FORM 10 USAGE INSTRUCTIONS

LOGGING INTO THE SYSTEM
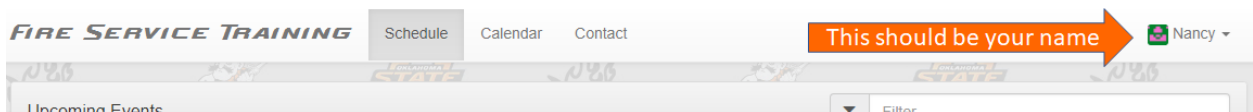
1. Login to MyFST at https://my.osufst.org
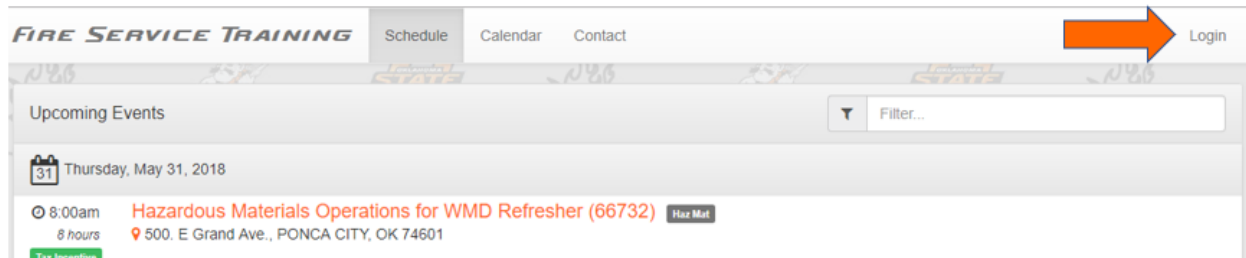
2. Enter your FST email address and password
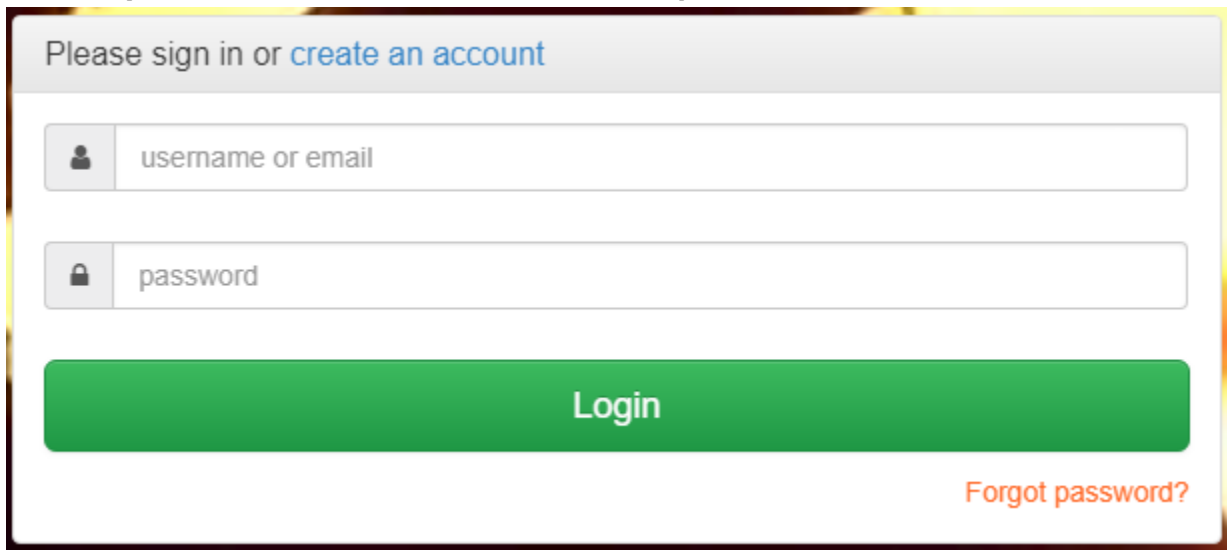
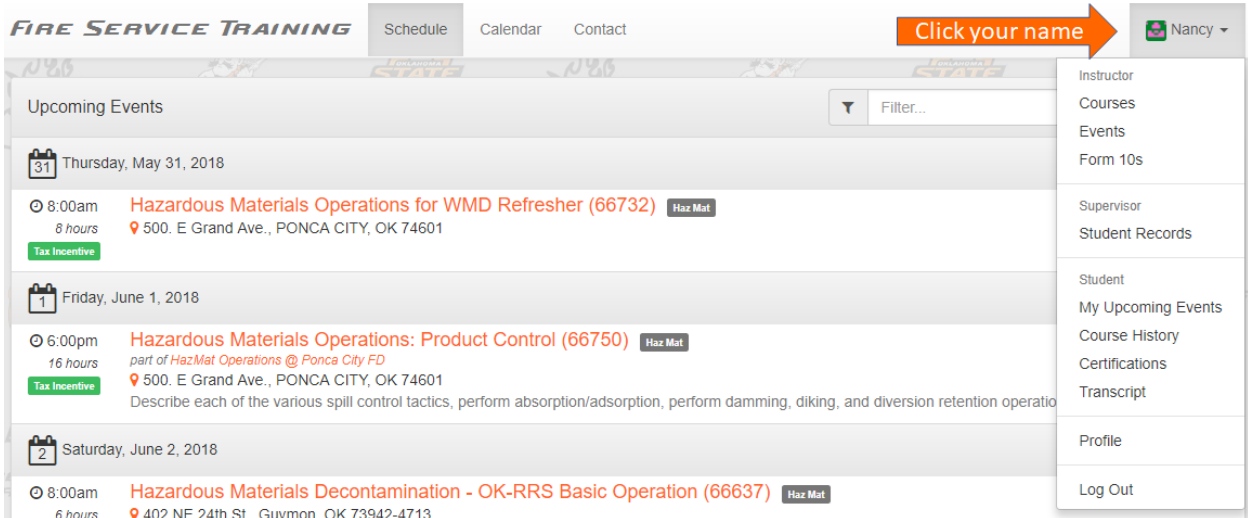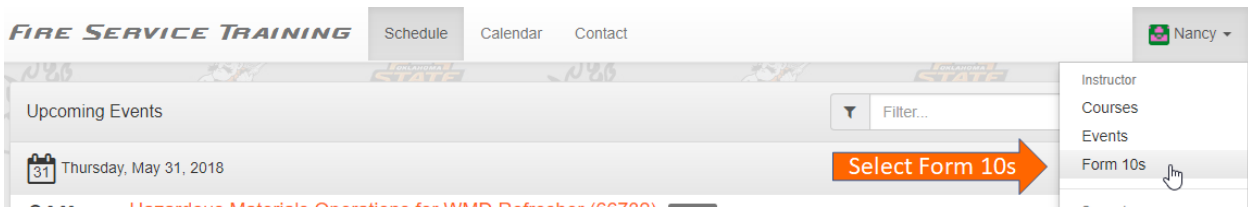
3. Once logged in, you'll see your name in the upper-right

