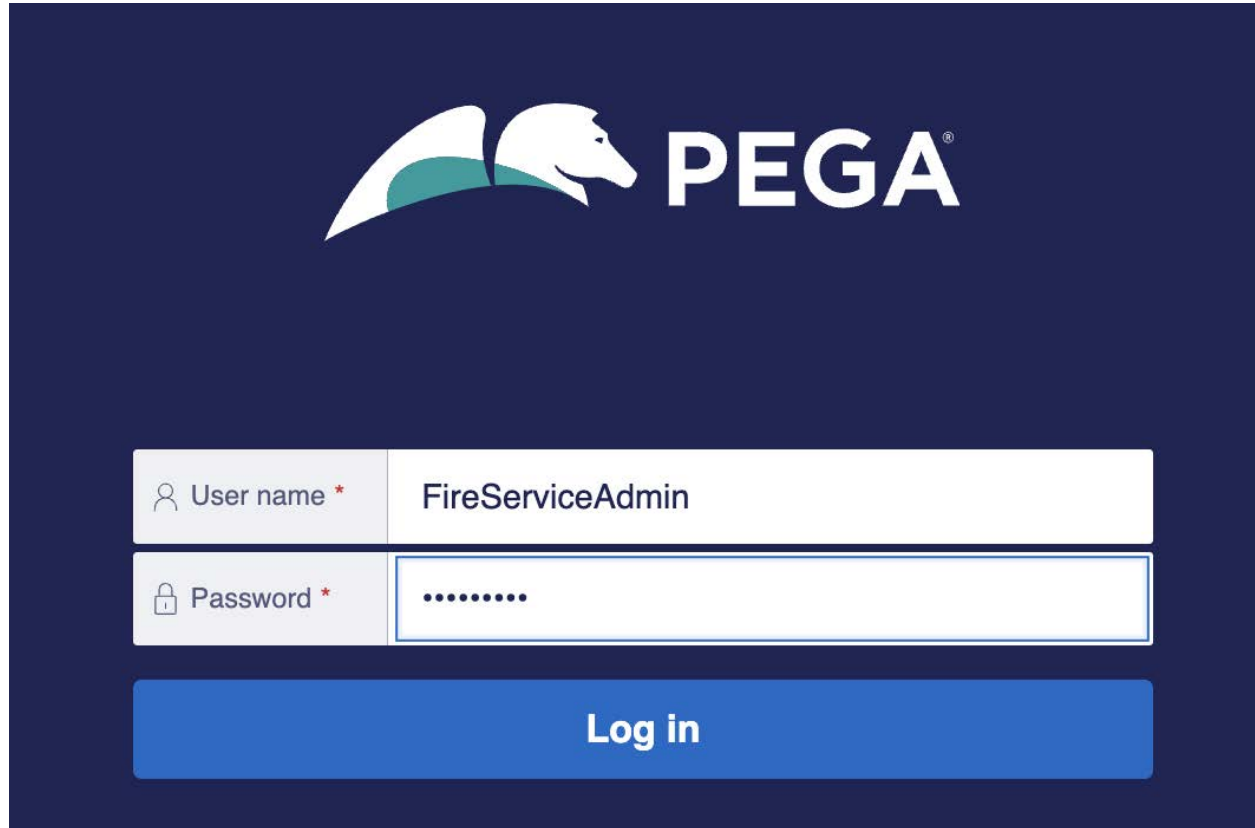


Rosters and Grades Training Guide

1. Login as... e.g. Agency Admin, Fire Services Admin, Instructor etc.



The image shows the Pega login interface. At the top is the Pega logo, which consists of a stylized white horse head with a green and white wing-like shape behind it, followed by the word "PEGA" in white capital letters. Below the logo are two input fields. The first field is labeled "User name" with a red asterisk and contains the text "FireServiceAdmin". The second field is labeled "Password" with a red asterisk and contains a series of dots. Below these fields is a large blue button with the text "Log in" in white. A red arrow points to the left of the password field.

