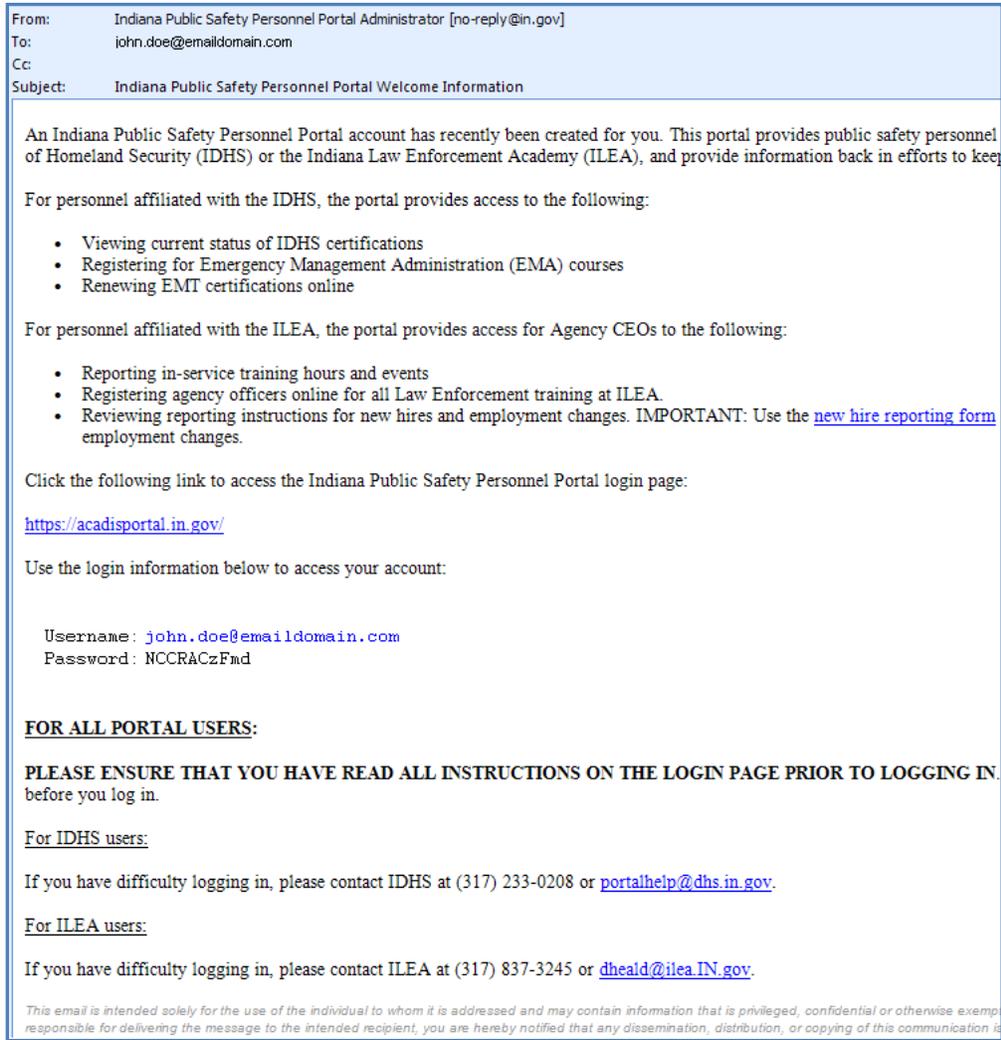
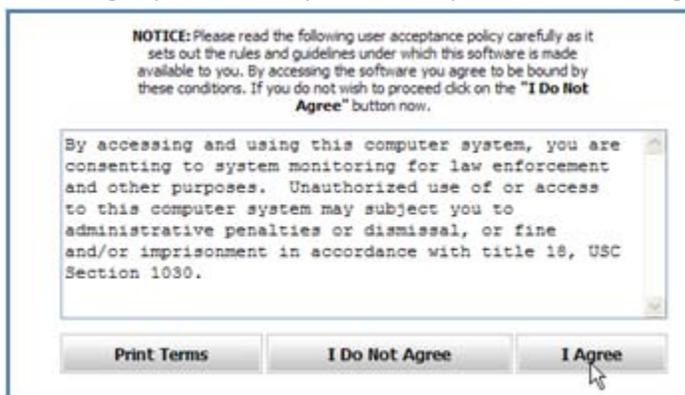


