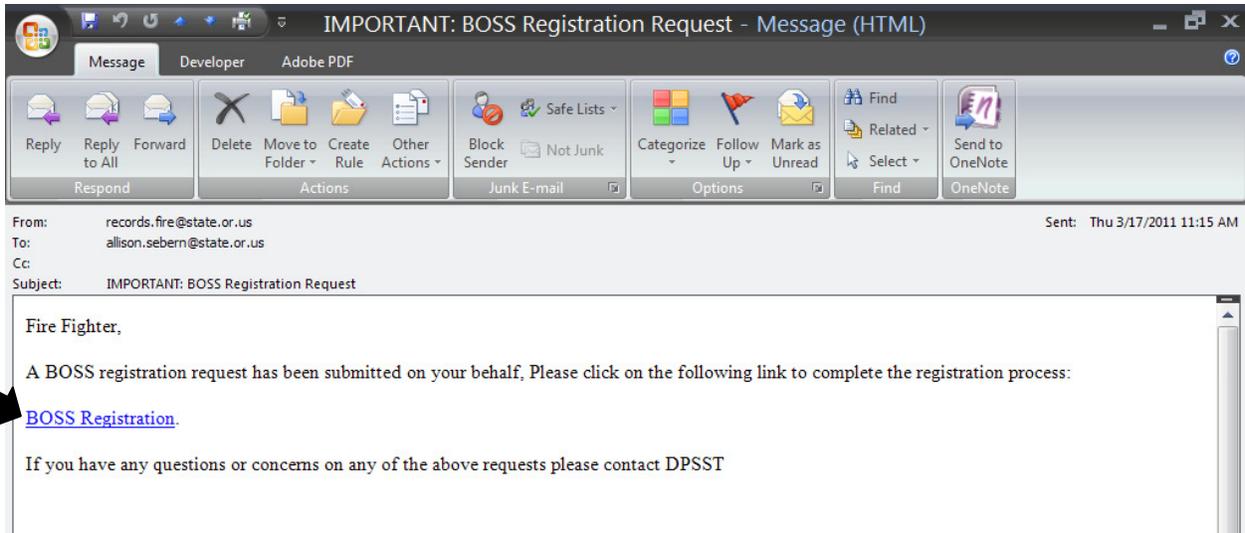


Welcome to Department of Public Safety Standards and Training Bureau Online Submission System (BOSS) – Authorized Signer Guide

REGISTRATION

Your 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.

- 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:** User Names CANNOT be changed, please choose wisely. Passwords will be active for three months and then you will be prompted to change it at your next login.
- Click **Register**.

Bureau Online Submission System

Boss Registration: Please create a user name and password

Registering: Fire Fighter In Agency: Dept Of Public Safety Stds & Training

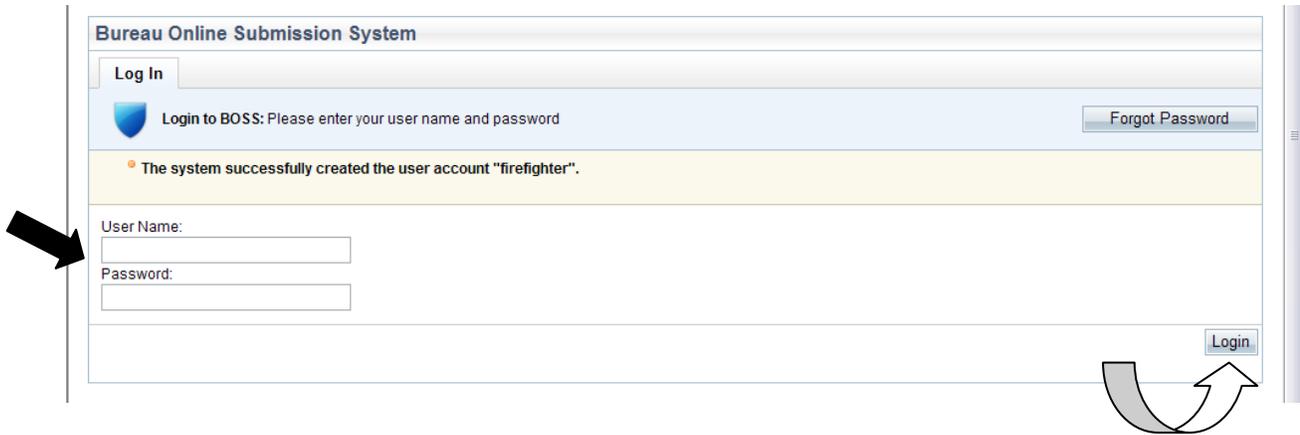
Password must:

