



Print & Save Your Transcripts

VDFP is transitioning from FSTRS to Cornerstone OnDemand.

Once the system is live, training records from FSTRS will not be **visible** in Cornerstone OnDemand. In the interim, training records will be maintained manually by VDFP staff.

To ensure accuracy of your training records for future registration, **print and save your transcripts.**

Questions? Pre-2019 transcript discrepancies?
Training@vdfp.virginia.gov
(804) 371-0220

1
Visit FSTRS
at <https://www.fstrs.virginia.gov/Index>



2
Go to the login page



3
Select registration login



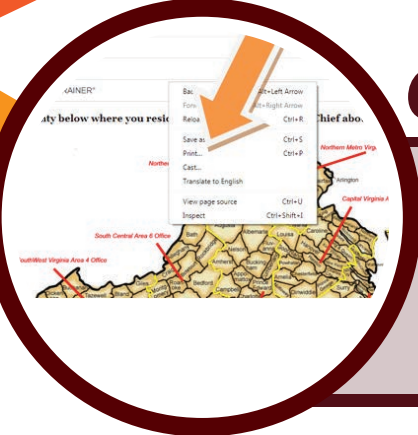
4
Enter all information
Use last four SSN# for PIN



5
Go to "My Transcripts"



6
Right click and select "Print" or "Save As"





FSTRS to Cornerstone OnDemand

What is happening to training records during the transition to Cornerstone OnDemand?

No training records will be lost or deleted as Fire Programs transitions from FSTRS to the new learning management system, Cornerstone OnDemand. The records will be housed on a backup server independent of FSTRS and Cornerstone OnDemand, to allow Fire Programs staff to manually retrieve training records anytime.

Legacy training records from FSTRS will not be visible, day one in Cornerstone OnDemand. This means that when one first logs into Cornerstone OnDemand, no records will be seen in the system. However, training records are available.

What is the difficulty in transferring training records from FSTRS to Cornerstone OnDemand?

FSTRS is a legacy system that operates with technology and a data approach that was used nearly 20 years ago. Web-based, educational systems weren't as sophisticated as they are today.

Cornerstone OnDemand is a system with features that exist in today's online learning environment: mobile-device friendly, cloud-based, and data intuitive.

Both systems have exclusive data saving and storage methods. As a result, they don't integrate with one another, making it difficult to seamlessly transfer to Cornerstone OnDemand the hundreds of thousands of training records that were created within FSTRS.

What should I do to ensure my training records are accurate for future training registration?

Fire Programs is encouraging users to be advocates of their success by logging onto FSTRS to:

- Update account profile
- Review transcripts
- Print or download and save transcripts as a PDF. Keep this information handy.
- Once Cornerstone OnDemand is live, upload transcript PDFs to the system.

Do not be discouraged if something might be missing. Fire Programs is in the process of closing out all 2019 courses that have already taken place. For any pre-2019 transcript discrepancies, fill out and submit the transcript request form on the VDFP website to training@vdfp.virginia.gov. Requests will be fulfilled within 7-10 business days.

Questions? Contact:
Training@vdfp.virginia.gov
(804) 371-0220

How is Fire Programs handling training records in the interim and in the future?

Fire Programs has manual processes in place to maintain and accommodate transcript and records requests. Training records will be housed on a backup server independent of FSTRS and Cornerstone OnDemand, to allow Fire Programs staff to manually retrieve training records anytime.

The agency is also examining how to best approach records management once Cornerstone OnDemand is operational. Initial use of Cornerstone OnDemand and support needs will determine how Fire Programs will update its processes to improve service delivery.

What will happen to FSTRS once Cornerstone OnDemand is in use?

FSTRS will remain in a "read-only" format for 3-6 months after Cornerstone OnDemand is operational. Controls will be in place to redirect users from FSTRS to Cornerstone OnDemand and access to FSTRS will be prohibited. The exact timeframe will be based on initial needs.

On the operational side, Fire Programs will continue to archive all training records. The agency has identified this activity as a necessary step within its evolving records management business process.