

# FORM 10 USAGE INSTRUCTIONS

### LOGGING INTO THE SYSTEM

# I. Login to MyFST at <u>https://my.osufst.org</u>



### 2. Enter your FST email address and password

| Plea | se sign in or create an account |
|------|---------------------------------|
| *    | username or email               |
|      | password                        |
|      | Login                           |
|      | Forgot password?                |

3. Once logged in, you'll see your name in the upper-right

| FIRE SER      | RVICE TRAINING | Schedule | Calendar Contact | T    | nis should be your n | ame 🔄 Nancy 🗸 |
|---------------|----------------|----------|------------------|------|----------------------|---------------|
| N20           |                | STATE    | N26              | 2536 | STATE                | N 26          |
| Lincoming Eve | ents           |          |                  |      | Filter               |               |



#### ACCESSING YOUR FORM 10s

### I. Click your name to present a drop-down menu

| Fire Service Training   | Schedule Calendar Contact  |                          | Click your nam               | ne 🗟 Nancy 🗸                     |
|---|--|--------------------------|------------------------------|----------------------------------|
| N26 2011  | N86  |                          | STATIS                       | Instructor                       |
| Upcoming Events   |  | τ                        | Filter                       | Courses                          |
| 11<br>31 Thursday, May 31, 2018   |  |                          |                              | Events<br>Form 10s               |
| 8:00am Hazardous Materials Operation     8 hours 9 500. E Grand Ave., PONCA CITY,   | tions for WMD Refresher (66732) Hax N<br>OK 74601                | fat                      |                              | Supervisor<br>Student Records    |
| Tax Incentive   |  |                          |                              |                                  |
| 1 Friday, June 1, 2018  |  |                          |                              | Student<br>My Upcoming Events    |
| 6:00pm Hazardous Materials Operations @ Ponce City In part of HazMat Operations @ Ponce City In the second se | tions: Product Control (66750) Haz Mat                           |                          |                              | Course History<br>Certifications |
| Tax Incentive 9 500. E Grand Ave., PONCA CITY,<br>Describe each of the various spill co   | OK 74601<br>ontrol tactics, perform absorption/adsorption, perfo | orm damming, diking, and | diversion retention operatio | Transcript                       |
| 2 Saturday, June 2, 2018  |  |                          |                              | Profile                          |
| 8:00am<br>6 hours     9 402 NE 24th St., Guymon, OK 739   | tamination - OK-RRS Basic Operation<br>942-4713                  | (66637) Haz Mat          |                              | Log Out                          |

### 2. Select "Form 10s" from the menu

| FIRE SER                | VICE TRAINING           | Schedule        | Calendar  | Contact    |    |                |                  | 🛃 Nancy 👻 |
|-------------------------|-------------------------|-----------------|-----------|------------|----|----------------|------------------|-----------|
| 126                     |                         | STATE           |           | 126        |    | STATE          | Instructo        | r         |
| Upcoming Even           | ts                      |                 |           |            | T  | Filter         | Course<br>Events | s         |
| 31 Thursday, Ma         | ay 31, 2018             |                 |           |            | Se | elect Form 10s | Form 1           | 0s 🖑      |
| <b>A</b> A A A <b>1</b> | azardava Matariala Onar | stions for \A/A | AD Defree | har (66700 |    |                |                  |           |

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

| FIRE SERVIC   | E TRAINING   | Schedule Calend  | ar Contact  |   |   | 🗟 Nancy 👻   |
|---|--|--|---|---|---|-------------|
| N 26  | 181  | STATE  | N26   | 25 <b>1</b> 4                                   | STATE   | N26         |
| My Form 10s   |  |  |   | + New Form 10                                   | Filter  |             |
|   |  |  | 2018  |   |   |             |
| Thursday, May 24,   | 2018   |  |   |   |   |             |
| <ul> <li>O 8:00am</li> <li>16 hours</li> <li>♥ 4500 S</li> <li>Vehicle F</li> </ul>   | Rescue Technician     W. Lee Bldg. 800, Lawto     Rescue Technician Level I            | n, OK 73505-8304<br>Part A is designed to me                           | eet the JPRs set in NFP/                                | Edit existing, nor<br>A 1006, 2013 edition Chap | n-cleared Form 10s<br>ater 10.1. This course  | Sedit Drint |
| Monday, May 14, 2   | 2018   |  |   |   |   |             |
| <ul> <li>⊘ 8:00am</li> <li>Hazaro</li> <li>9 4500 S</li> <li>Tax Incentive</li> </ul> | <b>Jous Materials Oper</b><br>S.W. Lee Bldg. 800, Lawto<br>e each of the various spill | ations: Product Con<br>n, OK 73505-8304<br>control tactics, perform al | t <mark>trol (69127)</mark><br>psorption/adsorption, pe | rform damming, diking, ar                       | Print Form 10s to I<br>ad diversion retention |             |