ACCESSING YOUR FORM 10s

1. Click your name to present a drop-down menu
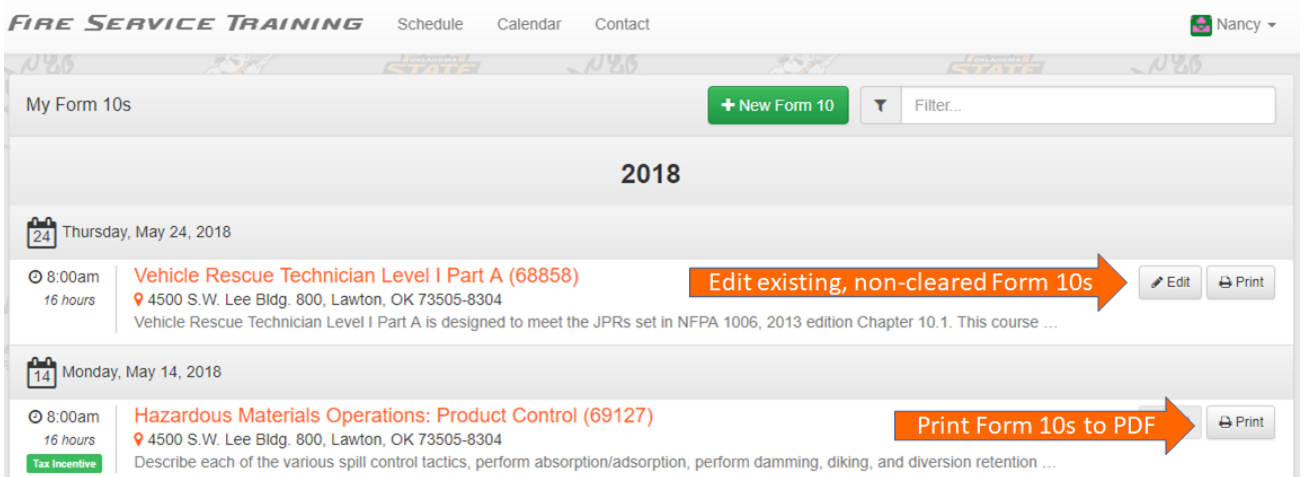
2. Select "Form 10s" from the menu

