

Indiana Public Safety Personnel Portal:

Online Registration & Recertification Instructions



Indiana Emergency Medical Service Commission
Board of Firefighting Personnel Standards and Education
5/27/2015

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Creating your Portal Account:

You will be required to know the information listed below to request a portal account:

- PSID
 - Last Name
 - Valid e-mail address
- ❖ If you don't know your PSID you can look it up here:
- <https://myoracle.in.gov/dfbs/ems/person.do?method=personLookup>
- ❖ If you don't have a PSID, click this link to open the online application:
- <http://www.in.gov/dhs/3880.htm>
 - Once your PSID request is successfully fulfilled via the link above, your Portal Account is now created at the same time, so you don't have to complete the process below. (If you already have a PSID, but no Portal Account, don't re-request one, please follow the process below.)

1) Open your browser and navigate to the Indiana Public Safety Personnel Portal page.

- <https://acadisportal.in.gov/>

2) In the left navigation pane select the link: [[Don't have an account? Signup](#)]

Sign in

E-mail address (Username)

Password

[Forgot your password?](#)

[Don't have an account? Signup](#)

- 3) Fill out all fields on the portal signup page and click [Continue].

The screenshot shows the 'Portal Signup' page for the 'Indiana Public Safety Personnel Portal'. At the top, it says 'IDHS & ILEA'. Below that, a message states: 'Registration for a Portal Account is a two-step process. The first step is to provide your PSID, Last Name, and email address. Once submitted, click on the link in the verification email to proceed with your registration.' The page is divided into two sections: 'Registrant' and 'Portal User Name / Email Address'. In the 'Registrant' section, there are two required fields: '* PSID' and '* Last Name', both with empty text boxes. In the 'Portal User Name / Email Address' section, there are two required fields: '* Email Address' and '* Retype Email Address', both with empty text boxes. A red asterisk icon indicates required information. At the bottom right, there are 'Cancel' and 'Continue' buttons.

- 4) You will receive final registration instructions via e-mail. Click [Finish] and open the e-mail.

The screenshot shows an 'Email Notification' dialog box. The title bar says 'Email Notification'. The main text reads: 'An email has been sent to the address that you provided. You must click on the link in the email to continue the registration process.' At the bottom right, there is a 'Finish' button.

- 5) A link provided in the e-mail will take you back to the portal signup page. To complete the process you will be required to answer unique questions that will verify your identification. Complete the questionnaire, select [Continue], and follow the on screen instructions.
- 6) Congratulations! You have successfully created your account and should be logged in and viewing your portal home page.
- ❖ If you have not received your account password via e-mail within one business day of your request, please e-mail Certifications for assistance. - emscertifications@dhs.in.gov



Accessing the Portal:

To access the portal you will need a portal account. If you need to create an account, please follow the steps provided in this document under the section: **Creating your Portal Account**.

- 1) Open your browser and navigate to the Indiana Public Safety Personnel Portal home page.
<https://acadisportal.in.gov/>
- 2) In the left navigation pane enter your username and password and click [Sign In].
Your username will be the full e-mail address you provided during portal account creation.

Sign in

E-mail address (Username)

Password

[Forgot your password?](#)

[Don't have an account? Signup](#)

Sign in

- a. If you have forgotten your password, click the [\[Forgot your password?\]](#) link located below the portal login fields.

E-mail address (Username)

Password

[Forgot your password?](#)

[Don't have an account? Signup](#)

- b. You will receive your new password via e-mail. It is recommended you copy the password from your e-mail and not type it in. The first time you login with your new password you will be prompted to change it.

Forgot Your Password

Enter the email address that you use to sign in below and click **Continue**. Your password will be reset and emailed to you. You will be required to change the password the next time you sign in.

* Email Address

Cancel **Continue**

3) Congratulations! You have successfully logged into the portal and should be viewing your portal home page.

- ❖ Your portal home page provides information from your Acadis personnel profile including your PSID number. From the Home tab you will be able to view and print any of your current certifications as well as electronically renew any certification that is active in the on-line renewal window. See the section titled '**How to Renew your Certifications**' for more information.
- ❖ If any personal data in the My Profile section appears incorrect or needs to be updated, click the [Edit My Profile] link to make any necessary changes.
- ❖ If any certification information appears incorrect or is missing, please e-mail the Indiana Department of Homeland Security for assistance. - emscertifications@dhs.in.gov



How to Renew your Certifications:

To renew a certification, please login to the Indiana Public Safety Personnel Portal. To access the portal you will need an account. If you do not have an account, please follow the steps provided in this document under the section: **Creating your Portal Account**.

✓ **Please turn off any pop-up blockers before attempting to renew a certification.**

1) Open your browser and navigate to Indiana Public Safety Personnel Portal home page and login.

<https://acadisportal.in.gov/>

- i. Only certifications that show a [Renew] link can be renewed electronically. The [Renew] link will be available beginning ninety (90) calendar days in advance of the certification’s expiration date. Once a certification has expired, you will not be able to renew that specific certification on-line.
- ii. For individuals with multiple certifications expiring, all certifications with an active [Renew] link must be renewed separately.
- iii. For EMS professionals renewing an EMS-Emergency Medical Technician, EMS-Advanced Emergency Medical Technician, or an EMS-Paramedic License: you need to **ONLY** renew your highest level certification or license. **DO NOT** renew any lower certification level, even though the renew link is visible on your portal page.
- iv. EMS-Emergency Medical Responder, EVOC, EVOC Instructor, and Primary Instructor certifications **MUST** be renewed in addition to your highest EMS certification or license.

2) Click the [Renew] link for the certification you want to renew.

