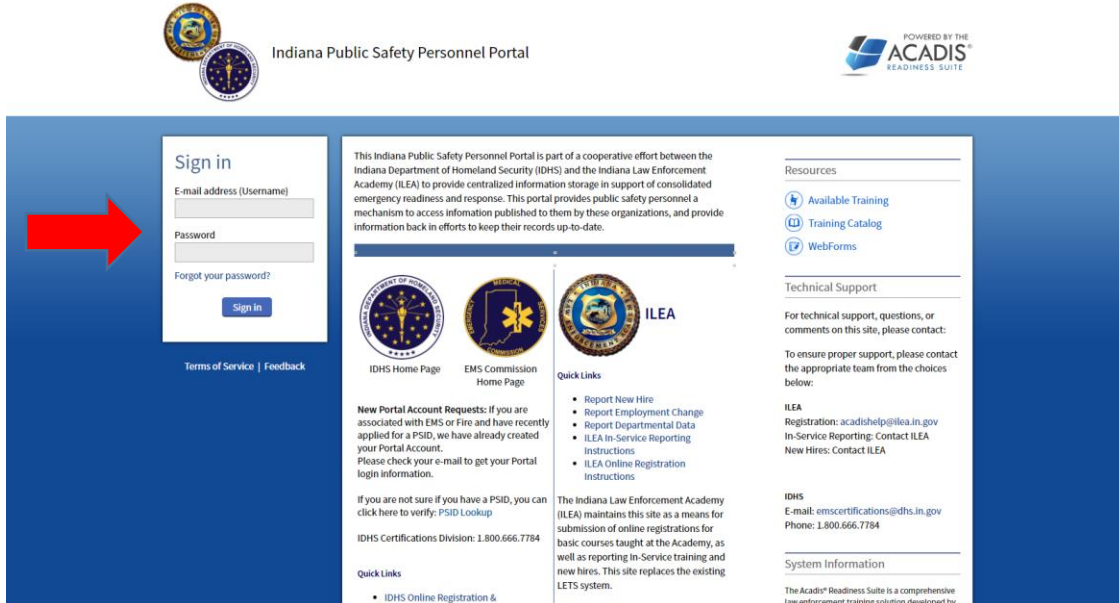# Acadis Course Registration
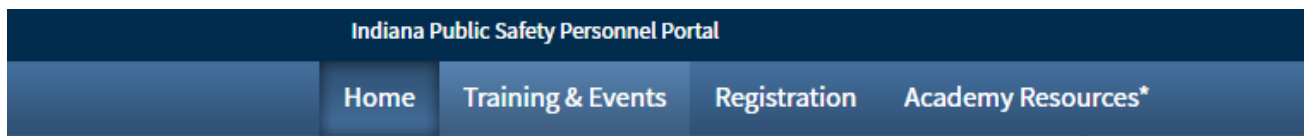
The following information is used for individuals registering for a course using the Acadis Portal.
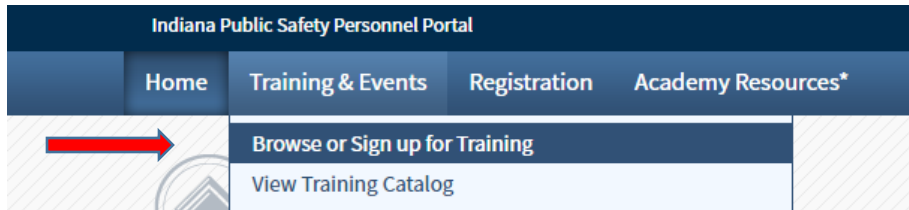
Registration

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) https://acadisportal.in.gov/AcadisViewer/Login.aspx
3) Using your portal access email and password, log into your account

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

Indiana Public Safety Personnel Portal

| Home | Training & Events | Registration | Academy Resources* |

→ Browse or Sign up for Training

View Training Catalog

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 ❓
  - ☐ 1LETB Basic Course Tier I
  - ☐ 1LETB Emergency Vehicle Operations Instructor
  - ☐ 1LETB Firearms Handgun Instructor
  - ☐ 1LETB Firearms Instructor Pre-Qualification
  - more...

- By Date
  - ☐ Within 30 Days
  - ☐ 30 to 90 Days
  - ☐ 90 to 180 Days
  - ☐ 180 Days to 1 Year
  - ☐ More than 1 Year

Training
1LETB B
1LETB E Operatic
1LETB F 201728
1LETB F Qualifica
1LETB F Qualifica
1LETB F 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
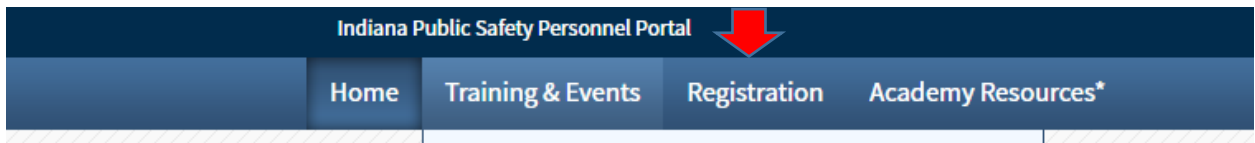   a) Select the "Register" link

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

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

The student registration will be cancelled and a record of this cancellation will be retained.

Please provide a reason for cancelling the registration.

Characters: 0 of 1000 allowed.

Don't cancel this registration   **Cancel this Registration**