

MCPA Acadis Online Portal

The following instructions will provide a guide on how access, log in, browse, and maneuver through the Acadis Online Portal.

1. Open an internet browser and go to <https://mcpa.acadisonline.com> (Can also be found through <https://www.monmouthcountypoliceacademy.com> and selecting **In-Service Training.**)
2. This will bring you to Acadis online Portal home page. One the left-hand side you can enter your email and password to log into the portal.

The Monmouth County Police Academy offers basic recruit classes for many branches of law enforcement; we offer a wide variety of in-service training to meet the needs of the law enforcement community and prepare both recruits and seasoned officers to meet the challenges of today and tomorrow.

In-Service Training: Officer Registration

Step 1: Create a Portal Account
Fill out the "Create a Portal Account" WebForm completely. After your account has been verified, you will receive a link to finish account creation.

Step 2: Browse the list of Available Training
Once your account is active, return to this page and login. Go to the list of Available Training and you will have access to register for classes.

Step 3: Request Registration
Logged in Portal users may register for classes. Find the class you wish to attend and fill out the registration form completely. Training Coordinators may register personnel from their agency for classes. To do so, follow the instructions on the Training Coordinator Authorization WebForm (link here). For the class you wish to attend, fill out the Registration Form completely. (More content here as needed to explain account creation.)

What if my Portal Account is Inactive?
If you have already created an account, but cannot login, first use the "Reset your password" link on left side of this page. If that does not work, use the Reactivate Your Portal Account WebForm and follow the instructions provided.

Basic Recruit Classes
Applicants to basic recruit classes must be appointed as full-time employees of municipal, county or state law enforcement agencies and conform to all the standards prescribed by the New Jersey Police Training Commission. For complete information regarding courses and registration requirements, please see the Monmouth County Police Academy Police Training Course Catalog.

Training Officers
Training Officers and authorized personnel may request access to register officers and other personnel for in-service classes and to monitor progress of trainee class grades for basic courses.

Training Officer Instructions
Agency Training Officers may register personnel from their organizations for In-Service Classes. The following requirements must be met:

- Training Officers must first have an active Portal Account
- Training Officers will complete the WebForm for Training Officer access (available to logged in users only)

Resources

- Available Training
- WebForms

Technical Support

For technical support, questions, or comments on this site, please contact:

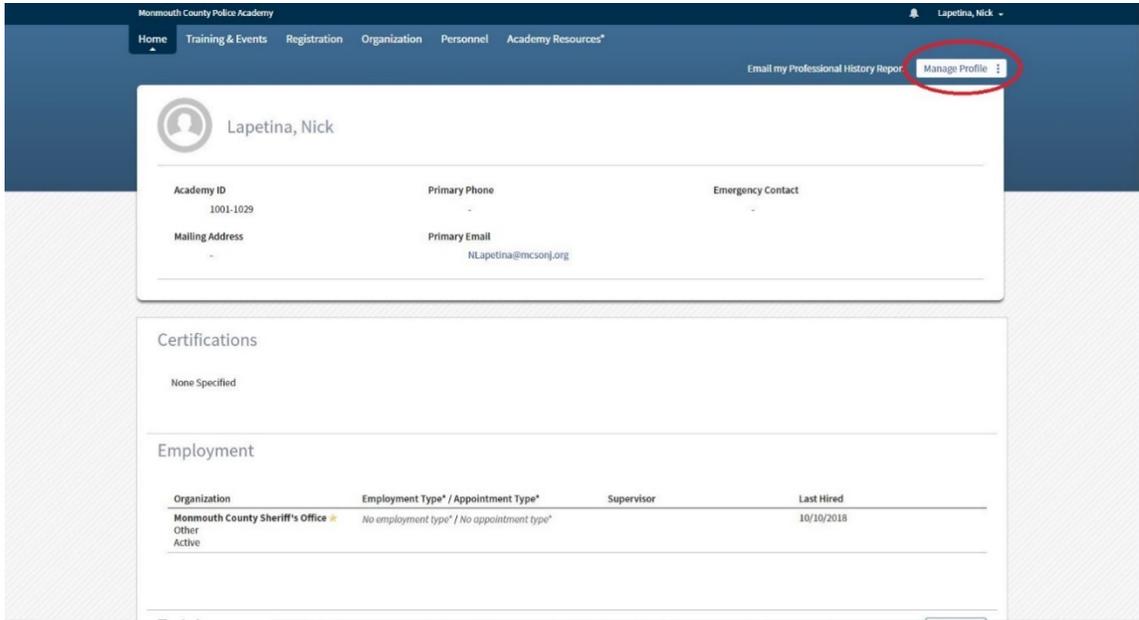
For registration or Portal account issues:
Monmouth County Police Academy Administrative Office (732-571-8710).

