Acadis Portal Help

for

Training Officers

Frequently Asked Questions:

Contents

11/28/2018

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.
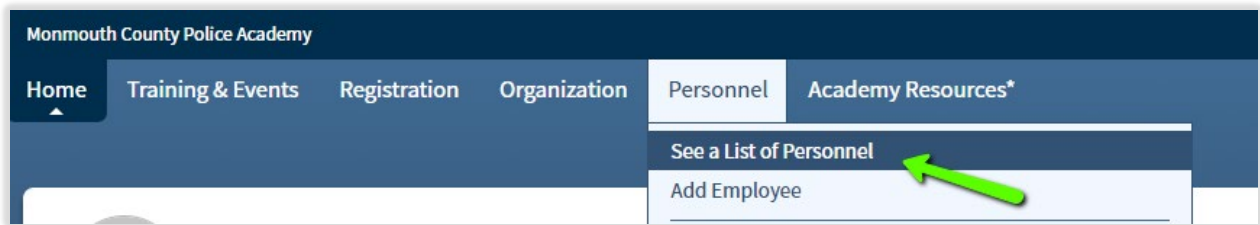

The only REQUIRED information on this screen is the Title/Rank and Hire Date.

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:

Monmouth County Police Academy					
Home ▲	**Training & Events**	**Registration**	**Organization**	**Personnel**	**Academy Resources***
				See a List of Personnel	
				Add Employee	

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) ⋮
		Update Employment
12/12/2016		Active (Active) ⋮

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".

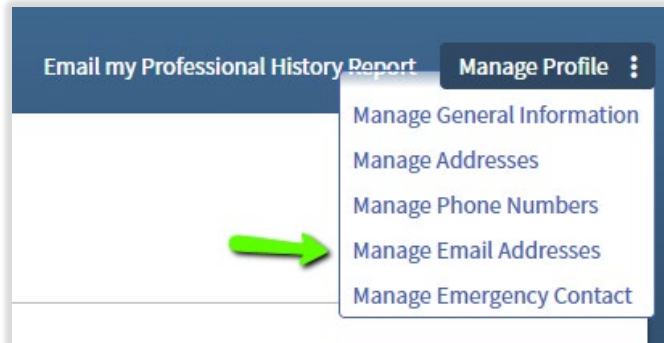|	
* Update Action	Choose... ▼
* Effective Date	11/28/2018 📅
Employment Status	Active (Active) ▼
Title/Rank	Clerical ▼
Employment Type*	Choose... ▼
Appointment Type*	Choose... ▼
Supervisor	Select a supervisor... ▼
Comments	Provide any additional information relevant to this employment

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.

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.

11/28/2018

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.*

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:

| Home | Calendar | Training & Events | **Registration** | Organization | Personnel | Academy Resources* |

Registration

Registration Tab

Find Training Events

🔍 Browse
Or Sign Up for Training

Filters (see screenshot below) become useful if there are many registrations to monitor.

Enrollment Requests

▼ Filters   Request Enrollment

Requests for enrollment are shown for upcoming events.

NOTE: This enrollment request hase been save for later by the training officer.

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)	Cancel Request
03/04/2019	Supervision - SLT 139	Alaine, Danielle (1111-11DA) Bloomington Police Department	11/20/2018 08:42 AM	● Pending (Registered)	Cancel Request
03/04/2019	Supervision - SLT 139	Antwell, Robbie (1111-11RA) Bloomington Police Department		● Draft	Continue Request ⋮
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)	Cancel Request
06/10/2019	Trainer Development - TtT 2019 June	Chapman, Evan C (1276-1165) Bloomington Police Department	11/20/2018 08:42 AM	● Pending (Registered)	Cancel Request

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

11/28/2018

Please provide a reason for the request:

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

How does the Waitlist work?

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

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

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:

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

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

11/28/2018

Add a contact role by clicking on Add a contact.

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.

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