3) The first page shown allows you to update your Acadis personal information. If you do not need to make any changes, select [Continue] and proceed to the second page.

- i. If you need to make changes to your data, select [Update Information]. Make your changes and click [Continue] to save. Once saved, review your changes and make any additional corrections if necessary. Select [Continue] when you want to proceed.

✓ **Note:** If you need to update information and the change is not permitted through the portal, please e-mail the Indiana Department of Homeland Security for assistance. - emscertifications@dhs.in.gov

Application for Certification Renewal

Dough, John

EMS - EMERGENCY MEDICAL RESPONDER

1 Personal Information

2 Guidelines

3 Affirmation

Verify the following personal information. Click "Update Information" to enter missing, incorrect, or additional information.

Applicant

PSID 2271-0740

Applicant Dough, John

Mailing Address 1234 Pillsbury Street
Indianapolis, IN 46143

Primary Phone (317) 555-9999 (Organization)

Email BakeMe@350.com

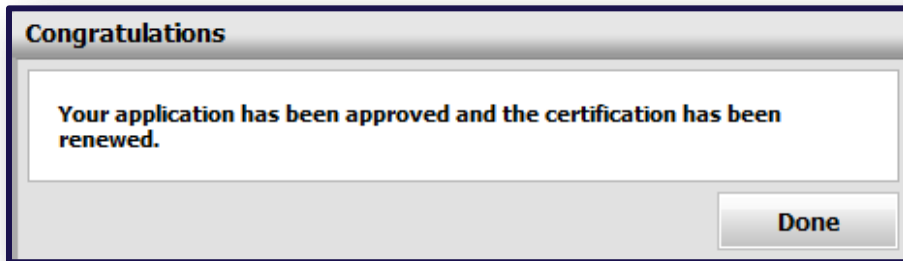
Driver's License No. or State Identification Card No. 1234-56-7890

Issuing State IN

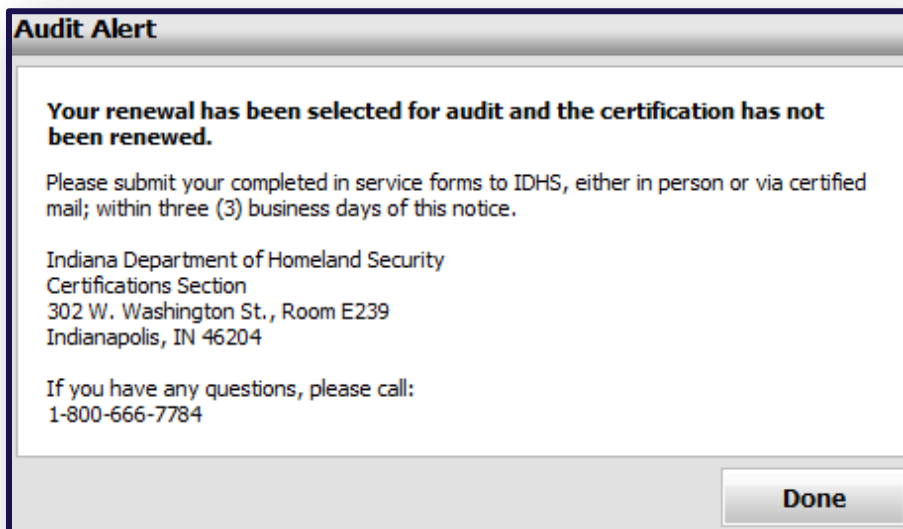
Date of Birth 01/01/1950

Required Information

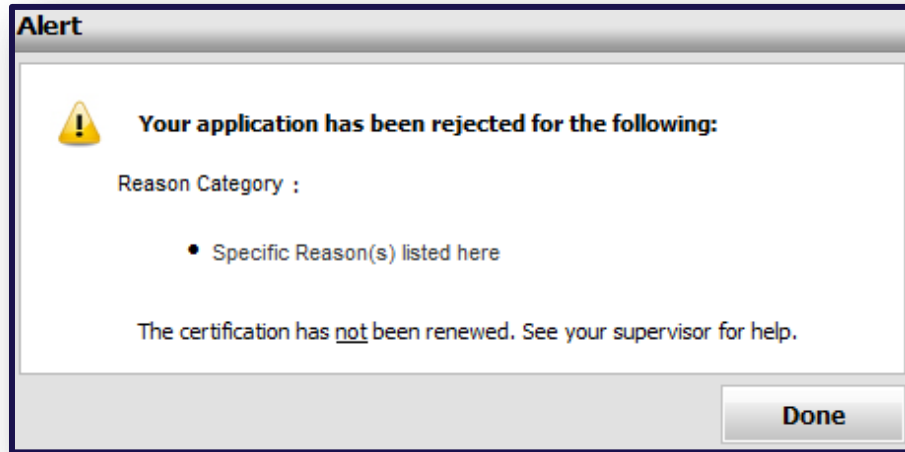
- 4) The second page contains the guidelines for renewing your application. **Read this page completely before clicking [Continue].**
- 5) Page three contains the affirmation that all recertification requirements are met, and a summary of the requirements specific to the certification being renewed. Additionally, you will be required to provide notification of any criminal charges that have occurred since your last certification period. **Please read and fill out this page completely before selecting [Submit].**
- 6) When you click [Submit], you will see one of three screens:
- i. If the submission is successful you will see a confirmation message. Clicking [Done] will return you to your portal home page and you can view the updated certification expiration date. You may also print any eligible Certifications via their associated [Print] links.



- ii. You may be randomly selected for an audit of your continuing education documents. If audited, a pop-up will open with instructions on how to proceed.



- iii. If submission is unsuccessful, you will see a pop-up Alert message stating that your application was rejected and the reason for the rejection.



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