



UNIFIED FIRE AUTHORITY

MEMORANDUM

24-085

June 11, 2024

TO: All Personnel

FROM: Captain Simons

SUBJECT: Telestaff Switch

We have begun activating individual profiles for the new Telestaff. You will know your profile is activated when you receive an email. Though the email says to reset your password, **DO NOT CLICK THE LINK YOU ARE SENT**. That email should serve only as an indicator that your profile has been enabled. We are using single sign on (SSO), so the reset password link will not get you to the new Telestaff. The new Telestaff can be accessed here: <https://ufaslco-tsc.prd.mykronos.com/telestaff/>

Once you receive the email from Telestaff, you will know your individual access has been activated. Please use the link above to access the new Telestaff platform. When you go to the above website, it will ask you to sign in with a Microsoft Sign on. This is your email as described below.

Your username is your entire email address, your password is the password you set in Outlook. For example, my username for Telestaff would be csimons@unifiedfire.org

We have run into some problems with the autofill not allowing you to sign in. It is appropriate to clear any stored cookies before attempting to log in.

If you experience log in issues, do not go to IT. Send an email to Captain Simons to begin trouble shooting processes. We anticipate some hiccups. Likewise, I do not need to know if you are successful. No news is good news in this situation. Only notify us with log in issues please.

As mentioned, all trades that occur on June 15 or later will need to be entered. All sign up codes, anti-sign-up codes, or event availability will need to be entered in the new environment by the end user. Vacations have been (or will be) added for you. Please look at Telestaff and make sure your vacations have been entered appropriately with what you drew. If there are errors, we will cross reference with the master vacation books. Vacation days should all be complete by the end of this week (6/14/24).

Certifications and skills, and such (Tiller, ADO, EMSDR, HR, HM, etc.) should also have been entered. If you feel there are errors, please let us know via email, csimons@unifiedfire.org

Desktop links on Unified Fire Devices will be updated Monday morning. Until then, use the above link to get to Telestaff.