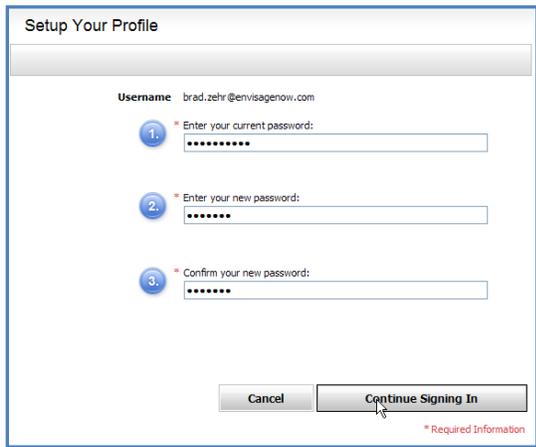
1. ILEA will create an account for the Acadis® portal for you. You will receive your account information in email. Jan Thacker, (317) 837-3223, has been collecting email addresses for Indiana police departments. If you have not notified her of your CEO's email please do so as soon as possible.



2. Log into the Acadis® portal: <https://acadisportal.in.gov> with the username and password provided to you in email. If you have not received an email from the ILEA, contact Darlene Heald at (317) 837-3245.
3. On first login, you will be required to accept a 'Terms of Use' agreement:



4. You will also be required to change your password:



The screenshot shows a web form titled "Setup Your Profile". At the top, the "Username" is displayed as "brad.zehr@envisagenow.com". Below this, there are three numbered steps for password entry:

1. Enter your current password: [password field]
2. Enter your new password: [password field]
3. Confirm your new password: [password field]

At the bottom of the form, there are two buttons: "Cancel" and "Continue Signing In". A red asterisk and the text "* Required Information" are located at the bottom right of the form area.

5. A 'Help Center' in the portal can guide you through the login process:



The screenshot shows a "Help Center" page with a blue header. The main content is titled "Enter Your Current Password" and includes the following text:

When setting up your profile, to verify your identity you are required to enter your current password.

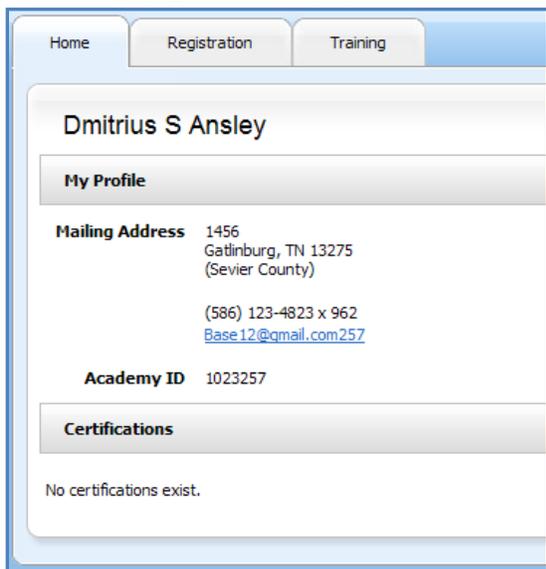
- Your current password was provided to you in an email from your administrator.
- If you have requested a new password using the Forgot your password? link on the portal login page , you must use the password provided in the most recent email from your administrator . Previous passwords will no longer work.

Password Rules
Your new password must conform to certain rules to be accepted. Please review the rules below before entering your new password:

- A password is required

Confirm your new password
To ensure that you have typed your new password correctly, you are required to re-enter the new password to confirm.

