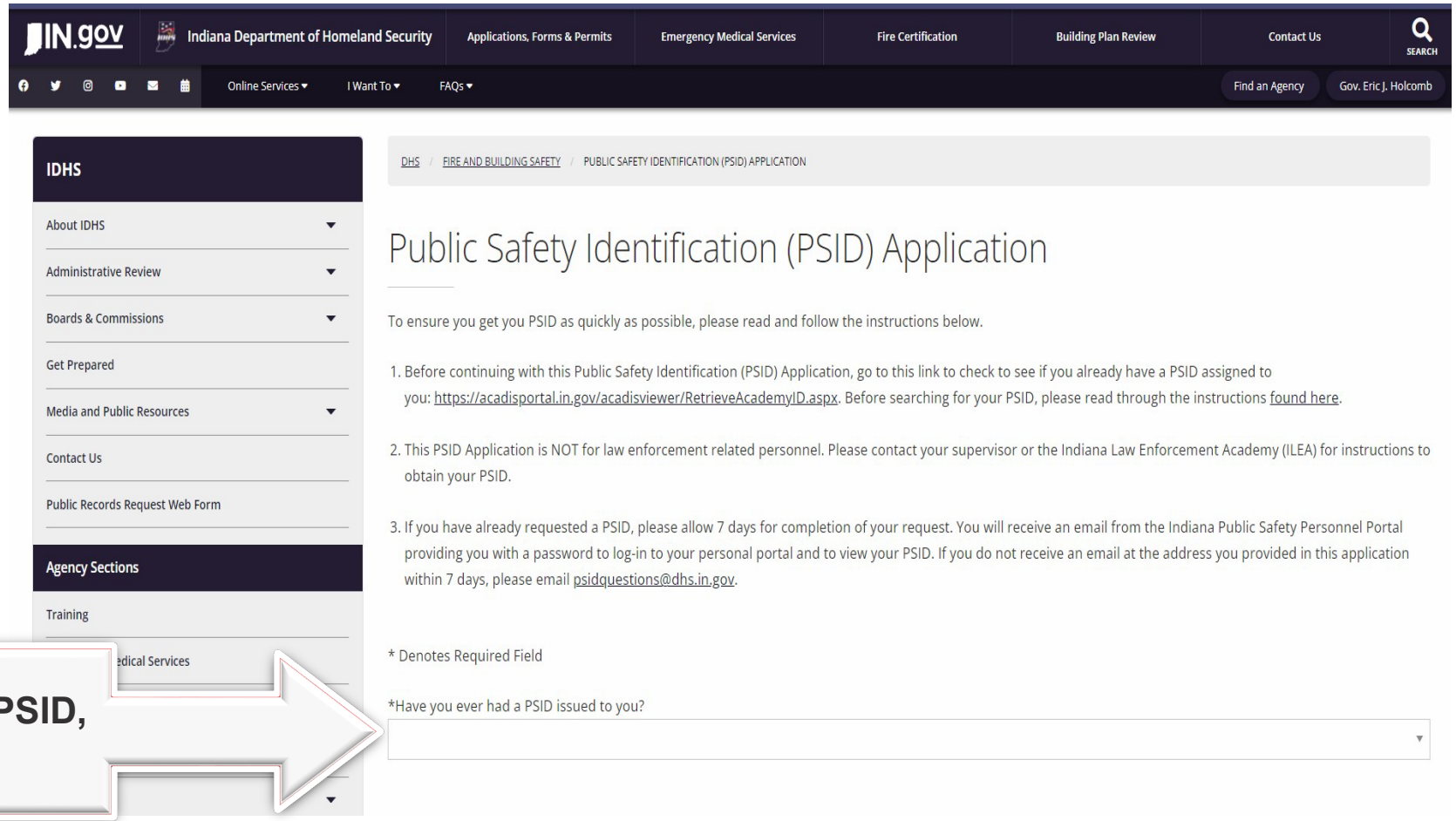
STEP TWO - NEW PSID NUMBER REQUEST

PSID APPLICATION
Go to:
https://www.in.gov/dhs/fire-and-building-safety/public-safety-identification-psid-information/



STEP THREE - PSID APPLICATION

If you already have applied for a PSID number, skip to agency roster request.