- 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)

User Name:
Password:
Verify Password:

Register Cancel

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

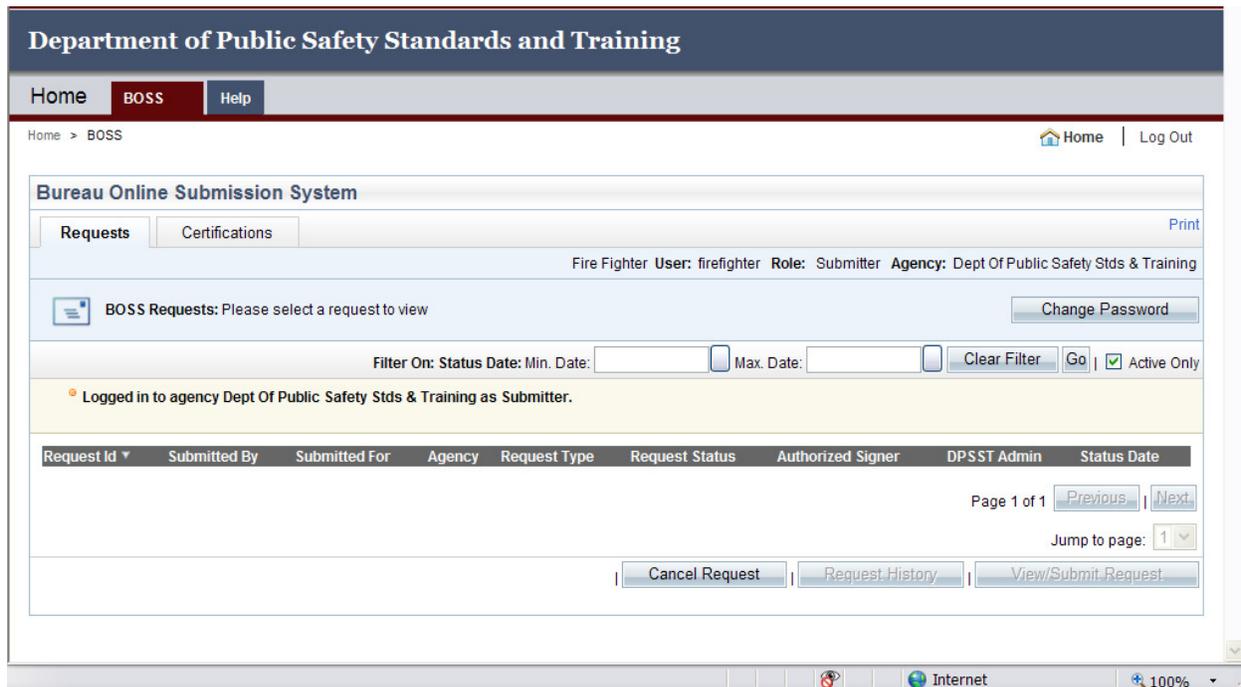


LOGIN INFORMATION

- 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.

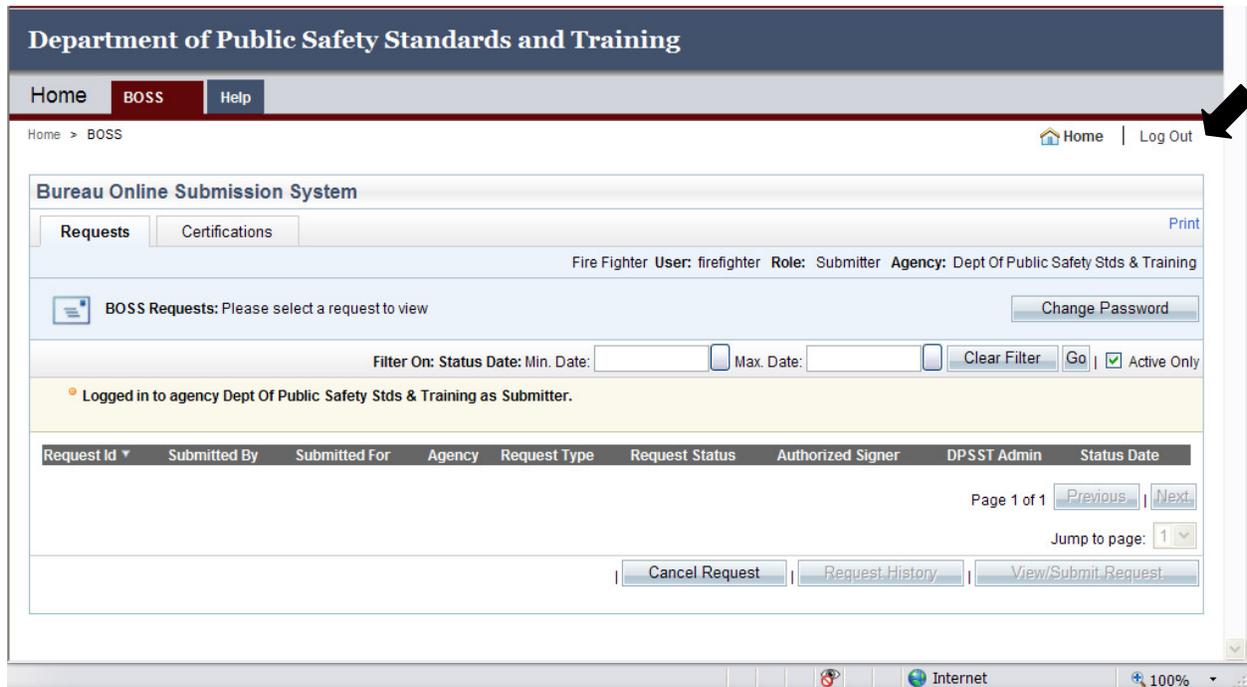
Below is the first screen you will come to after initial login.

