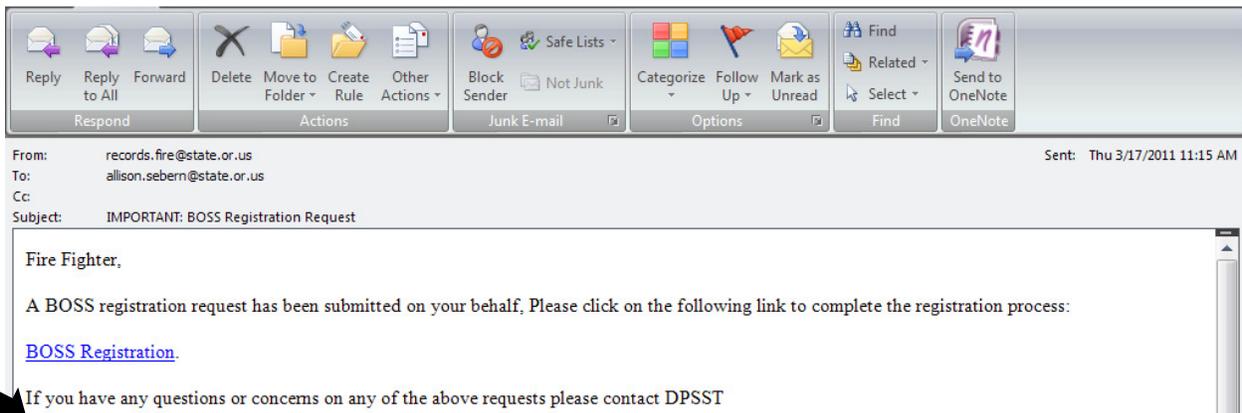


Welcome to Department of Public Safety Standards and Training Bureau Online Submission System (BOSS) – Agency Head Guide

REGISTRATION

The Agency Head will begin the Registration process for each employee. An email (see below) will be sent to your email address that you provided to your Agency Head. **NOTE:** *If your agency is signing up for the first time to use BOSS, please contact Kayla Ballrot at DPSST to begin this process for one agency head.*

- To begin, click the embedded [BOSS Registration](#) link to start the self registration process.
 - **NOTE:** If the email is not in your Inbox please check your Junk Mail, Spam or Trash folders.



- Below is the registration screen. Type in your User Name, Password and Verify Password. Follow the Password Rules that have been provided on the registration screen.
 - **NOTE:** When registering keep in mind that your User Name will always be your User Name regardless of which agency you are at and **CANNOT** be changed, please choose wisely. When creating your User Name avoid using spaces, upper case letters or special characters. These items have been known to cause an error message when creating a User Name. Passwords will be active for three months and then you will be prompted to change it at your next login.
- Click **Register**.

The screenshot shows the "Bureau Online Submission System" registration page. The page title is "Boss Registration: Please create a user name and password". Below the title, it says "Registering: Fire Fighter In Agency: Dept Of Public Safety Stds & Training". The "Password must:" section lists the following requirements:

- Be at least 8 characters long
- Not be the same as your first or last name, or a combination
- Not be the same as your user name
- Not be the same as your email address
- Not be one of the last three passwords you have used in this system
- Only contain characters on a standard US keyboard (regular US keyboard characters and symbols)

Below the requirements are three input fields: "User Name:", "Password:", and "Verify Password:". At the bottom right, there are "Register" and "Cancel" buttons. A black arrow points to the "User Name" input field.

A verification screen will state that the system successfully created the user account.

Bureau Online Submission System

Log In

Login to BOSS: Please enter your user name and password [Forgot Password](#)

• The system successfully created the user account "firefighter".

User Name:

Password:

[Login](#)

LOGIN INFORMATION

- For your convenience bookmark the portal web address for future access to BOSS:
<https://boss.dpsst.state.or.us/wps/portal>
- To log into BOSS enter your User Name and Password and Click Login (see above)
Your user name and password are case sensitive.

Below is the first screen you will come to after initial login.

(Depending on your role at the agency you may have more option tabs to choose from)

Department of Public Safety Standards and Training

Home **BOSS** Help

Home > BOSS [Home](#) | [Log Out](#)

Bureau Online Submission System

Requests Certifications [Print](#)

Fire Fighter User: firefighter Role: Submitter Agency: Dept Of Public Safety Stds & Training

BOSS Requests: Please select a request to view [Change Password](#)

Filter On: Status Date: Min. Date: Max. Date: [Clear Filter](#) [Go](#) Active Only

• Logged in to agency Dept Of Public Safety Stds & Training as Submitter.

Request Id	Submitted By	Submitted For	Agency	Request Type	Request Status	Authorized Signer	DPSST Admin	Status Date
------------	--------------	---------------	--------	--------------	----------------	-------------------	-------------	-------------

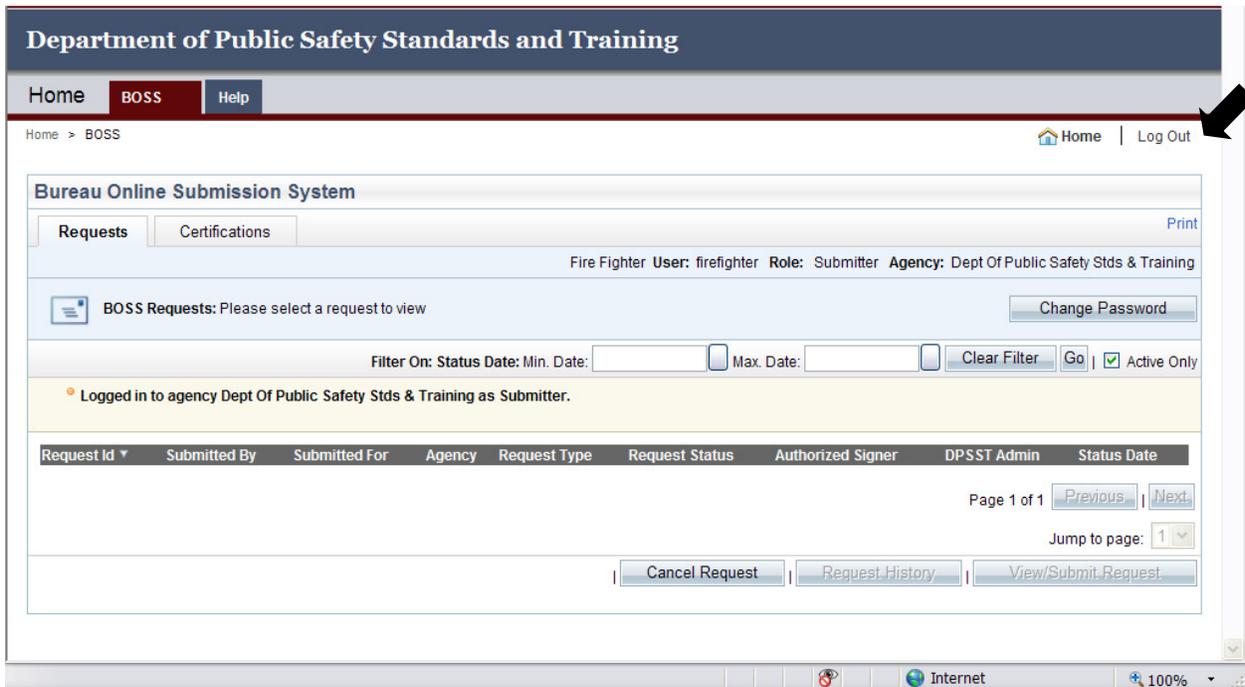
Page 1 of 1 [Previous](#) | [Next](#)

