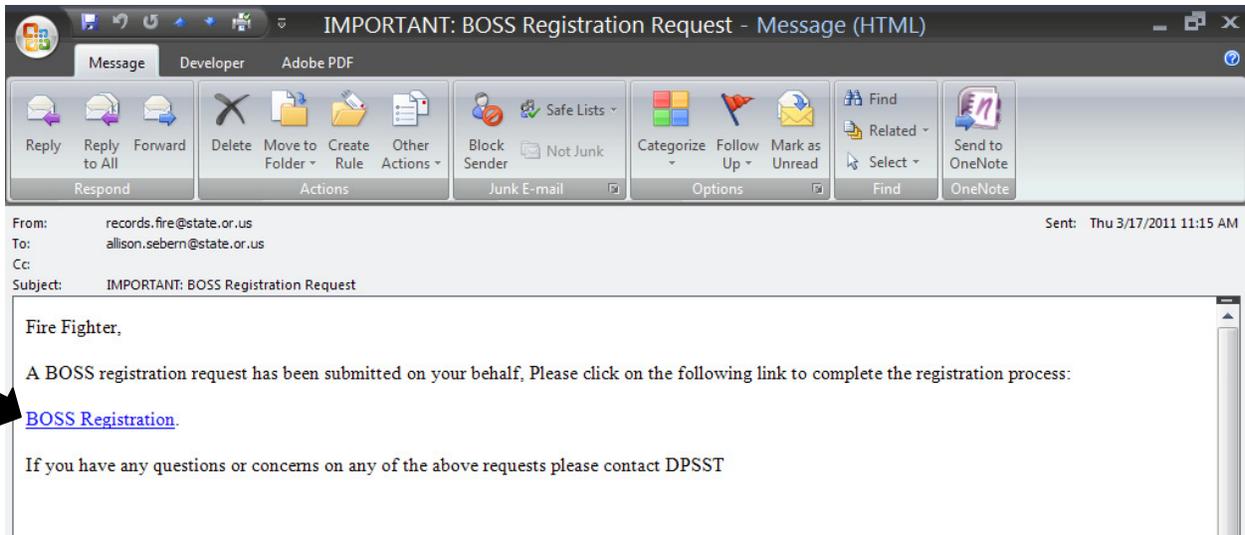


Welcome to Department of Public Safety Standards and Training Bureau Online Submission System (BOSS) – Employee Guide

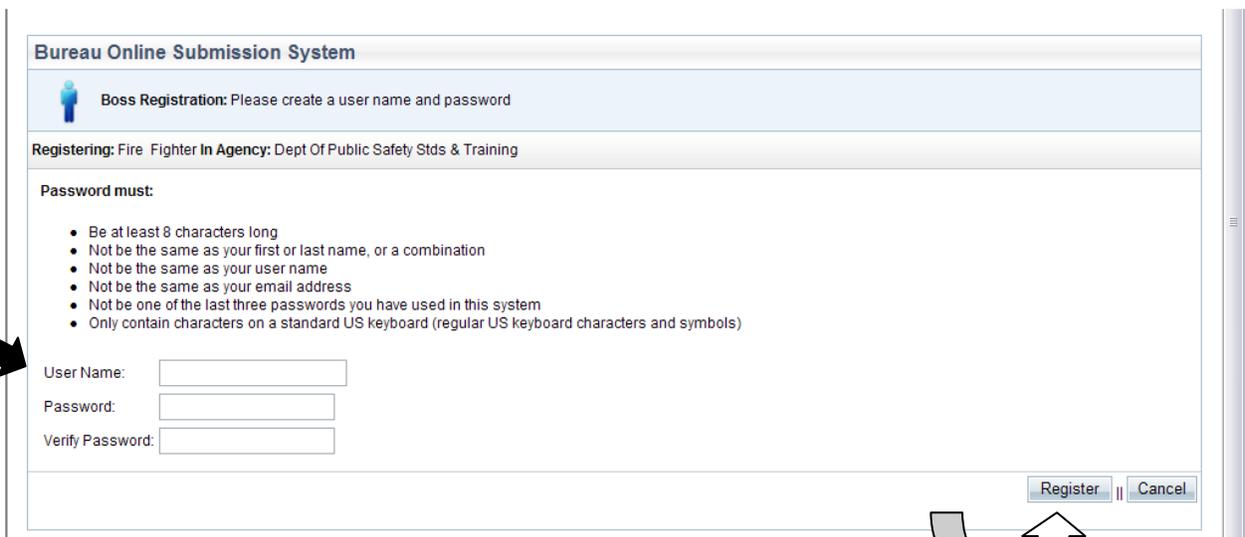
REGISTRATION

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**.