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



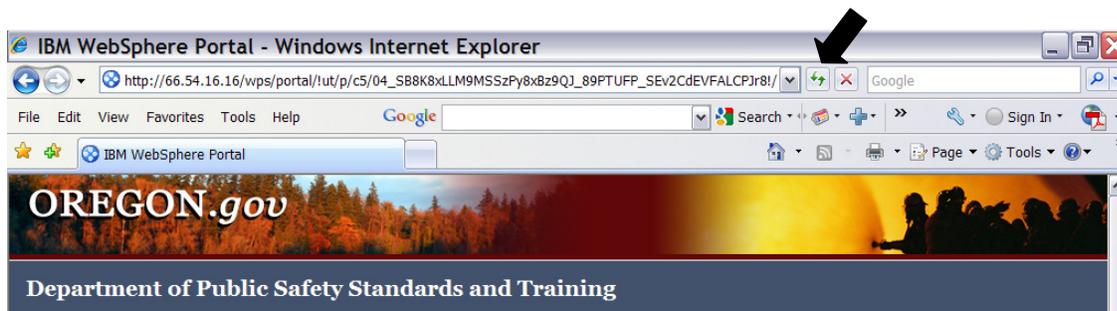
TO LOG OFF FROM BOSS

- 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.**

Department of Public Safety Standards and Training

Home BOSS Help

Home > BOSS Home | Log Out

Bureau Online Submission System Print

Requests **Certifications**

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

Current Certification Status: Apply for Certification

Certification Name	Status	Certification Date	Expiration Date
--------------------	--------	--------------------	-----------------

Maintenance Re-Certification

- 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).

Department of Public Safety Standards and Training

Home BOSS Help

Home > BOSS Home | Log Out

Bureau Online Submission System Print

Requests **Certifications**

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

Certification Request: Please select a certification to apply for

User's Current Certifications:

Certification Name	Status	Certification Date	Expiration Date
--------------------	--------	--------------------	-----------------

Available Certifications | Certification Category: NFPA FIRE FIGHTER

Certification Name	Certification Category
NFPA FIRE FIGHTER I	NFPA FIRE FIGHTER
NFPA FIRE FIGHTER II	NFPA FIRE FIGHTER

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.

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.

File upload: [Browse...](#)

