

## Great Basin Priority Trainee Program Availability Statusing in the Wildland Fire Learning Portal

This job-aid is intended to provide instructions on how to status yourself for Great Basin Priority Trainee assignments.

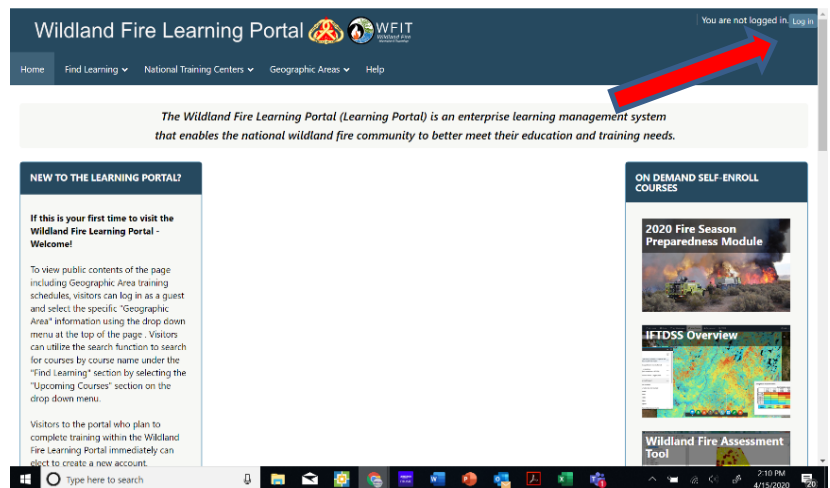
The Great Basin will be using the [Wildland Fire Learning Portal](#) for priority trainees to indicate their availability for trainee assignments. This system only reflects a priority trainees' availability to participate in the Great Basin Priority Trainee Program (GBPTP) and does not replace availability with local dispatches. Priority trainees who are available for a 14-day fire assignment must status "available" in the Wildland Fire Learning Portal and with their local dispatch center.

To establish and maintain their availability, Great Basin Priority Trainees must have a profile in the [Wildland Fire Learning Portal](#). Below are the steps to access the Priority Trainee Program Status Form in the Learning Portal.

### To Create a Profile:

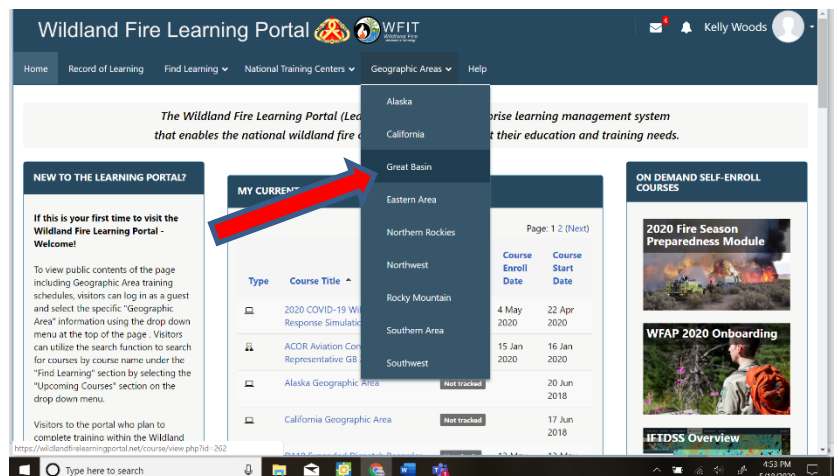
Trainees need to visit the [Wildland Fire Learning Portal](#) and click the "log in" button in the upper right-hand corner.

From there, select the "Create a new account" button and enter information to establish your profile. You will receive an email from the learning portal within one business day to gain access.



### To access the Great Basin Priority Trainee Program Status Form:

Log into the learning portal. From the "Geographic Areas" drop down menu, select "Great Basin".



Once on the Great Basin homepage, you must “Enroll” in the page to access the “Priority Trainee Program Status Form.”