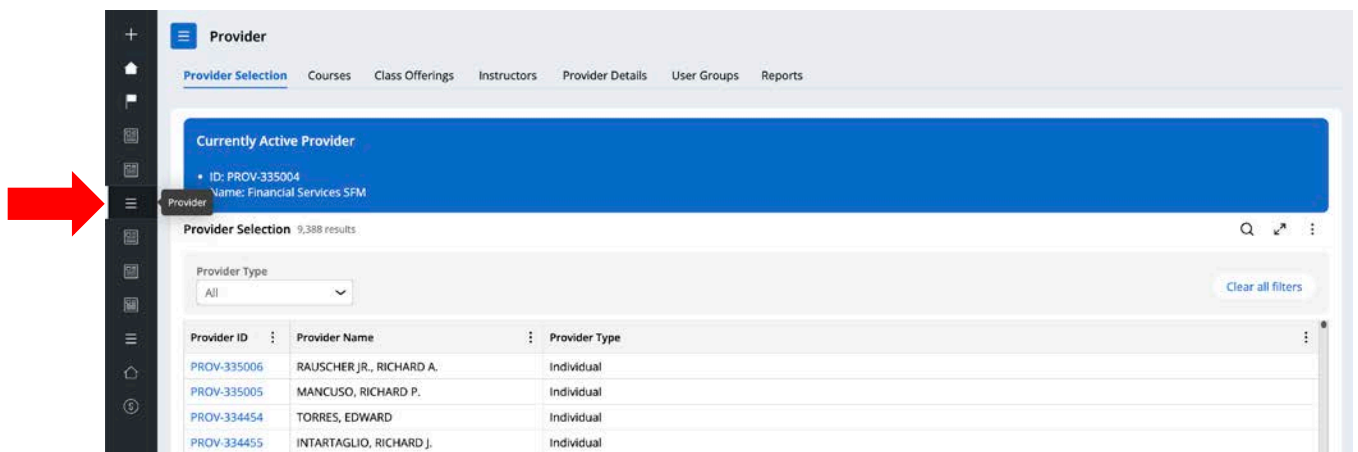
PEGA

User name * FireServiceAdmin

Password *

Log in

2. On the left-hand menu, you select "Provider".



The image shows the Pega "Provider" selection screen. On the left is a dark vertical sidebar with a menu. A red arrow points to the "Provider" option in the menu. The main content area has a header "Provider" with a sub-header "Provider Selection". Below this is a blue box labeled "Currently Active Provider" with the text "ID: PROV-335004" and "Name: Financial Services SFM". Below the blue box is a section titled "Provider Selection" with "9,388 results". There is a "Provider Type" dropdown menu set to "All" and a "Clear all filters" button. Below this is a table with three columns: "Provider ID", "Provider Name", and "Provider Type".

Provider

Provider Selection

Currently Active Provider

ID: PROV-335004
Name: Financial Services SFM

Provider Selection 9,388 results

Provider Type
All

Clear all filters

Provider ID	Provider Name	Provider Type
PROV-335006	RAUSCHER JR., RICHARD A.	Individual
PROV-335005	MANCUSO, RICHARD P.	Individual
PROV-334454	TORRES, EDWARD	Individual
PROV-334455	INTARTAGLIO, RICHARD J.	Individual

3. The system will then open a page to select a provider, for internal users their default provider will be Financial Services SFM.