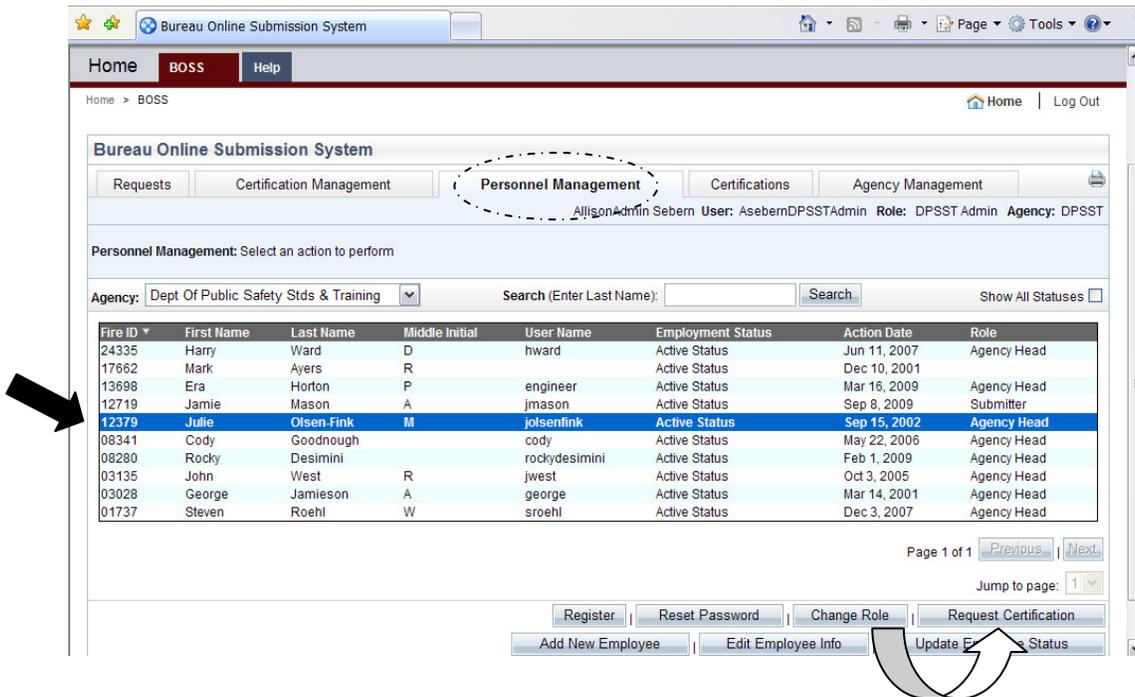
[Upload](#) [Delete](#)

- When you are finished with the application click either the **Submit** button or **Save** button.
 - **NOTE:** Clicking **Submit** will forward the information onto another Authorized Signer within your agency for approval. (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.

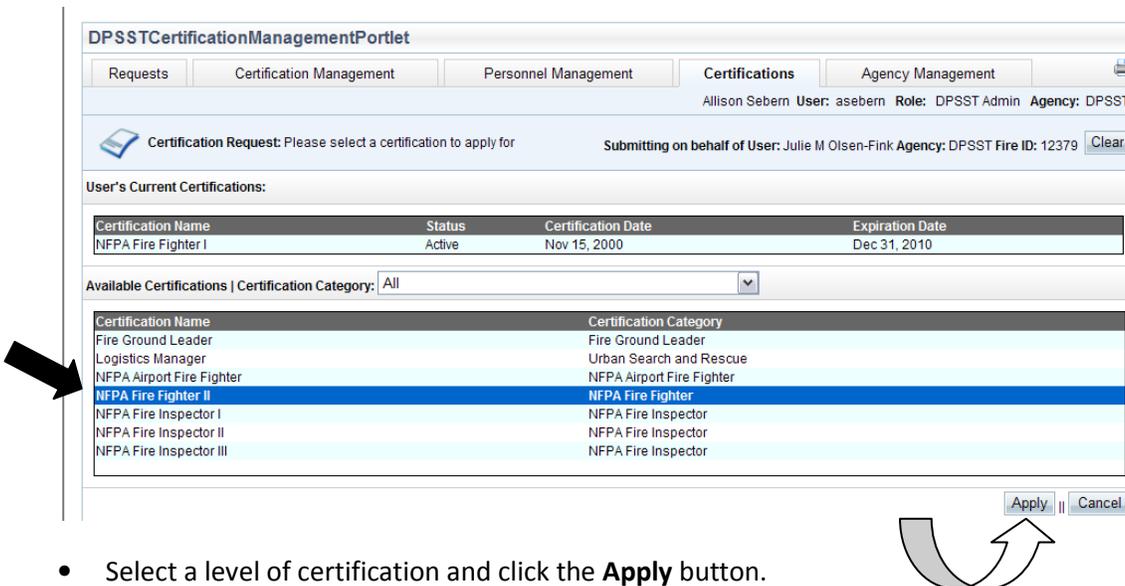
TO APPLY FOR CERTIFICATION FOR AN EMPLOYEE:

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.



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



- 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.

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.