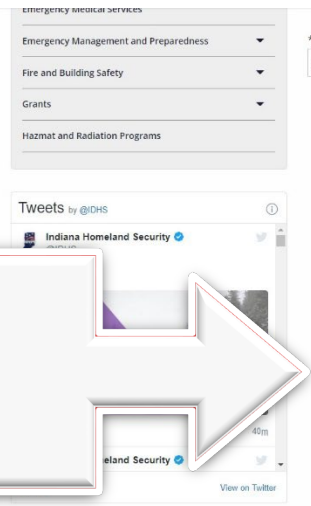


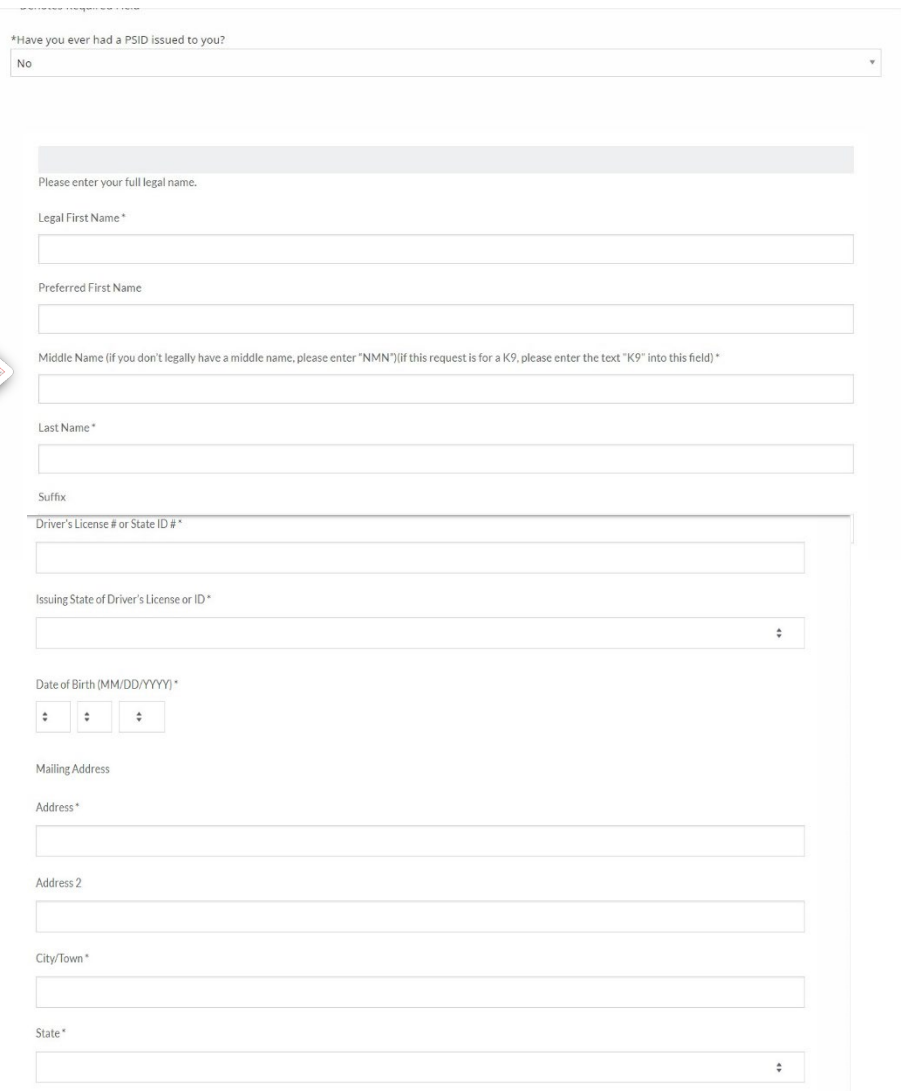
IF YOU DO NOT HAVE A PSID, CLICK NO

STEP FOUR - PSID APPLICATION

PSID APPLICATION

FILL OUT FORM COMPLETELY

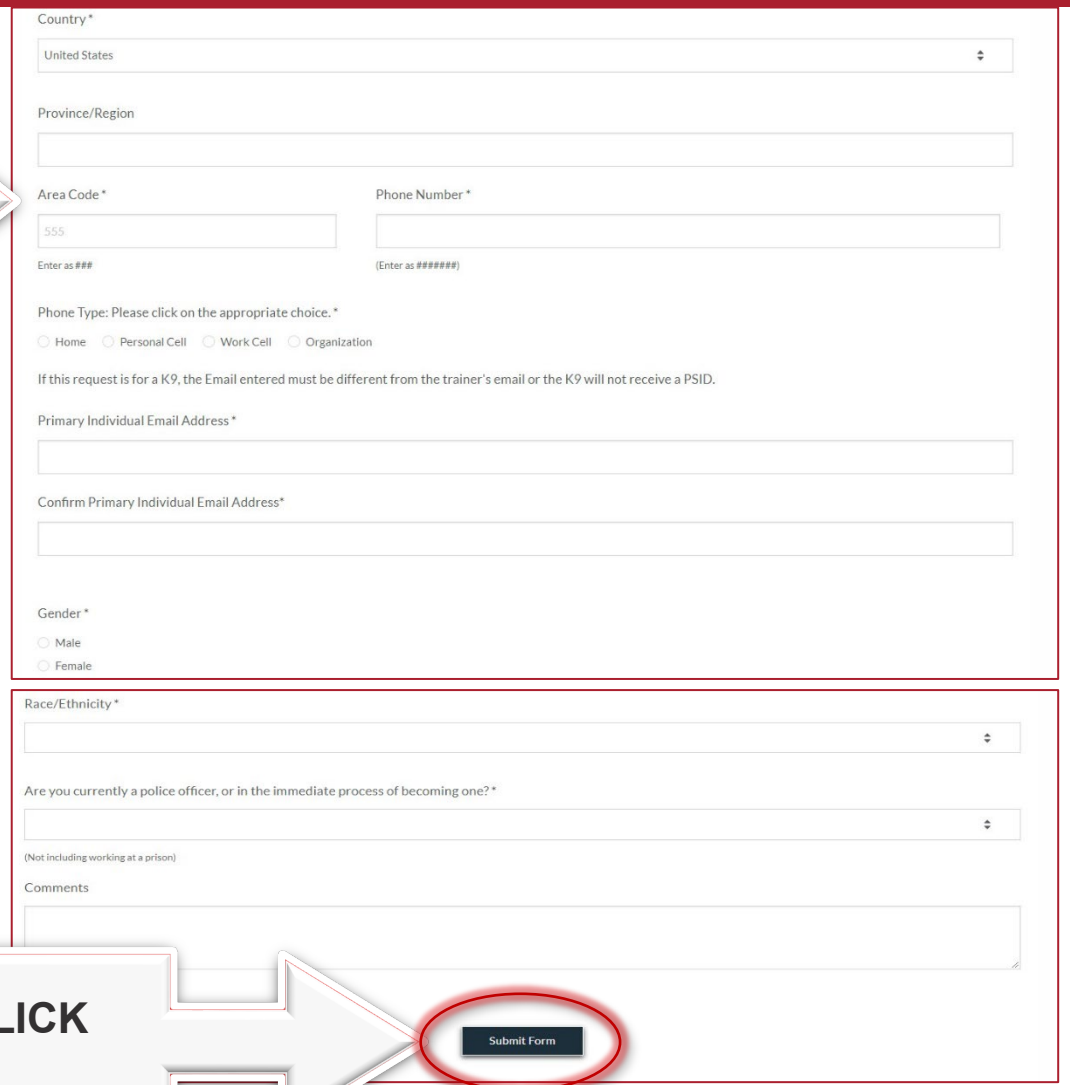




STEP FIVE - PSID APPLICATION CONTINUED

INDIANA FIRE & PUBLIC SAFETY ACADEMY

FILL OUT FORM COMPLETELY



DON'T FORGET TO CLICK SUBMIT

STEP SIX - PSID APPLICATION PROCESS

1. After you submit the PSID application, the application is routed for approval through IDHS staff.

2. Once approved, you will receive an email from the Indiana Public Safety Portal providing you with a password to log in to the Acadis portal to view your PSID number.

3. If you already requested a PSID, please allow seven days for completion of your request.

If you do not receive an email to the address you provided in the application within & seven days, please email: psidquestions@dhs.in.gov.

END OF
PSID APPLICATION
ANY QUESTIONS?