#### CREATING A NEW FORM 10

# I. Click the "New Form 10" button on the My Form 10s bar



### 2. Enter all event information (all fields are required)

| FIRE SERVICE   | TRAINING           | Schedule Ca | alendar          | Contact                      |                |                    |           | 🛃 Nancy 👻 |
|----------------|--------------------|-------------|------------------|------------------------------|----------------|--------------------|-----------|-----------|
| N86 3          | 58                 | CTATE       |                  | 126                          | 151            | STATE              | 12        | 6         |
| Create Form 10 |                    |             |                  |                              |                |                    | DRAFT     | More -    |
| Event          |                    |             |                  |                              |                |                    |           |           |
|                |                    | Fil         | I in the event o | details below. All fields ar | e required.    |                    |           |           |
| Course Title   | Type to search for | courses     | Courses          | listed are one               | s you are auth | norized to instrue | ct quired |           |
| Credit Hours   | Hours              |             |                  |                              |                |                    | Required  |           |
| Start Date     | mm/dd/yyyy         |             |                  | Start Time                   | 08:00          | ~                  | Required  |           |
| End Date       | mm/dd/yyyy         |             |                  | End Time                     | 17:00          | ~                  | Required  |           |
| Location       | Type to search for | locations   |                  |                              |                |                    | Required  |           |
|                |                    |             |                  |                              |                |                    |           |           |

# 3. Add assisting instructors (if applicable)

# 4. Choose how to add event attendees

| Attendees                  |  |
|----------------------------|--|
|                            | Use the button below to import attendees from an existing Form 10. |
| Click to import students f | rom previous Form 10s 🔺 Import                                     |
|                            |  |
|                            | Use the button below to add a new attendee.                        |
|                            | + Attendee Click to add an attendee directly                       |
|                            |  |



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

| Event        |           | Add Attendee | ;   |                  |              |       |          |
|--------------|-----------|--------------|---|------------------|--------------|-------|----------|
| Course Title | Type to s |              | Search for a member of your                 | organization     |              |       | Required |
| Credit Hours | Hours     | Search       | Smith Names                                 | isted are in you | r organizati | on(s) | Required |
| Start Date   | mm/dd/    |              | Collins Smith, Valarey<br>Lindesmith, Kevin | 4.4.7.           |              | ~     | Required |
| End Date     | mm/dd/    | First Name   | Phillips-Smith, Ashley<br>Smith, Alicia     | details          | Required     | ~     | Required |
| Location     | Type to s | Middle Name  | Smith, Amanda<br>Smith, Ashleigh            |                  |              |       | Required |
| Instructors  |           | Last Name    | Smith, Bailey<br>Smith, Cassandra           |                  | Required     |       |          |

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

|             |          |           |               | Manually enter attendee details |          |          |
|-------------|----------|-----------|---------------|---------------------------------|----------|----------|
|             | End Date | mm/dd/    | First Name    |                                 | Required | Required |
|             | Location | Type to s | Middle Name   |                                 |          | Required |
| Instructors |          |           | Last Name     |                                 | Required |          |
|             |          | Use t     | Suffix        |                                 |          | vent.    |
|             |          | Lead      | Birthdate     |                                 | Required | Br t     |
|             |          |           | Email Address |                                 |          |          |

