



**Acadis Portal Help
for
Training Officers**



Frequently Asked Questions:

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Portal Help for Training Officers

How do I add an officer to my agency?

If the officer already has an account in the Portal, training officers may use the “Add Employee” function.



It is required to enter a last name and an Academy ID. Officers who are transferring from an agency that trains personnel at Monmouth County may have a Portal account. If so, they can log in and locate their Academy ID. If the officer does not have an account, please use the Create a Portal Account WebForm.

Personnel
Personnel Update for Monmouth County Sheriff's Office

Add a New Employee

* Last Name [Help me search](#)

* Academy ID If the officer has a Portal account, they can find this number on their home page.

Add a New Employee

Name Willams, Terrance
Academy ID 0099-9999
If this is not the right person, search again.

EMPLOYMENT INFORMATION

Organization Monmouth County Sheriff's Office

* Hire Date

* Title/Rank

Employment Type*

Appointment Type*

Supervisor

Comments

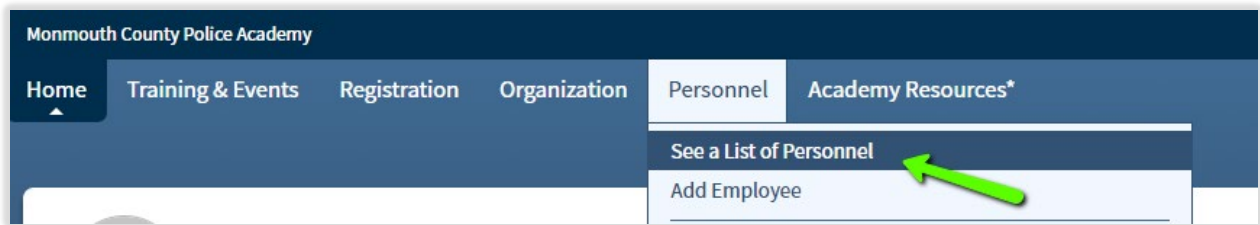
The only REQUIRED information on this screen is the Title/Rank and Hire Date.





Portal Help for Training Officers

How do I update an officer's title/rank or other Personnel Information (including separation)?


Once an officer has been added to an organization (see above), locate their record on the Personnel Tab:



On the list of Personnel, click on the Action Menu and then click on Update Employment:

| Last Hired | Supervisor | Employment Status |
|------------|------------|--|
| 07/11/2016 | | Active (Active)  |
| 12/12/2016 | | Update Employment  |

Training Officers may update any of the fields in this record. Each time this is done, a new “Employment Action” is added to the officer’s Portal Record. The only REQUIRED information is the Update Action and the effective date. Unless it is a separation, please use “Update”.

| | |
|-------------------|---|
| * Update Action | <input type="text" value="Choose..."/> |
| * Effective Date | <input type="text" value="11/28/2018"/>  |
| Employment Status | <input type="text" value="Active (Active)"/> |
| Title/Rank | <input type="text" value="Clerical"/> |
| Employment Type* | <input type="text" value="Choose..."/> |
| Appointment Type* | <input type="text" value="Choose..."/> |
| Supervisor | <input type="text" value="Select a supervisor..."/> |
| Comments | <input type="text" value="Provide any additional information relevant to this employment"/> |

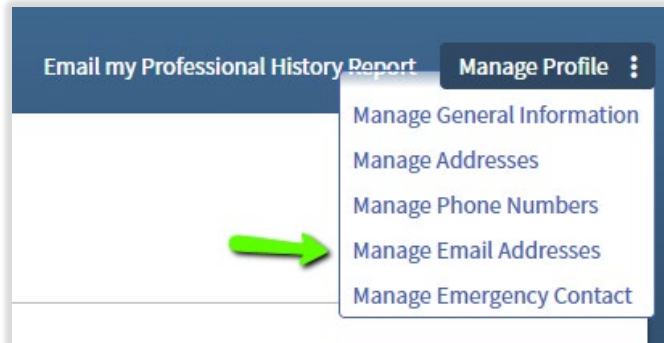


Portal Help for Training Officers

How can I edit an officer's email address and contact information?