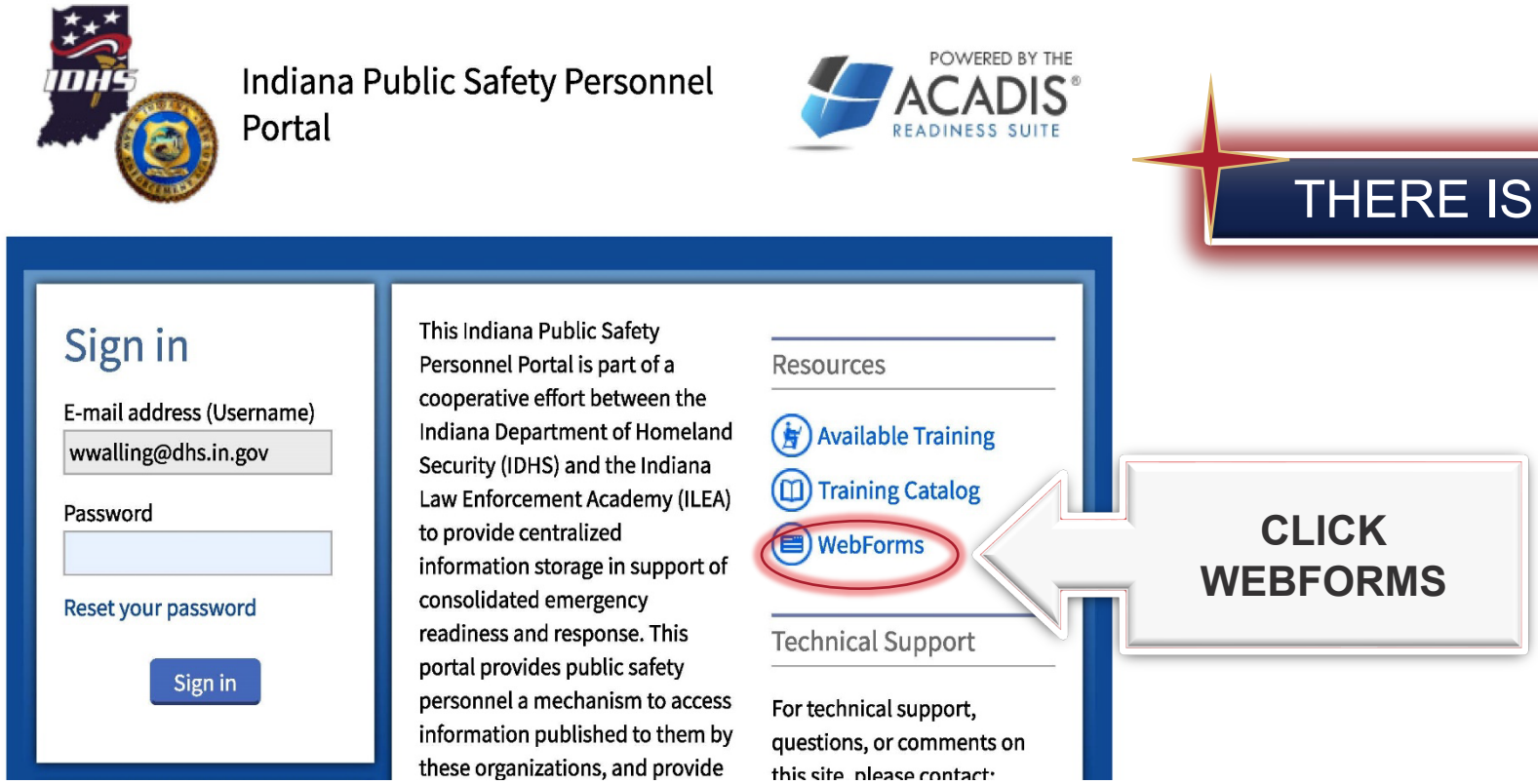
FIRE DEPARTMENT
AGENCY ROSTER REQUEST

FEBRUARY 2022

SERVICE
INTEGRITY
RESPECT

AGENCY ROSTER REQUEST

1. Go to Acadis portal:
https://acadisportal.in.gov/AcadisViewer/Login.aspx



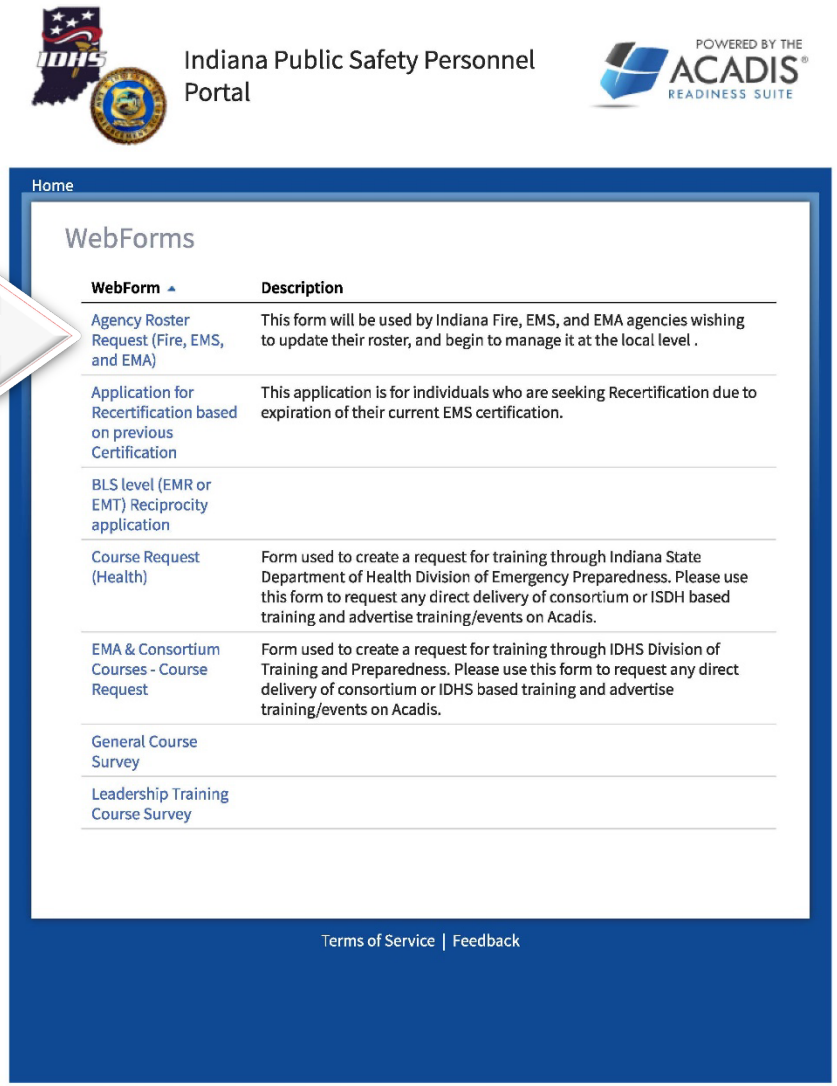
THERE IS NO NEED TO LOG IN

CLICK WEBFORMS

AGENCY ROSTER REQUEST WEBFORMS

2. The person requesting the agency roster should be a Fire Chief, Assistant Chief, EMS Chief or Training Chief.

CLICK HERE

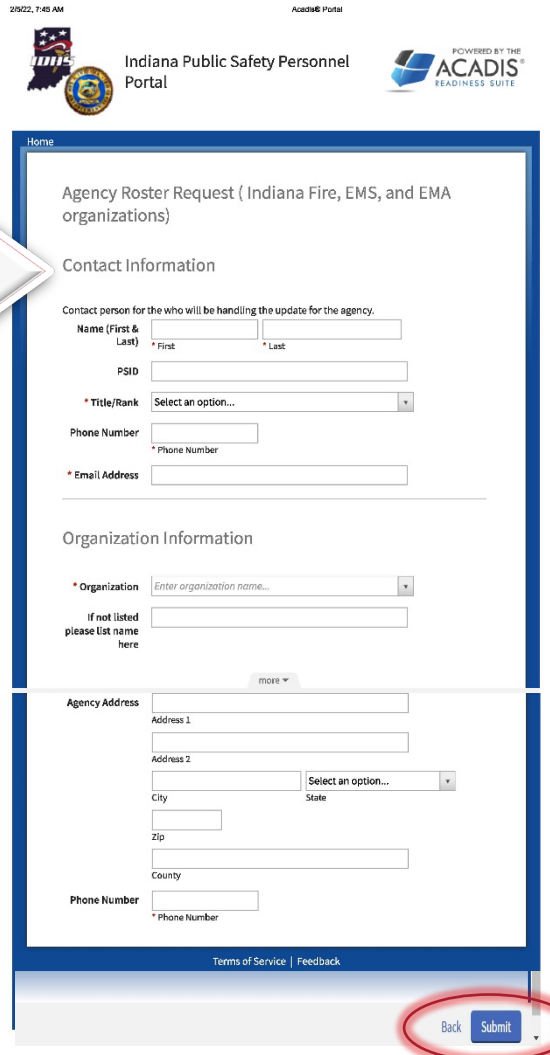


3. Fill out roster request webform.

AGENCY ROSTER REQUEST

4. Enter your information.

FILL OUT WEBFORM COMPLETELY



DON'T FORGET TO SUBMIT

AGENCY ROSTER REQUEST

