Instructor Portal
User Guide

EDUCATION TRAINING CONSULTING

183 Leader Heights Road | PO Box 2726 | York, PA 17405 | 717.741.0911 | 800.233.1957
glatfelters.com | vfis.com

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GET HELP

For questions related to the steps outlined in this user guide, please contact:
VFIS Education, Training & Consulting at csapps@vfis.com.

THE ORGANIZATION ADMINISTRATOR

As the authorized organization representative, you agree to qualify and provide appropriate supervision of all instructors affiliated with the authorized organization. You agree, as a representative of the authorized organization, to deliver and administer the VFIS training program(s) in accordance with the VFIS Program Administration Training Manual, instructor and participant manuals, applicable laws and regulations; as well as applicable policies and procedures of the authorized organization and/or local authority having jurisdiction.

NOTE* -to get set up as your Organization Administrator, please send a request to csapps@vfis.com and include the following information: organization name, county/state, your name and email address.

REGISTER: SINGLE USER REGISTRATION

1. Access Glatfelter/VFIS University in a web browser from your pc or mobile device at: www.glatfelteru.com or www.vfisu.com. Select the "Login/Register" button and then select "Register"

2. Complete the registration form with all of the required information.

   Are you a Glatfelter/VFIS Client?
   If your organization is insured by Glatfelter or VFIS, select the checkbox. If you are unsure, contact your insurance agent.

   Password
   Please use a minimum of 12 characters, with at least 1 special character, 1 number and 1 lowercase character.

   Select the "Register" button.

REGISTER: SINGLE USER REGISTRATION (continued)

3. Check your email for an automated email from noreply-sso@vfis.com to validate your email address.

   NOTE: This validation email is valid for **5 minutes**. Be sure to check your SPAM folder. If the validation email has expired, return to the login page and select the "Forgot Password?" link to trigger a new validation email.


REGISTER: SETUP AN ORGANIZATION and MASS UPLOAD REGISTRATION

1. Submit a written request on official letterhead and signed by a chief officer to: csapps@vfis.com.

2. The request should include:
   o Name of the designated training officer
   o Email address
   o Name of organization
   o County
   o State

3. VFIS will validate the information and setup your organization within VFIS University.
4. Download the user upload spreadsheet (.csv) template.

5. Complete columns A, B, C, D and F with one row for each new user.

6. Email the completed user upload spreadsheet to: csapps@vfis.com

7. VFIS will contact the training officer to review next steps.
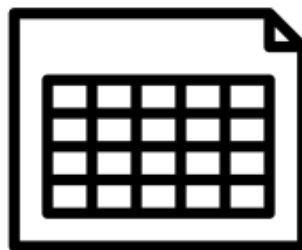
LOGIN AND EDIT PROFILE

1. Access Glatfelter/VFIS University in a web browser at: www.glatfelteru.com or www.vfisu.com and login using your username and password.

2. Select the "Your Profile" button on the homepage dashboard or "Profile" in the left navigation bar.

3. Expand the "User Details" menu by selecting the caret (^) icon.

4. Select "Edit profile."

5. Expand the "Optional" menu by selecting the caret (^) icon.

6. Enter your state EMS license/certification number in the "ID number" field, if applicable.

7. Select the "Update Profile" button.

8. Select the Glatfelter or VFIS University logo at the top left of the screen to return to the homepage dashboard.
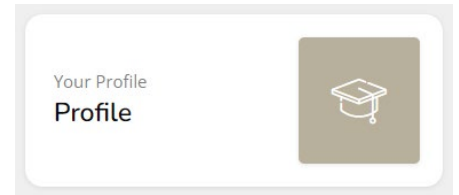
AFFILIATE WITH AN EXISTING DEPARTMENT/ORGANIZATION

All users need to be affiliated with an organization in VFIS University before they can start taking courses.

NOTE: This step applies only to users who registered individually. Users who were registered via mas upload will automatically be affiliated with their organization and do not need to complete this step.