3. Created Form 10s and taught events will be shown

CREATING A NEW FORM 10

1. Click the "New Form 10" button on the My Form 10s bar
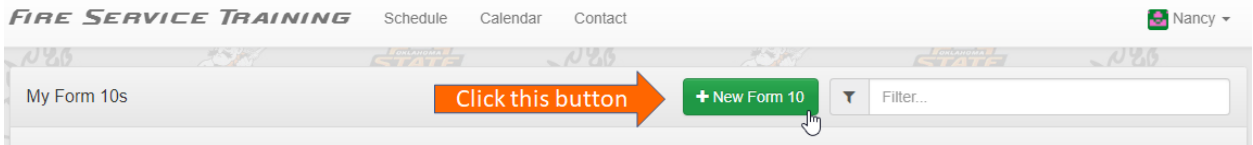
2. Enter all event information (all fields are required)
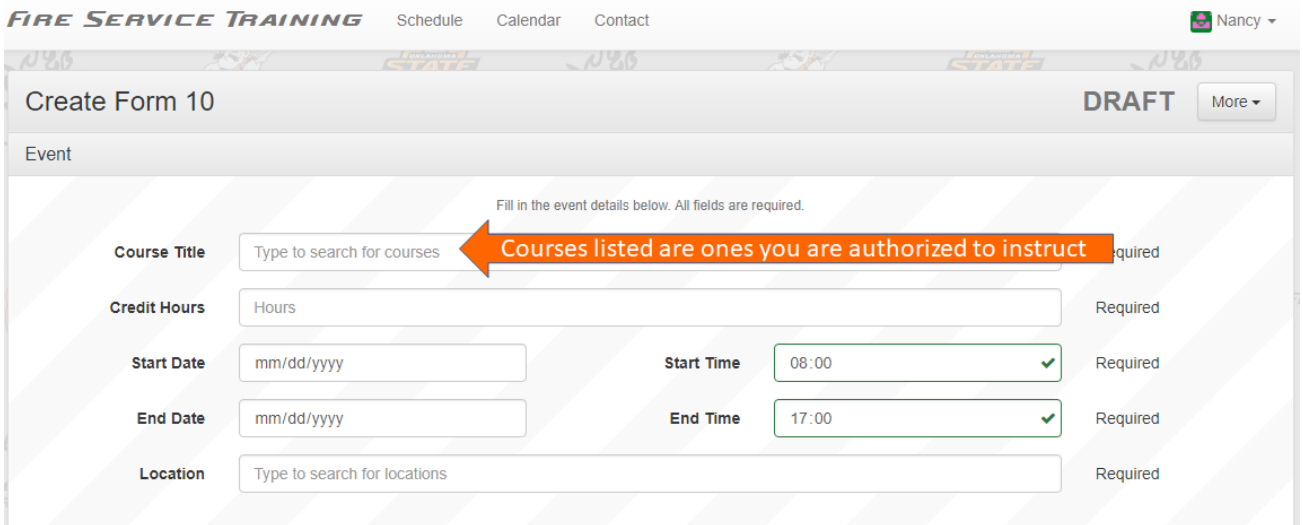
3. Add assisting instructors (if applicable)
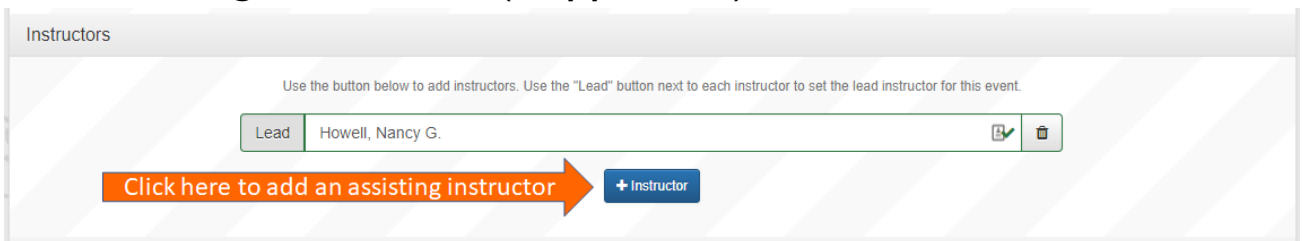
4. Choose how to add event attendees

