



Oriskany Vol. Fire Department

PO Box 217, 708 Utica Street

Oriskany, New York 13424

(315) 736-3221

WWW.Oriskanyfd.com

To: All Active, Associate and FD Auxillary members
From: Chief Jeff Burkhart
Date: January 4, 2023
Re: Annual Mandatory Training

It has come to our attention that the online portal for our annual mandatory training is not functioning. After some research, it was discovered that the vendor has migrated to a new portal. This system is made available to us through our insurance company (thus a re-affirmation of its importance). As such, some members were not transferred, and ALL members need to be reaffiliated to our organization. This document will give you a step by step way to do this. I can not add you into the system, you must REQUEST access, then I can approve you. It is recommended you do this from a computer or tablet, not from your phone.

First step is to goto the website: <https://www.vfis.com/login/index.php>
(You can click on the blue link and it will take you to the page)



This will pop up:
Click on the Blue bar that says
Login/Register. (indicated by
arrow)

You will be sent to the next image



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This screen will pop up. You will have 3 options (yellow boxes to left):

- 1- Login in with existing email and password
- 2- Type in email and click Forgot Password to reset it. (If you don't get password reset in a matter of a minute or 2, use option 3)
- 3- Register a different email you like.

Most people were registered in the old system with the email format as follows:

firstname.lastname@oriskanyfd.com.

Note the "dot" in the middle of the first and last names. This email is most likely just a façade and automatically forwards to the email you have listed with IAR. So if you reset the password for that user email, it will

automatically go to your regular email and has nothing to do with resetting any other passwords. If this is confusing, it is suggested you register a new email that you feel comfortable with. (ie-option 3)

If you do option 1 or 2, skip to page 5

If option 3-

You will click on Register to create a new user. The screen will look like this:

Input your first name, last name and email you want to use.

Click the box "Are you a VFIS Client" more boxes will pop up

YOU MUST CLICK THE CLIENT BOX....



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After you click the box, this shows the rest of the boxes to put in.

Put in all the information.

USE THE ORGANIZATION/Department name as "ORISKANY FD"

If you do not... it will create a new group and you will not be in the same group as everyone else.

Put in a password you will remember and click register.

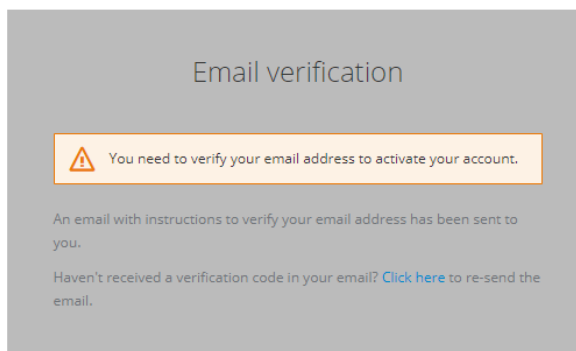
Once registered, it will allow you into the system, but you are not done yet.

Note your Password needs to be 12 characters including 1 special character, 1 number and 1 lower case letter

The registration form contains the following fields and options:

- First name: farfen
- Last name: Noogan
- Email: makebelieve@gmail.com
- Are you a VFIS Client?:
- Phone number: 1232333333
- Organization/Department Name: ORISKANY FIRE DEPARTMENT
- City: your city
- State: state
- County: Oneida
- Password: (Please use a minimum of 12 characters, with at least 1 special character, 1 number and 1 lowercase character)
- Confirm password
- Back to Login link
- Register button

Once you click register, the system will send an email to confirm it's a valid email you have access too. Note the email address as it may get pushed to your spam or junk folder



You will get this image:

Open the email you used and look for a message from VFIS Authentication: (like so)



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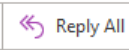
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Verify email



VFIS Authentication System <noreply-ss@vfris.com>
To jsburkhart@oriskanyfd.com



Wed 1/4/2023 4:52 PM

Someone has created a VFISU, ResponderHelp, or Glatfelter account with this email address. If this was you, click the link below to verify your email address