For technical support or comments on this site:
Monmouth County Sheriff's Office Helpdesk (732-431-6400 ext. 1600)

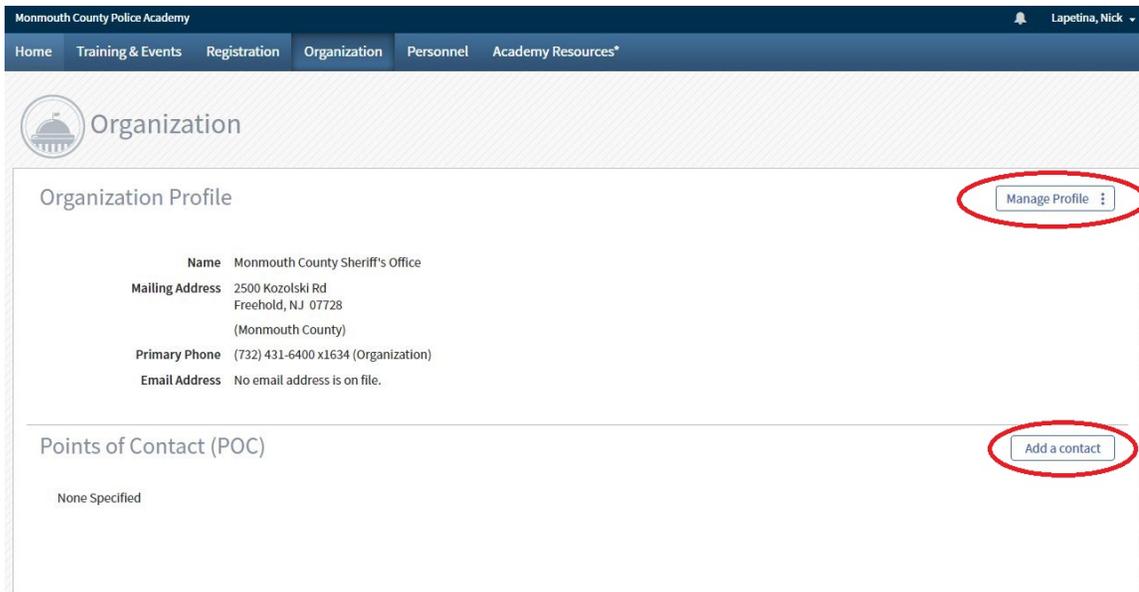
System Information

The Acadis® Readiness Suite is a comprehensive public safety training solution developed by Envisage Technologies, LLC. The company provides the Acadis® software and training modernization consulting to premier training organizations throughout the US. To find out more, please visit the Envisage web site at www.envisageow.com.

3. Upon log in it will bring you to your **Dashboard**. This will display all the personal information and trainings for the current user. In the top right corner, you can click **Manage Profile** where all information that is incorrect or changed can be modified.



4. When selecting the **Organization** tab and select **View or Update Organizational** profile and you can update the organization's information. Select **Manage Profile** and choose the information that needs to be changed.



5. Under the **Personnel Tab** you can see a list of the Personnel in your organization. You can change an employees Title/Rank by selecting the three dots,  , and choosing **Update Employment**.