Jump to page:

[Cancel Request](#) | [Request History](#) | [View/Submit Request](#)

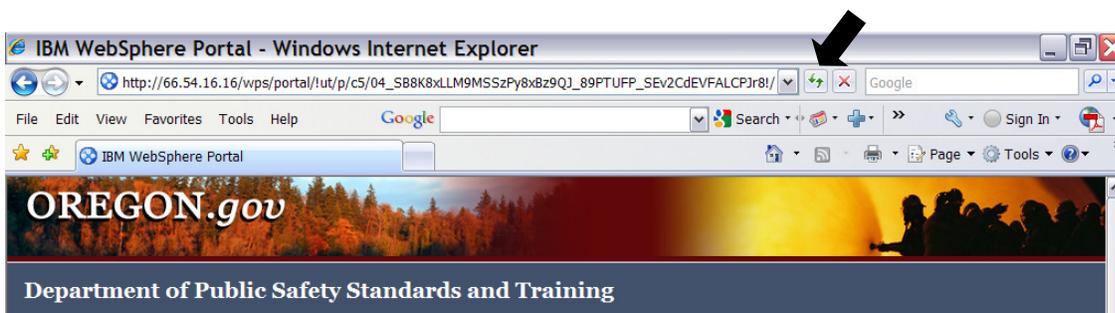
TO LOG OFF FROM BOSS

- Click on the **Log Out** button.



IMPORTANT NOTES

- Please use a **CANCEL BUTTON, DONE BUTTON OR ONE OF THE TABS** to navigate out of any screen. If you use the web browsers back button you will receive an error.
- If you receive any other errors please make a note of what you were doing and then try the refresh button  or the F5 key.



- **Information submitted through BOSS will be forwarded to DPSST and may take up to five business days to be updated.**

For assistance please contact:

Kayla Ballrot at 503-378-2596 or by email kayla.ballrot@state.or.us

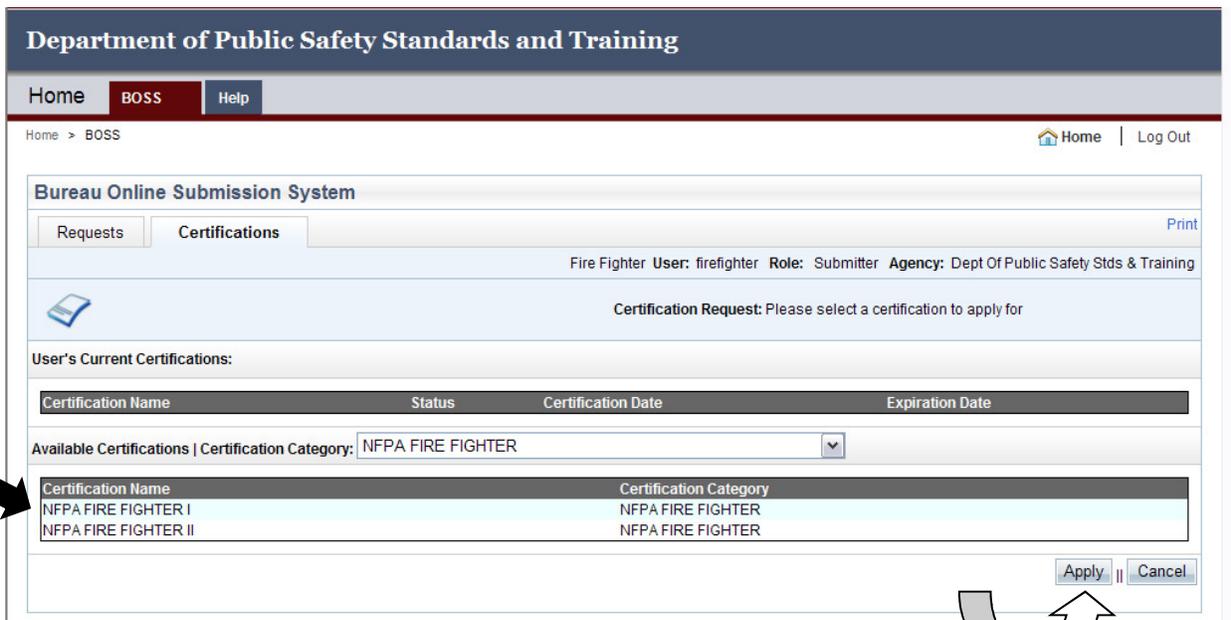
CERTIFICATIONS

The Certifications tab will allow you to view your current certifications and apply for levels of certification for yourself. **Please confirm with your Agency Head prior to applying for certification that you are following your agency's procedures and requirements for State Certification.**



The screenshot shows the 'Department of Public Safety Standards and Training' BOSS interface. The 'Certifications' tab is selected and circled. Below the navigation tabs, there is a section for 'Current Certification Status' with an 'Apply for Certification' button. A table below shows columns for 'Certification Name', 'Status', 'Certification Date', and 'Expiration Date'. A 'Maintenance Re-Certification' button is also visible.

- Under the **Certifications** Tab, click the **Apply for Certification** button.
- The screen below will show which certifications you currently hold (top section) and which you may apply for (bottom section).



The screenshot shows the 'Department of Public Safety Standards and Training' BOSS interface. The 'Certifications' tab is selected. Below the navigation tabs, there is a section for 'Certification Request: Please select a certification to apply for'. Underneath, there is a section for 'User's Current Certifications' with a table showing columns for 'Certification Name', 'Status', 'Certification Date', and 'Expiration Date'. Below that, there is a section for 'Available Certifications' with a dropdown menu for 'Certification Category' set to 'NFPA FIRE FIGHTER'. A table below shows columns for 'Certification Name' and 'Certification Category' with two rows: 'NFPA FIRE FIGHTER I' and 'NFPA FIRE FIGHTER II'. An 'Apply' button and a 'Cancel' button are visible at the bottom right. A black arrow points to the first row of the 'Available Certifications' table.

- Select a level of certification and click the **Apply** button.

- Fill out the training requirements for each section listed using the check boxes or text fields as appropriate. (See page 8 for examples.)