5. When you click submit, an automatic workflow will be triggered for IDHS staff to review and complete.

6. You will receive an automatic email labeled "*roster request form*" from the IDHS Academy.

7. The body of the email will say:
"thank you for your submission of the request form.
A copy of your roster and instructions will be emailed to you."

8. Once you have access to your roster, you can then add and/or separate staff to your department roster.

9. If you need assistance, please contact your Academy program manager (see last slide).

***IMPORTANT NOTICE:* ROSTER MAINTENCE IS THE RESPONSIBILITY OF THE AGENCY THROUGH THE ACADIS PORTAL**

EMERGENCY RESPONSE SUPPORT (ERS) INSTRUCTOR TRAINING MATERIAL

IC 36-8-10.5-7

ACCESSING ERS TRAINING INSTRUCTOR MATERIAL

SERVICE
INTEGRITY
RESPECT

This program does not meet the minimum "Standard for Firefighter Professional Qualifications" established by the National Fire Protection Association (NFPA) 1001.

This certification program is intended for emergency response support functions only. Departments and personnel requiring training for interior structural firefighting operations should seek Firefighter 1 certification.

ACCESSING ERS INSTRUCTOR MATERIALS

GAINING ACCESS TO INSTRUCTOR TEMPLATES AND TRAINING MATERIALS IN ACADIS

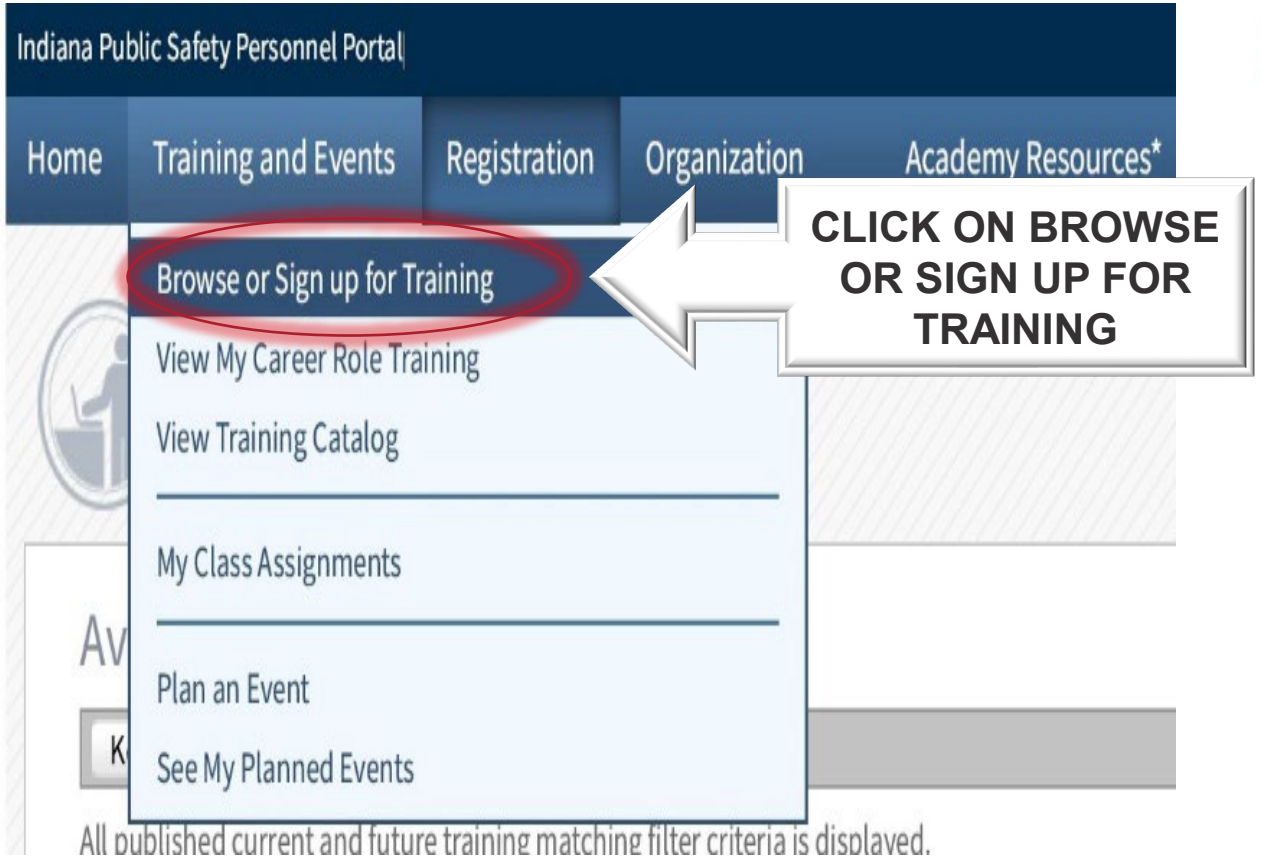
You must be an active instructor or chief officer to have access to instructor materials!