Personnel (172) Search for Person [Add Employee](#)

Currently showing all active employees. [Show all employees](#)

Name	Academy ID	Organization	Title/Rank	Employment Type*/ Appointment Type*	Last Hired	Supervisor	Employment Status	
		Monmouth County Sheriff's Office	Clerical		07/11/2016		Active (Active)	
		Monmouth County Sheriff's Office	Sheriff's Officer		12/12/2016		Active (Active)	
		Monmouth County Sheriff's Office	Range Master		07/17/2002		Active (Active)	
		Monmouth County Sheriff's Office	Sheriff's Officer		12/15/2014		Active (Active)	
		Monmouth County Sheriff's Office	Sheriff's Officer		11/27/2017		Active (Active)	
	1	Monmouth County Sheriff's Office	Sheriff's Officer		07/19/2004		Active (Active)	
	1	Monmouth County Sheriff's Office	Sheriff's Officer		07/30/2001		Active (Active)	
		Monmouth County Sheriff's Office	Sheriff's Officer		09/20/1999		Active (Active)	
		Monmouth County Sheriff's Office	Sergeant		08/01/1998		Active (Active)	

Also found under the personnel tab is **Check Personnel Training Hours**. There is where Acadis breaks down each person's training hours for individual classes.

Personnel
Check Personnel Training Hours

Completed Training Hours [Filter](#) [Refresh Data](#) [Print](#)

With no filters applied, training for the Current Calendar Year is shown for currently active employees. Completed training hours were last updated on 11/09/2018 at 01:32 AM and can be refreshed by clicking "Refresh Data."

Employee	Academy ID	Organization	Employment Type*	Appointment Type*	Total Hours	Category	Category Hours
		Monmouth County Sheriff's Office			1.00	Power DMS	1.00
		Monmouth County Sheriff's Office			67.00	Advanced Training	40.00
						Agency-In-Service	8.00
						NJ Learn	7.00
						Power DMS	9.00
						Re-Certification	3.00
		Monmouth County Sheriff's Office			2.00	Power DMS	2.00
		Monmouth County Sheriff's Office			36.00	Agency-In-Service	16.00
						NJ Learn	7.00
						Power DMS	10.00
						Re-Certification	3.00

6. Next, here is **Training & Events**. If you select **Browse or Sign up for Training**, it will bring you to list of all the trainings that are available at that time.

The screenshot shows the 'Registration' page with a navigation bar at the top containing 'Home', 'Training & Events', 'Registration', 'Organization', 'Personnel', and 'Academy Resources*'. Below the navigation bar is the 'Registration' header with a 'Browse Training' link. The main content area is titled 'List of Available Training' and features a search filter sidebar on the left and a table of training events on the right.

Refine Your Search		Training		Registration			
By Keyword		Event / Location	Dates	Hours	Dates	Open Seats	Status
<input type="text"/> Clear Keywords Search		In-Service - Analyzing the Revised Attorney General's Internal Affairs Policy Monmouth County Police Academy	12/12/2018 - 12/12/2018	10h 0m	Contact training provider See Signup Details		
<input type="checkbox"/> In-Service		In-Service - Test Course 1	02/02/2019 - 02/02/2019	8h 0m	02/02/2018 - 02/02/2019	75	Open <input type="button" value="Register"/>
<input type="checkbox"/> Within 30 Days <input type="checkbox"/> 30 to 90 Days <input type="checkbox"/> 90 to 180 Days <input type="checkbox"/> 180 Days to 1 Year <input type="checkbox"/> More than 1 Year		In-Service - Test Course 2	03/03/2019 - 03/03/2019	8h 0m	03/03/2018 - 03/03/2019	75	Open <input type="button" value="Register"/>
<input type="checkbox"/> By Status <input type="checkbox"/> Upcoming <input type="checkbox"/> Open							

To register for a class, **download applications/documents** and view a description or costs of a class just select the name of the class. At the bottom right hand corner select **Request Enrollment** to enroll an officer or recruit to the class.