An officer's email may be changed, however because it is their username, only the officer may change it while logged in to their Portal account. *NOTE: Change of email results in a new Portal username (the new email address).*

From the Home Screen, click on Manage Profile. Note, other personal details may be changed via this function as well.



Manage Email Addresses

The primary email address is used for both portal login and email communication. As a security measure, if you update your primary email address, the change will be recorded for future audits.

| * Email | Primary Email |
|---|--|
| <input type="text" value="steve.backs@envisagenow.com"/> | <input checked="" type="radio"/> <input type="text" value=""/> |
| <input type="text" value="steve.backs@steve.test.envisagenow.com"/> | <input type="radio"/> <input type="text" value=""/> |

[+ Add another email address](#)

* Required Information Cancel Save

The primary email address is used as the Portal account username. Officers may update their personal contact information, phone number, emergency contact, etc. This information is not required.

What the Academy ID?

This is a unique number assigned to all New Jersey law enforcement personnel by the Police Training Commission. It will appear on every officer's record in the Portal. It is also known as the PTC ID.



Portal Help for Training Officers

How do I see what classes are offered at Monmouth County Police Academy?

When logged in, a training officer may see all training under "Training & Events". *NOTE: only training officers may register themselves or others for classes.*



Registration
Browse Training

List of Available Training

| Training | | | Registration | | |
|--|-------------------------|-------|---------------------------|------------|-----------|
| Event / Location | Dates | Hours | Dates | Open Seats | Status |
| In-Service Testing - Arrest Search and Seizure Monmouth County Police Academy | 04/04/2019 - 09/08/2019 | 8h 0m | 04/04/2018 - 04/04/2019 | 25 | Cancelled |
| In-Service Testing - Arrest Search and Seizure Update & Miranda Warning Update - Summer 2019 | 06/06/2019 - 06/06/2019 | 8h 0m | 06/06/2018 - 06/06/2019 | 19 | Open |
| In-Service Testing - Arrest Search and Seizure Update & Miranda Warning Update - Winter 2019 | 01/07/2019 - 01/07/2019 | 8h 0m | Contact training provider | | |

Annotations:

- Indicates pre-requisites that must be completed prior to registration. (points to status icon)
- Important information about registration. Click to see more. (points to 'See Signup Details' button)
- Class status (cancelled is rare.) (points to 'Cancelled' status)
- Only training officers will see this button. (points to 'Register' button)
- When no registration option is provided, this usually means you must contact the vendor directly to register for the class. (points to 'Contact training provider' text)



Portal Help for Training Officers

How can I see who has registered for a class from my agency?

All active and draft requests can be seen on the Portal Registration Tab:

Registration

Find Training Events

Enrollment Requests

Requests for enrollment are shown for upcoming events.

| Event Start | Training Event | Student / Academy ID* | Submitted | Request Status |
|-------------|---|---|------------------------|------------------------|
| 01/07/2019 | Supervision - SLT 138 | Christie, Duaine K (8353-3018) Bloomington Police Department | 11/20/2018 08:43 AM | ● Pending (Registered) |
| 03/04/2019 | Supervision - SLT 139 | Alaine, Danielle (1111-11DA) Bloomington Police Department | 11/20/2018 08:42 AM | ● Pending (Registered) |
| 03/04/2019 | Supervision - SLT 139 | Antwell, Robbie (1111-11RA) Bloomington Police Department | | ● Draft |
| 05/25/2019 | Basic Criminal Justice - Basic Criminal Justice 111 | Adams, Kimora (0743-3592) Bloomington Police Department | 11/20/2018 08:41 AM | ● Pending (Registered) |
| 06/10/2019 | Trainer Development - TTT 2019 June | Chapman, Evan C (1276-1165) Bloomington Police Department | 11/20/2018 08:42 AM | ● Pending (Registered) |

How can I remove a person from a class on the day of the class?

On the Registration Tab, training officers may elect to cancel an enrollment. This may be done at any time prior to the class. If the cancellation is on the day of the class, the academy requests that you call them as well so that they can contact officers who may be on a waiting list.

| Submitted | Request Status | |
|------------------------|------------------------|------------------|
| 11/20/2018 08:43 AM | ● Pending (Registered) | Cancel Request |
| 11/20/2018 08:42 AM | ● Pending (Registered) | Cancel Request |
| | ● Draft | Continue Request |
| 11/20/2018 08:41 AM | ● Pending (Registered) | Cancel Request |
| 11/20/2018 08:42 AM | ● Pending (Registered) | Cancel Request |



Portal Help for Training Officers

Please provide a reason for the request:

Cancel Enrollment Request

⚠ The student registration will be cancelled and a record of this cancellation will be retained.