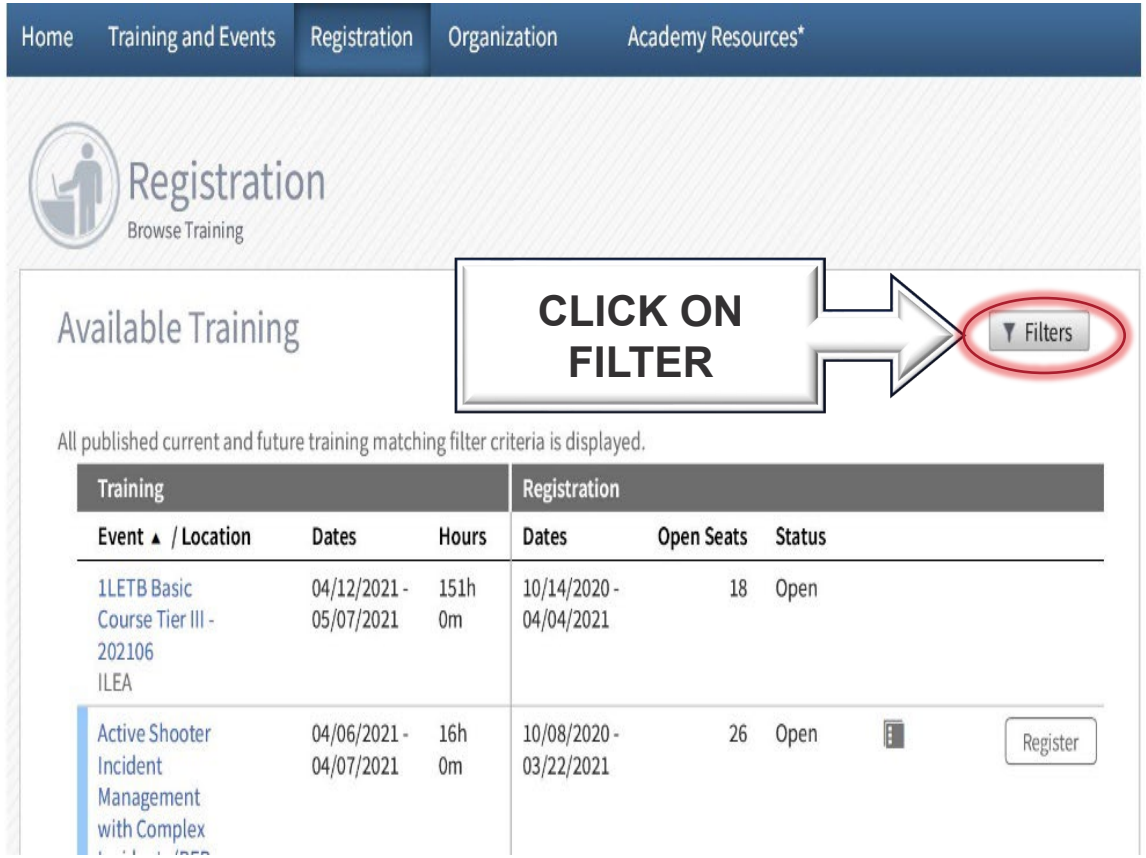
To access the Fire and Public Safety Academy's instructor templates and training materials in Acadis:

1. Sign into your Acadis portal, located at: https://acadisportal.in.gov/AcadisViewer/Login.aspx.
2. At the top of your Acadis portal, in the blue ribbon, you will see the tabs below.