5. [Add via search] Search for a student in your organization(s)

Add Attendee

Search for a member of your organization

| Search | Smith | Names listed are in your organization(s) |

Collins **Smith**, Valarey
Linde**smith**, Kevin
Phillips-**Smith**, Ashley
Smith, Alicia
Smith, Amanda
Smith, Ashleigh
Smith, Bailey
Smith, Cassandra

First Name
Middle Name
Last Name — Required

6. [Add manually] Enter student info (required fields marked)

Manually enter attendee details

First Name		Required
Middle Name		
Last Name		Required
Suffix		
Birthdate		Required
Email Address		

7. Select student's represented organization and assign credit

Credit | No Credit | Incomplete | Credit Pending Exam | Retest | No Show

Organization	
Grade	CR	NC	INC	CPE	RT	NS
Notes	

Notes required if CR or NS are not chosen

8. Click the "Save" button to add the student to the Form 10

> Click Save to add Form 10 student → **Save** | **Reset** | **Cancel**
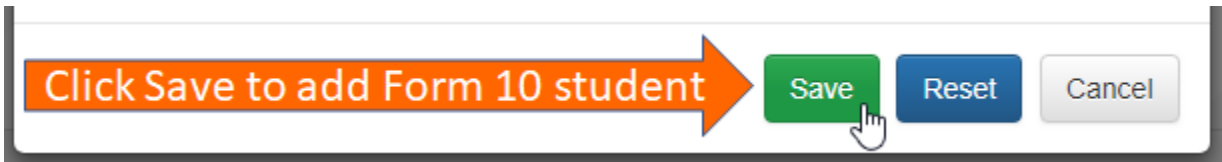
SUBMIT YOUR FORM 10

1. Once your Form 10 is complete, click "Submit" to send

Edit Form 10 — Form 10s are in "Draft" state until submitted → **DRAFT** | More ▾

Event

Fill in the event details below. All fields are required.

Course Title	Basic Fire Fighting Skills: Ropes & Knots ✓
Credit Hours	4 ✓
Start	06/20/1977 ✓	Start Time	08:00 ✓
End	06/22/1977 ✓	End Time	17:00 ✓
Location	Great Plains Technology Center - Lawton ✓

(Changes are automatically saved on a regular basis)

Instructors

Use the button below to add instructors. Use the "Lead" button next to each instructor to set the lead instructor for this event.

| Lead | Howell, Nancy G. | ☑ | 🗑 |

+ Instructor

Attendees

Use the button below to import attendees from an existing Form 10.

⬆ Import

✏	Lewis, Curtis (Mercy Regional EMS - Owasso)	Credit ▾	Notes 💬	🗑
✏	Hill, Kevin R. (Eldorado Fire Department)	Credit ▾	Notes 💬	🗑
✏	Spence, Joey L. (Walters Fire Dept)	Credit ▾	Notes 💬	🗑
✏	Gwoompi, Preston F. (Walters Fire Dept)	No Credit ▾	Notes 💬	🗑