6. Your 'Home' page should display the contact information, PSID and certification information for your department's CEO:



The screenshot shows a "Home" page with a navigation bar containing "Home", "Registration", and "Training". The main content area displays the profile of "Dmitrius S Ansley".

My Profile

Mailing Address 1456
Gatlinburg, TN 13275
(Sevier County)

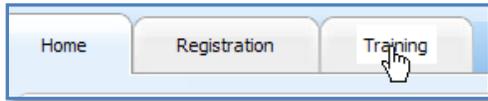
(586) 123-4823 x 962
Base12@gmail.com257

Academy ID 1023257

Certifications

No certifications exist.

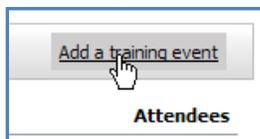
7. To report annual training, you will click the **Training** tab at the top of the page:



8. Initially, the page will look like this:

Training Events Monitor		
Add a training event		
Status	Events	Attendees
<input type="checkbox"/> Draft	0	0
<input type="checkbox"/> Submitted	0	0
<input type="checkbox"/> Approved	0	0
<input type="checkbox"/> Rejected	0	0

9. To add a report for training received, click on the [Add a training event](#) link above the **Attendees** column:



10. All fields with *red asterisks are required.

Add a Training Event

Training Description

Course No.

* Course Title

* Start Date

* End Date

* Hours

11. In the **Official Provider / Certified Instructor** field, you should enter the training organization name, followed by the provider number, or the Instructor name, followed by the certification number:

Provider Type

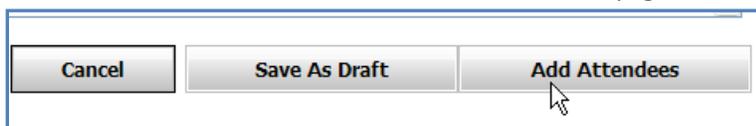
* Type **Official Provider / Certified Instructor**

OR

Provider Type

* Type **Official Provider / Certified Instructor**

12. When finished, click **Add Attendees** at the bottom of the page:



13. Enter all attendees by providing SSN or PSID **only**. Do not search by name:

PSID	Last Name	First Name	Middle	SSN	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	191-11-8876	Clear Find



OR

PSID	Last Name	First Name	Middle	SSN	
8595-1548	<input type="text"/>	<input type="text"/>	<input type="text"/>	--	Clear Find



NOT

PSID	Last Name	First Name	Middle	SSN	
<input type="text"/>	Baese	Regan	<input type="text"/>	--	Clear Find



14. Exact matches on PSID will be added to the attendee list immediately:

PSID	Name (Last, First)	SSN	Primary Organization	
8595-1548	Baese, Regan T	xxx-xx-8876	Willamette University Campus Safety	Remove

15. Exact matches on SSN will display with a radio button to the left in a **Suggested Matches** list. Select the attendee, and click **Continue**:

Attendees

Academy ID	Last Name	First Name	Middle	SSN	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	123-45-6789	Clear Find

Suggested Matches (1)

	Name (Last, First)	Academy ID	SSN	Primary Organization
<input checked="" type="radio"/>	Balsamo, Jamil D	1023053	xxx-xx-6789	Tigard Police Department
<input type="radio"/>	No Matches - I want to add a new person.			

Academy ID	*Last Name	*First Name	Middle	SSN
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	123-45-6789

* Required Information

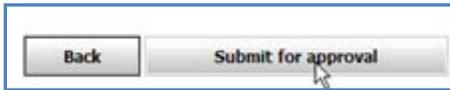
16. Repeat the steps 13-15 to add more attendees as necessary.