### 7. Select student's represented organization and assign credit







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



#### SUBMIT YOUR FORM 10

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

| Event                               |             |  |  |  |   |                  |  |   | -        |                                      |
|-------------------------------------|-------------|--|--|--|---|------------------|--|---|----------|--------------------------------------|
|                                     |             |  | Fill in the  | event details below  | w. All fields are n                                     | equired.         |  |   |          |                                      |
| Course Title                        | Basic F     | ire Fighting Skills:   | Ropes & Knots  |  |   |                  |  |   | ~        |                                      |
| Credit Hours                        | 4           |  |  |  |   |                  |  |   | ~        |                                      |
| Star                                | 06/20/1     | 977  | ~  |  | Start Time  | 08:00            |  |   | -        |                                      |
| oas -                               | 06/22/      | 077  |  |  | End Time  | 17:00            |  |   |          | _                                    |
|                                     | 00/22/1     | 911  |  |  | End Time  | 17:00            |  |   | _        |                                      |
|                                     | Great F     | lains Technology (   | Center - Lawton  |  | _   |                  |  |   | ~        |                                      |
| istructors                          |             |  |  |  |   |                  |  |   |          |                                      |
|                                     |             |  |  |  |   |                  |  |   |          | - L.                                 |
| <b>o</b>                            | Line        | the button below to a  | dd instructors. Llea ti  | he Test haton  | next to each instr                                      | unlos to sail th | he lead instruct                           | or the thus dualent   |          |                                      |
| ona                                 | Use         | the button below to a  | dd instructors. Use ti   | he "Lead" button r   | next to each instr                                      | uctor to set th  | he lead instruct                           | or for this event   | -        |                                      |
| dona                                | Use         | the button below to a Howell, Nancy G  | dd instructors. Use ti   | he "Lead" button r   | next to each instr                                      | ructor to set th | he lead instruct                           | or for this event   |          |                                      |
| ed on a                             | Use<br>Lead | the button below to a<br>Howell, Nancy G   | dd instructors. Use t  | he "Lead" button r   | next to each instr                                      | uctor to set th  | he lead instruct                           | or for this event   | <b>±</b> |                                      |
| aved on a                           | Lead        | the button below to a<br>Howell, Nancy G   | dd instructors. Use t  | he "Lead" button r<br>+ Instru   | next to each instr<br>uctor                             | uctor to set th  | he lead instruct                           | or for this event   |          | Con ico                              |
| saved on a                          | Use         | the button below to a<br>Howell, Nancy G   | dd instructors. Use t  | he "Lead" button r<br>+ Instru   | next to each instr<br>uctor                             | uctor to set th  | he lead instruct                           | er for this event   |          | Contic                               |
| ttendees                            | Lead        | the button below to a Howell, Nancy G  | dd instructors. Use t  | he "Lead" button r<br>+ Instru   | next to each instructor                                 | uctor to set th  | he lead instruct                           | er for this event   |          | Circo Conico                         |
| ttendees cally saved on             | Lead        | the button below to a Howell, Nancy G  | dd instructors. Use t  | the "Lead" button n  | next to each instr<br>uctor                             | uctor to set th  | e lead instruct                            | er for this event   |          | Circo Contico                        |
| tically saved on a                  | Lead        | the button below to a<br>Howell, Nancy G   | dd instructors. Use the sutton be  | he "Lead" button n<br>+ Instru<br>elow to import atter   | next to each instr<br>uctor                             | victor to set th | ne lead instruct                           | er tor this event   | ů        | A to Fire Convice                    |
| atically saved on a                 | Lead        | the button below to a<br>Howell, Nancy G   | dd instructors. Use the sutton be  | the "Lead" button n<br>Instru-<br>elow to import atter<br>to import atter  | next to each instr<br>uctor                             | victor to set th | ne lead instruct                           | er for this event   | ±        | ad to Fire Conrise                   |
| matically saved on a                | Lead        | the button below to a<br>Howell, Nancy G   | dd instructors. Use th   | the "Lead" button r<br>+ Instru-<br>slow to import atter   | next to each instr<br>uctor<br>ndees from an ex         | visting Form 1   | 10.  | er for this event   | ±        | Cond to Fire Conde                   |
| tendees to a                        | Lead        | the button below to a<br>Howell, Nancy G   | dd instructors. Use the sutton be  | the "Lead" button r<br>+ Instru-<br>elow to import atter   | next to each instr<br>actor<br>ndees from an ex         | uctor to set th  | ne lead instruction                        | E Contraction of the second seco  |          | o cond to Fire Comice                |
| automatically saved on a            | Lead        | the button below to a<br>Howell, Nancy G   | dd instructors. Use the sutton be Use the button be  | elow to import atter<br>elow to import atter<br>elow to solution of the solution o | next to each instr<br>actor<br>ndees from an ex         | uctor to set th  | 10.<br>Credit -                            | Notes O   |          | to cond to Fire Comics               |
| e automatically saved on a          |             | the button below to a<br>Howell, Nancy G   | dd instructors. Use the<br>Use the button be   | elow to import atter   | next to each instr<br>solor<br>ndees from an ex         | uctor to set th  | 10.<br>Credit +                            | Notes O   |          | oit to cond to Fire Conrise          |
| are automatically saved on a        |             | the button below to a<br>Howell, Nancy G<br>ewis, Curtis (Merc<br>ill, Kevin R. (Eldor   | dd instructors. Use the<br>Use the button be<br>y Regional EMS -<br>ado Fire Departm   | the "Lead" button r<br>Instru-<br>elow to import atter<br>Low soon<br>- Owasso)<br>- Owasso)   | next to each instr<br>solor<br>ndees from an ex         | victor to set th | 10.<br>Credit -<br>Credit -                | Notes C   |          | amit to cond to Fire Conried         |
| es are automatically saved on a     | Lead        | the button below to a<br>Howell, Nancy G<br>ewis, Curtis (Merc<br>ill, Kevin R. (Eldor:<br>pence, Joey L. (W                     | dd instructors. Use the<br>Use the button be<br>y Regional EMS -<br>ado Fire Departma  | elow to import atter<br>- Owasso)  | next to each instr<br>actor<br>ndees from an ex         | visting Form 1   | 10.<br>Credit -<br>Credit -                | Notes Q<br>Notes Q  |          |                                      |
| ges are automatically saved on a    | Lead        | the button below to a<br>Howell, Nancy G<br>ewis, Curtis (Merc<br>ill, Kevin R. (Eldor<br>pence, Joey L. (W                      | dd instructors. Use the button be<br>Use the button be<br>y Regional EMS -<br>ado Fire Departma                                  | elow to import atter<br>- Owasso)  | next to each instr<br>actor<br>ndees from an ex         | xisting Form 1   | 10.<br>Credit -<br>Credit -<br>Credit -    | Notes C<br>Notes C  |          |                                      |
| anges are automatically saved on a  |             | the button below to a<br>Howell, Nancy G<br>ewis, Curtis (Merc<br>ill, Kevin R. (Eldor<br>pence, Joey L. (W<br>woompi, Preston F | dd instructors. Use the button be Use the button be y Regional EMS - ado Fire Departm alters Fire Dept) F. (Walters Fire Dept)   | elow to import atter   | next to each instr<br>sclor<br>ndees from an ex<br>sort | xisting Form 1   | 10.<br>Credit -<br>Credit -<br>No Credit - | Notes C<br>Notes Notes Note |          | ick Cond to Eiro Condit              |
| hanges are automatically saved on a |             | the button below to a<br>Howell, Nancy G<br>ewis, Curtis (Merc<br>ill, Kevin R. (Eldor<br>pence, Joey L. (W<br>woompi, Preston R | dd instructors. Use the<br>Use the button be<br>y Regional EMS -<br>ado Fire Departm<br>alters Fire Dept)<br>F. (Walters Fire De | elow to import atter<br>- Owasso)<br>hent)<br>ept)   | next to each instr<br>sclor<br>ndees from an ex<br>sort | xisting Form 1   | 10.<br>Credit -<br>Credit -<br>No Credit - | Notes C<br>Notes C<br>Notes C   |          | Click Stihmit to cond to Eiro Somito |