The screenshot shows the 'Training & Events' page with a navigation bar at the top containing 'Home', 'Training & Events', 'Registration', 'Organization', 'Personnel', and 'Academy Resources*'. Below the navigation bar is the 'Training & Events' header with a 'Training Event Details' link. The main content area is titled 'In-Service - Test Course 1' and contains a description of the seminar, training dates, prerequisites, registration dates, available seats, and hours. A 'Request Enrollment' button is circled in red at the bottom right corner.

In-Service - Test Course 1

This one day seminar will update the police supervisor, patrol officer and investigator in the recent developments in laws of arrest, investigative detentions with a special focus on "stop and frisk" and motor vehicle stops, search warrants and the exceptions to the written warrant handed down by the U.S. Supreme Court, N.J. Supreme Court and the various panels of the N.J. Superior Court, Appellate Division. Conducted by The Monmouth County Prosecutors Office In County Fee: \$25 Out of County Fee: \$50

Training Dates 02/02/2019 - 02/02/2019

Prerequisites I affirm that the registrant's supervisor has approved this online class registration.
I affirm that the registrant is a sworn law enforcement officer or is otherwise authorized to attend this in-service class at Monmouth County Police Academy.
I affirm that the registrant will abide by the Monmouth County Police Academy Dress Code while attending this class.