Bureau Online Submission System

Requests | Certifications Print

Fire Fighter User: firefighter Role: Submitter Agency: Dept Of Public Safety Stds & Training

New Certification Request: Please enter the required information Cancel

NFPA FIRE FIGHTER I NEW DRAFT

Fire Department Orientation:

On File at DPSST: Yes No

College/University:

In House Agency Training:

Other:

Safety:

On File at DPSST: Yes No

College/University:

In House Agency Training:

Other:

- A file upload process is available to provide supporting documentation to DPSST.
 - Click the **Browse** button.
 - Select the document that you wish to provide to DPSST.
 - Click **Open**.
 - Click the **Upload** button.
 - Repeat these steps to continue attaching documentation, as necessary.



- When you are finished with the application click either the **Submit** button or **Save** button.
 - **NOTE:** Clicking **Submit** will forward the information onto another Authorized Signer within your agency for review. (The BOSS does not allow you to approve your own application for certification). Clicking **Save** will allow you to come back to the application at a later time and make further changes.
- After you click the **Submit** button an attest will pop-up on the screen. Click **OK** to the attest to continue. If you click **Cancel** you will not be able to continue with the online submission of this information.
- At this time you may choose print or PDF your application for certification. If you click “**Display Printer Friendly Format**” the header of the webpage will not print. To return to the standard view after printing click “**Display Standard Format**”.
- To print to PDF to save the application electronically, click **File** in your web browser and then **Print**. Select either **Adobe PDF** or **Cute PDF Writer** and click **Print**. This feature may not be available on all computers.
- Once the application has been submitted and you are done printing, click **Done** and **OK** to exit.

TO APPLY FOR CERTIFICATION FOR AN EMPLOYEE:

Employees must be registered in BOSS, with a User Name, in order to apply for certification on their behalf. Please see page 15 "Register an Employee" for assistance with this process.

- Select the **Personnel Management** Tab.
- Select the employee.
- Click the **Request Certification** button at the bottom of the screen.

Bureau Online Submission System

Home > BOSS

Personnel Management: Select an action to perform

Agency: Dept Of Public Safety Stds & Training Search (Enter Last Name): Search Show All Statuses

Fire ID	First Name	Last Name	Middle Initial	User Name	Employment Status	Action Date	Role
24335	Harry	Ward	D	hward	Active Status	Jun 11, 2007	Agency Head
17662	Mark	Ayers	R		Active Status	Dec 10, 2001	
13698	Era	Horton	P	engineer	Active Status	Mar 16, 2009	Agency Head
12719	Jamie	Mason	A	jmasson	Active Status	Sep 8, 2009	Submitter
12379	Julie	Olsen-Fink	M	jolsenfink	Active Status	Sep 15, 2002	Agency Head
08341	Cody	Goodnough		cody	Active Status	May 22, 2006	Agency Head
08280	Rocky	Desimini		rockydesimini	Active Status	Feb 1, 2009	Agency Head
03135	John	West	R	jwest	Active Status	Oct 3, 2005	Agency Head
03028	George	Jamieson	A	george	Active Status	Mar 14, 2001	Agency Head
01737	Steven	Roehl	W	sroehl	Active Status	Dec 3, 2007	Agency Head

Page 1 of 1 Previous Next

Jump to page: 1

Register Reset Password Change Role Request Certification

Add New Employee Edit Employee Info Update Employee Status

- The screen below will show which certifications the individual currently holds (top section) and which he/she may apply for (bottom section).

DPSSSTCertificationManagementPortlet

Requests Certification Management Personnel Management Certifications Agency Management

Allison Sebern User: asebern Role: DPSSST Admin Agency: DPSSST

Certification Request: Please select a certification to apply for Submitting on behalf of User: Julie M Olsen-Fink Agency: DPSSST Fire ID: 12379 Clear

User's Current Certifications:

Certification Name	Status	Certification Date	Expiration Date
NFPA Fire Fighter I	Active	Nov 15, 2000	Dec 31, 2010

Available Certifications | Certification Category: All

Certification Name	Certification Category
Fire Ground Leader	Fire Ground Leader
Logistics Manager	Urban Search and Rescue
NFPA Airport Fire Fighter	NFPA Airport Fire Fighter
NFPA Fire Fighter II	NFPA Fire Fighter
NFPA Fire Inspector I	NFPA Fire Inspector
NFPA Fire Inspector II	NFPA Fire Inspector
NFPA Fire Inspector III	NFPA Fire Inspector

Apply Cancel

- Select a level of certification and click the **Apply** button.

- Fill out the training requirements for each section listed using the check boxes or text fields as appropriate. (See page 8 for examples.)

Bureau Online Submission System

New Certification Request: Please enter the required information

Submitting on behalf of User: jolsenfink Cancel

NFPA Fire Fighter II

NEW DRAFT

Implementing IMS:

On File at DPSST: Yes No NAME/DATE

College/University: DATE/TERM

In House Agency Training: MM/DD/YYYY

Other:

Construction Materials & Building Collapse:

On File at DPSST: Yes No NAME/DATE

College/University: DATE/TERM

In House Agency Training: MM/DD/YYYY

Other:

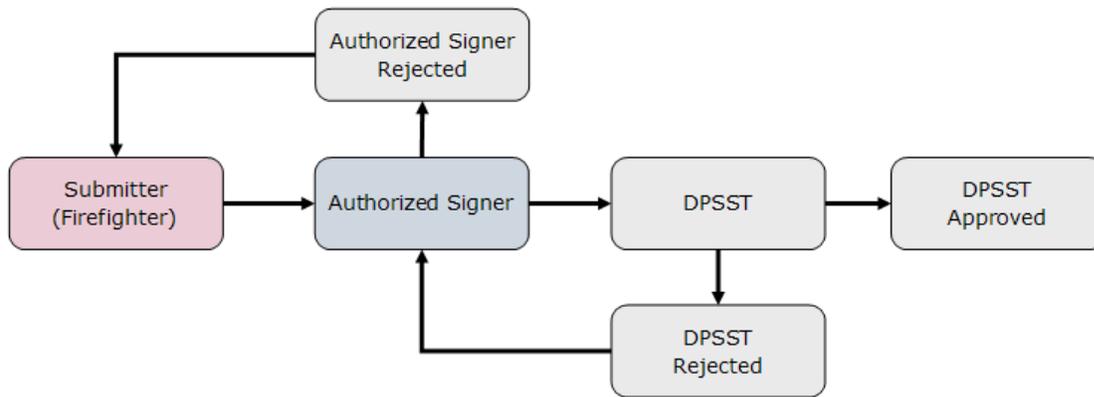
- A file upload process is available to provide supporting documentation to DPSST.
 - Click the **Browse** button.
 - Select the document that you wish to provide to DPSST.
 - Click **Open**.
 - Click the **Upload** button.
 - Repeat these steps to continue attaching documentation, as necessary.