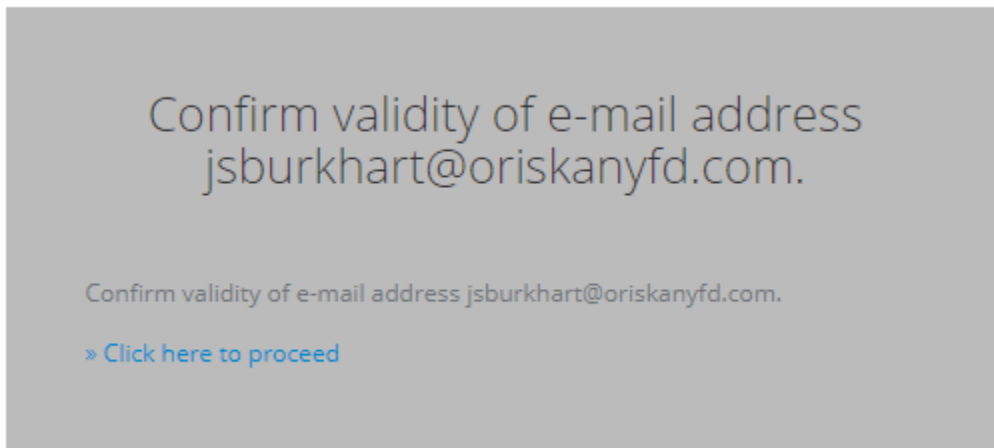
[Link to e-mail address verification](#)

This link will expire within 5 minutes.

If you didn't create this account, just ignore this message.

Click the blue 'link to email address verification.

The following will show up in your browser :



Click on the blue link to proceed.

See Next Page



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PAGE 5.....

All users will now follow the following steps to get in the group with Oriskany FD.

Once into the system, you will see a screen similar to this:

The screenshot shows the OVFS University dashboard. On the left is a navigation menu with items: Start, Affiliation Request, Profile, Grades, Calendar, Private files, Reports, FAQs, Help, Preferences, Switch role to..., and Log out. The main area contains several widgets: 'Communicate Messages', 'Your Profile Profile', 'Preferences Settings', 'Performance Grades', 'Custom Dashboard Student Dashboard', 'Custom Dashboard Course Creator Dashboard', and 'Custom Dashboard Training Officer Dashboard'. Below these are three summary cards: 'Courses In Progress' (0), 'Courses Completed' (0), and 'Badges Earned' (0). At the bottom, there is a search bar and a table with the header 'No courses'. On the right side, there is a calendar for January 2023.

All users MUST request inclusion with our organization. Please click on the top left where it says Affiliation request.

You will get this screen and click here:

The screenshot shows the 'Request Affiliation' form. It has a 'Request Affiliation' button at the top left and a 'Back' button at the top right. Below the buttons is a table with the following columns: Sr No, Name, Email, Phone, Additional Organization Request, and Status. The table is currently empty. At the bottom of the page, there is a copyright notice: '© 2022 VFIS. All Rights Reserved.'

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You will then get this screen: (you will have to put in your phone number)

User Name: jeffrey burkhart

Email: jsburkhart@oriskanyfd.com

Phone: 3152520814

Additional Organization Request: - You must supply a value here. No selection

Search: [Search]

Comments/Notes: [Text Area]

Submit Cancel

There are required fields in this form marked [red circle with exclamation mark].

Where it says search, click in the box and start to type Oriskany FD. It should pop up. When it does, click it. It will then be listed under your phone number. Then click Submit.

You will get this on your screen:

Back

Request Affiliation

Sr No	Name	Email	Phone	Additional Organization Request	Status
1	jeffrey burkhart	jsburkhart@oriskanyfd.com	3152520814	Oriskany FD	Application Sent

When you get to this point, please email or text the chief to complete the affiliation (email chief@oriskanyfd.com or text 315-525-0814). Once affiliated, we will be able to assign your annual training. If you do not do this, we will have no visibility on your training and without a printed certificate, we will have no record of your completion.

Need help, let me know