Provider

Provider Selection **Courses** Class Offerings Instructors Provider Details User Groups Reports

Currently Active Provider

- ID: PROV-335004
- Name: Financial Services SFM

[* Create New Course](#)

Courses 3,848 results [Bulk actions](#) [Search](#) [Export](#) [Clear all filters](#)

Application Status: All

Application ID	Course ID	Course Name	Application Status	Start Date	End Date
<input type="checkbox"/> C-471847	FSFC-32846	009 RESCUE	RESOLVED-EXPIRED	July 22, 2003	---
<input type="checkbox"/> C-472526	FSFC-32742	101-BASIC FIREFIGHTING PROCEDURES-16 HRS	RESOLVED-EXPIRED	July 22, 2003	---
<input type="checkbox"/> C-473389	FSFC-32742	101-BASIC FIREFIGHTING PROCEDURES-40 HRS	RESOLVED-EXPIRED	July 22, 2003	---
<input type="checkbox"/> C-473390	FSFC-32742	101-BASIC FIREFIGHTING TRAINING-24 HOURS	RESOLVED-EXPIRED	July 22, 2003	---
<input type="checkbox"/> C-473395	FSFC-32747	102 - FIRE DEPARTMENT OPERATIONS-16 HRS.	RESOLVED-EXPIRED	July 22, 2003	---
<input type="checkbox"/> C-472539	FSFC-32748	102 - FIRE DEPARTMENT PUMPER OPERATIONS	RESOLVED-EXPIRED	July 22, 2003	---

4. To add a rosters and grades to a class offering select the class offering tab.

Provider

Provider Selection **Courses** **Class Offerings** Instructors Provider Details User Groups Reports

Currently Active Provider

- ID: PROV-335004
- Name: Financial Services SFM

[* Create New Course](#)

Courses 3,848 results [Bulk actions](#) [Search](#) [Export](#) [Clear all filters](#)

Application Status: All

Application ID	Course ID	Course Name	Application Status	Start Date	End Date
<input type="checkbox"/> C-471847	FSFC-32846	009 RESCUE	RESOLVED-EXPIRED	July 22, 2003	---
<input type="checkbox"/> C-472526	FSFC-32742	101-BASIC FIREFIGHTING PROCEDURES-16 HRS	RESOLVED-EXPIRED	July 22, 2003	---
<input type="checkbox"/> C-473389	FSFC-32742	101-BASIC FIREFIGHTING PROCEDURES-40 HRS	RESOLVED-EXPIRED	July 22, 2003	---
<input type="checkbox"/> C-473390	FSFC-32742	101-BASIC FIREFIGHTING TRAINING-24 HOURS	RESOLVED-EXPIRED	July 22, 2003	---
<input type="checkbox"/> C-473395	FSFC-32747	102 - FIRE DEPARTMENT OPERATIONS-16 HRS.	RESOLVED-EXPIRED	July 22, 2003	---
<input type="checkbox"/> C-472539	FSFC-32748	102 - FIRE DEPARTMENT PUMPER OPERATIONS	RESOLVED-EXPIRED	July 22, 2003	---

5. When you select to “Class Offerings” you will see the list of class offerings for SFM.

Provider

Provider Selection Courses **Class Offerings** Instructors Provider Details User Groups Reports

