ILEA ONLINE REGISTRATION INSTRUCTIONS

This documentation will help your department with online registration. In the portal, departments can review and register their personnel in courses that are offered by ILEA.

Accessing the Portal	ILEA will create an account for the Acadis portal for you. Each department CEO will have received an email in regards to their login and password information.* The CEO will make the decision as to whom this information is given to.

From: Indiana Public Safety Personnel Portal Administrator [dheald@ilea.in.gov]
Sent: Thursday, October 22, 2009 11:03 AM
To: John Doe [john.doe@emaildomain.com]
Subject: Indiana Public Safety Personnel Portal Welcome Information

An Indiana Public Safety Personnel Portal account has recently been created for you. This portal provides access information published to them by the Indiana Department of Homeland Security (IDHS) or the Ind provide information back in efforts to keep these records up-to-date.

For personnel affiliated with the IDHS, the portal provides access to the following:

- Viewing current status of IDHS certifications
- Registering for Emergency Management Administration (EMA) courses
- Renewing EMT certifications online

For personnel affiliated with the ILEA, the portal provides access for Agency Chiefs to the following:

- Reporting in-service training hours and events
- Reviewing reporting instructions for new hires and employment changes
- Registering agency officers online for Basic Law Enforcement Training, Basic Jail Training, or Basic

Click the following link to access the Indiana Public Safety Personnel Portal login page:

https://acadisportal.ilea.in.gov/

Use the login information below to access your account:

```
Username:      john.doe@emaildomain.com
Password:      8eHpmY$PYJ
```

You will be required to change your password upon first login.

Once the login and password is received it will be necessary for your department to login. Generally user names will be the email address for the CEO of the department. Passwords are initially generated by Acadis. If the password is copy and pasted be sure there are no extra spaces.**

Reset your password

Setup Your Profile

Username   brad.zehr@envisagenow.com

1.   * Enter your current password:
     ··········

2.   * Enter your new password:
     ·······

3.   * Confirm your new password:
     ·······

Cancel   Continue Signing In

* Required Information

Accept the terms of use

NOTICE: Please read the following user acceptance policy carefully as it sets out the rules and guidelines under which this software is made available to you. By accessing the software you agree to be bound by these conditions. If you do not wish to proceed click on the **"I Do Not Agree"** button now.

By accessing and using this computer system, you are consenting to system monitoring for law enforcement and other purposes. Unauthorized use of or access to this computer system may subject you to administrative penalties or dismissal, or fine and/or imprisonment in accordance with title 18, USC Section 1030.
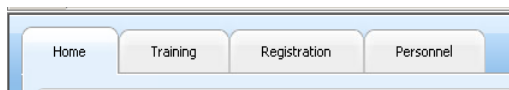
Print Terms   I Do Not Agree   I Agree

*If you have not received an email from the ILEA, contact Registrar (317) 837-3245.

**If you forget your password click on the <u>Forgot your password</u> link. Keep in mind that the new password is sent to the CEO.
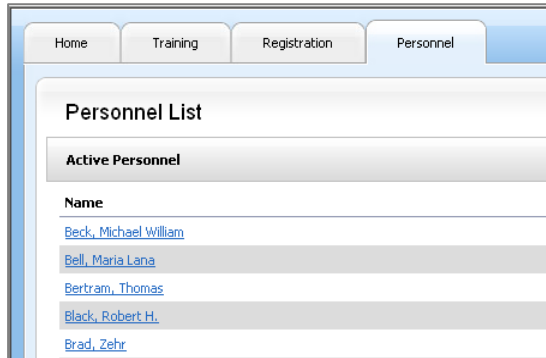
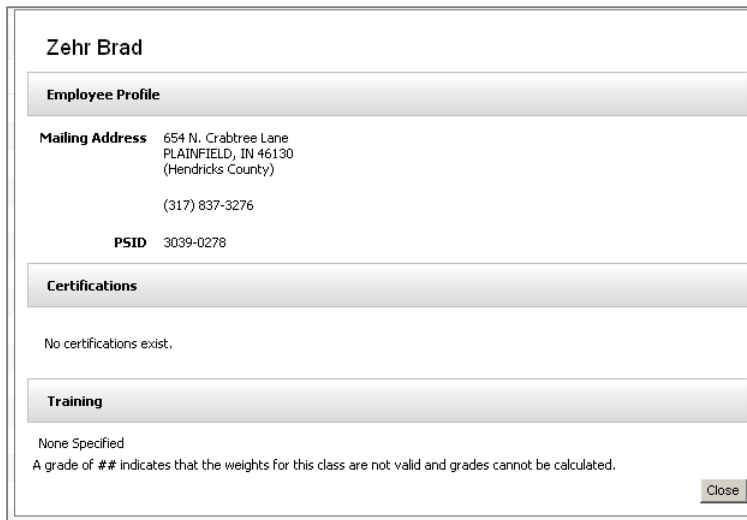| **Portal Navigation**	Once you have logged in to the portal you will be at the home page. Three other tabs will be available including Registration, Personnel and Training.
	Home Training Registration Personnel
	The home tab will provide information in regards to your department and CEO, including profile and certifications. The training tab will provide information regarding your department's training. Further information in regards to the training tab is in the help documentation on the portal login page.

Personnel Tab	The personnel tab will allow you to verify the names of personnel with your department and verify that your personnel are complete and accurate. If this list is not complete or accurate contact Registrar 317/837-3245.

