

Acadis Course Registration

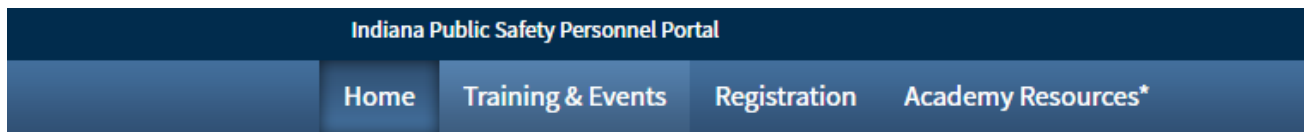
The following information is used for individuals registering for a course using the Acadis Portal.

Registration

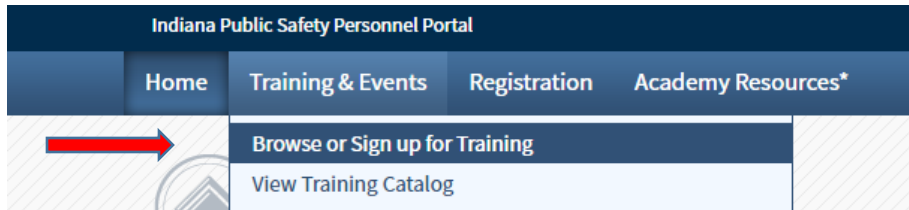
- 1) Prior to registering for a course, you must have a PSID number. If you do not have a PSID number, you can request one at the following link:
 - a) <http://www.in.gov/dhs/3207.htm>
 - b) Fill out form on website from above link
 - c) Email will be received with username and temporary password
- 2) 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

The screenshot shows the Indiana Public Safety Personnel Portal login page. At the top left, there are logos for the Indiana Department of Homeland Security (IDHS) and the Indiana Law Enforcement Academy (ILEA). The main heading is "Indiana Public Safety Personnel Portal". On the right, it says "POWERED BY THE ACADIS READINESS SUITE". The central part of the page is a "Sign in" form with fields for "E-mail address (Username)" and "Password", and a "Sign in" button. A red arrow points to the "Sign in" button. Below the form, there are links for "Terms of Service" and "Feedback". The main content area contains a description of the portal, logos for IDHS, EMS Commission, and ILEA, and a "Quick Links" section. The "Quick Links" section includes: "Report New Hire", "Report Employment Change", "Report Departmental Data", "ILEA In-Service Reporting Instructions", and "ILEA Online Registration Instructions". The "Resources" section lists "Available Training", "Training Catalog", and "WebForms". The "Technical Support" section provides contact information for ILEA and IDHS.

- 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 "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 1
- ILETB Emergency Vehicle Operations Instructor
- ILETB Firearms Handgun Instructor
- ILETB 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

- 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

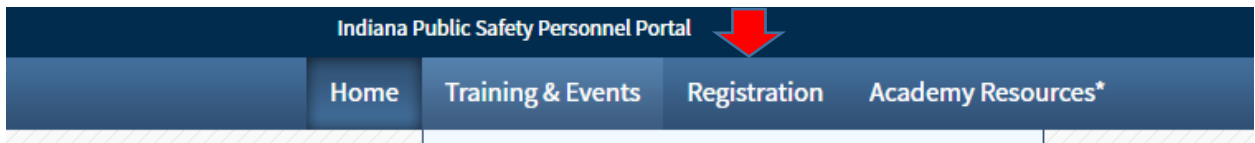


Instructional Techniques - Moulage Training 2.20.17	HAMILTON COUNTY TRAINING CENTER	02/20/2017 - 02/21/2017	02/20/2017	Open	3	Register
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- 10) Confirm information and select “Done”
- 11) Once you are registered Acadis will take you back to the List of 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](#)