# **Acadis Course Registration**

The following information is used for individuals registering for a course using the Acadis Portal.

### **Registration**

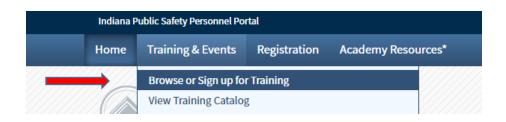
- 1) Prior to registering for a course, you must have a PSID number. If you do not have a PSID number, you can request one at the following link:
  - a) http://www.in.gov/dhs/3207.htm
  - b) Fill out form on website from above link
  - c) Email will be received with username and temporary password (This can take up to 5 days to process)
- 2) Once you have a PSID number, open a web browser and go to the following link:
  - a) <u>https://acadisportal.in.gov/AcadisViewer/Login.aspx</u>
- 3) Using your portal access email and password, log into your account

Indiana Pu	ublic Safety Personnel Portal		POWERD BY THE ACADINESS SUITE	
Sign in E-mail address (Username) Password Forgot your password? Sign in Sign in Sign in	This indiana Public Safety Personnel Portal Is principal parameters of Homeland Security (IDP Academy (ILEA) to provide centralized information emergency readers and response. This portal mechanism to access information published to information back in efforts to keep their record provide the security (IDP Academy (ILEA) to provide the efforts to keep their record information back in efforts to keep their record provide the security (IDP Academy (ILEA) to provide the efforts to keep their record to the security (IDP Academy (ILEA) to keep their record to the security of the security	IS) and the Indiana Law Enforcement ion storage in support of consolidated provides public safety personnel a them by these organizations, and provide	Resources  Available Training  Training Catalog  WebForms  Technical Support  For technical support, questions, or comments on this site, please contact: To ensure proper support, please contact the appropriate team from the choices below:  LIA Registration: acadisheip@illoa.in.gov In-Service Reporting: Contact ILEA New Hires: Contact ILEA	
	If you are not sure if you have a PSID, you can click here to verify: PSID Lookup IDHS Certifications Division: 1.800.666.7784	The Indiana Law Enforcement Academy (ILEA) maintains this site as a means for submission of online registrations for basic courses taught at the Academy, as	IDHS E-mail: emscertifications@dhs.in.gov Phone: 1.800.666.7784	
	Quick Links IDHS Online Registration &	well as reporting In-Service training and new hires. This site replaces the existing LETS system.	System Information The Acadis® Readiness Suite is a comprehensive law enforcement training solution developed by	

- 4) Make sure all your contact information is correct.
  - a) If not, select manage profile on right side of screen and edit
- 5) At the top of the screen you will see a tool bar that gives you options



- 6) Hover mouse over or click "Training & Events"
  - a) Scroll down to "Browse or Sign up for Training"
  - b) If clicked by accident, just select "Browse or Sign up for Training" on next displayed page



- 7) On the left hand side of your screen you will see a "Refine Your Search Panel"
  - a) Make sure all boxes are initially un-checked
  - b) If refinement is needed do so after all items have been made visible

#### List of Available Training

Refine Your Search By Program ? ILETB Basic Course Tier I	Training 1LETB B
<ul> <li>1LETB Emergency</li> <li>Vehicle Operations</li> <li>Instructor</li> <li>1LETB Firearms</li> </ul>	1LETB E Operatic
Handgun Instructor 1LETB Firearms Instructor Pre- Qualification	1LETB Fi 201728
more • By Date	1LETB Fi Qualifica
<ul> <li>Within 30 Days</li> <li>30 to 90 Days</li> <li>90 to 180 Days</li> </ul>	1LETB Fi Qualifica
<ul> <li>Botte 186 Bays</li> <li>180 Days to 1 Year</li> <li>More than 1 Year</li> </ul>	1LETB Fi Qualifica

- 8) Scroll until you locate the course you would like to attend
- 9) If there are available seats you will see a "Register" link on the right side of the screen
  - a) Select the "Register" link

Instructional Techniques - Moulage Training 2.20.17	HAMILTON COUNTY	02/20/2017 - 02/21/2017	02/20/2017	Open	3	<u>Register</u>
	TRAINING CENTER					

- 10) Confirm information and select "Done"
- 11) Once you are registered Acadis will take you back to the List of Available Training page

## View Registration Status

1) To view status of registration select Registration on the top tool bar



- 2) A menu of courses will be displayed of courses you have registered for
- 3) Your registration will show the status on the right side of the screen

## **Cancel Registration**

- 1) As a courtesy to people who may be on a waitlist, IDHS encouraged registrants to cancel ahead of time if they will not be able to attend the course
- 2) In order to cancel a registration you will need to be logged into your portal
- 3) Go to the Registration tab at the top of the page and select it
- 4) On the right side of the screen you will see next to the status of your registration the "Cancel" link
  - a. Select the link
  - b. It will pop up a comment box
  - c. Write in the reason for cancellation

Cancel Registration		
<u> </u>	nd a record of this cancellation will be retained.	
Please provide a reason for cancelling the re	egistration.	
Characters: 0 of 1000 allowed.		