<table>
<tr><td colspan="4">Home   Training   Registration   **Personnel**</td></tr>
<tr><td colspan="4">**Personnel List**</td></tr>
<tr><td colspan="4">**Active Personnel**</td></tr>
<tr><td colspan="4">**Name**</td></tr>
<tr><td colspan="4">Beck, Michael William</td></tr>
<tr><td colspan="4">Bell, Maria Lana</td></tr>
<tr><td colspan="4">Bertram, Thomas</td></tr>
<tr><td colspan="4">Black, Robert H.</td></tr>
<tr><td colspan="4">Brad, Zehr</td></tr>
</table>

Clicking on any active personnel will display personal certifications and training including upcoming, ongoing and completed training.

Zehr Brad

Employee Profile

Mailing Address	654 N. Crabtree Lane
	PLAINFIELD, IN 46130
	(Hendricks County)
	(317) 837-3276
PSID	3039-0278

Certifications

No certifications exist.

Training

None Specified
A grade of ## indicates that the weights for this class are not valid and grades cannot be calculated.

Close

Registration	**PLEASE NOTE: STUDENT REGISTRATION IN A PORTAL DOES NOT EQUAL ENROLLMENT. A student registration submitted via the portal places them in an approval status for the Academy Registrar to review. Only after the registrar has enrolled them are they in the class. It is your responsibility to monitor the registration status, in the portal, and notify your officers of their status.** Make sure you have the student PSID, Last Name and First Name or SSN to register for an upcoming class at ILEA. Click on the registration tab to begin.

You can browse classes for registration by clicking the "Browse Training Event" link to find training. Registration can also be monitored for students you have previously submitted. Click on **browse training event link** to get started.

You can refine your search by choosing a training type, date range, or status. Click on the **more** link to get a complete list of training types.
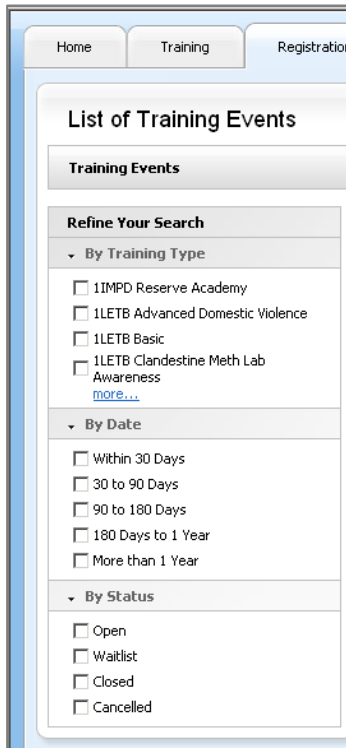
Click on program name to view the training details.

Training Event	Location	Training Dates	Reg. Ends	Status	Available Seats	
1LETB Basic - 2010187		01/04/2010 - 04/16/2010	01/01/2010	Open	116	Register
1LETB Jail Officer - 201004		01/18/2010 - 01/22/2010	01/08/2010	Open	40	Register

| Home | Training | Registration | Personnel |

Student Registration

Training Event Description

1LETB Jail Officer - 201004

01/18/2010 - 01/22/2010

In-Service Training for all Jail Officers

Full Description of the Training

Pre-Requisites

Registration Dates

07/22/2009 - 01/08/2010

Training Location

Indiana Law Enforcement Academy
667 North 6th Road
Plainfield, IN 46168-0313

Cost

None Specified

Hours

0h 0m

Resources Required

None

Reporting Instructions

See website

Housing

None Offered

Once you have determined this is the course click on the back button in the bottom right of the page.

Training Event	Location	Training Dates	Reg. Ends	Status	Available Seats	
1LETB Basic - 2010187		01/04/2010 - 04/16/2010	01/01/2010	Open	116	Register
1LETB Jail Officer - 201004		01/18/2010 - 01/22/2010	01/08/2010	Open	40	Register

Click on **register** link to begin registering students for the class.

On the registration page enter PSID, last and first name, or SSN to register a student. Click the **add** button to place student in the event. Repeat these steps for additional students.

As individuals are added they appear below the "The following attendees will be added to the event" band. You can add a contact email address, comments by clicking the add comments button, or remove the person by clicking the remove link. Once all individuals have been added click the **submit** button to finalize your registration.

Registration for 1LETB Jail Officer - 201004

Add Attendees from Indiana Law Enforcement Academy

Enter an PSID, Name or SSN to find a student to register.

PSID	Name (Last, First)	SSN

[Clear] [Add]

The following attendees will be added to the event

[Add Comments]

PSID	Name (Last, First)	SSN	Contact Email Address	
1310-8901	**Smythe, Nyoka Lynn**	XXX-XX-6934		Remove
5934-6402	**Lister, Marcella Jane**	XXX-XX-3871		Remove
6633-3931	**Heald, Darlene**	XXX-XX-4463		Remove

[Cancel] [Submit]

On the registration confirmation page you receive the confirmation number and a summary of who has been registered. Click **done** which will take you back to training events page.

Registration for 1LETB Jail Officer - 201004

Registration Confirmation

Name (Last, First)	PSID	SSN	Status	Confirm No.
Smythe, Nyoka Lynn	1310-8901	XXX-XX-6934	Registered	10658
Lister, Marcella Jane	5934-6402	XXX-XX-3871	Registered	10659
Heald, Darlene	6633-3931	XXX-XX-4463	Registered	10660

[Done]

Monitoring Registrations	Users will need to monitor the registration tab in the portal for changes to registration status.

The Academy Registrar's office monitors registration requests and will assign students on space available in the class. Students may be enrolled or waitlisted. Chiefs, Sheriffs, Marshals, Training Officers, etc will need to notify the student of their enrollment status and training event details.