To Enroll, navigate to the “Administration” block. Click on “Enrollment options.”

The screenshot shows the Great Basin Training Center homepage. On the left, there is a navigation menu with 'GREAT BASIN GEOGRAPHIC AREA' and 'ADMINISTRATION'. Under 'ADMINISTRATION', 'Enrollment options' is highlighted with a red arrow. The main content area includes a table of links (GREAT BASIN, STAFF, GBTC 2020 COURSE SCHEDULE, etc.), a 'FEATURED LINKS' section with a logo, and a 'Mission Statement' section.

To enroll, click the “Enroll me” button on the bottom of the page.

The screenshot shows the enrollment page. It contains a list of editing trainers, a 'Guest access' section with a 'Go to course' button, and a 'Self enrollment (Learner)' section with an 'Enroll me' button highlighted by a red arrow.

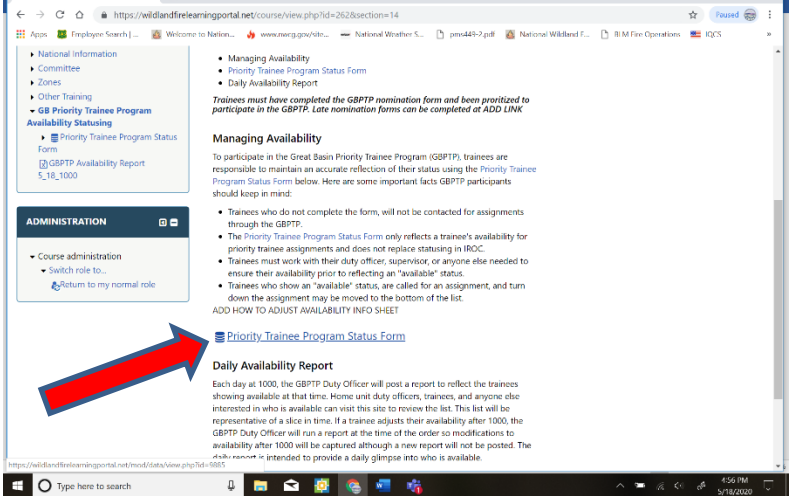
**To set your Availability:**

Once you are enrolled and on the Great Basin homepage, navigate to the tab titled “Great Basin Priority Trainee Availability Statusing”.

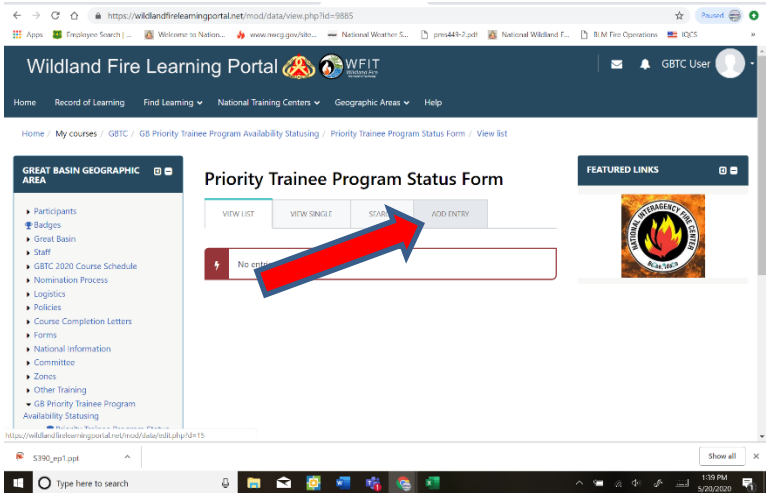
The screenshot shows the Wildland Fire Learning Portal. The navigation menu on the left includes 'GREAT BASIN GEOGRAPHIC AREA' and 'GB Priority Trainee Program Availability Statusing', which is highlighted with a red arrow. The main content area shows the 'GB PRIORITY TRAINEE PROGRAM AVAILABILITY STATUSING' page with various links and a 'FEATURED LINKS' section.