Currently Active Provider

- ID: PROV-335004
- Name: Financial Services SFM

Create New Class Offering

Class Offering Overview 79,633 results

Class Offering ID	Status 1*	Course ID	Course Name	Start Date	End Date	Lead Instructor
CO-1828508	RESOLVED-EXPIRED	ATPC-37092	FIREFIGHTER PART I AND PART II	May 12, 2025	August 13, 2025	MARK SICILIANO
CO-1826646	PENDING-ACTIVATION	RN-33223	FLUSAR OPERATIONS LEVEL ROPE RESCUE	August 12, 2025	August 15, 2025	RAFAEL TORRES
CO-1826645	RESOLVED-EXPIRED	ATPC-36781	FL - 130 / 190 / 180 BASIC WILDLAND FIREFIGHTING	May 16, 2025	May 16, 2025	DAVID HAMEL
CO-1827587	RESOLVED-EXPIRED	ATPC-37092	FIREFIGHTER PART I AND PART II	September 2, 2025	December 11, 2025	MARK SICILIANO
CO-1827586	RESOLVED-EXPIRED	ATPC-37092	FIREFIGHTER PART I AND PART II	June 23, 2025	November 20, 2025	MARK DAVIS
CO-1826644	PENDING-ACTIVATION	ATPC-32635, BFST-32635, FFP-32635	FIRE SERVICE HYDRAULICS	October 13, 2025	October 17, 2025	JERRY DONALDSON
CO-1826643	PENDING-ACTIVATION	ATPC-32643, BFST-32644, FFP-32644	COMPANY OFFICER	July 14, 2025	July 18, 2025	TODD ALT
CO-1827585	PENDING-ACTIVATION	ATPC-32659, BFST-32660, FFP-32660	PRIVATE FIRE PROTECTION SYSTEMS II	November 1, 2025	November 30, 2025	ROB PEDREIRA
CO-1827584	RESOLVED-EXPIRED	ATPC-32635, BFST-32635, FFP-32635	FIRE SERVICE HYDRAULICS	May 5, 2025	May 9, 2025	STEVEN NEGEDLY
CO-1827581	PENDING-ACTIVATION	ATPC-32659, BFST-32660, FFP-32660	PRIVATE FIRE PROTECTION SYSTEMS II	October 1, 2025	October 31, 2025	ROB PEDREIRA
CO-1827583	PENDING-ACTIVATION	ATPC-32659, BFST-32660, FFP-32660	PRIVATE FIRE PROTECTION SYSTEMS II	June 1, 2025	June 30, 2025	ROB PEDREIRA
CO-1827582	PENDING-ACTIVATION	ATPC-32659, BFST-32660, FFP-32660	PRIVATE FIRE PROTECTION SYSTEMS II	August 1, 2025	August 31, 2025	ROB PEDREIRA
CO-1826642	PENDING-ACTIVATION	RN-33226	FLUSAR TECHNICIAN LEVEL FOR VEHICLE & MACHINERY	September 22, 2025	September 26, 2025	JOHN CURRY
CO-1826641	PENDING-ACTIVATION	ATPC-32659, BFST-32660, FFP-32660	PRIVATE FIRE PROTECTION SYSTEMS II	December 1, 2025	December 31, 2025	ROB PEDREIRA
CO-1828507	PENDING-ACTIVATION	ATPC-32659, BFST-32660, FFP-32660	PRIVATE FIRE PROTECTION SYSTEMS II	September 1, 2025	September 30, 2025	ROB PEDREIRA
CO-1828506	RESOLVED-EXPIRED	RN-33226	FLUSAR TECHNICIAN LEVEL FOR VEHICLE & MACHINERY	May 6, 2025	May 9, 2025	HERBERT TYLER
CO-1828505	OPEN-ACTIVE	ATPC-32659, BFST-32660, FFP-32660	PRIVATE FIRE PROTECTION SYSTEMS II	May 1, 2025	May 31, 2025	ROB PEDREIRA

6. Select the course from the list which you would like to upload rosters and grades for. As an internal user, you will have the ability to enter rosters and grades even for classes that are expired, external users will not have that ability.

Provider

Provider Selection Courses **Class Offerings** Instructors Provider Details User Groups Reports