17. When finished adding all attendees for a training event, click **Continue** to move on to the submission step:

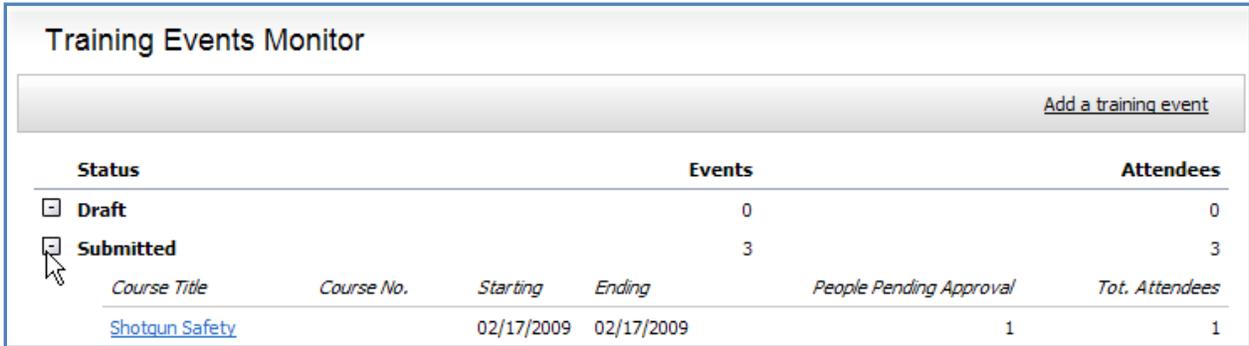
PSID	Name (Last, First)	SSN	Primary Organization	
3610-0814	Adams, Matthew Russell	xxx-xx-8121	Sellersburg Police Department	Remove
2234-8814	Cortie, John Francis JR	xxx-xx-6597	Sellersburg Police Department	Remove

18. After reviewing all details of the Training Event Record to ensure accuracy, click the **Submit for approval** button. **Once a training event is submitted for approval, editing is prohibited. Please ensure that all information is complete and**

accurate before submitting for approval.



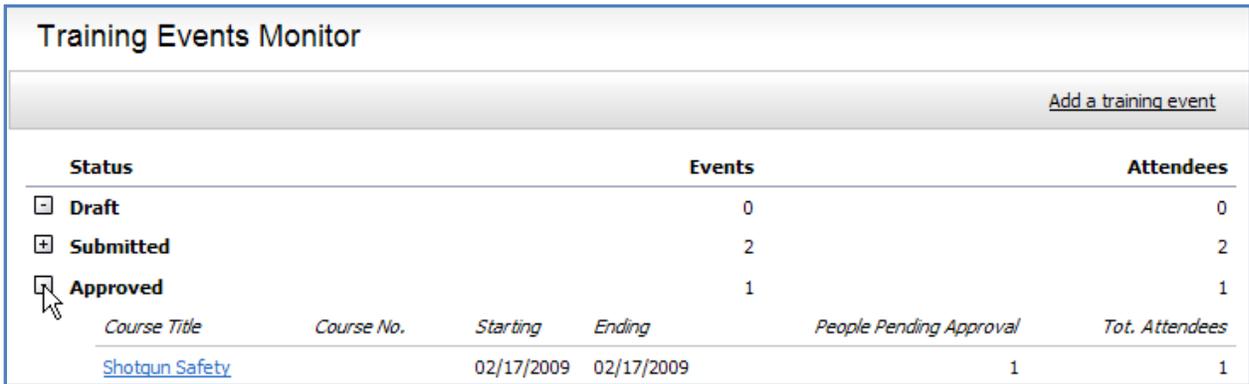
19. You may review submitted events in the Submitted band of your Training Events Monitor. Click the “+” to open the Submitted section to review your events:



The screenshot shows the 'Training Events Monitor' interface. At the top right is a link 'Add a training event'. Below is a table with columns: Status, Events, and Attendees. The 'Submitted' status is expanded, showing a sub-table with columns: Course Title, Course No., Starting, Ending, People Pending Approval, and Tot. Attendees. One event is listed: 'Shotgun Safety' with starting and ending dates of 02/17/2009, 1 person pending approval, and 1 total attendee.