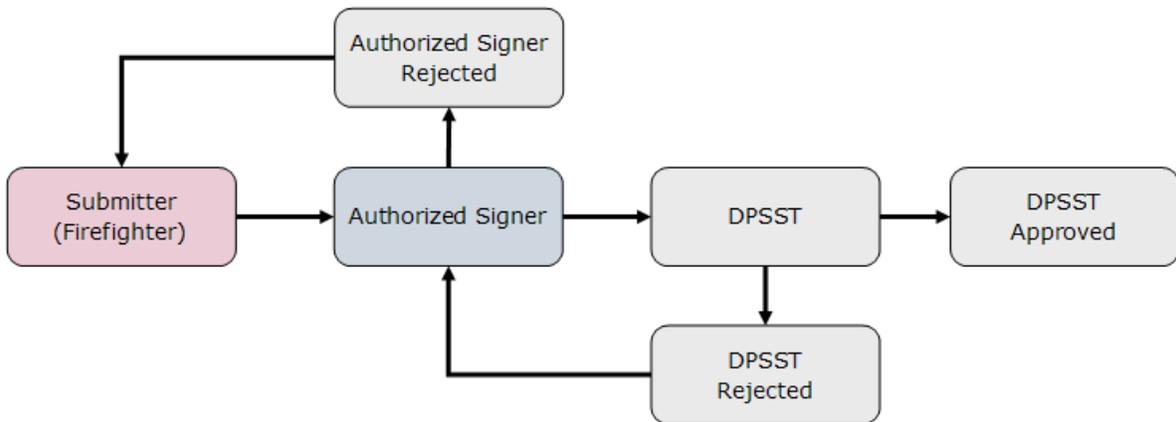
File upload: Browse...

Upload Delete

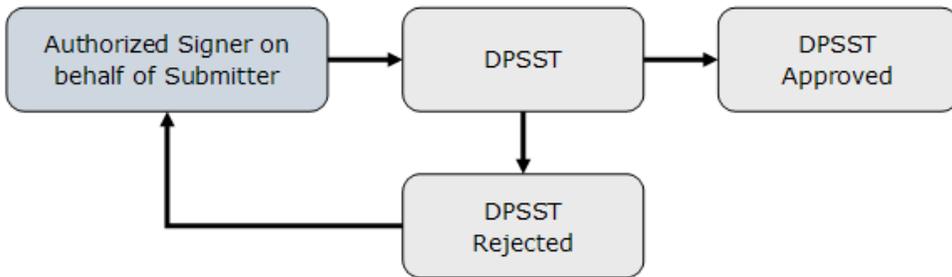
- When you are finished with the application click either the **Submit** button or **Save** button.
 - **NOTE:** Clicking **Submit** will forward the information onto DPSST for approval. Clicking **Save** will allow you to come back to the application at a later time and make further changes.
- After 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.