File upload: Browse... Upload Delete

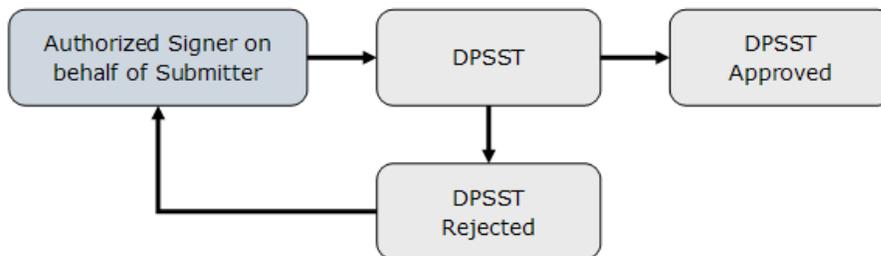
- When you are finished with the application click either the **Submit** button or **Save** button.
 - **NOTE:** Clicking **Submit** will forward the information onto DPSST for review. Clicking **Save** will allow you to come back to the application at a later time and make further changes.
- After you click the **Submit** button an attest will pop-up on the screen. Click **OK** to the attest to continue. If you click **Cancel** you will not be able to continue with the online submission of this information.
- At this time you may choose print or PDF your application for certification. If you click “**Display Printer Friendly Format**” the header of the webpage will not print. To return to the standard view after printing click “**Display Standard Format**”.
- To print to PDF to save the application electronically, click **File** in your web browser and then **Print**. Select either **Adobe PDF** or **Cute PDF Writer** and click **Print**. This feature may not be available on all computers.
- Once the application has been submitted and you are done printing, click **Done** and **OK** to exit.

CERTIFICATION PROCESS OVERVIEW

Applications submitted by a Submitter



Applications submitted by an Authorized Signer on behalf of a Submitter



EXAMPLES FOR FILLING OUT AN APPLICATION FOR CERTIFICATION

Fire Department Orientation:

On File at DPSST:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	11F017
College/University:	<input type="text"/>	<input type="text"/>
In House Agency Training:	<input type="text"/>	
Other:	<input type="text"/>	

For training records listed in Snapshot, check yes and enter the course number.

Safety:

On File at DPSST:	Yes <input type="checkbox"/> No <input type="checkbox"/>	
College/University:	<input type="text"/>	<input type="text"/>
In House Agency Training:	12/09/2011	
Other:	<input type="text"/>	

List the date for training records on-file at your agency as part of your accreditation agreement.

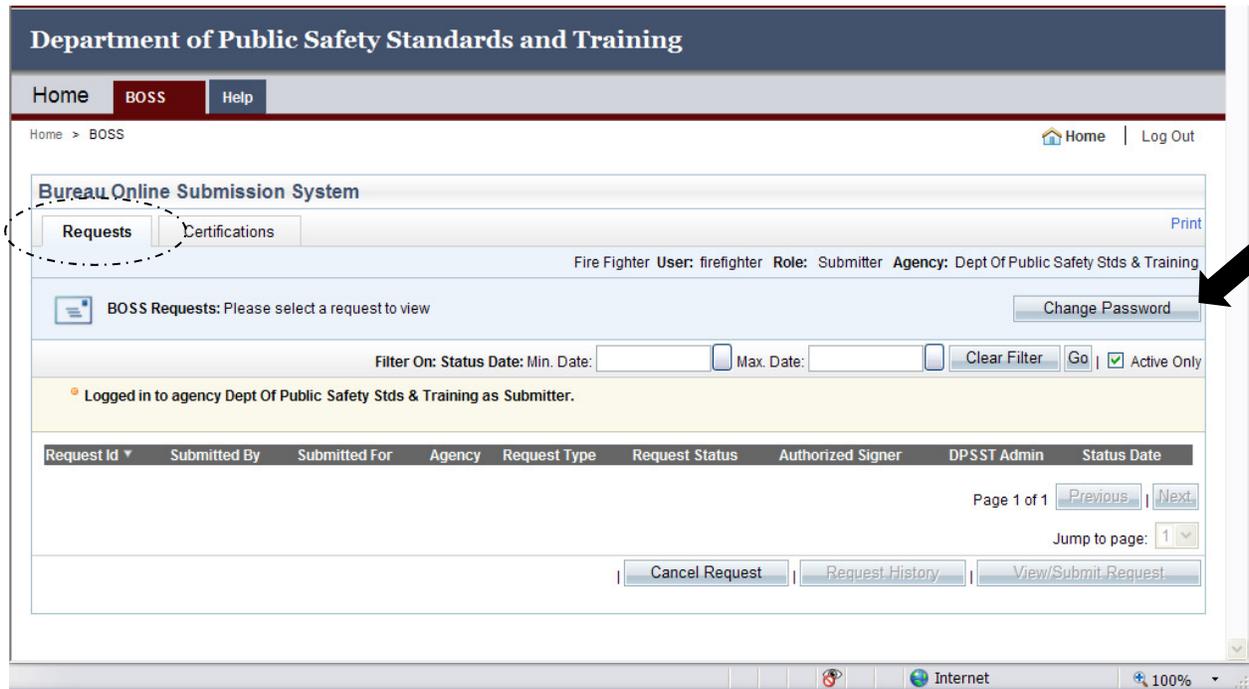
Fire Behavior:

On File at DPSST:	Yes <input type="checkbox"/> No <input type="checkbox"/>	
College/University:	Oregon Fire College	Spring 2010
In House Agency Training:	<input type="text"/>	
Other:	<input type="text"/>	

For training records on college transcripts, list the college and the term completed.

REQUESTS

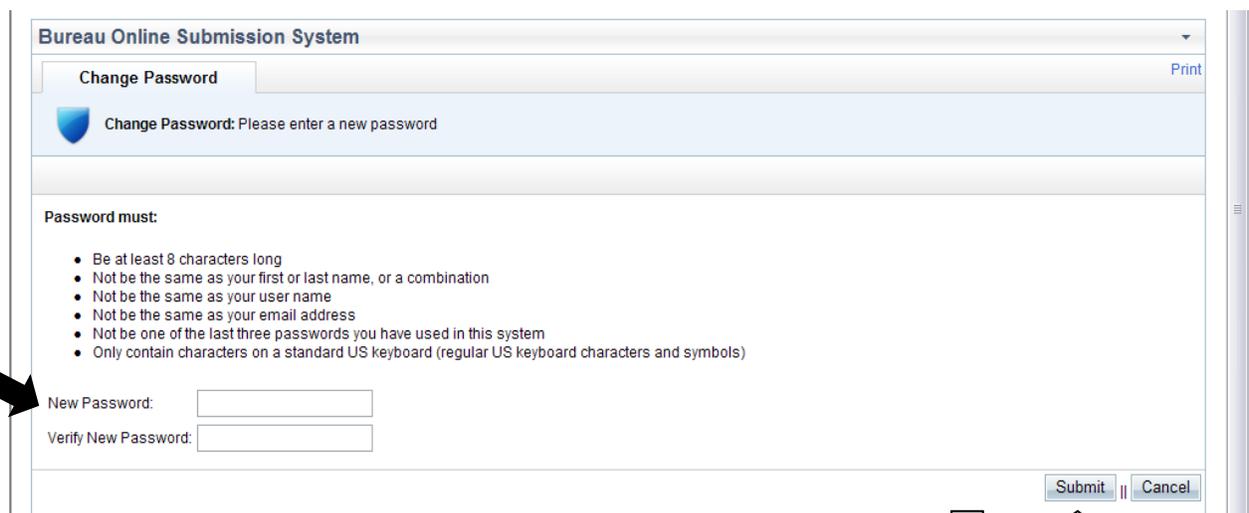
The Requests tab allows you to Change your Password, View the status on Applications for Certification that have been Submitted to your Agency Head, Review Applications for Certifications that have been Rejected by your Agency Head or DPSST and Re-submit Applications for Certifications that have been Rejected.



