Creating your Portal Account:
You will be required to know the information listed below to request a portal account:

1) Prior to registering for a course, you must have a PSID number.
   a. If you don’t know your PSID you can look it up here:
      https://myoracle.in.gov/dfbs/ems/person.do?method=personLookup

2) If you already have a PSID, but no Portal Account, don’t re-request one, please follow the process below.
   a. Contact psidquestions@dhs.in.gov by email.
      i) In the body of the email list your name and PSID number and request portal account access.
      ii) Your account will be granted access and you will be contacted within 72 hours.

3) If you do not have a PSID number, you can request one at the following link:
   b. Fill out form on website from above link
   c. Email will be received with username and temporary password (This can take up to 7 days to process)

Accessing the Portal:

1) Once you have a PSID number, open a web browser and go to the following link:
   a. https://acadisportal.in.gov/AcadisViewer/Login.aspx

2) Using your portal access email and password, log into your account using the left navigation pane
a. If you have forgotten your password, click the [Forgot your password?] link located below the portal login fields.

![Sign in form]

b. You will receive your new password via e-mail. It is recommended you copy the password from your e-mail and not type it in. The first time you login with your new password you will be prompted to change it.

![Forgot Your Password form]

Congratulations! You have successfully logged into the portal and should be viewing your portal home page.

- Your portal home page provides information from your Acadis personnel profile including your PSID number. From the Home tab you will be able to view and print any of your current certifications as well as electronically renew any certification that is active in the on-line renewal window. See the section titled ‘How to Renew your Certifications’ for more information.

- If any personal data in the My Profile section appears incorrect or needs to be updated, click the [Edit My Profile] link to make any necessary changes.

- If any certification information appears incorrect or is missing, please e-mail the Indiana Department of Homeland Security for assistance. – psidquestions@dhs.in.gov
How to Register for a Course:

To register for a course, please login to the Indiana Public Safety Personnel Portal. To access the portal you will need an account. If you do not have an account, please follow the steps provided in this document under the section: *Creating your Portal Account*.

1) At the top of the screen locate the tool bar

![Image of tool bar with options]

2) 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

![Image of tool bar with options]

3) On the left hand side of the screen is 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
   c. Keyword search can be used to locate “fire” or other specific courses

![Image of refined search panel]

4) Scroll until to locate the course.

5) If there are available seats a “Register” link on the right side of the screen

![Image of registration link]
a. Select the “Register” link

6) To find out more information about the course simply select the title of the course. Additional information will appear on the screen such as course details, location, and any prerequisites.

Debris Management - 20170918ema

This 1-day course provides an overview of issues and recommended actions necessary to plan for, respond to, and recover from a major debris-generating event with emphasis on state and local responsibilities. Developed from a pre-disaster planning perspective, the course includes debris management site selection, volume reduction methods, recycling, special debris situations, and supplementary assistance.

<table>
<thead>
<tr>
<th>Training Dates</th>
<th>Testing Dates</th>
<th>Registration Dates</th>
<th>Available Seats</th>
<th>Fee</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/20/2017 - 2/21/2017</td>
<td>2/22/2017 - 2/23/2017</td>
<td>2/20/2017 - 2/21/2017</td>
<td>20</td>
<td>None Specified</td>
<td>Camp Scotland Conference Center, Edinburgh, IN 47404</td>
</tr>
</tbody>
</table>

Meeting is optional.

7) On the lower right hand corner of the course details screen a register button is also available for selection.

8) Once an individual has selected the register button it will bring up a data collection sheet. Fill out all information as it applies to the course.

9) For prerequisites review the following information:
   a. If the prerequisite has been filled it will show as Auto-Fulfilled, no further action is needed.
   b. If the prerequisite has not been filled select “Add Documentation”

   i. The screen will show a list of certifications listed under that individuals PSID.
   ii. Select the certification that meets the prerequisite requirement.
   iii. If no certification listed match then select “Add a Document” and provide a PDF copy of the training that matches the prerequisite.
iv. If unable to provide documentation of meeting the prerequisite then a waiver for training can be requested. Select “Request a waiver” and then provide a reason in the Clarifying Comments section seen below.

c. Confirm information and select “Done”

10) The registration process is complete and the screen will revert back to the List of Available Training page

How to 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

How to Cancel a 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 logged into the Indiana Public Safety Personnel 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
How to Renew your Certifications:

To renew a certification, please login to the Indiana Public Safety Personnel Portal. To access the portal you will need an account. If you do not have an account, please follow the steps provided in this document under the section: Creating your Portal Account.

✓ Please turn off any pop-up blockers before attempting to renew a certification.

1) Open your browser and navigate to Indiana Public Safety Personnel Portal home page and login.
   a. [https://acadisportal.in.gov/](https://acadisportal.in.gov/)

   b. Only certifications that show a [Renew] link can be renewed electronically. The [Renew] link will be available beginning ninety (90) calendar days in advance of the certification’s expiration date. Once a certification has expired, you will not be able to renew that specific certification on-line.

   c. For individuals with multiple certifications expiring, all certifications with an active [Renew] link must be renewed separately.

   d. For EMS professionals renewing an EMS-Emergency Medical Technician, EMS-Advanced Emergency Medical Technician, or an EMS-Paramedic License: you need to ONLY renew your highest level certification or license. DO NOT renew any lower certification level, even though the renew link is visible on your portal page.

   e. EMS-Emergency Medical Responder, EVOC, EVOC Instructor, and Primary Instructor certifications MUST be renewed in addition to your highest EMS certification or license.

2) Click the [Renew] link for the certification you want to renew.

3) The first page shown allows you to update your Acadis personal information. If you do not need to make any changes, select [Continue] and proceed to the second page.

   a. If you need to make changes to your data, select [Update Information]. Make your changes and click [Continue] to save. Once saved, review your changes and make any additional corrections if necessary. Select [Continue] when you want to proceed.

4) **Note**: If you need to update information and the change is not permitted through the portal, please e-mail the Indiana Department of Homeland Security for assistance. – [psidquestions@dhs.in.gov](mailto:psidquestions@dhs.in.gov)
5) The second page contains the guidelines for renewing your application. **Read this page completely before clicking [Continue].**

6) Page three contains the affirmation that all recertification requirements are met, and a summary of the requirements specific to the certification being renewed. Additionally, you will be required to provide notification of any criminal charges that have occurred since your last certification period. **Please read and fill out this page completely before selecting [Submit].**

7) When you click [Submit], you will see one of three screens:

   a. If the submission is **successful** you will see a confirmation message. Clicking [Done] will return you to your portal home page and you can view the updated certification expiration date. You may also print any eligible Certifications via their associated [Print] links.

   ![Congratulations](image)

   b. You may be randomly selected for an audit of your continuing education documents. If audited, a pop-up will open with instructions on how to proceed.
c. If submission is **unsuccessful**, you will see a pop-up Alert message stating that your application was rejected and the reason for the rejection.