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



#### CREATING A FORM 10 FROM A PRE-ENROLLED EVENT

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

| FIRE SE    | ERVICE TRAINING  | Schedule Ca  | alendar Contact |   |   | 🔁 Nancy 👻      |
|------------|--|--|-----------------|---|---|----------------|
| N26        | 2381   | STATE  | 126             | 2514  | Contained and                                   | N26            |
| My Form 1  | 0s   |  |                 | + New Form 10                                     | Filter  |                |
|            |  |  | 2018            |   |   |                |
| 29 Tuesda  | iy, May 29, 2018   |  |                 |   |   |                |
|            | Fire Fighter II Academy (<br>♀ 4500 S.W. Lee Bldg. 800, Law<br>Provides advanced knowledge a | 69606)<br>ton, OK 73505-8304<br>ind skills to successful | Click to create | e a Form 10 based<br>ertification exam. Fire Figh | d on a pre-enrolled<br>ter II is a 40-hour prog | create         |
| 24 Thursda | ay, May 24, 2018   |  |                 |   |   |                |
| @ 8:00am   | Vehicle Rescue Technicia   | an Level I Part A  | (68858)         |   |   | ✓ Edit A Print |

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

| RE SERVICE TRAINING Schedule Calendar Contact |                                      |                               |       |       | 🛃 Nancy |      |
|---|--------------------------------------|-------------------------------|-------|-------|---------|------|
| 120 2   | STATE                                | ~N 26                         |       | STATE | 126     |      |
| Edit Form 10                                  |                                      |                               |       |       | DRAFT   | More |
| vent  |                                      |                               |       |       |         |      |
|   |                                      | Fire Fighter II Academy — (69 | 606)  |       |         |      |
| Course Title                                  | Fire Fighter II Academy              |                               |       |       |         |      |
| Credit Hours                                  | 40                                   |                               |       |       |         |      |
| Start Date                                    | 05/29/2018                           | Start Time                    | 08:00 |       |         |      |
| End Date                                      | 06/05/2018                           | End Time                      | 16:00 |       |         |      |
| Location                                      | Great Plains Technology Center - Lay | vton                          |       |       |         |      |

#### 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.