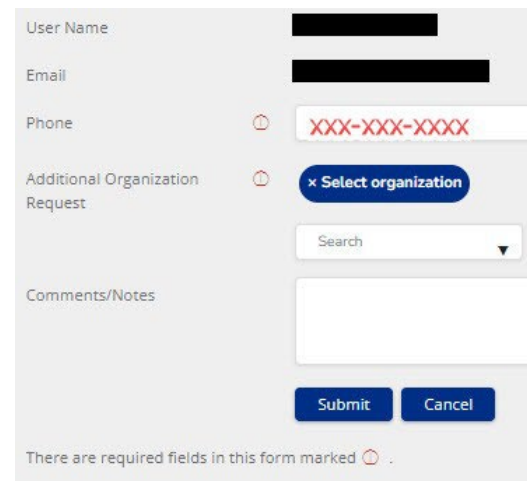1. Select "Affiliation Request" from the left side menu under the VFIS University logo.

2. Select the "Request Affiliation" button.

3. Enter your phone number and choose an organization from the drop-down list.

   NOTE: If your organization does not appear in the list, proceed to the "Setup an Organization" section in this user guide.
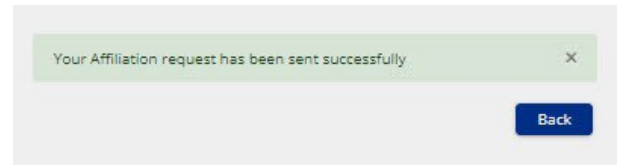
4. Select the "Submit" button.

5. If you are affiliated with multiple departments/ organizations, select the "Request Affiliation" button again to select additional organizations.

AFFILIATE WITH AN EXISTING DEPARTMENT/ORGANIZATION (continued)

6. Select the "Back" button to return to the Dashboard.

> Your Affiliation request has been sent successfully   ×
>
> **Back**

7. If you are affiliated with multiple organizations, toggle between organizations using the dropdown menu at the upper right corner of the Student Dashboard.

> ABC Fire Department (VFIS CRS) -- (VFIS)   ▼

NOTE: The existing training officer must approve your affiliation request before you can enroll in any courses. The training officer will receive an email alerting them to the affiliation request.

If the existing training officer can no longer access their account, please contact VFIS University Account Assistance to be designated as a training officer.
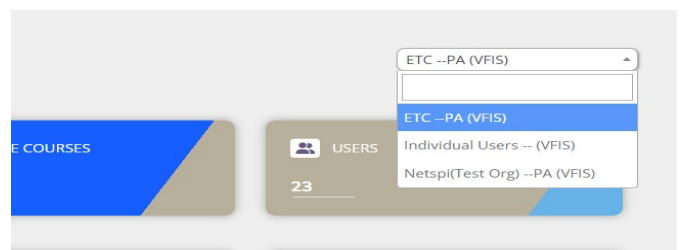

ACCESS AN INSTRUCTOR COURSE

1. Select Student Dashboard.

> Custom Dashboard
> **Student Dashboard**
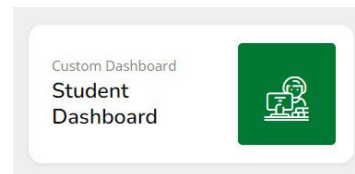
2. Toggle to the appropriate organization, if applicable:

   If you are an existing instructor, toggle to the "VFIS Instructors" organization to complete the curriculum update or annual instructor continuing education.

> ETC --PA (VFIS)   ▲
>
> ETC --PA (VFIS)
> Individual Users -- (VFIS)
> Netspi(Test Org) --PA (VFIS)

   If you are a new instructor, select your organization. (if with multiple organizations).

3. Select "Instructor Classes".

> **Instructor Classes** >
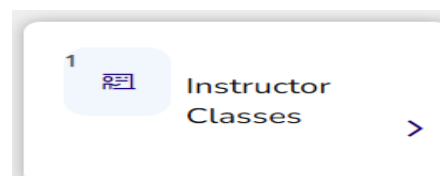
# ACCESS AN INSTRUCTOR COURSE (continued)

4. Select "Access Class" button for the instructor class.

5. Complete the required tasks within the instructor class.
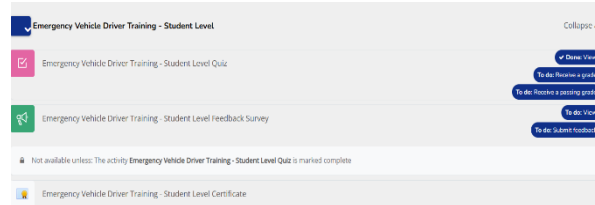
6. Save or print your certificate of completion for your records.
7. Select the VFIS University logo at the top left corner of the screen to return to the homepage.