CERTIFICATION PROCESS OVERVIEW

Applications submitted by a Submitter

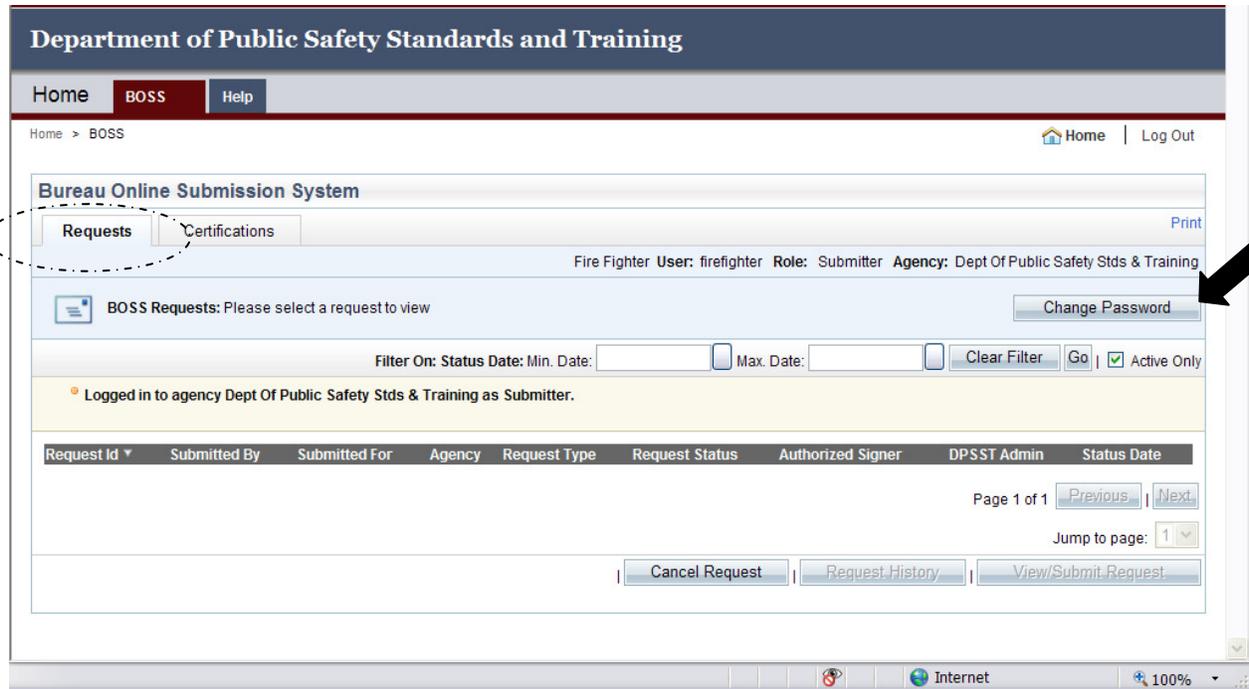


Applications submitted by an Authorized Signer on behalf of a Submitter



REQUESTS

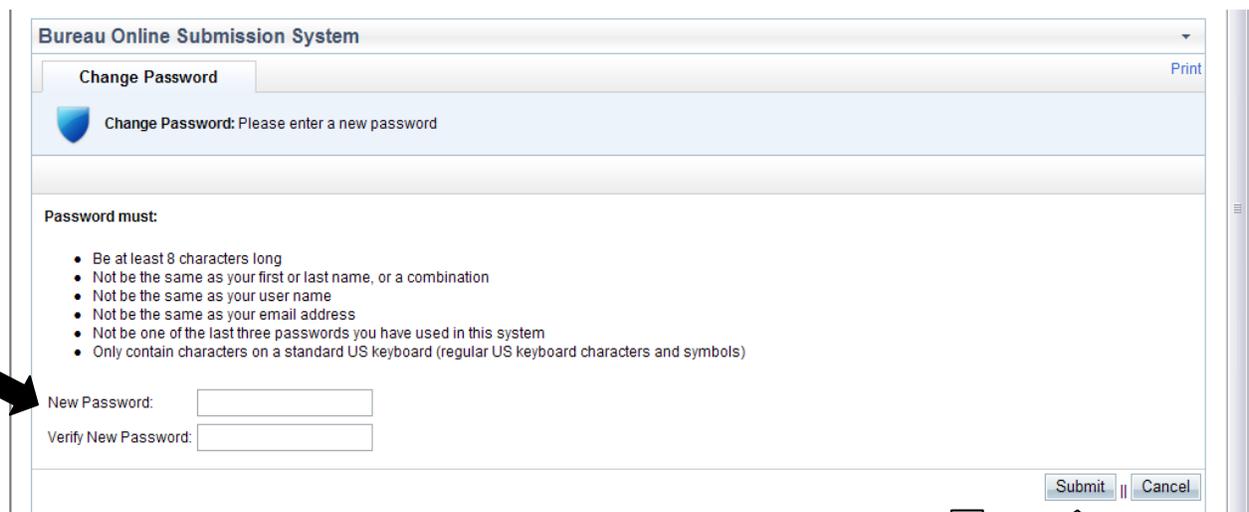
The Requests tab allows you to Change your Password, View the status on Applications for Certification that have been Submitted to your Agency Head, Review Applications for Certifications that have been Rejected by your Agency Head or DPSST and Re-submit Applications for Certifications that have been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



The screenshot shows the BOSS interface with the 'Requests' tab selected. A black arrow points to the 'Change Password' button in the top right corner of the main content area. The interface includes a navigation bar with 'Home', 'BOSS', and 'Help' tabs, and a breadcrumb trail 'Home > BOSS'. The main content area displays 'BOSS Requests: Please select a request to view' and a 'Change Password' button. Below this, there are filter options for 'Status Date' and 'Active Only', and 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 is on 'Page 1 of 1'. At the bottom, there are buttons for 'Cancel Request', 'Request History', and 'View/Submit Request'.

CHANGE 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. A black arrow points to the 'New Password' input field. The form includes a 'Change Password' tab, a 'Change Password: Please enter a new password' message, and a 'Password must:' section with 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 two input fields: 'New Password:' and 'Verify New Password:'. At the bottom right, there are 'Submit' and 'Cancel' buttons. A white arrow points from the 'Submit' button back to the 'Change Password' tab.