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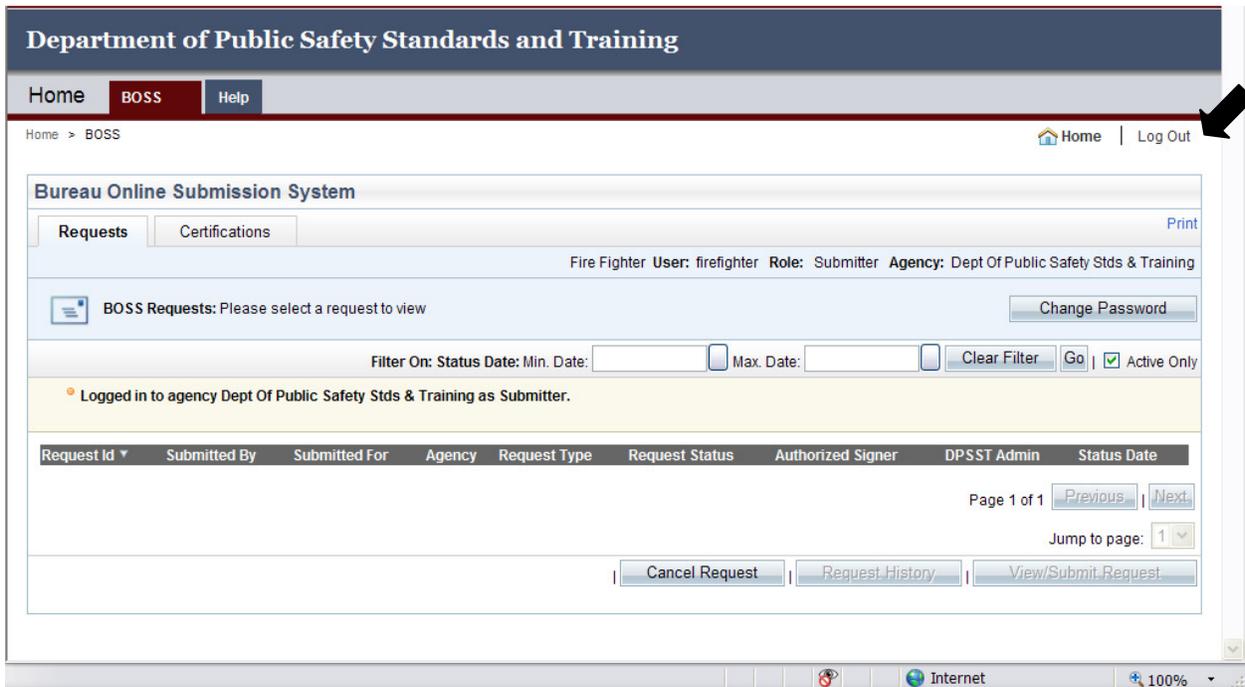
Page 1 of 1 [Previous](#) | [Next](#)

Jump to page:

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

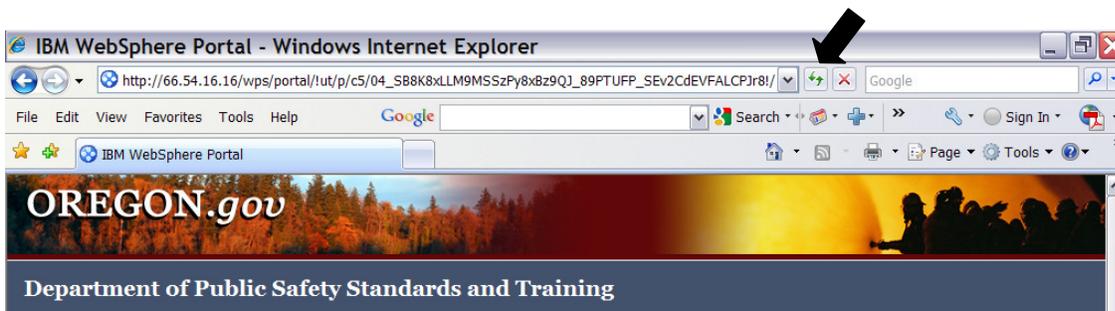
TO LOG OFF FROM BOSS

- 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 'Bureau Online Submission System' interface. The 'Certifications' tab is selected and circled. Below the tabs, the user information is displayed: 'Fire Fighter User: firefighter Role: Submitter Agency: Dept Of Public Safety Stds & Training'. There is an 'Apply for Certification' button. Below this is a table with columns for 'Certification Name', 'Status', 'Certification Date', and 'Expiration Date'. A 'Maintenance Re-Certification' button is located at the bottom right of the table area. A curved arrow points from the 'Apply for Certification' button to the table.