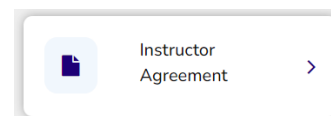# ORGANIZATION APPROVAL

1. Select the "Instructor Dashboard".
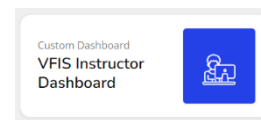

2. Select your organization from the dropdown menu.

   NOTE: If "VFIS Instructors" or "Individual Users" are the only organizations listed, please refer to the "Affiliate with an Existing Department/Organization" section of this guide to affiliate with an organization. Both "VFIS instructors" and "Individual Users" are placeholder organizations and are not actively monitored. You must request affiliation and sign the instructor agreement under the correct organization to proceed.

3. Select the "Instructor Agreement".

4. Review and select the "e-sign" button.
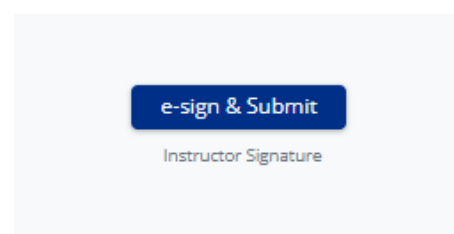
# ORGANIZATION APPROVAL (continued)

5. Once the instructor agreement has been signed by the instructor, your organization administrator must approve your instructor role within the organization to continue.

6. Select the VFIS University logo at the top left corner of the screen to return to the homepage.

NOTE: if an instructor is affiliated with multiple organizations, organization administrator approval must be obtained for each organization.
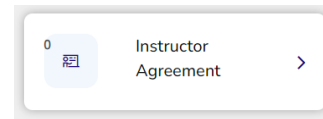

INSTRUCTIONS FOR ORGANIZATION ADMINISTRATOR

NOTE - if you are not set up as your Organization Administrator, please send a request to csapps@vfis.com and include the following information: organization name, county/state, your name and email address.

1. Select the "Org Admin Dashboard".
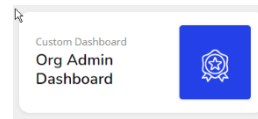
2. Select the "Instructor Agreement".

3. Under the "Action" column of the list, select the checkmark icon to approve the instructor.

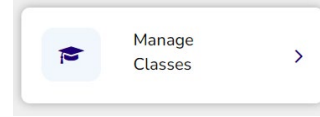| Sr.No.	Firstname	Lastname	Email	Organization	NANDA	Instructor e-sign	e-sign Date	Approve Status	Approver	Approve Date	Action

NOTE: If an organization administrator is also an instructor, self-approval is permitted once the organization has been signed.

CREATE NEW CLASS ROSTER

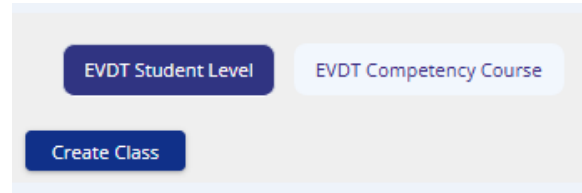1. Select the "Instructor Dashboard".
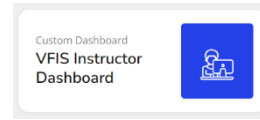
2. Select "Manage Classes".

3. Select the type of roster:

   a. EVDT Student Level is the roster for the classroom instruction component.
   b. EVDT Competency Course is the roster for the competency course component. A competency course roster must be completed for each vehicle utilized to complete the competency course.

4. Select "Create Class" button.
5. Enter class information within the appropriate fields (see table below).
6. Select the "Create Class" button.