The screenshot shows the BOSS interface with the 'Requests' tab selected. A black arrow points to the 'Change Password' button. The interface includes a navigation bar with 'Home', 'BOSS', and 'Help' tabs. Below the navigation bar, there are tabs for 'Requests' and 'Certifications'. The 'Requests' tab is active, and the 'Change Password' button is highlighted. The interface also displays a table with columns for Request Id, Submitted By, Submitted For, Agency, Request Type, Request Status, Authorized Signer, DPSST Admin, and Status Date. The table is currently empty, and the page number is 1 of 1.

CHANGE YOUR OWN PASSWORD

- Click the **Change Password** button from the Requests Tab. (see arrow above)
- Type in New Password and Verify New Password.
- Click **Submit**



The screenshot shows the 'Change Password' form in the BOSS interface. The form includes a 'Change Password' tab and a 'Print' button. The main heading is 'Change Password: Please enter a new password'. Below this, there is a section titled 'Password must:' with a list of requirements:

- Be at least 8 characters long
- Not be the same as your first or last name, or a combination
- Not be the same as your user name
- Not be the same as your email address
- Not be one of the last three passwords you have used in this system
- Only contain characters on a standard US keyboard (regular US keyboard characters and symbols)

Below the requirements, there are two input fields: 'New Password:' and 'Verify New Password:'. A black arrow points to the 'New Password' field. At the bottom right of the form, there are 'Submit' and 'Cancel' buttons.

VIEW/SUBMIT REQUEST

VIEW REQUEST:

- Select the Request you would like to view.
- Click the **View/Approve Request** button.
- When you have finished viewing your request click **Done**.

Bureau Online Submission System

Requests Certifications Print

Fire Fighter User: firefighter Role: Submitter Agency: Dept Of Public Safety Stds & Training

BOSS Requests: Please select a request to view Change Password

Filter On: Status Date: Min. Date: Max. Date: Clear Filter Go Active Only

Request Id	Submitted By	Submitted For	Agency	Request Type	Request Status	Authorized Signer	DPSST Admin	Status Date
1230	Fighter (30389)	Fighter (30389)	Dept Of Public Safety Stds & Training	Certification (570)	Draft	None	None	Mar 17, 2011
1229	Fighter (30389)	Fighter (30389)	Dept Of Public Safety Stds & Training	Certification (540)	Submitted to Agency	None	None	Mar 17, 2011

Page 1 of 1 Previous Next

Jump to page:

Take | Cancel Request | Request History | View/Approve Request

- **NOTE:** Clicking the **Active Only** box will allow you to see active and inactive requests.

SUBMIT A SAVED REQUEST:

- Select the Draft Request you would like to Submit.
- Click the **View/Approve Request** button.
- When you are finished with the application click the **Submit** button.
- After you click the **Submit** button an attest will pop-up on the screen. Click **OK** to the attest to continue. If you click **Cancel** you will not be able to continue with the online submission of this information.

Bureau Online Submission System

Requests Certifications Print

Fire Fighter User: firefighter Role: Submitter Agency: Dept Of Public Safety Stds & Training

BOSS Requests: Please select a request to view Change Password

Filter On: Status Date: Min. Date: Max. Date: Clear Filter Go Active Only

Request Id	Submitted By	Submitted For	Agency	Request Type	Request Status	Authorized Signer	DPSST Admin	Status Date
1230	Fighter (30389)	Fighter (30389)	Dept Of Public Safety Stds & Training	Certification (570)	Draft	None	None	Mar 17, 2011
1229	Fighter (30389)	Fighter (30389)	Dept Of Public Safety Stds & Training	Certification (540)	Submitted to Agency	None	None	Mar 17, 2011

Page 1 of 1 Previous Next

Jump to page:

Take | Cancel Request | Request History | View/Approve Request

APPLICATION FOR CERTIFICATION REJECTIONS:

- Select the Agency Rejected Request that you would like to review or re-submit.
- Click the **View/Approve Request** button.

Bureau Online Submission System

Requests | Certifications | [Print](#)

Fire Fighter User: firefighter Role: Submitter Agency: Dept Of Public Safety Stds & Training

BOSS Requests: Please select a request to view [Change Password](#)

Filter On: Status Date: Min. Date: Max. Date: [Clear Filter](#) [Go](#) Active Only

Logged in to agency Dept Of Public Safety Stds & Training as Submitter.

Request Id	Submitted By	Submitted For	Agency	Request Type	Request Status	Authorized Signer	DPSST Admin	Status Date
1230	Fighter (30389)	Fighter (30389)	Dept Of Public Safety Stds & Training	Certification (570)	Draft	None	None	Mar 17, 2011
1229	Fighter (30389)	Fighter (30389)	Dept Of Public Safety Stds & Training	Certification (540)	Agency Rejected	Signer (30390)	None	Mar 17, 2011

Page 1 of 1 [Previous](#) | [Next](#)

Jump to page:

[Take](#) | [Cancel Request](#) | [Request History](#) | [View/Approve Request](#)

- An explanation for the rejection is listed under Action History Comments.

Action History Comments:

03/17/2011 - REJECT by authsigner: Your CPR Card is not current.
03/17/2011 - SUBMIT by firefighter
03/17/2011 - CREATE by firefighter: Created by firefighter

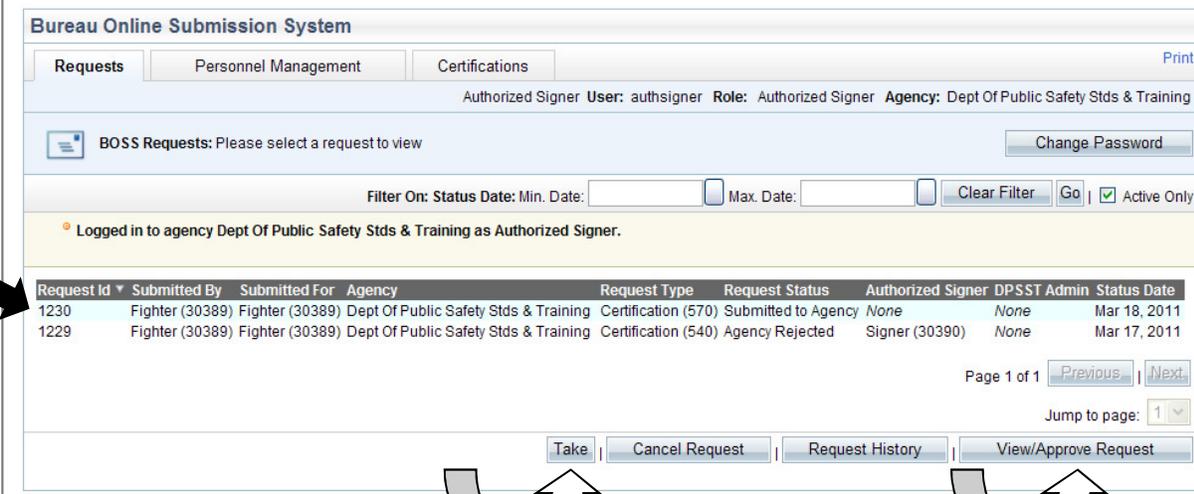
[Save](#) | [Submit](#) | [Cancel](#)

