Acadis Workforce Portal Managers: What You Need to Know

Utah Fire and Rescue Academy (UFRA)

What Is a Workforce Portal Manager?

A workforce portal manager is the person in your department who keeps your roster up to date in Acadis, UFRA's new training and certification system. Acadis replaces FileMaker, and it goes live for departments in December 2026.

Each department names one or more workforce portal managers. This is often the chief or training officer, but it can be anyone the department trusts with personnel records. Accurate rosters mean your firefighters get credit for the right training and certifications, and UFRA can reach the right people.

What You Will Do

You will log in to the Acadis portal to manage your department's people. Your main tasks are:

- **Verify your roster.** Check that everyone listed works for your department and that their details are correct.
- **Add new members.** Make sure new hires and volunteers are added to your roster.
- **Report separations.** Inactivate people who have left your department, so records stay current.
- **Reactivate returning members.** Turn people back on if they rejoin.
- **Register for testing.** If your department teaches its own class and needs a UFRA certification exam, register your people for the testing event.

UFRA will train you on each of these tasks before go-live.

Who Uses the Portal

About 7,000 Utah firefighters will use the Acadis portal. Workforce portal managers can do everything a firefighter can, plus manage the department roster.

Task	Firefighters	Workforce Portal Managers
Check own contact info and email	Yes	Yes
View own training and certification history	Yes	Yes
Sign up for UFRA classes	Yes	Yes
Take tests	Yes	Yes
Verify the department roster	No	Yes
Add, inactivate, or reactivate department members	No	Yes

Key Dates

Your first job starts in late November, when you review your roster before firefighters log in.

When	What Happens
October 2026	UFRA asks each department to name its workforce portal managers
Late November 2026	Workforce portal managers log in and verify their rosters
December 2026	Firefighters receive welcome emails, one region at a time
January 4, 2027	Class registration opens in Acadis

Dates may shift slightly. UFRA will confirm them with your department.

Getting Started

1. Tell your UFRA program manager who your workforce portal manager(s) will be.
2. Watch for a welcome email from Acadis with your login details.
3. Log in and review your roster during your assigned window.
4. Reach out to UFRA with any questions.

Questions? Contact: Phone # 801-863-7709/Email: ufrainfo@uvu.edu