Field	Description		Required
Class Name	Enter a unique name for the class such as: "ABC Fire Department - Spring 2025" NOTE: This name will not be printed on the certificate of completion.		Required
Course Template	Select the course template.		Required
Date & Time	Enter the completion date.		Required
Schedule Details	Enter the dates and times of all class sessions.		Recommended
Country	Default selection.		Required
Address			Required
State			Required
County	Enter the location of the training facility.		Required
City			Required
Postal Code			Required
Hours of Instruction	Enter the total hours of classroom instruction, *excluding* hours scheduled for the competency course.		Required for Student Level Rosters
Primary Instructor	System generated with your username.		System Generated
Secondary Instructor	Select other instructors within your organization as secondary instructors.		Recommended
Vehicle Type	Select the vehicle type from the dropdown list. If the vehicle type is not listed, please contact VFIS before proceeding.		Required for Competency Course Rosters
Gross Vehicle Weight	Enter the numeric value of the gross vehicle weight.		Required for Competency Course Rosters

EDIT CLASS ROSTER DETAILS
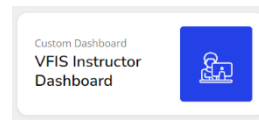
1. Select the "Instructor Dashboard".
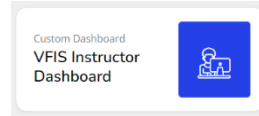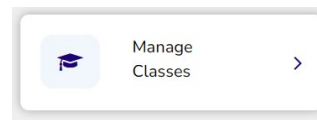

2. Select "Manage Classes".
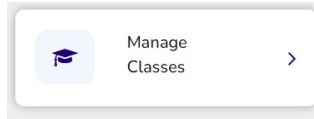
3. Under the "Action" column, select "Edit" for corresponding class.

ENROLL USERS VIA THE ORGANIZATION ROSTER

1. Select the "Instructor Dashboard".

2. Select "Manage Classes".

3. Under the "Action" column, select "Enroll Users" for the corresponding class.

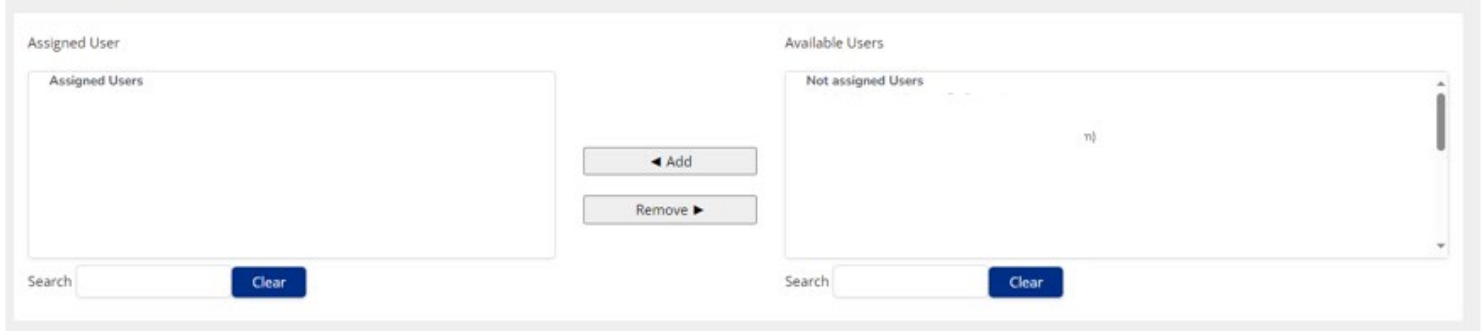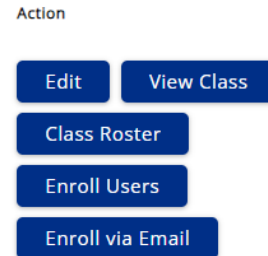4. Search, select and add users from the "Available User" list to the "Assigned User".

5. Select the "Back" button.

NOTE: The available user list is restricted to users within your organization.