Registration Dates 02/02/2018 - 02/02/2019

Available Seats 75

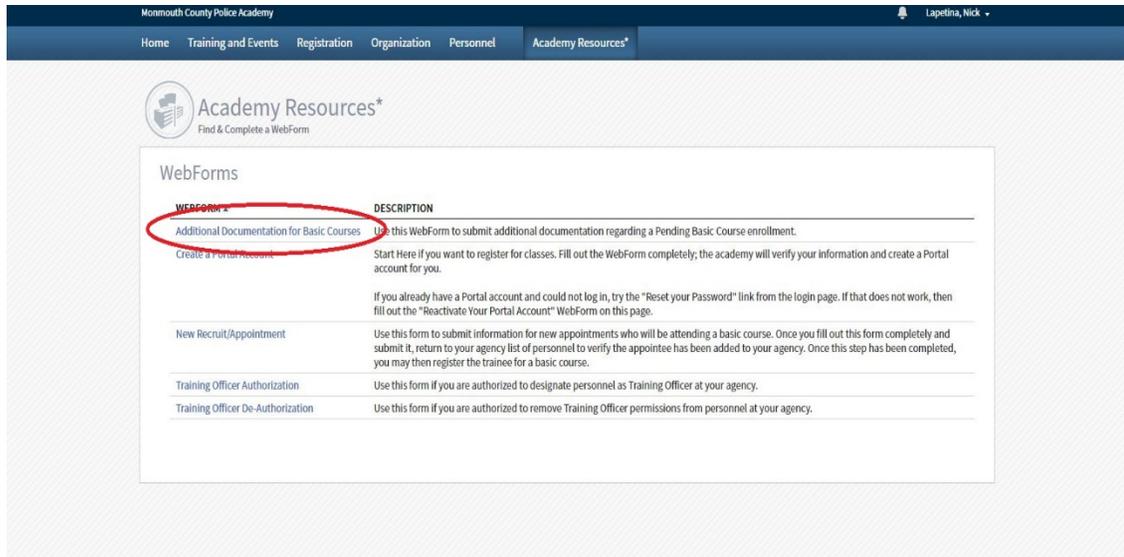
Hours 8h 0m

Fee None Specified

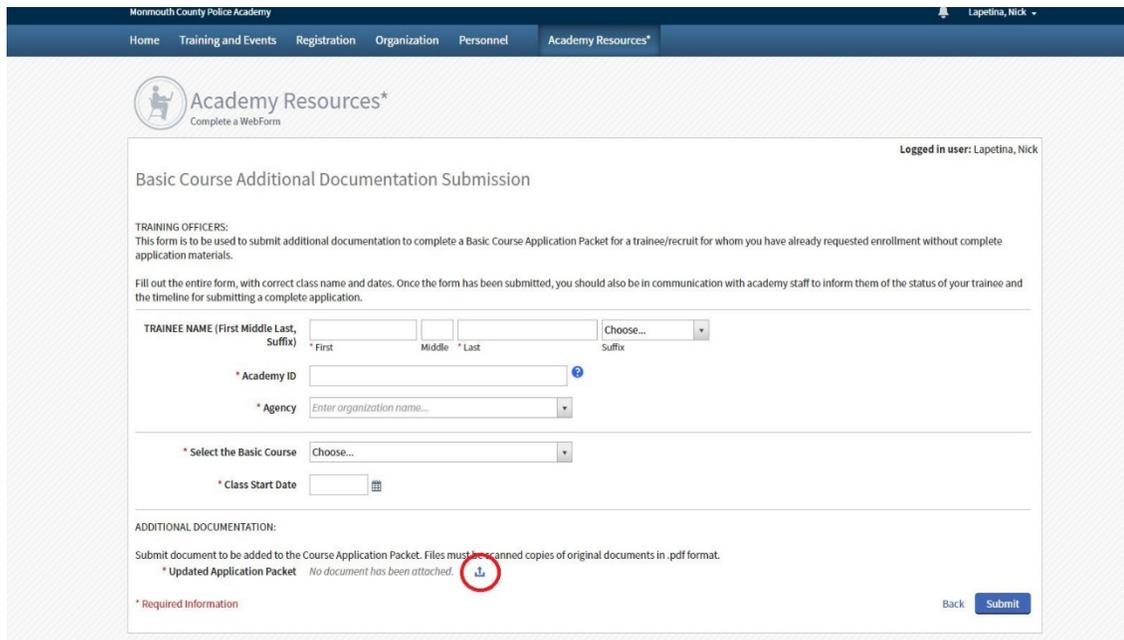
[Request Enrollment](#)

Then search for and select the employee who will be taking the class, fill out any additional information required, and press **Submit** to complete the registration.

7. Lastly, there is the **Academy Resources** page. If you select **Complete a WebForm**, it brings you to a list of all web forms available. Select **Additional Documentation for Basic Courses**.



Fill out the appropriate information for the applicant and class you are uploading for. To attach a photo, select the upload button as shown below:



Choose the document that you want to upload and select **Upload**. Once back to the previous screen select **Submit** and the document has been uploaded correctly.

Creating a Portal Account

An acadis portal account is needed for officers to register for In-Service classes and for new officers taking basic courses (SLEO I, SLEO II, BCPO, BCCCO)

1. Open an internet browser and go to <https://mcpa.acadisonline.com> (Can also be found through <https://www.monmouthcountypoliceacademy.com> and selecting **In-Service Training.**)
2. Under Officer Registration select **Create a Portal Account.**

The screenshot shows the Monmouth County Police Academy website. The header includes the Monmouth County Police Academy logo and the text "Monmouth County Police Academy" and "POWERED BY THE ACADIS READINESS SUITE". The main content area is divided into several sections. On the left is a "Sign in" form with fields for "E-mail address (Username)" and "Password", a "Reset your password" link, and a "Sign in" button. Below the form are links for "Terms of Service" and "Feedback". The central section is titled "In-Service Training: Officer Registration" and is circled in red. It contains three steps: "Step 1: Create a Portal Account", "Step 2: Browse the list of Available Training", and "Step 3: Request Registration". To the right of this section is a "Basic Recruit Classes" section with text about applicants and a link to the "Training Course Catalog". Further right is a "Resources" section with links for "Available Training" and "WebForms", and a "Technical Support" section with contact information for registration and technical support issues.

Once selected the create an account page will come up and fill out the required information.

- a. An officer **MUST** use an agencies email address to signup for an account. If the email is an agency email address the account will not be accepted or created.

For help with the Acadis software, email helpdesk@mcsnj.org, or contact 732-431-6400 ext. 1600

For questions about classes and training offered by the Monmouth County Police Academy, contact 732-577-8710