- 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 'Apply for Certification' screen. The 'Certifications' tab is selected. The user information is the same as in the previous screenshot. Below the user information, there is a 'Certification Request: Please select a certification to apply for' message. Underneath is a section for 'User's Current Certifications' with a table. Below that is a section for 'Available Certifications' with a dropdown menu set to 'NFPA FIRE FIGHTER'. A table lists available certifications with columns for 'Certification Name' and 'Certification Category'. A black arrow points to the first row of this table. At the bottom right, there are 'Apply' and 'Cancel' buttons. A curved arrow points from the 'Apply' button to the table.

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

- 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:

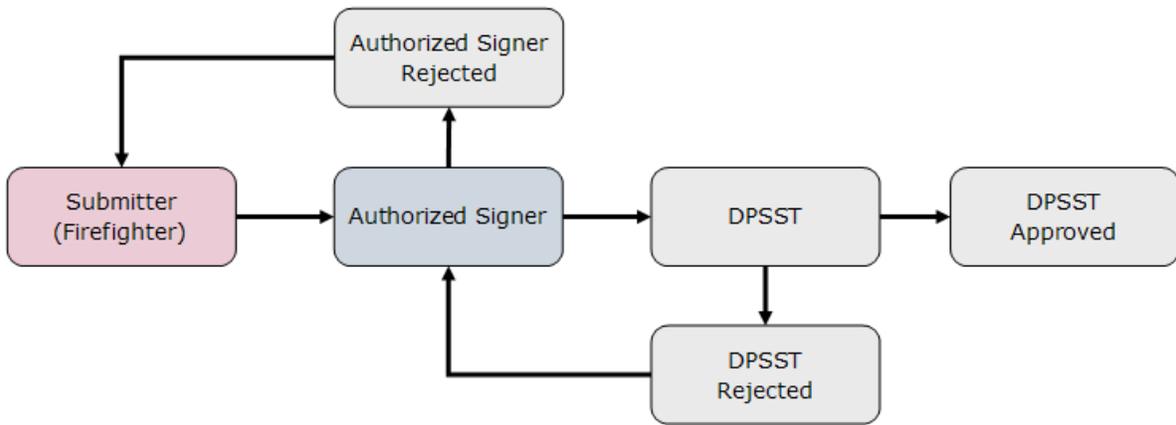
- A file upload process is available to provide supporting documentation to DPSST.
 - Click the **Browse** button.
 - Select the document that you wish to provide to DPSST.
 - Click **Open**.
 - Click the **Upload** button.
 - Repeat these steps to continue attaching documentation, as necessary.

File upload:

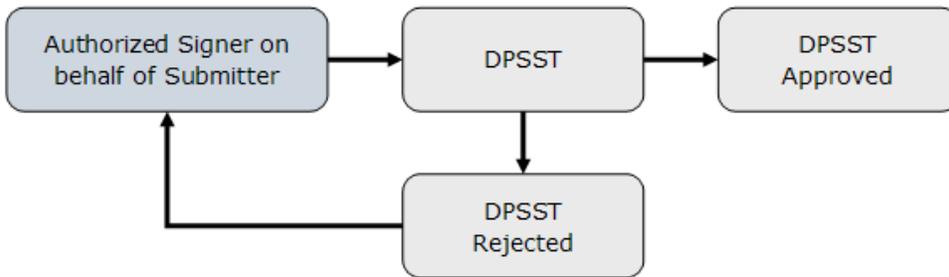
- When you are finished with the application click either the **Submit** button or **Save** button.
 - **NOTE:** Clicking **Submit** will forward the information onto your agency's Authorized Signer for approval. Clicking **Save** will allow you to come back to the application at a later time and make 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