Please provide a reason for cancelling the request. The reason will be included in the cancellation notification email that is sent to the student.

* Reason ←

37 of 1000 characters allowed.

* Required Information Keep this Request [Cancel this Request](#)

The request will remain on the Registration Tab with a status of "Cancelled":

Draft Continue Request ⋮

Enrolled Cancel Request

Cancelled ←

How does the Waitlist work?

When a class reaches the total number of seats available, registrations may be requested for the Waitlist.

| | | | | | |
|---|-------------------------|-------|-------------------------|------------|----------------------------|
| In-Service Testing - Budgeting for Law Enforcement Agencies - Fall 2018 | 11/24/2018 - 11/24/2018 | 8h 0m | 11/24/2017 - 11/24/2018 | 0 Waitlist | → Waitlist |
|---|-------------------------|-------|-------------------------|------------|----------------------------|

On the Registration Tab, the request will reflect being Waitlisted.

| Submitted | Request Status |
|------------------------|---|
| 11/20/2018 08:58 AM | <input checked="" type="radio"/> Enrolled |
| 11/20/2018 08:59 AM | <input checked="" type="radio"/> Waitlisted ← |



Portal Help for Training Officers

If a slot opens up, the academy moves the Waitlisted request to enrolled status in the order the requests were received.

I can't see all the people at my agency. How do I change that?

First try "Add People" as described above.

If your officer is not found, then use the Create a Portal Account WebForm to submit the officer's information. Academy administration will review your request and add the account so that you can see the officer within your agency Portal profile. WebForms are located on the top menu under Academy Resources:

The screenshot shows the top navigation bar with 'Academy Resources*' selected. A dropdown menu is open, showing 'Find & Complete a WebForm'. Below this, the 'Academy Resources*' section is visible, featuring a 'WebForms' table. The table has two columns: 'WEBFORM' and 'DESCRIPTION'. The first row in the table has a link 'Create a Portal Account' under the 'WEBFORM' column, which is highlighted with a green arrow. The 'DESCRIPTION' column contains text about registering for classes and logging in.

| WEBFORM | DESCRIPTION |
|---|--|
| Create a Portal Account | Start Here if you want to register for classes. Fill out the WebForm completely; the academy will verify your information and create a Portal account for you. If you already have a Portal account and could not log in, try the "Reset your Password" link from the login page. If that does not work, then fill out the "Reactivate Your Portal Account" WebForm on this page. |

How do I change the Point of Contact at my agency?

The screenshot shows the top navigation bar with 'Academy Resources*' selected. A dropdown menu is open, showing 'View or Update Organization Profile', which is highlighted with a green arrow.

Agency addresses and contact information may be changed by clicking on the Manage Profile button. Continued next page...



Portal Help for Training Officers

Add a contact role by clicking on Add a contact.

Organization Profile

Name Monmouth County Sheriff's Office

Mailing Address 2500 Kozolski Rd
Freehold, NJ 07728
(Monmouth County)

Primary Phone (732) 431-6400 x1634 (Organization)

Email Address No email address is on file.

Points of Contact (POC)

| Contact Role | Name (Last, First) | Email Address | Phone |
|------------------|--------------------|-----------------------|----------------------|
| Training Officer | DiLorenzo, Vicki ★ | VDiLorenzo@mcsonj.org | |
| Training Officer | Lapetina, Nick | NLapetina@mcsonj.org | (732) 431-6400 x1634 |

The Add a contact and Edit contact screens are the same (shown below):
Note, at this time there are two roles available; training officer and firearms supervisor.

*** Contact Role** Choose...

Primary Contact primary contact for the organization

Contact Select from a list of employees

*** Employee** Select an employee...

Select by Academy ID

Please select a primary contact for training communication (e.g., for basic course attendees).

*** Contact Role** Choose...

Primary Contact Make this person the primary contact for the organization

Contact (change)