# How to Export the Personnel Roster

Exporting the personnel roster will create an Excel CSV file with the following fields;

- Last Name
- First Name
- Middle Name
- Suffix
- Full Name
- Abbreviated Full Name
- User ID
- Gender

- Organization
- Employment Status
- Title/Rank
- Last Hired
- Appointment Type
- Employment Type
- Primary Address 1
- Primary Address 2

- Primary City
- Primary State
- Primary Zip
- Primary Phone
- Primary Email

- **To Export the Personnel roster**
1. Open a web browser and go to FTACS https://acadisportal.tci.tn.gov.

2. Enter username and password then click **SIGN IN**. If you have issues with your username or password use the *forgot your password* link.

3. Under **Personnel**, find and click **See a List of Personnel.**
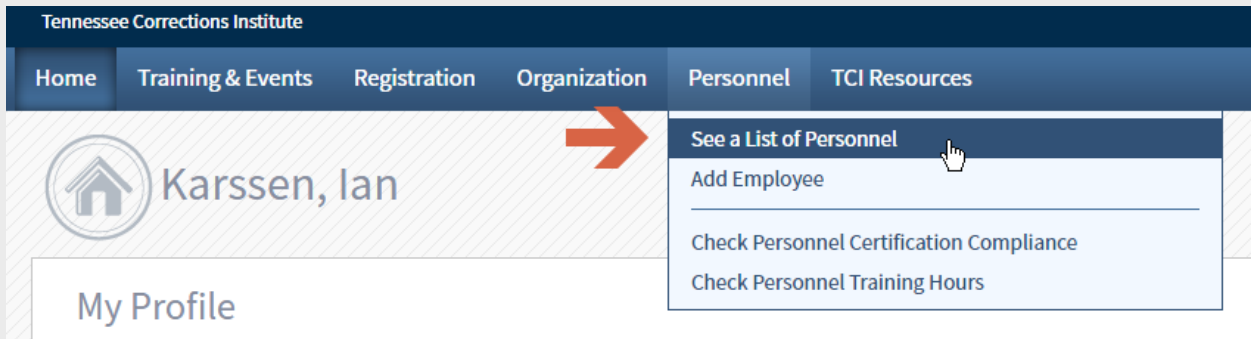
4. On the Personnel page click the 3 dots on the right side of Add Employee
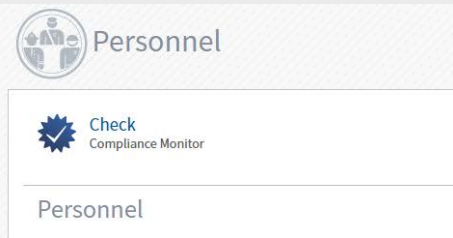
5. In the box that opens below, click **Export All**.

6. After waiting for your "request to be processed", you should find the downloaded Excel spreadsheet at the bottom of your web browser. Click on it to open and view the exported personnel roster.