ACCESSING ERS INSTRUCTOR MATERIALS

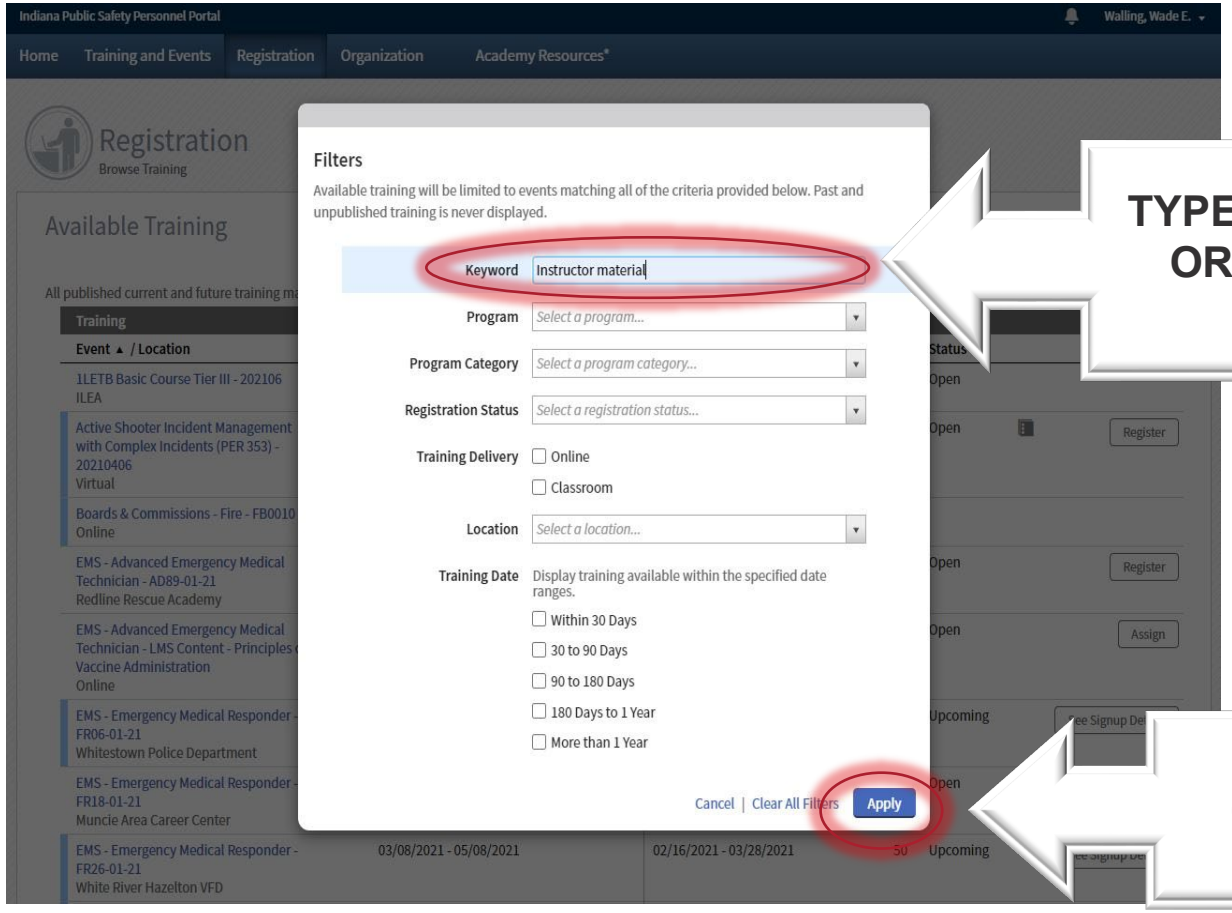
GAINING ACCESS TO INSTRUCTOR TEMPLATES AND TRAINING MATERIALS IN ACADIS





ACCESSING ERS INSTRUCTOR MATERIALS

GAINING ACCESS TO INSTRUCTOR TEMPLATES AND TRAINING MATERIALS IN ACADIS



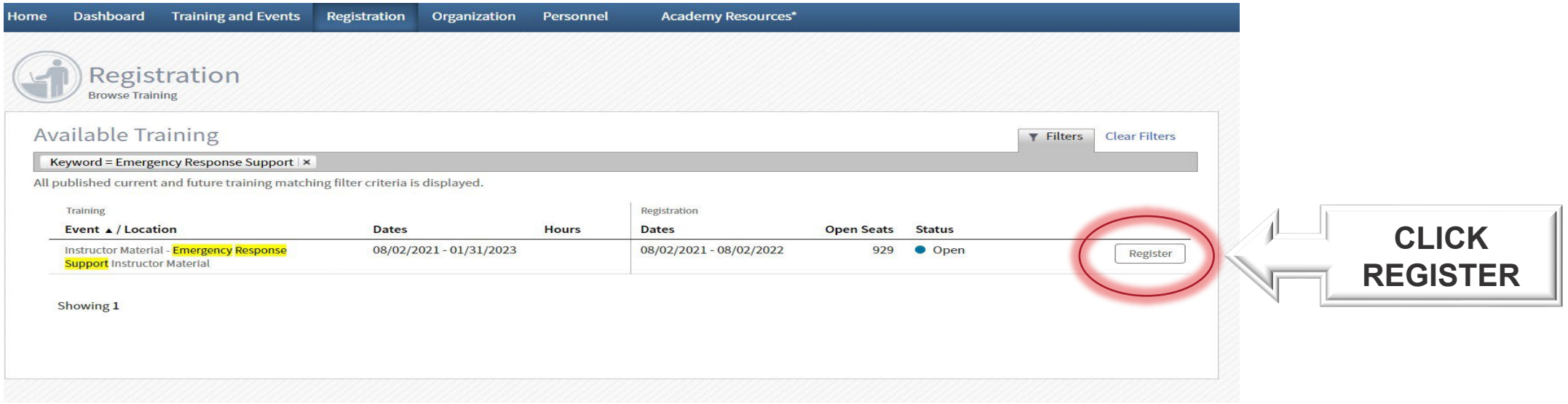
TYPE IN INSTRUCTOR MATERIAL OR EMERGENCY RESPONSE SUPPORT

CLICK APPLY

ACCESSING ERS INSTRUCTOR MATERIALS

GAINING ACCESS TO INSTRUCTOR TEMPLATES AND TRAINING MATERIALS IN ACADIS

A list of instructor materials should load. Find the appropriate “Emergency Response Support Instructor Material” and select the corresponding “Register” button.

