

Getting Started: The New TFS Online Course & Event Registration System
Powered by Acadis (Formerly TIWA)

Welcome!!

This is a short guide on how to access the new Online Registration System, sign up for a new student account and then register for classes.

You can access the new student portal either by going to the old TIWA site, which will redirect you, or by using the new link: <https://tfs.acadisonline.com/>. Be sure to bookmark the new site for future use.

Student Portal Home Page

The first thing you will notice is that the homepage looks completely different, but it is fairly simple to navigate. The **Sign-in** box is on the left, with a new “Reset your Password” feature. You will use this box once you have your username and password, and you now have the ability to reset your password on your own using the “Reset your password” link. Below this is a box for retrieving your **student ID**. We no longer will use O numbers as student IDs. The system self generates a xxxx-xxxx number as the student ID. Again, you will be able to use this once you have your student account and login information. The main box offers basic academy information and useful links. On the right side are 2 important links: **Available Training** and **WebForms**.

The **Available Training** link is just that, a link to all the training that is currently available through the Texas A&M Forest Service Training Department. However, the new system will not show an academy listed. It will show each course individually that is being offered at the academy. Academy course names will begin with “Lufkin Academy (ETXWA) or Bastrop Academy (CAIWA)”. This page will also shows the course dates, course hours, registration start and end, number of seats, and more. You do not have the ability to register for classes on this page... you can only register once you have signed in to the student portal.

The **WebForms** link is what you will click to first gain access to the portal. Once you click the link, it will take you to a page that lists the webforms. At this moment, we only have 1 available called Portal Access Request and this is the one you will use. Every individual wanting to register for a course and wanting to see more information about courses offered will need to fill out this request form. Consider it like the New User student application that was on TIWA, except this time every one will need to fill it out their first time using the new registration system. Once you have filled out the form accurately and completely, you will receive an email with a link that will direct you to create a password. After that, you can log in to the portal.

Accessing Student Accounts

To access your student account, just log in with the username and password you established. You can manage this information by using the Manage Profile link in the top right corner.

To see all the available trainings and events, you will click on the Training and Events tab located at the top of the page or you can hover over the tab and click the Browse or Sign up for Training. Every course being offered will be listed on this page. You will notice that an Academy is not a selection. The new program does not allow us to group courses into an “academy”. To remedy this and take away some confusion, each course will start with an “event name”. So for the Lufkin Academy, the course will start with “Lufkin Academy (ETXWA)...” and for the Bastrop Academy, “Bastrop Academy (CAWA)...” Also, the location (in gray under the course name) will give some clue as well.

If you need course information before registering, you can click on any of the courses in blue.

Registering for Courses

To register for a course, simply click on the Register button to the right of course listing. You will be taken to the online form and then you just need to fill out the form completely and hit Submit Request.

**Now you may notice a few new things: First, we are asking for pre-requisites. You will either need to upload documentation, such as a certificate or qualification card, or answer a question. Second, is the Tuition Bill-To Grant. This is just a drop down box to pick which payment option you will be going with. At the moment, we do not have the ability to collect online payments and this was a way to track expected payments.

For detailed information regarding the course, simply click on the course link (once you have logged in).

Should you have any questions, please send them to academyregistrar@tfs.tamu.edu.