Status	Events	Attendees			
<input type="checkbox"/> Draft	0	0			
<input checked="" type="checkbox"/> Submitted	3	3			
<i>Course Title</i>	<i>Course No.</i>	<i>Starting</i>	<i>Ending</i>	<i>People Pending Approval</i>	<i>Tot. Attendees</i>
Shotgun Safety		02/17/2009	02/17/2009	1	1

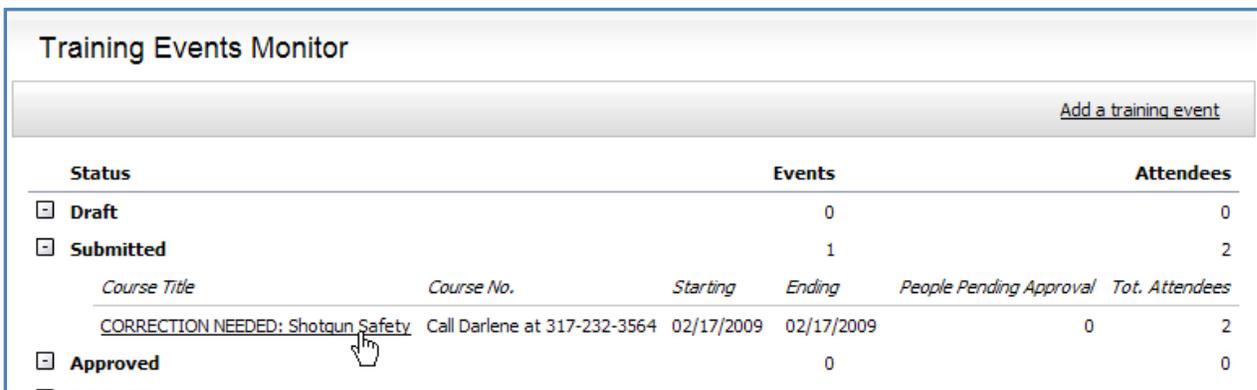
20. After a training event is approved by the Academy, it will move to the **Approved** section of your Training Events Monitor. Click the “+” to open the Approved section to review your approved events:



The screenshot shows the 'Training Events Monitor' interface. The 'Approved' status is expanded, showing one event: 'Shotgun Safety' with starting and ending dates of 02/17/2009, 1 person pending approval, and 1 total attendee.

Status	Events	Attendees			
<input type="checkbox"/> Draft	0	0			
<input checked="" type="checkbox"/> Submitted	2	2			
<input checked="" type="checkbox"/> Approved	1	1			
<i>Course Title</i>	<i>Course No.</i>	<i>Starting</i>	<i>Ending</i>	<i>People Pending Approval</i>	<i>Tot. Attendees</i>
Shotgun Safety		02/17/2009	02/17/2009	1	1

21. Should the Academy require corrections to your reported training, the event will be updated within the **Submitted** section of your Training Events Monitor. Click the “+” to open the Submitted section to review events periodically if they have not been approved, as further information or corrections may be required. You may be instructed to call the Academy to provide the needed information or corrections. To review further details, click the *Course Title* and read possible instructions provided in the Description by the ILEA.



The screenshot shows the 'Training Events Monitor' interface. The 'Submitted' status is expanded, showing one event with a correction: 'CORRECTION NEEDED: Shotgun Safety' with course number 'Call Darlene at 317-232-3564', starting and ending dates of 02/17/2009, 0 people pending approval, and 2 total attendees.

Status	Events	Attendees			
<input type="checkbox"/> Draft	0	0			
<input checked="" type="checkbox"/> Submitted	1	2			
<i>Course Title</i>	<i>Course No.</i>	<i>Starting</i>	<i>Ending</i>	<i>People Pending Approval</i>	<i>Tot. Attendees</i>
CORRECTION NEEDED: Shotgun Safety	Call Darlene at 317-232-3564	02/17/2009	02/17/2009	0	2
<input type="checkbox"/> Approved	0	0			