

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 IDGender

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- Title/RankLast Hired
- Appointment Type

Organization

Employment Status

- Employment Type
- Primary Address 1
  - Primary Address 2

Primary City

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

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

lome	Training & Events	Registration	Organization	Personnel	TCI Resources	
	Karssen,	Karssen, lan		See a List of Personnel		
M	/ Profile			Check Personnel Certification Compliance Check Personnel Training Hours		
נייו						
n the Pe	ersonnel page click Personnel	the 3 dots	on the ri	ght side of A	Add Employee	
n the Pe	ersonnel page click Personnel neck mpliance Monitor	the 3 dots	on the ri	ght side of A	Add Employee	

5. In the box that opens below, click **Export All**.

Personnel						Add Employee		
Currently showing active employees only. Show all employees								
Name 🔺	User ID	Title/Rank	Employment Type	Appointment Type	Last Hired	Employment Status		

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.

