



# Getting Started with PowerFTO

Facilitator: Brittany Van Etten  
[trainingteam@powerdms.com](mailto:trainingteam@powerdms.com)

# Brittany Van Etten

Training Specialist I



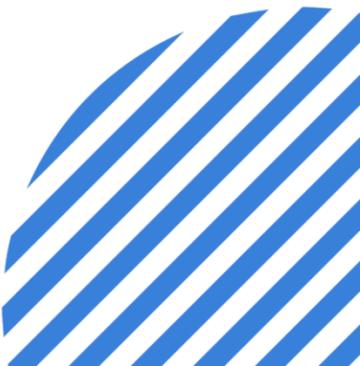
# A Few Things to Note:

- This session is being recorded.
- The recording will be automatically Emailed to all registrants of this session, as soon as it becomes available.
- You can and should download a copy of this presentation from the Handouts section of the GoToWebinar sidebar.
- You can type in your questions any time within the questions field of GoToWebinar.



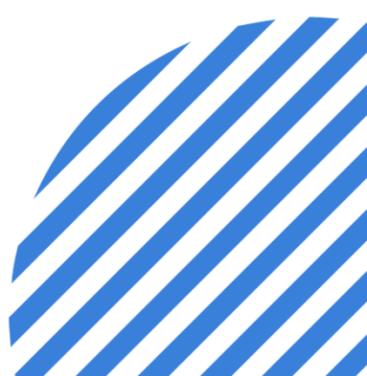
# After this session, you will be able to:

- Identify the purpose of PowerFTO.
- Demonstrate logging in to PowerFTO.
- Navigate the PowerFTO homepage.
- Locate universal site settings.



# What is PowerFTO?

- ✓ A cloud-based onboarding and field training software.
- ✓ Centralizes and standardizes your field training records.
- ✓ Develop training and performance programs for employees based on needs.
- ✓ Allows you to maintain high-level of compliance with field training data.



# Who can access PowerFTO?

- ✓ Anyone added by the site administrator or program coordinator.
- ✓ Accessible anytime, anywhere from your smartphone, tablet, and computer.
- ✓ Modern browsers work best i.e., Google Chrome and Firefox.



# Permission Roles



Site Administrator

Full access to program

Only users with full access to all programs and features



Program Coordinator

Complete Program Control

Can manage specific programs and add users to program.



Supervisor

Can access forms in that stage

Can access forms in that stage.

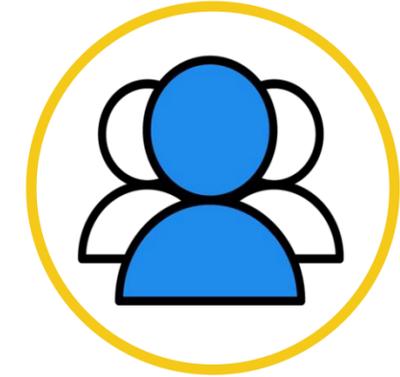
# Permission Roles



## Trainers

Access to forms in that stage.

Users will have access only over their trainees.



## Trainees

Anyone in a program selected as trainee

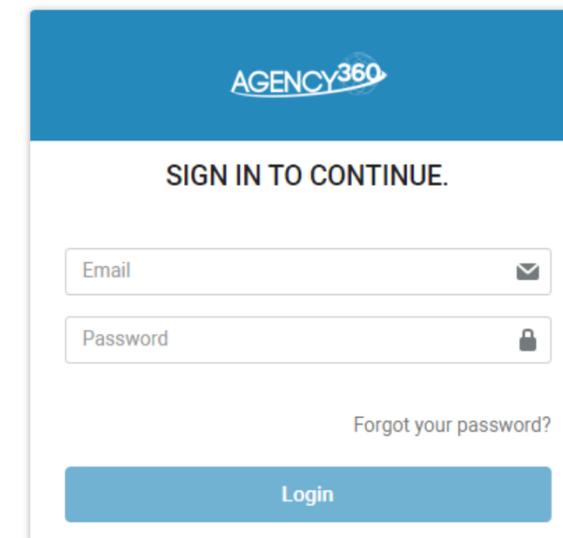
Assigned content from the trainer to complete



# Logging in to PowerFTO

Login credentials are provided to you either via a special kickoff call with one of our trainers or through an email announcing your user creation in the system.

- Enter email and password. You can use the forgot password link to receive a reset link in your email.
- Passwords must be minimum six characters (alpha-numeric only)



The screenshot shows the Agency360 login interface. At the top is the Agency360 logo. Below it is the text "SIGN IN TO CONTINUE." There are two input fields: "Email" with an envelope icon and "Password" with a lock icon. Below the password field is a link that says "Forgot your password?". At the bottom of the form is a blue "Login" button.

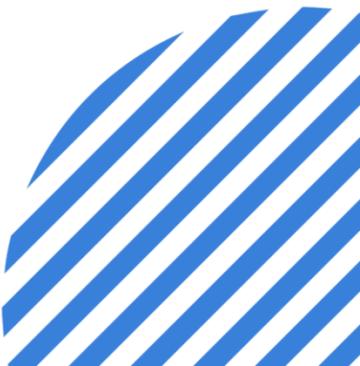
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# Tip: Before you add users to a program....

- ✓ Configure your groups, shifts, and locations first!
- ✓ Configure your program setup the way you would like.

## Why?

- ✓ Save your work of having to make edits to your users later.



# You should now be able to:

- Identify the purpose of PowerFTO.
- Demonstrate logging in to PowerFTO.
- Navigate the PowerFTO homepage.
- Locate universal site settings.



# Questions?