- When you are finished with any changes to the application, click either the **Submit** button or **Save** button.
 - **NOTE:** Clicking **Submit** will forward the information onto another Authorized Signer within your agency for review. (The BOSS does not allow you to approve your own application for certification). Clicking **Save** will allow you to come back to the application at a later time and make further changes.
- After you click the **Submit** button an attest will pop-up on the screen. Click **OK** to the attest to continue. If you click **Cancel** you will not be able to continue with the online submission of this information.

AGENCY REVIEW FOR APPLICATIONS SUBMITTED BY A SUBMITTER:

Agency Heads, Delegated Agency Heads and Authorized Signers have the authority through the BOSS to review applications submitted by a submitter (fire fighter). After the agency has approved an application, it will then be forwarded to DPSST for review.

- Select the **Requests Tab**.
- Select the Request.  (The Request Status will be *Submitted to Agency*)
- Click the **Take** button at the bottom of the screen.



The screenshot shows the BOSS interface with the 'Requests' tab selected. The user is logged in as an Authorized Signer for the Dept Of Public Safety Stds & Training. A table of requests is displayed, with the first row (Request Id 1230) highlighted. Below the table are buttons for 'Take', 'Cancel Request', 'Request History', and 'View/Approve Request'. Arrows point to the 'Take' button and the 'View/Approve Request' button.

Request Id	Submitted By	Submitted For	Agency	Request Type	Request Status	Authorized Signer	DPSST Admin	Status Date
1230	Fighter (30389)	Fighter (30389)	Dept Of Public Safety Stds & Training	Certification (570)	Submitted to Agency	None	None	Mar 18, 2011
1229	Fighter (30389)	Fighter (30389)	Dept Of Public Safety Stds & Training	Certification (540)	Agency Rejected	Signer (30390)	None	Mar 17, 2011

- Then click the **View/Approve Request** button at the bottom of the screen.
- Once you have reviewed the application you can either:
 - Submit the application to DPSST for review.
 - Reject the application and send it back to the Submitter for corrections.
 - **NOTE:** An explanation is required for any rejected applications.
 - Save the application which will allow you to come back to the application at a later time and make further changes.
- After you click the **Submit** button an attest will pop-up on the screen. Click **OK** to the attest to continue. The application will then be forwarded to DPSST for review. If you click **Cancel** you will not be able to continue with the online submission of this information.
- At this time you may choose print or PDF your application for certification. If you click "**Display Printer Friendly Format**" the header of the webpage will not print. To return to the standard view after printing click "**Display Standard Format**".
- To print to PDF to save the application electronically, click **File** in your web browser and then **Print**. Select either **Adobe PDF** or **Cute PDF Writer** and click **Print**. This feature may not be available on all computers.
- Once the application has been submitted and you are done printing, click **Done** and **OK** to exit.

MULTIPLE AGENCY AFFILIATION

Many members of the Oregon fire service are affiliated with two or more fire agencies. BOSS is able to accommodate these individuals by allowing the user to login with each agency separately.

For example:

If an individual is affiliated with Central Oregon Community College, Department of Public Safety Standards and Training, Umpqua Community College, etc. (see below) he or she can be a Submitter for all of the agencies they are affiliated with. If the individual would like to apply for certification they would select the appropriate agency that they are applying through and then click the Continue button.

Bureau Online Submission System

Select User Role

Agency	User Role
Portland Community College	Submitter
Umpqua Community College	Submitter
Central Oregon Community College	Submitter
Dept Of Public Safety Stds & Training	Submitter
Chemeketa Community College	Submitter

Continue

Your agency affiliations and User Roles may vary depending upon the type of work you do within each agency.

For example:

An individual could be an Authorized Signer with Portland Community College, an Agency Head with Chemeketa Community College and a Submitter with Department of Public Safety Standards and Training. Each role will allow the individual different access to the BOSS system.

Bureau Online Submission System

Select User Role

Agency	User Role
Portland Community College	Authorized Signer
Umpqua Community College	Submitter
Central Oregon Community College	Submitter
Dept Of Public Safety Stds & Training	Submitter
Chemeketa Community College	Agency Head

Continue

Note: If you are only affiliated with one agency you will automatically be logged into that agency and will not need to complete the additional step above.

PERSONNEL MANAGEMENT

Under the **Personnel Management** tab you can:

- Register employees..... Page 15
- Change employee roles Page 15
- Employee self registration Page 16
- Reset employee passwords Page 16
- Add a new employee Page 17
- Edit employee information Page 18
- Update employee status Page 18
(i.e. resign, retire, re-hire, discharge an employee)
- Apply for certification for an employee Page 6-7

For all of the above actions the first step is to select the employee by clicking on their name. Then mouse click on the action you would like to perform at the bottom of the page. For further instructions on these actions please see the corresponding page numbers above.

Home > BOSS

Bureau Online Submission System

Requests Certification Management **Personnel Management** Certifications Agency Management

AllisonAdmin Sebern User: AsebernDPSSTAdmin Role: DPSST Admin Agency: DPSST

Personnel Management: Select an action to perform

Agency: Dept Of Public Safety Stds & Training Search (Enter Last Name): Search Show All Statuses

Fire ID	First Name	Last Name	Middle Initial	User Name	Employment Status	Action Date	Role
24335	Harry	Ward	D	hward	Active Status	Jun 11, 2007	Agency Head
17662	Mark	Ayers	R		Active Status	Dec 10, 2001	
13698	Era	Horton	P	engineer	Active Status	Mar 16, 2009	Agency Head
12719	Jamie	Mason	A	jmason	Active Status	Sep 8, 2009	Submitter
12379	Julie	Olsen-Fink	M	jolsenfink	Active Status	Sep 15, 2002	Agency Head
08341	Cody	Goodnough		cody	Active Status	May 22, 2006	Agency Head
08280	Rocky	Desimini		rockydesimini	Active Status	Feb 1, 2009	Agency Head
03135	John	West	R	jwest	Active Status	Oct 3, 2005	Agency Head
03028	George	Jamieson	A	george	Active Status	Mar 14, 2001	Agency Head
01737	Steven	Roehl	W	sroehl	Active Status	Dec 3, 2007	Agency Head

Page 1 of 1 Previous Next

Jump to page: 1

Register Reset Password Change Role Request Certification

Add New Employee Edit Employee Info Update Employee Status

NOTES:

- Clicking the **Show All Statuses** box will allow you to see active and inactive employees.
- You can use the **Search** button to look up a specific person by last name.

