

HOW TO VIEW INVOICES IN ACADIS

FIRST

make an account in Acadis

<https://cfa.acadisonline.com/>



CT Fire Academy: Training and Certification Learning Management Portal

Welcome to the Connecticut Fire Academy Learning Management System.

CFA LMS is designed to facilitate the scheduling of courses, testing and retention of records by CFA. This website will give you access to the current available training and testing, and enable authorized users to register for courses administered by CFA.

PORTAL ACCOUNT INFORMATION

PORTAL ACCOUNT REGISTRATION PROCESS

ALL NEW USERS MUST REQUEST A PORTAL ACCOUNT

Fill out and submit a "Portal Account Request"

-We suggest you use an email that you can readily access and receive timely notifications on. Additionally you should be able to access your email if you change employers. Once your account has been approved you will receive notification to your email.

Do not submit more than one request, and do not use this form if you have an Acadis account.

Fill out the Request Portal account online (FF ID is just last name (first 4 letters) and the first letter of your first name, & last 4 of SS#)

Submit the form. You will get notification within 24 hours of your account.

NEXT

Sign in & Go to **Academy Resources** on the left hand side of the page

WebForms

Fire Department/Organization Portal Enhancement Authorization, fill it out and hit submit.

People you list will then get permission to see invoices, access records.