VIEW/SUBMIT REQUEST

VIEW REQUEST:

- Select the Request you would like to view.
- Click the **View/Submit 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:

Cancel Request Request History View/Submit Request

SUBMIT A SAVED REQUEST:

- Select the Draft Request you would like to Submit.
- Click the **View/Submit 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:

Cancel Request Request History View/Submit Request

APPLICATION FOR CERTIFICATION REJECTIONS:

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

Cancel Request Request History View/Submit 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

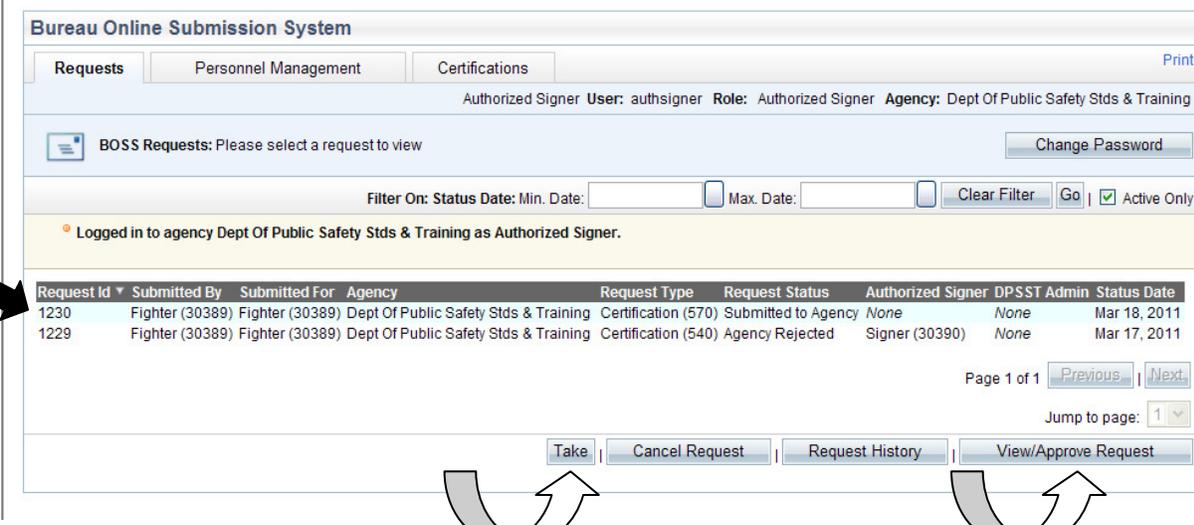
Save Submit Cancel

- 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 approval. (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 APPROVAL FOR APPLICATIONS SUBMITTED BY A SUBMITTER:

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

- 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. The 'Take' button at the bottom of the screen is circled in grey, and an arrow points to it from the left. Another arrow points to the 'View/Approve Request' button at the bottom right.

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 approval.
 - 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. If you click **Cancel** you will not be able to continue with the online submission of this information.

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

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.
- Click the **Add Role** button.
- Select from the **Available Roles** drop down box.
 - **Role Definitions:**
 - AGENCY_HEAD – Role for the Fire Chief.
 - 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