REGISTER AN EMPLOYEE

All Employees applying for certification online must be registered in the BOSS.

- Select the **Personnel Management** Tab on your opening page.
- Select the employee you wish to register from your employee list.
- Click the **Register** Button at the bottom of the page.
- Type in the employee's email address.
- Click the **Submit** Button.
- An email (as seen below) will be sent to the employee's email address. The employee will use the embedded link to continue with the self registration process. (See page 5)
 - **NOTES:** The message may be sent to the recipient's junk mail folder. Please advise them to look for the message there.
 - Once an employee is registered he/she is automatically assigned the "Role" of a Submitter.



NOTE: Due to multiple agency affiliations your employee may already have a User Name in BOSS. Please see the steps below to add a "Role" for your employee within your agency. Additional information regarding multiple agency affiliation is available on page 13.

CHANGE EMPLOYEE ROLES

After the employee has registered you may wish to change his/her "Role" within the BOSS.

- Select the **Personnel Management** Tab.
- Select the employee.
- Click the **Change Role** button at the bottom of the screen.
- Select from the **Available Roles** drop down box.
 - **Role Definitions:**
 - AGENCY_HEAD – Role for the Fire Chief. (**Note:** Only DPSST can assign this role.)
 - DELEGATED_AGENCY_HEAD – Role for Personnel designated by the chief to assign "roles" and/or act as a "signer" for requests submitted to DPSST.
 - AUTHORIZED_SIGNER – Role for Training Officers, Training Chiefs, and other Personnel that can "sign" requests submitted to DPSST.
 - SUBMITTER – Role for employees and fire fighters
 - NO_ACCESS – Used for circumstances where an individual can no longer have access to the BOSS.
- Click the **Submit** button.

EMPLOYEE SELF REGISTRATION

- Once the employee receives his/her email (see previous page for example) he/she will click the [BOSS Registration](#) link to register.
- Below is the registration screen. The employee will type in his/her User Name and Password
 - **NOTE:** User Names **CANNOT** be changed, please choose wisely. Passwords will be active for three months and then the user will be prompted to change it at his/her next login.
- Click **Register**.
- A verification screen will state that the system successfully created the user account.
 - **NOTE:** Once an employee is registered he/she is automatically assigned the "Role" of a Submitter.

Bureau Online Submission System

Department of Public Safety Standards and Training

Home BOSS Help

Home > BOSS Home Log In

Bureau Online Submission System

Boss Registration: Please create a user name and password

Registering: Allison Sebern In Agency: Department of Public Safety Standards and Training

User Name:

Password:

Verify Password:

Register Cancel

RESET EMPLOYEE PASSWORD

- Select the **Personnel Management** Tab.
- Select the employee you wish to make the password change.
- Click **Reset Password**.
- Enter in the employee's new password.
- Click **Submit**.

Requests Personnel Management Certifications Print

Authorized Signer User: authsigner Role: Authorized Signer Agency: Dept Of Public Safety Stds & Training

Personnel Management: Select an action to perform

Agency: Dept Of Public Safety Stds & Training Employees Filtered On: fighter Clear Show All Statuses

Fire ID	First Name	Last Name	Middle Initial	Suffix	User Name	Employment Status	Action Date	Role
30391	* Your Fighter	Fighter			yourfirefighter	Active Status	Mar 18, 2011	Submitter

* = Indicates an employee who is pending addition in the system

Page 1 of 1 Previous Next

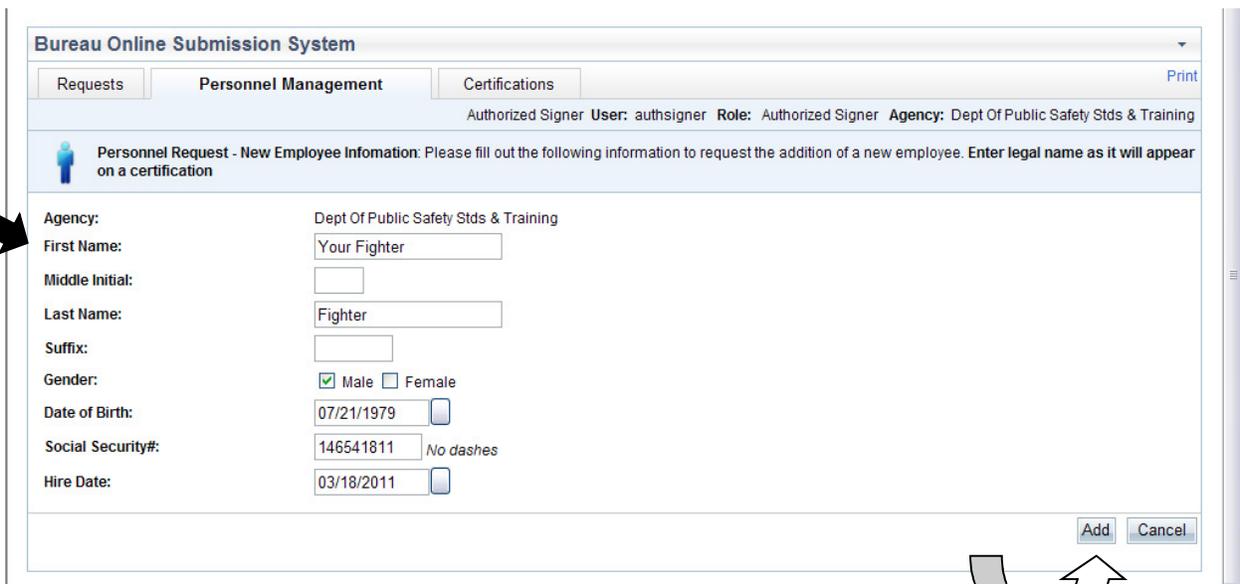
Jump to page: 1

Register Reset Password Change Role Request Certification

Add New Employee Edit Employee Info Update Employee Status

ADD A NEW EMPLOYEE

- Select the **Personnel Management** Tab.
- Click the **Add a New Employee** button.
 - Enter the Employee's legal first name, middle initial and last name.
 - **NOTE:** Please use capital letters and proper spacing when appropriate. The information that you enter will be **exactly** what is on file with DPSST and printed on all certifications.
 - Select appropriate gender.
 - Enter date of birth
 - Enter social security number (without dashes).
 - Enter hire date
- Click the **Add** button.



