

This form must be completed, signed by the Fire Chief, and returned to your [Regional Coordinator](#) to request user assignments for the online Department Dashboard for Training Staff and Department Chief/Designees.

Member	Training Staff	Chief/Designee
<p>This role will be assigned according to Department Roster and does not need to be submitted.</p> <ul style="list-style-type: none"> Required to update personal contact information for self Required to complete enrollment process to sign assurances and certifications 	<ul style="list-style-type: none"> Will have all permissions given to Member, plus: Enroll personnel in courses Submit purchase orders and payment information Print training reports, including but not limited to: course rosters, department training, pass/fail (eligibility for certification) information, and Certification certificates 	<ul style="list-style-type: none"> Will have all permissions given to Training Officer, plus: Maintain department roster and submit required documentation (<i>Notice of Employment, Notice of Termination, tag list/ rosters</i>) www.alabamaadministrativecode.state.al.us/docs/fcoll/360-X-1.pdf Receive and respond to administrative messages (<i>8 and 12 month employment letters, requests for information</i>) alisondb.legislature.state.al.us/alison/CodeOfAlabama/1975/Coatoc.htm www.alabamaadministrativecode.state.al.us/docs/fcoll/360-X-1.pdf

Department	County

Chief <small>PRINT</small>	Email	Phone

Please list all individuals that need access to the Department Dashboard, and choose their role. To revoke an individual's user rights, check the last column on the right.

- Username and password are equivalent to legal signature. Login credentials should not be shared.
- Users are responsible for all actions taken via use of their access to the Department Dashboard.

First Name	Middle Name	Last Name	Suffix	Training Staff <small>OR</small> Chief/Designee	REVOKE

LEGAL ACKNOWLEDGMENT

Alabama Fire College educational records are private, including personally-identifiable information found in those records, under the Family Educational Rights and Privacy Act and accompanying regulations. Accordingly, only the Fire College student has full access to his/her educational records, unless a student grants access to his/her Department or others. Should the Department, without permission, come into possession of confidential Alabama Fire College educational records, the Department agrees to return such, not keep any copies, and not use the confidential information.

Chief SIGNATURE _____

Date: _____