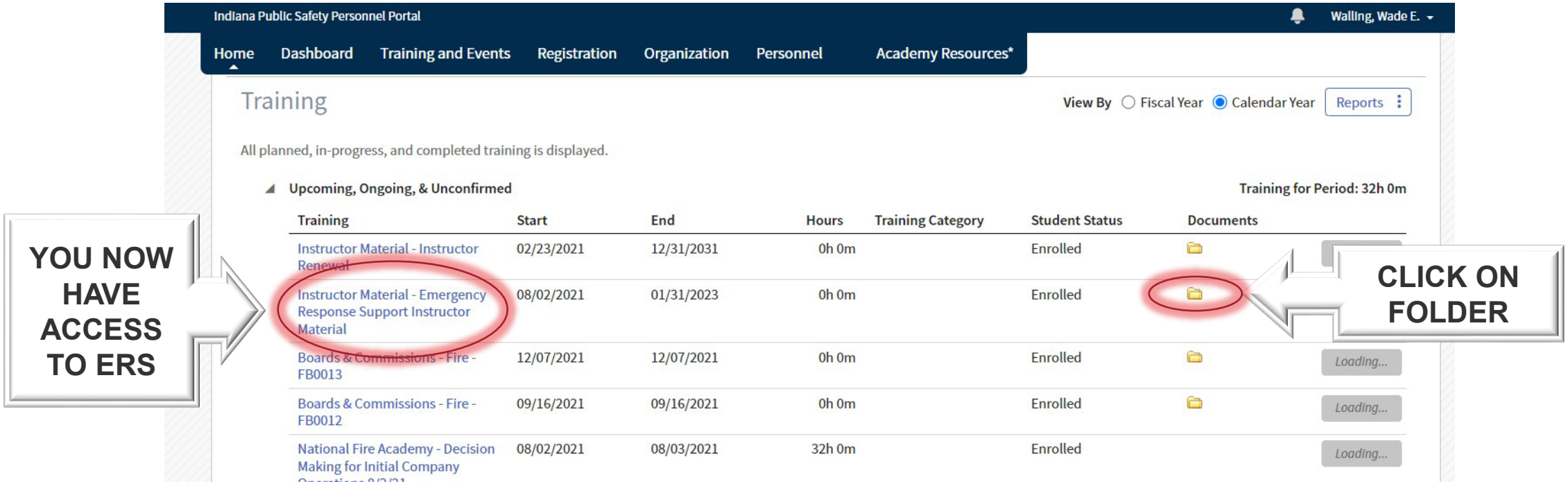


The requested instructor material will auto-populate into your Acadis portal homepage. Next, click the “Home” tab at the top of the screen to return to the homepage.

ACCESSING ERS INSTRUCTOR MATERIALS

GAINING ACCESS TO INSTRUCTOR TEMPLATES AND TRAINING MATERIALS IN ACADIS

Scroll down your homepage and look for the “Training” header.
Within this section you’ll find the class you registered for with Instructor Materials.



ACADEMY CONTACTS

INDIANA FIRE & PUBLIC SAFETY ACADEMY

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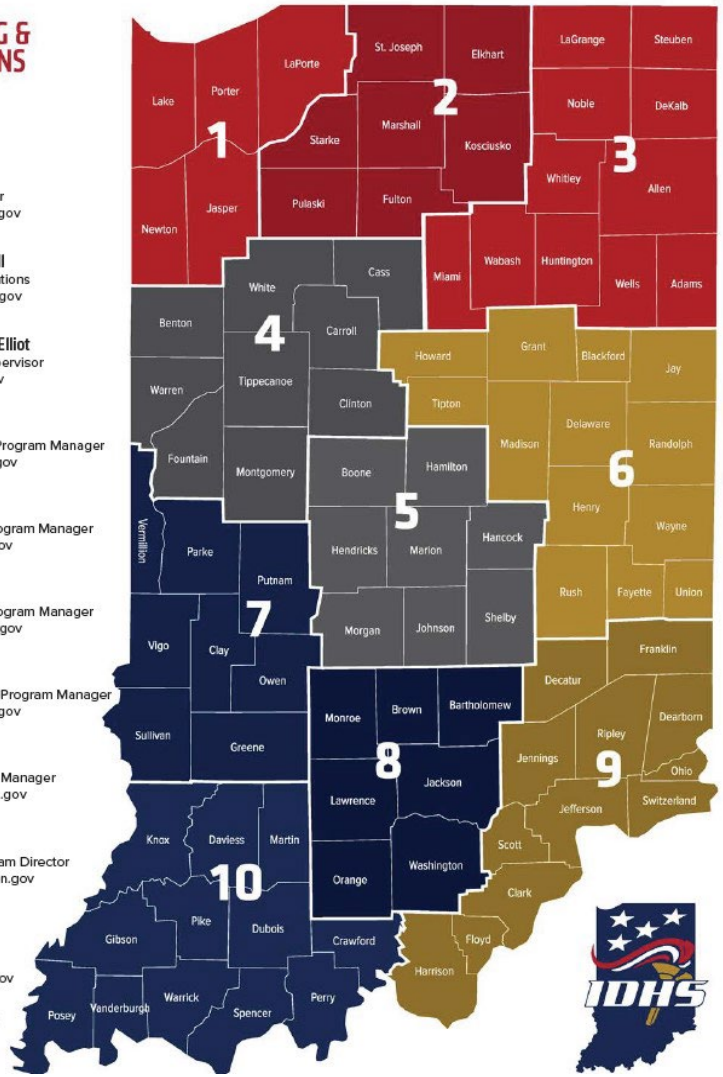
After-Hours Help
317-519-8976



ACADEMY WEBPAGE

ANY QUESTIONS