The screenshot shows the 'Bureau Online Submission System' interface. At the top, there are tabs for 'Requests', 'Personnel Management', and 'Certifications'. Below the tabs, it indicates the user is an 'Authorized Signer' for the 'Dept Of Public Safety Stds & Training'. The main heading is 'Personnel Request - New Employee Information: Please fill out the following information to request the addition of a new employee. Enter legal name as it will appear on a certification'. The form fields are as follows:

Agency:	Dept Of Public Safety Stds & Training
First Name:	Your Fighter
Middle Initial:	
Last Name:	Fighter
Suffix:	
Gender:	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female
Date of Birth:	07/21/1979
Social Security#:	146541811 <small>No dashes</small>
Hire Date:	03/18/2011

At the bottom right of the form, there are 'Add' and 'Cancel' buttons. A black arrow points to the 'Add' button, and a curved arrow points from the 'Add' button back to the 'Cancel' button.

- After you click the **Add** button, an attest will pop-up on the screen. Click **OK** to the attest to continue. If you click **Cancel**, you will not be able to continue with the online submission of this information.
- You may receive a message stating, "Potential duplicate employee(s) found - Please press the Add button again to confirm the employee addition."
- Click the **Add** button to continue with this submission.
- An attest will pop-up on the screen again. Click **OK** to the attest to continue. If you click **Cancel** you will not be able to continue with the online submission of this information.
- A verification screen will show that your submission has been sent to DPSST for review.
- Click the **Cancel** button to exit.

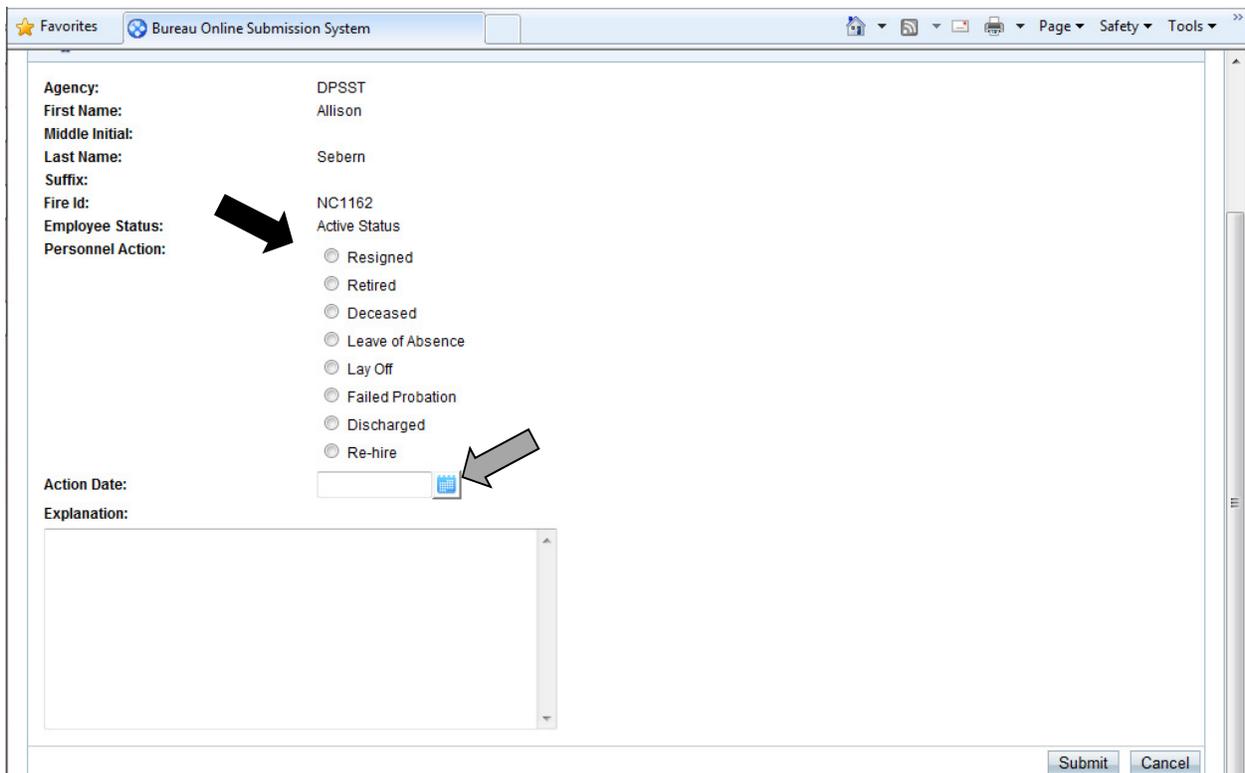
EDIT EMPLOYEE INFORMATION

Use this function to change an employee's name or email address. Employee name changes will be forwarded to DPSST and permanently changed.

- Select the **Personnel Management** Tab.
- Select the employee.
- Click the **Edit Employee** Info button at the bottom of the screen.
- Click **Edit**.
- Make changes as necessary.
- Click **Save**.
- You will receive a verification screen stating "The employee has been successfully edited."
- Click the **Cancel** button to exit.

UPDATE EMPLOYEE STATUS

- Select the **Personnel Management** Tab.
- Select the Employee.
- Click the **Update Employee Status** button at the bottom of the screen.
- Under **Personnel Action** select from the available radio buttons the appropriate action. 
- Enter the **Action Date**. 



The screenshot shows a web browser window titled "Bureau Online Submission System". The main content area displays employee information for Allison Sebern, Agency: DPSST, Fire Id: NC1162, and Employee Status: Active Status. Under "Personnel Action", there are radio buttons for Resigned, Retired, Deceased, Leave of Absence, Lay Off, Failed Probation, Discharged, and Re-hire. An "Action Date" field with a calendar icon is present. Below these fields is an "Explanation" text area. At the bottom right, there are "Submit" and "Cancel" buttons. Three arrows are overlaid on the image: a black arrow pointing to "Active Status", a grey arrow pointing to the "Action Date" field, and a black arrow pointing to the "Personnel Action" radio buttons.

- Click the **Submit** button. 
- You will receive verification stating "The employee status was successfully updated."
 - **NOTE:** The information submitted will be forwarded to DPSST and will take at least one business day to be updated in the BOSS.

AGENCY MANAGEMENT

An Agency Head is the only "role" that has access to this section.

- Use this tab to edit your agency's contact information.

Bureau Online Submission System

Requests Personnel Management Certifications **Agency Management** Print

Agency Head **User: agencyhead** · Role: Agency Head Agency: Dept Of Public Safety Stds & Training

Edit Agency Information: Add or edit agency information

Agency: Dept Of Public Safety Stds & Training

Contact First Name: Eriks
Contact Middle Initial:
Contact Last Name: Gabliks
Contact Suffix:
Phone Number: 5033782100
Fax Number: 5033784600
Email:

- Click on the **Edit** button.
- Make any necessary changes.
- Click **Save**.

NOTE:

- Please only change/update the Phone Number, Fax Number or Email using BOSS. This information will be forwarded to DPSST and will be on file as your agency's contact information.
- To make any changes to the Agency Head, Fire Chief, Training Officer, Authorized Signer or their contact information please complete a PAF available on our website at <http://www.oregon.gov/DPSST/FC/docs/Forms/PAF.pdf>

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