Read the information provided on the page related to the GBPTP and managing availability.

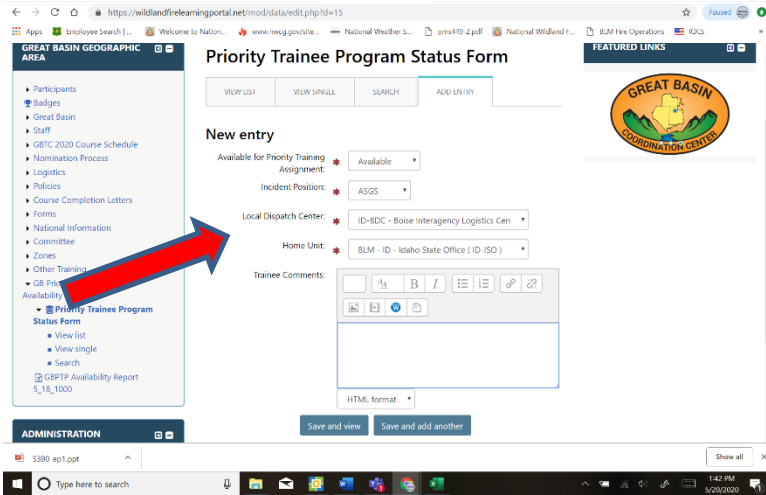
Once you have read the information, click on the “Priority Trainee Program Status Form”.



When the form opens, click on “Add Entry”.



Use the drop-down menus to provide a response for each of the required fields.



Enter any comments that are pertinent to your status (i.e. *one more assignment needed, need to perform structure protection.*)

Click either “Save and view” or “Save and add another” if you have an additional position to add. Remember, to be considered for mobilization as part of the GBPTP, you must submit a nomination to the program. Completing the status form alone will not add you.

Each trainee is limited to no more than two positions in the GBPTP.

This screenshot shows the 'Priority Trainee Program Status Form' in the 'New entry' mode. The form includes fields for 'Available for Priority Training Assignment', 'Incident Position', 'Local Dispatch Center', and 'Home Unit', each with a 'Choose...' dropdown menu. There is a 'Trainee Comments' text area with a rich text editor toolbar. At the bottom, there are two buttons: 'Save and view' and 'Save and add another'. A red arrow points to the 'Save and view' button.

### **Maintaining your status:**

Once they have completed the form, a Priority Trainee is responsible to maintain accurate reflection of their status.

A Priority Trainee can log into the learning portal from a computer or device to modify their availability at any time.

To modify your availability, log into the learning portal and navigate back to the “Priority Trainee Program Status Form”. Click on the “View List” tab. The only entries that will be visible are your entries. This will be true if you hit the “Search” tab too; the only entries you will see will be yours.

Click on the gear symbol under the entry you wish to edit. The fields will be available to modify. Click the “Save and view” button.

This screenshot shows the 'Priority Trainee Program Status Form' in the 'View List' mode. It features a search bar, 'Entries per page' (set to 10), and 'Sort by' options. A table lists entries, with one entry highlighted. Underneath the table, there are icons for 'View list', 'View single', and 'Search'. A red arrow points to the 'View List' tab, and another red arrow points to the 'View single' icon.

This screenshot shows the 'Priority Trainee Program Status Form' in the 'View Single' mode. The form is populated with data: 'Available for Priority Training Assignment' is 'Available', 'Incident Position' is 'DIVS', 'Local Dispatch Center' is 'ID-PAC - Payette Interagency Dispatch Center', and 'Home Unit' is 'USFS - ID - Payette National Forest (ID-PAF)'. The 'Trainee Comments' field contains the text 'Need to complete a burn operation.' At the bottom, there are 'Save and view' and 'Cancel' buttons. A red arrow points to the 'Save and view' button.