



MONMOUTH COUNTY POLICE ACADEMY

ACADIS TRAIN THE TRAINER

November 14, 2019

The Monmouth County Police Academy has been working in the “Acadis” program since 2018. Monmouth County Police Academy recognizes that staffing within agencies changes periodically. Our goal is to give an overview and assist all of the new Chiefs, Training Officers and clerical staff to navigate their way in “Acadis” when registering a recruit or a veteran officer for in-service class.

- **Training Officer Authorization**

- Only a Training Officer or authorized personnel with Training Officer permissions will be able to register recruits and officers for classes and have access to all personnel within your agency in Acadis.
- To establish Training Officer authorization be sure to follow the instructions on the “Acadis home page” - Click “webforms” on the top right. Once you have completed and submitted the Training Officer Authorization form you will have permission to register or view personnel at that point, you will not receive or need a confirmation email from Acadis.

- **Portal Accounts**

- All personnel should have Portal Accounts at this point
- Check your Acadis Agency Roster prior to generating a new Portal Account for personnel to avoid duplications within the system.
- Training Officers and the officer themselves can update their profile to reflect a change in rank, change of address or name changes, etc.
- To update profiles, log into Acadis then go to “Manage Profile”
- When setting up a Portal Account be sure to always use the officers agency email as a first preference. Most agencies who do not assign agency emails to SLEO I's a personal email would be acceptable.
- A Training Officer should never his/her personal information when setting up a Portal Account for an officer in your agency. (ie:email address)

- **Tabs Within Acadis**

- Organization Tab – View or Update Organizational profile
- Personnel Tab – View a list of personnel in Acadis. Also under Personnel Tab you can check personnel training hours.
- Training & Events Tab – all courses are listed that MCPA will be hosting. Course get updated periodically so continue to check for training throughout the year.

- **Registering in Acadis**

- Be sure that the officer has a Portal Account. At this time an Academy ID # will be generated.
- Each officers Academy ID # generated when setting up their Portal Account will be their Academy ID throughout their career

- **Registering for a Basic Recruit Class**

- Set up a new Portal Account for the recruit – maintain Academy ID (as this ID number will be needed when registering the new recruit)
- Go to the class you would like to register officer for. You are unable to register a potential recruit without a name, Academy ID, appointment date and NONA form
- All Basic Course (BCPO, BCCCO, SLEO II, SLEO I), cover letter (contains times, dates needed), applications, PTC Medical forms, NONA form and toxicology information can be obtained directly from Acadis within the class (documents are located at the bottom of the page)
- Once all paperwork is completed you can submit and upload to Acadis – application, medical certification signed by a doctor, Health History, toxicology furnished by the State of NJ Toxicology Lab located in Newark NJ and a copy of NONA form. **Remember to send the original NONA form to PTC**

- **Registering for In-Service Class**

- Make sure officer has a Portal Account
- Go to the class of interest and register officer
- To check to see if you registered an officer for a specific class. Log into Acadis and click the “Registration” tab. All officers registered or enrolled in a class will be listed. Once a class is complete the class will no longer show under this tab.

- **Police Training Commission (PTC)**

John Cunningham, PTC Administrator

Tykeria Lockhart, Civil Investigator