ENROLL USERS VIA EMAIL
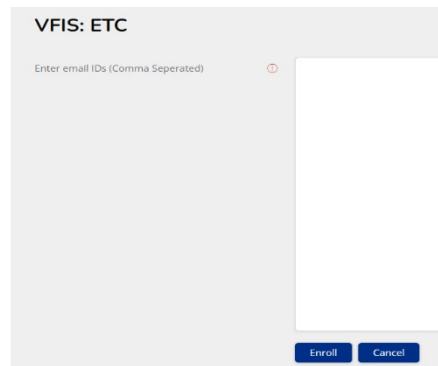
1. Select the "Instructor Dashboard".
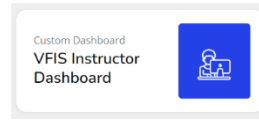
2. Select "Manage Classes".

3. Under the "Action" column, select "Enroll User via Email" for the corresponding class.

ENROLL USERS VIA EMAIL (continued)

4. Enter the valid email address (comma separated associated with the user accounts).

5. Select the "Enroll" button.

6. Select the "Back" button.

NOTE: The email address must be associated with a user account. All students should create a user account before the conclusion of the class.

APPROVE CLASS REQUESTS

1. Select the "Instructor Dashboard".

2. Select "Class Requests".

3. Under the "Action" column, select the checkmark icon to approve a user to be enrolled in the class.
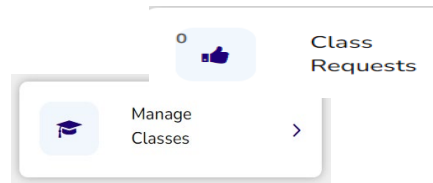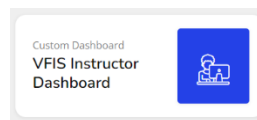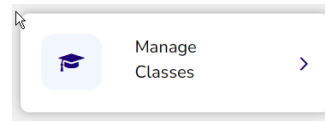
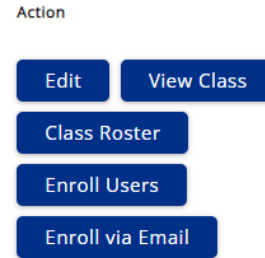| Sr	Name	Email	Organization	Class Name	Request Time	Status	Action
1	Woodrow Sullivan	wsullivan@vfis.com	Mechanicsburg Volunteer FD,ETC	0003	Nov-21-2024	Application Sent	☑ ✖

VIEW the CLASS ROSTER

1. Select the Instructor Dashboard.
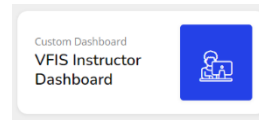
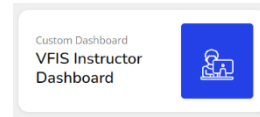2. Select "Manage Classes".

3. Under the "Action" column, select the "Class Roster" for the corresponding class.
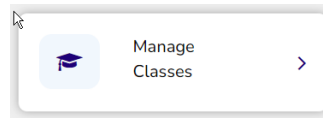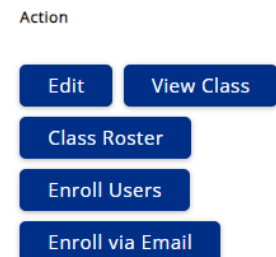
PREVIEW STUDENT CONTENT
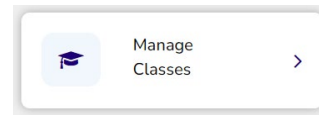
1. Select the "Instructor Dashboard".

2. Select "Manage Classes".

3. Under the "Action" column, select "View Class" for the corresponding class.
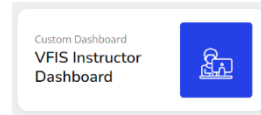
4. This will provide a preview an instructor may show students the required tasks (quiz and feedback survey) to obtain their certificate of completion.
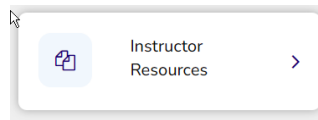
ACCESS INSTRUCTOR RESOURCES

1. Select the "Instructor Dashboard".

2. Select "Instructor Resources".

3. Download the file(s) to a location on your computer.

NOTE: The files contained within the instructor resources should be safeguarded. All VFIS programs, including all VFIS policies, procedures and materials are protected by copyright and confidentiality laws. Refer to Program Administration Manual for additional information.