

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

Indiana Public Safety Personnel Portal

POWERED BY THE ACADIS® READINESS SUITE

Sign in

E-mail address (Username)

Password

Forgot your password?

Sign in

Terms of Service | Feedback

This Indiana Public Safety Personnel Portal is part of a cooperative effort between the Indiana Department of Homeland Security (IDHS) and the Indiana Law Enforcement Academy (ILEA) to provide centralized information storage in support of consolidated emergency readiness and response. This portal provides public safety personnel a mechanism to access information published to them by these organizations, and provide information back in efforts to keep their records up-to-date.

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:

ILEA
Registration: acadishelp@ileain.gov
In-Service Reporting: Contact ILEA
New Hires: Contact ILEA

IDHS
E-mail: emscertifications@dhs.in.gov
Phone: 1.800.666.7784

System Information

The Acadis® Readiness Suite is a comprehensive law enforcement training solution developed by Acadis.

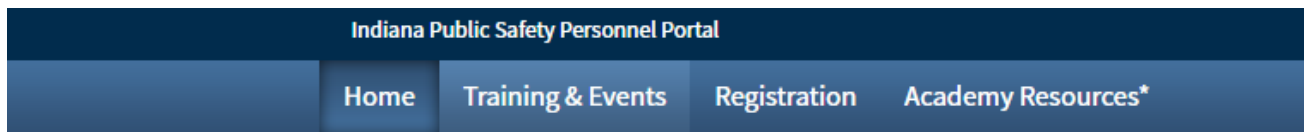
Quick Links

- Report New Hire
- Report Employment Change
- Report Departmental Data
- ILEA In-Service Reporting Instructions
- ILEA Online Registration Instructions

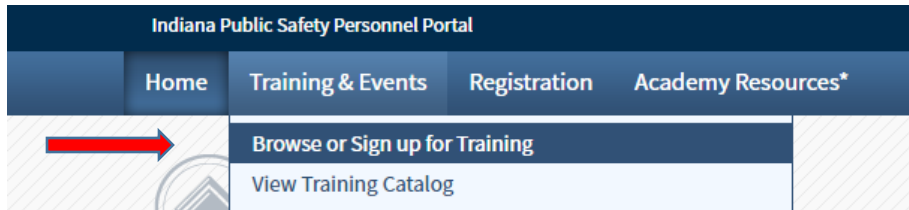
Quick Links

- IDHS Online Registration &

- 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

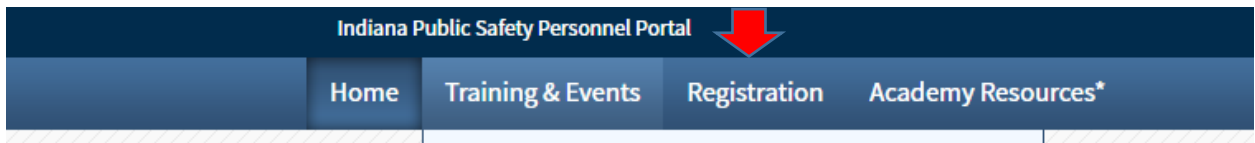


Instructional Techniques - Moulage Training 2.20.17	HAMILTON COUNTY TRAINING CENTER	02/20/2017 - 02/21/2017	02/20/2017	Open	3	Register
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- 10) Confirm information and select “Done”
- 11) Once you are registered Acadis will take you back to the List of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