+ Attendee

Print | Last updated a minute ago

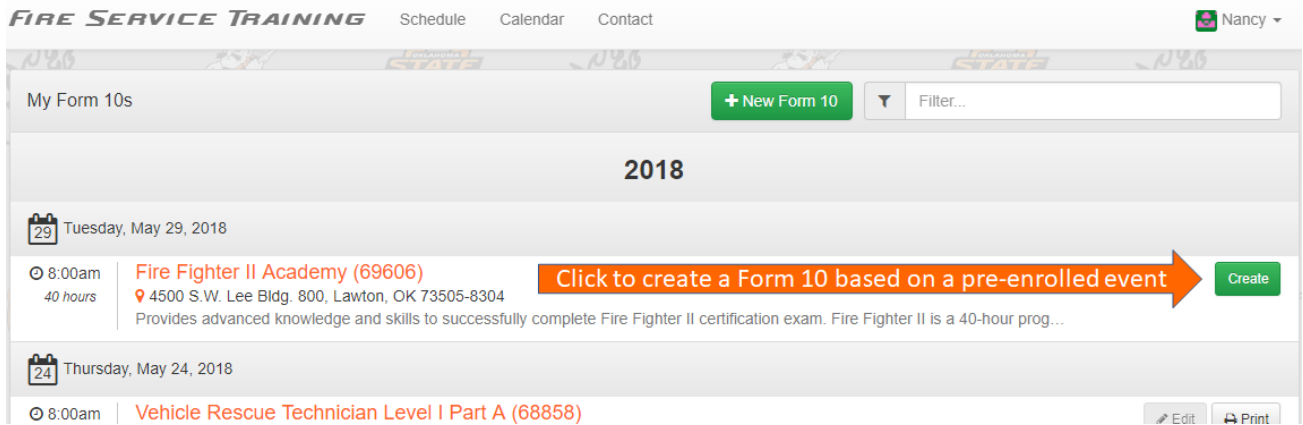Click Save to manually save → **Saved ✓** | **Submit**

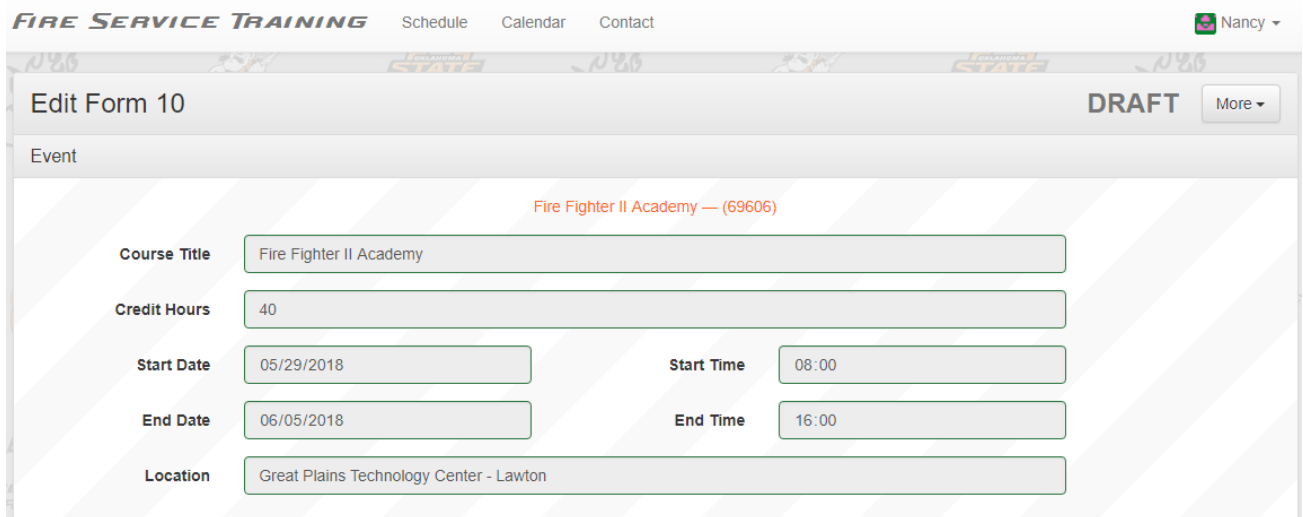*(Click Submit to send to Fire Service Training)*

2. Form 10 can be edited until the underlying event is cleared

CREATING A FORM 10 FROM A PRE-ENROLLED EVENT

1. Instead of clicking "New Form 10", click the "Create" button next to a pre-enrolled event

2. Event information will be locked, and pre-registered students will be listed, but everything else is the same

FORGOT SOMETHING?

If the event supporting your Form 10 has been cleared, but you need to make changes or add/edit students, please contact the office at 405.744.5727 or 800.304.5727.