

New BFS/OFFT Information Management System Online

State Fire Marshal Ron Farr is pleased to announce that the Bureau of Fire Services/Office of Fire Fighter Training Online Information Management System (IMS) is now up and running. The program can be accessed by going to the BFS/OFFT website at: www.michigan.gov/bfs and then clicking on the left-hand side "Office of Fire Fighter Training." Near the top of that page you will find a listing "BFS/OFFT Information Management System". When you click on this, you will be in the new IMS system.

There is a PowerPoint tutorial that can be viewed by clicking on the **big blue question mark** that is found on the first screen of the IMS program. **The OFFT strongly recommends that you take the time to watch the tutorial in its entirety prior to entering into the main program.** This is a very sophisticated program that will be an incredible resource for you; however, it can also create frustration if you bypass the tutorial.

This new program will allow you to obtain information that was not previously available to you. The goal of the new IMS is to make it easier to update personal information, enter courses, obtain immediate confirmation of course entries, print lost or non-issued certificates and many other functions. Keeping personal information current including an active e-mail address is critical since future communication with our office will be done electronically. Instructors are required to have an active e-mail on file or their instructor status will be suspended.

All fire service personnel are asked to sign on to the new system and obtain a personal identification number (PIN). Security of personal information is now as high as possible. Social Security Numbers will no longer be used, with the exception of your first time login to the system. Once you enter it in for the first time, you will be asked to change your password (SSN) to a different type of password. Note that the SSN will still be required when submitting the Instructor Activity & Payment form (BFS-250) if the State of Michigan is going to pay an individual. This is required by the Department of Management and Budget.

Below are just a few items that will be available to the fire service. Please keep in mind that access is tiered based on your fire classification (fire fighter, training officer, fire chief, instructor, etc.). Not all information will be available to everyone due to security precautions.

Firefighters and above will be able to:

1. Print lost or non-issued training certificates that they've earned.
2. Print your own training report.
3. Update and print your personal profile.
4. Submit a training application for any course.

Certified Instructors will be able to:

1. Submit the Instructor Activity & Payment form (BFS-250) electronically.
2. Print out a Student Roster for the first class due to new pre-registration for all courses. This will help the course manager/instructor to plan materials and classroom size before the first student steps into the classroom!
3. Apply online for ANY OFFT course. When you finish the application, it will immediately be sent online to the OFFT. Once it is approved, the course approval notification and course number will be e-mailed back to you.
4. Make course updates.
5. Submit an exam request.
6. Check on probationary instructor evaluations that took place within their course.
7. View information pertaining to CTC's, RTC's and numerous other types of reports.

Fire Chiefs will be able to:

1. Submit Training Applications for any department member.
2. Review/add/delete/edit department member information in training report.
3. Print out their fire department training report.

4. Access numerous additional reports.

The new IMS system has all OFFT forms available to be filled out and submitted electronically. Mailing forms to the Region Supervisor will no longer be necessary if done online.

There will be an extended break-in period for this new system. Our first priority is to get all fire service personnel to sign in, obtain their password, and update their personal information. Second, we want the fire chief to update his or her department's membership. Training record adjustments will be a low priority, but the OFFT will be responsible to make these changes. If there is something in your training record that you would like corrected, please send an e-mail to gilping@michigan.gov detailing the changes that need to be made. Be sure to give your full name and department with the e-mail. The OFFT staff will make the changes when time permits.

The Bureau of Fire Services/Office of Fire Fighter Training is excited about this new information management system. With the expected influx of queries on the new system, we ask that if you have any problems that you review the tutorial for direction.