Currently Active Provider

- ID: PROV-335004
- Name: Financial Services SFM

Create New Class Offering

Class Offering Overview 79,633 results

Class Offering ID	Status 1*	Course ID	Course Name	Start Date	End Date	Lead Instructor
CO-1828508	RESOLVED-EXPIRED	ATPC-37092	FIREFIGHTER PART I AND PART II	May 12, 2025	August 13, 2025	MARK SICILIANO
CO-1826646	PENDING-ACTIVATION	RN-33223	FLUSAR OPERATIONS LEVEL ROPE RESCUE	August 12, 2025	August 15, 2025	RAFAEL TORRES
CO-1826645	RESOLVED-EXPIRED	ATPC-36781	FL - 130 / 190 / 180 BASIC WILDLAND FIREFIGHTING	May 16, 2025	May 16, 2025	DAVID HAMEL
CO-1827587	RESOLVED-EXPIRED	ATPC-37092	FIREFIGHTER PART I AND PART II	September 2, 2025	December 11, 2025	MARK SICILIANO
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CO-1826644	PENDING-ACTIVATION	ATPC-32635, BFST-32635, FFP-32635	FIRE SERVICE HYDRAULICS	October 13, 2025	October 17, 2025	JERRY DONALDSON
CO-1826643	PENDING-ACTIVATION	ATPC-32643, BFST-32644, FFP-32644	COMPANY OFFICER	July 14, 2025	July 18, 2025	TODD ALT
CO-1827585	PENDING-ACTIVATION	ATPC-32659, BFST-32660, FFP-32660	PRIVATE FIRE PROTECTION SYSTEMS II	November 1, 2025	November 30, 2025	ROB PEDREIRA
CO-1827584	RESOLVED-EXPIRED	ATPC-32635, BFST-32635, FFP-32635	FIRE SERVICE HYDRAULICS	May 5, 2025	May 9, 2025	STEVEN NEGEDLY
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CO-1828506	RESOLVED-EXPIRED	RN-33226	FLUSAR TECHNICIAN LEVEL FOR VEHICLE & MACHINERY	May 6, 2025	May 9, 2025	HERBERT TYLER
CO-1828505	OPEN-ACTIVE	ATPC-32659, BFST-32660, FFP-32660	PRIVATE FIRE PROTECTION SYSTEMS II	May 1, 2025	May 31, 2025	ROB PEDREIRA

7. For the Class offering you have selected it will open a view of the class offering.

Create New Class Offering

CD-1828505

Urgency

10

Work Status

OPEN ACTIVE

Created

Rushabh Shah 17 hours ago

Updated

System 17 hours ago

Details

Pulse

History

Class Enrollment list

Initialization

Create

Review

Active

Expired

Migrated

Assignments

Details

PRIVATE FIRE PROTECTION SYSTEMS II

Course Name

PRIVATE FIRE PROTECTION SYSTEMS II

Course Description

THIS COURSE IS AN IN DEPTH DISCUSSION OF PRE-ENGINEERED AND PORTABLE SYSTEMS, EXTINGUISHING AGENTS, INSPECTION PROCEDURES FOR CODE COMPLIANCE AND ENFORCEMENT AND ALARM SYSTEMS.

Start Date

July 22, 2003

End Date

May 15, 2035

Course IDs

ATPC-32659, BPST-32660, FFP-32660

Number of Seats

30

TEXTBOOK SELECTION IS BEING REVIEWED!

Event Type

Classroom/Facilitated Class

Audience Type

Fire Fighters

Lead Instructor

Class Dates

Start Date

May 1, 2025

End Date

May 31, 2025

Shift friendly?

No

Class Schedule

7 results

Day of the Week	Start Time	End Time
Sunday	00:00	23:59
Monday	00:00	23:59
Tuesday	00:00	23:59
Wednesday	00:00	23:59
Thursday	00:00	23:59

- To Upload the rosters and grades, select the vertical ellipses, and then Class Roster / Grades

Create New Class Offering
CO-1828505

Urgency
10

Work Status
OPEN-ACTIVE

Created
Rushabh Shah 17 hours ago

Updated
System 17 hours ago

Details

Pulse

History

Class Enrollment list

Follow

Edit details

Change stage

Class Roster / Grades

PRIVATE FIRE PROTEC

Course Name
PRIVATE FIRE PRC

Course Description
THIS COURSE IS AN IN
ENGINEERED AND PO
AGENTS, INSPECTION
AND ENFORCEMENT /

TEXTBOOK SELECTION

Event Type

Audience Type

Lead Instructor

9. The system will open a modal window that gives you two different way to upload rosters and grades.

Class Roster / Grades



[Download Roster Template](#)

Roster Upload

Drop or choose a file



Roster 0 results



FireTRAQ ID	First Name	Last Name	Score	Grade	Date Earned	Student
No records found.						