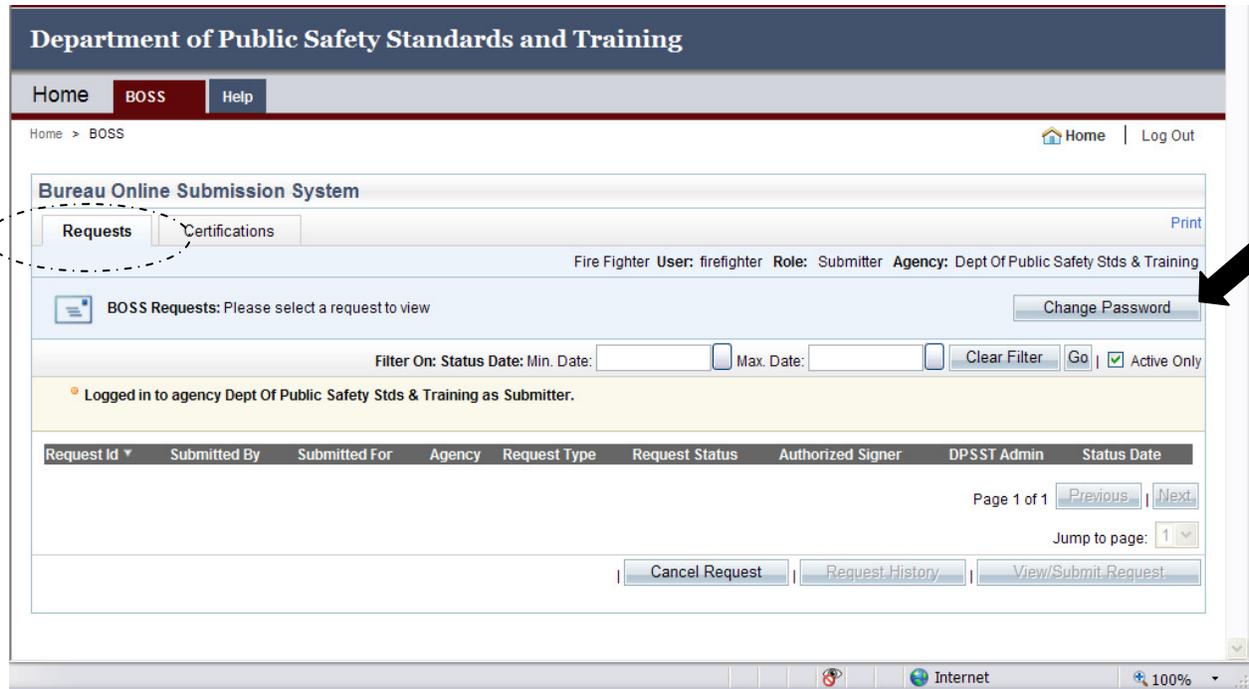


Applications submitted by an Authorized Signer on behalf of a Submitter



REQUESTS

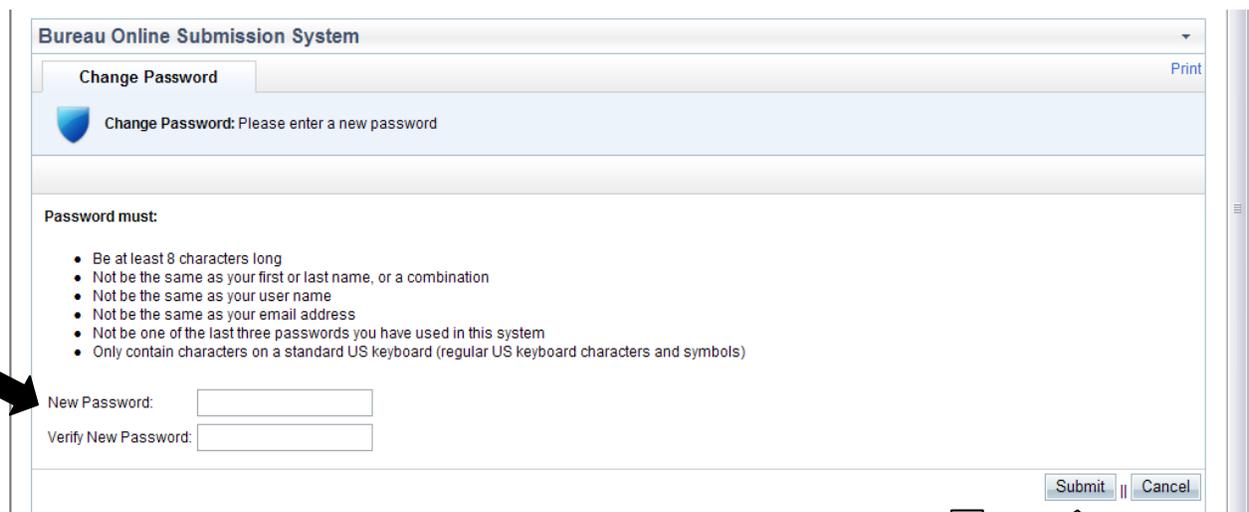
The Requests tab allows you to Change your Password, View the status on Applications for Certification that have been Submitted to your Agency Head, Review Applications for Certifications that have been Rejected by your Agency Head or DPSST and Re-submit Applications for Certifications that have been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

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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 your agency's Authorized Signer 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.

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

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