

### ***Background***

Although the Substance Abuse Intervention and Mctime Intermediate workshops have been combined for the purposes of personnel movement, the two courses are unique and are being tracking separately. All personnel at the rank of Captain and above should have access to both tracking sites. If you do not have access, please contact Jeff Feiertag via e-mail and include your fire ID with your request.

### ***Finding Your Login Information***

For both websites, use the same username and password you use for kelly picks, leave picks and the HIPAA training/tracking website.

If you cannot remember your login information, click the **Forgot Password** link on either tracking website and input your Fire ID where requested. Click the **Email Password** button to have the system send your login information to the address on file. (For 99% of the organization, the user's county e-mail address is the one on file.)

If you still cannot retrieve or remember your login information, please contact Jeff Feiertag via e-mail to request assistance.

### ***Tracking Substance Abuse Intervention Students***

All uniformed personnel are required to attend this workshop. Tracking is combined with the data tracking for the Substance Abuse Education (i.e., intro) and Substance Abuse in the Workplace (i.e., manager) courses.

- Launch your Internet browser and go to **Quicklinks**.
- Find **Wellness and Fitness** in the navigation menu and choose **Substance Abuse Education Course Site** from the sub-menu. This will take you to the website **mcfrsit.com/trackingSAE**.
- Click the **login** link and log into the site.
- Find and click the **Chiefs** link in the blue navigation bar.
- Select one of the following links:
  - Complete/Incomplete List – Identifies check-off dates for each of the three classes per individual student. This list shows students who have and have not completed each course.
  - Career Search by Station/Shift – Identifies names of personnel (organized by shift, battalion and station) who have completed the course selected. This list **does not** show names of personnel who have not completed the selected course.
  - Career Class Search – Identifies names of personnel county-wide who have completed the selected course.
  - Search by FDID – Enables you to search for all Substance Abuse Training-related records for a specific individual.
- Remember to log off when you have finished.

### *Tracking MTime Intermediate Workshop Students*

This course is designed for personnel at the rank of Master Firefighter and above. As was the case with MTime, the tracking for this workshop is combined with the rest of the tech training curriculum. You will find that the reports available to you are similar to the Substance Abuse tracking tools.

- Launch your Internet browser and go to **Quicklinks**.
- Find and click the **Tech Training** button at the top of the page.
- Click the **login** link and log into the site.
- Find and click the blue **Chiefs** box.
- Select one of the following links:
  - Complete/Incomplete List – Identifies check-off dates for required courses per student. This list shows students who have and have not completed each course. Note that the MTime column was for the MTime Intro course from 2009, while the MTime Intermediate course is the current workshop. This list is sorted alphabetically by last name.
  - Career Search by Station/Shift – Identifies names of personnel (organized by shift, battalion and station) who have completed the course selected. This list **does not** show names of personnel who have not completed the selected course. Select **MTime Intermediate (2011)** as the class, followed by the station and shift of your choice.
  - Career Class Search – Identifies names of personnel county-wide who have completed the selected course. You may click a header to sort the list and this will enable you to sort by battalion.
  - Search by FDID – Enables you to search for all tech training-related records for a specific individual.
- Remember to log off when you have finished.