

## TRAINING COORDINATOR FUNCTIONS ON ACADIS

### Create portal accounts

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You can create portal accounts for your employees the same way you created one for yourself.

1. Go to <https://ncja-portal.acadisonline.com>.
2. Click WebForms.
3. Click New User Account.
4. Complete the form using your employee's information instead of your own.

Note: When the portal account is created, your employee will receive a confirmation email with his/her password. The email address then becomes that employee's portal account username. For these reasons, you must use your employee's email address (not your own) when you create the employee's account.

### View employee registrations

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As a training coordinator, you can see which classes your employees have registered themselves for as well as their status in these classes.

Note: If you cannot perform any of the training coordinator functions, then your portal account may not indicate you are a training coordinator. Contact [NCJAAcadisHelp@ncdoj.gov](mailto:NCJAAcadisHelp@ncdoj.gov) to remedy this.

1. Sign in to the portal.
2. Click Registration.
3. Look on this screen for the list of your employees who have registered for classes.

11/02/2015

Specialized Firearms Instructor Pre-  
Qualification - 11/2/15 (Salemberg)

Aycock, Regina

AYCOCK-070874-7853

29588

Registered  
(Pending)

In this example, Regina Aycock is "Registered (Pending)," which means she has applied for a class but we have taken no action yet. Other status possibilities are

- Enrolled – Applicant is on the class roster, and we are expecting him/her to show up.
- Waitlisted – The class is full, and the applicant is on a wait list. If a slot opens up in the class, the student may be enrolled.
- Cancelled – The applicant has been unenrolled from the class.

## Register employees for classes

As a training coordinator, you are able to register employees of your agency for classes. Note: Your employees must have portal accounts before you can register them for classes. You will be unable to register anyone who does not have a portal account.

1. Sign in to the portal.
2. Click Browse Training Events. If you don't see the class you're looking for, uncheck all the boxes under the **Refine Your Search** heading on the left of the screen. (This removes any search filters you may have in place.)
3. Find the class on the alphabetized list and click Register. Note: If the class is full, you will see Waitlist instead of Register.
4. If your employee is registered for any other classes, then you will see the Registration Preferences screen. **DO NOT MAKE ANY ADJUSTMENTS TO THIS SCREEN.** Simply click **Continue Registration** at the bottom of the screen.

Note: If your employee is not currently registered for any other classes, you will not see this screen.

### At-Scene Traffic Crash Investigation - 11/14/16 (Edneyville)

#### BASIC INFORMATION

\* Registrant Aycock, Regina (AYCOCK-070874-7853)

#### REGISTRATION PREFERENCES

Enrollment requests for this student already exist with other Classes. You may register for "At-Scene Traffic Crash Investigation - 11/14/16 (Edneyville)" independently, or add it to existing registration preferences, making other registrations in a list inactive.

Click "Continue Registration" to request enrollment in addition to other Classes, or drag below to prioritize the Class as an alternative to other Classes.

1	At-Scene Traffic Cra [...] (Edneyville)	P	NC Justice Academy - Edneyville	11/14/2016 - 11/18/2016	☰
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#### Police Law Institute

Requesting 1 of 1

1	Police Law Institute [...] 6 (Salemberg)	P	North Carolina Justice Academy	06/06/2016 - 06/17/2016
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You may not prioritize the Class below the pending enrollment request.

Cancel

Continue Registration

- Fill out the top part of the next screen with your email address (as the training coordinator), housing request for your employee (if needed), and any other instructions.

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**BASIC INFORMATION**

\* Registrant Aycocck, Regina (AYCOCK-070874-7853)

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**OTHER INFORMATION**

**Additional Contact Email** You may specify an email address for an additional person (e.g., supervisor) to receive notifications about this registration.

**Gender** Male

\* **Housing Requested** Choose...

**Training Category** Select a category...

**Dietary Restrictions** No restrictions [\(change\)](#)

**Health / Medical / Vision Issues** No issues [\(change\)](#)

**Religious Needs** No special needs [\(change\)](#)

**Non-Housing Accommodations** No special accommodations [\(change\)](#)

**Additional Registration Comments** No additional comments [\(change\)](#)

- If the class has a prerequisite (e.g., submitting a certificate or medical form), these will be listed on the bottom part of this screen. Click [Add Documentation](#).
- If the prerequisite is a previous class (e.g., Lead Awareness Training must be completed before Advanced Lead Awareness Training) and you have completed that class, you can select it from the Training list underneath Documentation of Fulfillment. Then click Save.

**Training**

- Upcoming, Ongoing, & Unconfirmed**
- Current Period to Date (01/01/2016 - 05/26/2016)**
  - None Specified
- Previous Period (01/01/2015 - 12/31/2015)**

	Training	Start	End	Grade	Hours
<input type="checkbox"/>	Lead Awareness Training 2015 (4066)	01/20/2015	01/20/2015	N/A	1h 0m

- If the prerequisite is a document (e.g., General Instructor certificate), you can upload it from your computer. Click [Add a document](#).
- Click Browse to locate your document on your computer. Select your document. Type a name for your document in the Description box (e.g., Aycocck general instructor certificate). If the class has more than one prerequisite, then click Add Another

Document to upload a second document. Keep doing this until all needed documents are uploaded. Then click Done.

### Attach Document(s)

Select an existing document or upload a new one.

<input checked="" type="checkbox"/> * Description	* File	Uploaded
No unattached documents exist		
<input checked="" type="checkbox"/> Aycock general instructor certificate	C:\Users\aaaycock\Documents\Training\Aycock general instruc	Browse...
<input type="checkbox"/> This document contains one or more Social Security Numbers and should be restricted.		

[Add another document](#)

[Cancel](#) [Done](#)

10. You will return to the Update Prerequisite screen. Under Fulfillment, click  **The requirement has been met or exceeded (requires information above)**. Then click Save.

11. On the next screen, click Done.

12. Click Save. Your employee is now registered for a class but not enrolled. The employee's status is "Registered (Pending)." See below.

11/02/2015	Specialized Firearms Instructor Pre-Qualification - 11/2/15 (Salemberg)	Aycock, Regina	AYCOCK-070874-7853	29588	Registered (Pending)
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Other status possibilities are:

- Enrolled – Applicant is on the class roster, and we are expecting him/her to show up.
- Waitlisted – The class is full, and the applicant is on a wait list. If a slot opens up in the class, the student may be enrolled.
- Cancelled – The applicant has been unenrolled from the class.

Once we enroll your employee in the class, the employee will receive an enrollment verification email. You will not receive this email unless you entered your email address in the auxiliary email box (see step #5).

### Move or cancel a student registration

You are unable to do this through the portal. To move a student to another class or to cancel a student from a class, contact the appropriate campus registrar.