[Cancel](#)

[Submit](#)

10. Student can be uploaded using an excel template, by selecting Download Roster Template.

Class Roster / Grades



[Download Roster Template](#)



Roster Upload

Drop or choose a file



Roster 0 results



FireTRAQ ID	First Name	Last Name	Score	Grade	Date Earned	Student
No records found.						

[Cancel](#)

[Submit](#)

11. Once you have selected to download the template you can access it via your computers downloads.

12. Once you open an excel file you will see the information required.

FireTRAQ ID	First Name	Last Name	Score	Grade	Date Earned	Comment

13. You then enter the student information into the excel sheet.

FireTRAQ ID	First Name	Last Name	Score	Grade	Date Earned	Comment
100000	Weston	Howe	90	Pass	5/1/25	
200001	Meriadoc	Brandybuck	50	Fail	5/1/25	


14. To upload the file select the paperclip or drag the file with the rosters and grades.

Class Roster / Grades

Download Roster Template

Roster Upload

Drop or choose a file



Roster 0 results

Q

+

↗

⋮

FireTRAQ ID ⋮	First Name ⋮	Last Name ⋮	Score ⋮	Grade ⋮	Date Earned ⋮	<div> <div>Add</div> <div>ment ⋮</div> </div>
<div> <div>⋮</div> <div>+</div> </div> <div>No records found.</div>						

Cancel

Submit

15. To complete the upload you will use your systems documents to complete the attachment. And then to update the class roster list select “Click to refresh”. That will populate the roster below.

Class Roster / Grades



[Download Roster Template](#)

Roster Upload



CO-1828505_roster.xlsx



Roster 2 results



New records have been added. [Click to refresh.](#)



FireTRAQ ID	First Name	Last Name	Score	Grade	Date Earned	Comment	
100000	Weston	Howe	90	Pass	May 1, 2025	--	
200001	Meriadoc	Brandybuck	50	Fail	May 1, 2025	--	

[Cancel](#)

[Submit](#)

16. To complete the roster update select submit on the bottom right of the modal window.

Class Roster / Grades



[Download Roster Template](#)

Roster Upload



CO-1828505_roster.xlsx



Roster 2 results



New records have been added. [Click to refresh.](#)



FireTRAQ ID	First Name	Last Name	Score	Grade	Date Earned	Comment	
100000	Weston	Howe	90	Pass	May 1, 2025	--	
200001	Meriadoc	Brandybuck	50	Fail	May 1, 2025	--	

[Cancel](#)

[Submit](#)

17. You can also add students one at a time via the “+” icon

Class Roster / Grades



[Download Roster Template](#)

Roster Upload



CO-1828505_roster.xlsx



Roster 2 results



New records have been added. [Click to refresh.](#)



FireTRAQ ID	First Name	Last Name	Score	Grade	Date Earned	Comment	
100000	Weston	Howe	90	Pass	May 1, 2025	--	
200001	Meriadoc	Brandybuck	50	Fail	May 1, 2025	--	

[Cancel](#)

[Submit](#)

18. Once you select the + icon it will open a new modal to enter the student information.

Add Record



FireTRAQ ID *

Score

Grade

Date Earned



Comment

[Cancel](#)

[Submit](#)

19. You then enter the Student ID and the grade information. To complete the transaction you hit submit.

Add Record



FireTRAQ ID *

300005

Score

75

Grade

Pass



Date Earned

05/31/2025



Comment

Cancel

Submit



20. The Information will then populate in the class list, and you hit submit to confirm the submission.

Class Roster / Grades



Download Roster Template

Roster Upload

 CO-1828505_roster.xlsx

⋮

Roster 3 results

🔍 + ↕ ⋮

FireTRAQ ID ⋮	First Name ⋮	Last Name ⋮	Score ⋮	Grade ⋮	Date Earned ⋮	Comment ⋮	
100000	Weston	Howe	90	Pass	May 1, 2025	--	⋮
200001	Meriadoc	Brandybuck	50	Fail	May 1, 2025	--	⋮
300005	Frodo	Baggins	75	Pass	May 31, 2025	--	⋮

Cancel

Submit