

PSID LOOKUP AND CERTIFICATION VERIFICATION

PSID LOOKUP USAGE

The intent of the PSID Lookup is for an individual to verify their own PSID. No other person can look up someone else's PSID. The email generated from the PSID Lookup will only be sent to the owner of the PSID.

PSID LOOKUP INSTRUCTIONS (ONLY FOR LOOKING UP/VERIFYING YOUR OWN PSID)

1. Go to the PSID Lookup request page: <https://acadisportal.in.gov/acadisviewer/RetrieveAcademyID.aspx>
2. Enter your last name and primary email address into the required fields, then click the [send] button.
 - a. The email address and PSID should match what is in the Acadis system.

Retrieve my PSID

To request your PSID, please enter your last name and primary email address. Information will be emailed to that address. You may not retrieve your PSID without access to the primary email address.

* Last Name

* Email

[more](#)

* Required Information Cancel Send

- b. If your last name, email, or both are misspelled or not in the Acadis system, you will receive an error message after you click [send].

A unique match was not found

A unique person record matching "Testuser" and "youremail@fake.com" was not found. If your information was entered incorrectly, you may try another request in a few minutes.

[Close](#)

3. If your request was successful, you will receive an email from Acadis Portal <no-reply@envisagenow.com> with the email subject of "Request to retrieve PSID". It will look like the example below.

Acadis Portal <no-reply@envisagenow.com>
Request to retrieve PSID

Here is the requested information:

Last Name Testuser
Email YourEmail@email.com
PSID 5555-5555
Requested 08/14/2019 02:48 PM



PSID LOOKUP AND CERTIFICATION VERIFICATION

CERTIFICATION VERIFICATION USAGE

The intent of the Certification Verification Request is for an individual or organization to verify a person's certification(s) and the certification's corresponding status. This can only be done if the individual or organization knows the person's last name and PSID.

CERTIFICATION VERIFICATION INSTRUCTIONS

1. Go to the Verification of Certifications request page: <https://acadisportal.in.gov/acadisviewer/CertificationLookup/default.aspx>
2. Enter the last name and PSID into the required fields, as well as the recipient and requestor email addresses; then click the [submit request] button.
 - a. Only the email address entered into the "Recipient's Email Address" field will receive the requested information. You can enter the same email address into both fields.

Request Copy of Certifications
Submit the following information to request a copy of certifications for an individual be sent to a specified email address.

Certified Individual List certifications for

* Last Name

* PSID

* Recipient's Email Address

* My Email Address

* Required Information Cancel Submit Request

NOTE: It is important to note that if the last name and PSID are entered incorrectly in the request form, the system will respond the same as if all information is correct. This is to prevent data 'phishing' and to increase the security of our data for all users. Please ensure all data is entered correctly, which includes using the hyphen when entering PSID numbers, as shown in the example above.

3. If all information was entered correctly in the request form, you will receive an email like the one below.

Acadis Portal Administrator <no-reply@envisagenow.com>
Certification Verification Request

CERTIFICATION VERIFICATION REQUEST

The following request for certification information was made:

Last Name: Johnson
Academy ID: 5555-5555
Recipient's Email Address: MyOrgsEmail@email.com
Requester's Email Address: YourEmail@example.com

If you are not the intended recipient or do not know the requester, please ignore this email.

To view the requested information, please click the following link:
<https://acadisportal.in.gov/acadisviewer/certificationlookup/Certificateview.aspx?Verify=>
(If this does not work, copy and paste the entire link into a web browser)

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PSID LOOKUP AND CERTIFICATION VERIFICATION

4. Once you have received this email, click the link at the bottom of the email. If you cannot click the link, copy and paste it into your web browser.
5. This will complete your request. The link will take you to a web page with information that looks similar to the information shown below.

Certifications

Individual Johnson, Jim
PSID 5555-5555

Name ▾	Other Cert. No./ID	Issued	Expiration	Status
ALL HAZARDS PHYSICAL FITNESS - MEDIUM		09/01/2017	09/01/2018	Expired (Inactive)
EMS - EMERGENCY MEDICAL RESPONDER		04/04/2018	06/30/2020	Active (Active)
FIREFIGHTER I/II		08/30/2018	Never	Active (Active)
HAZMAT 1ST RESPONDER AWARENESS		08/30/2018	Never	Active (Active)
HAZMAT 1ST RESPONDER OPERATION - IFSAC		08/30/2018	Never	Active (Active)
IS-100 Introduction to Incident Command System		01/27/2018	Never	Active (Active)
IS-200 ICS for Single Resources and Initial Action		01/27/2018	Never	Active (Active)
LMS Course: Anaphylaxis & Epinephrine Administration for the EMT		10/09/2018	Never	Active (Active)
TECHNICAL RESCUE AWARENESS		08/30/2018	Never	Active (Active)