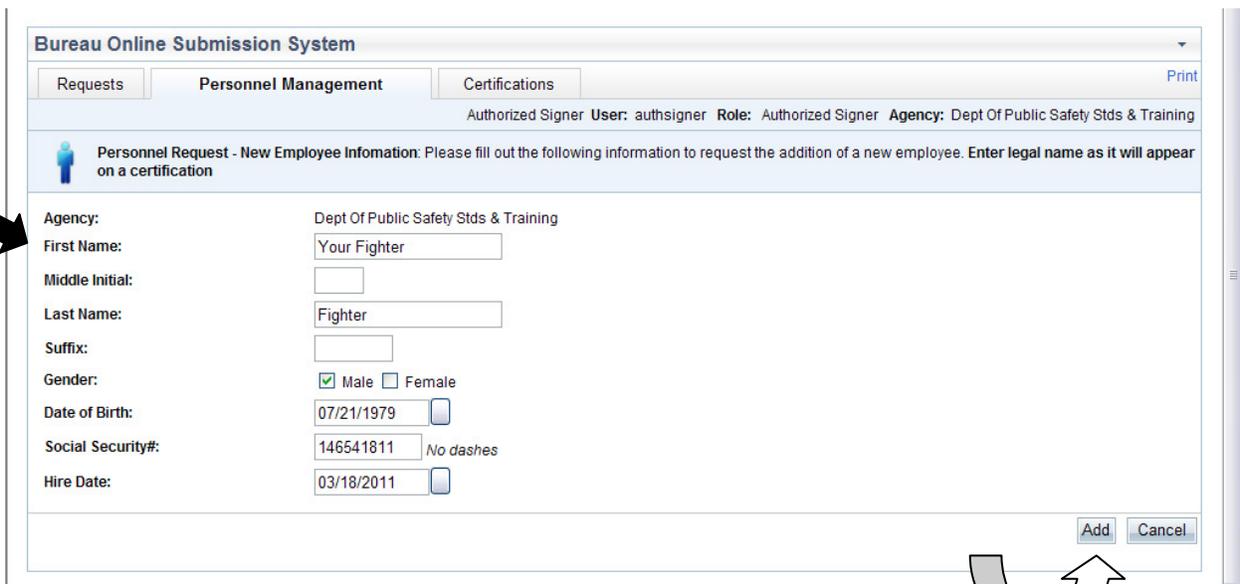
Jump to page: 1

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'. The 'Personnel Management' tab is selected. Below the tabs, the user is identified as 'User: authsigner' and the agency as '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 'Add' button.

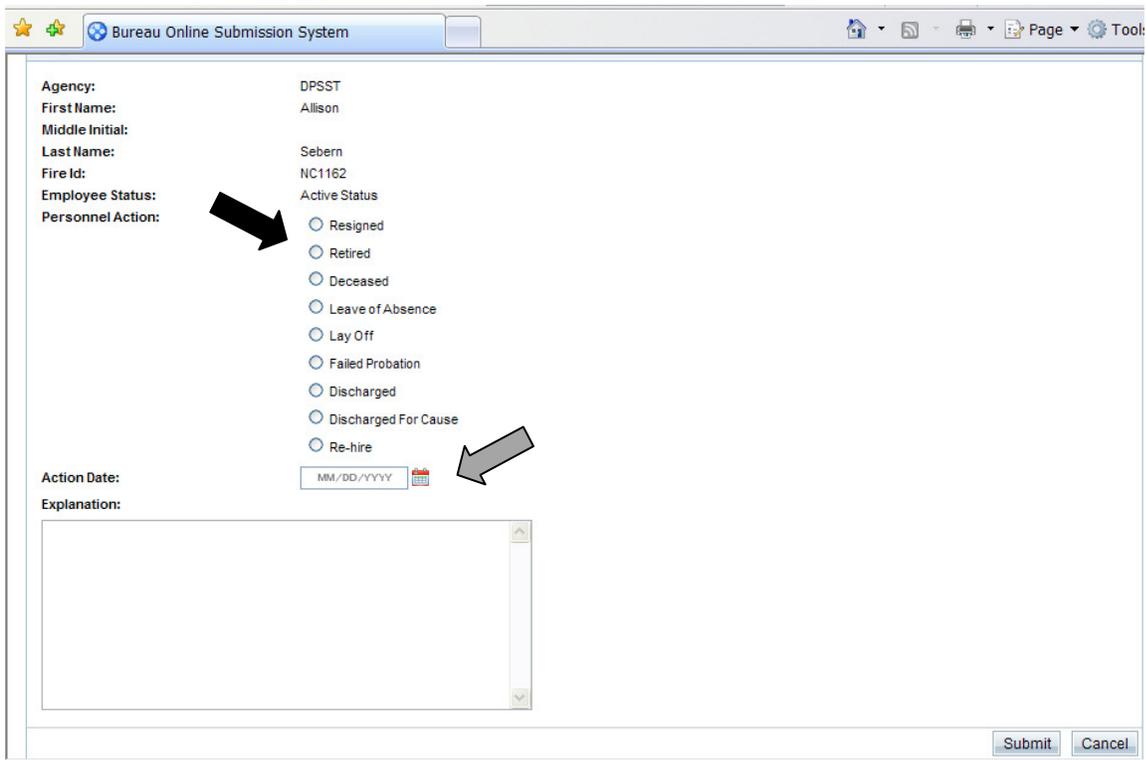
- After you click the **Add** button, an attest will pop-up on the screen. Click **OK** to the attest to continue. If you click **Cancel**, you will not be able to continue with the online submission of this information.
- You may receive a message stating, "Potential duplicate employee(s) found - Please 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 and approval.
- Click the **Cancel** button to exit.

EDIT EMPLOYEE INFORMATION

- 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**. 
 - **NOTE:** An explanation is required for any Discharge For Cause employees.



Agency: DPSST
First Name: Allison
Middle Initial:
Last Name: Sebern
Fire Id: NC1162
Employee Status: Active Status
Personnel Action:
 Resigned
 Retired
 Deceased
 Leave of Absence
 Lay Off
 Failed Probation
 Discharged
 Discharged For Cause
 Re-hire
Action Date: MM/DD/YYYY 
Explanation:

Submit Cancel

- 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 can take up to five business days to be updated in the BOSS.

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