



TRAINING REGISTRATION GUIDE

For Department Points of Contact and Individual Registrants
Training Guide Issued 4/1/2019

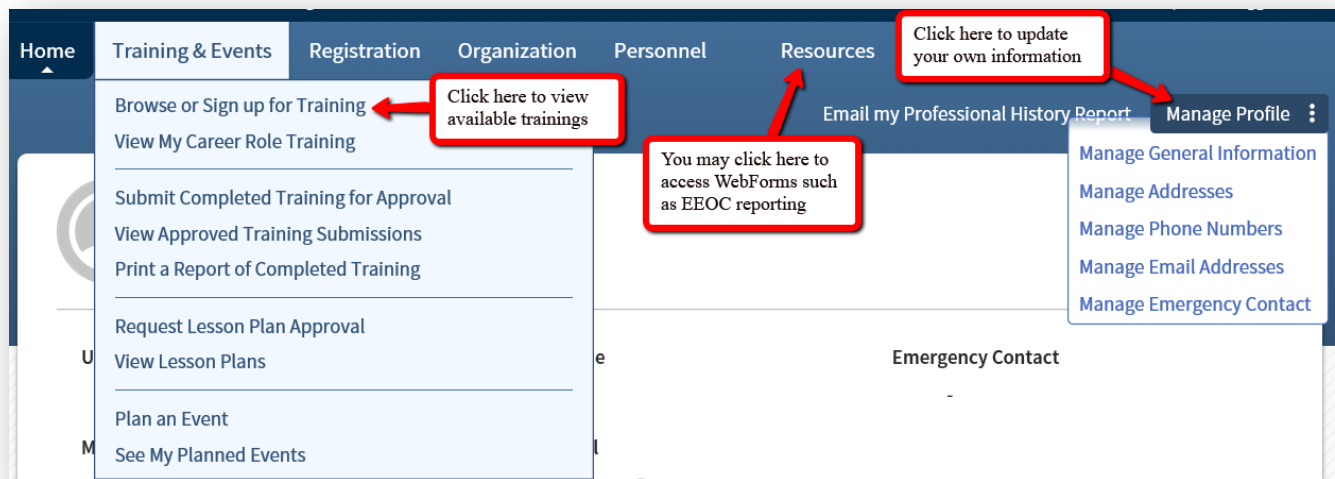
Training Registration Guide

How to register for an available training via the [MPTC Acadis Portal](https://mptc-portal.acadisonline.com):
<https://mptc-portal.acadisonline.com>

NOTE: If you do not have [MPTC Acadis Portal](https://mptc-portal.acadisonline.com) access, please contact your Department Point of Contact (POC) or Training Coordinator. Department POC's may email mptcacadis@mass.gov with questions regarding MPTC Acadis Portal access.

[Search for Available Trainings](#)

- Login to the [MPTC Acadis Portal](https://mptc-portal.acadisonline.com).
- Search for available trainings by selecting **Browse or Sign up for Training** under the **Training & Events** tab.



- A **List of Available Training** will display.
 - Click on the **Class Name** for more information about the class.

NOTE: You may click on **Manage Profile** to update your personal information.

Register for Available Training

- One option is to click **Register** to the right of the available training class.

List of Available Training

Refine Your Search

By Keyword

Clear Keywords Search

By Program Category

Basic - Fulltime Police Academy

In-Service

Specialized

By Program

Boylston In-Service TY19

Envisage Academy Recruit Officer Course NEW 719 hours

PLY In-Service TY19 Defensive Tactics

Training			Registration			
Event / Location	Dates	Hours	Dates	Open Seats	Status	
Boylston In-Service TY19 - BOY In-Serv TY190001 Randolph Police Academy	01/28/2019 - 01/28/2019	3h 0m	05/23/2018 - 01/27/2019	38	Closed	
Envisage Academy Recruit Officer Course NEW 719 hours - ENVROCNEW-01	02/04/2019 - 07/04/2019	729h 0m	05/30/2018 - 02/03/2019	49	Open	Register
PLY In-Service TY19 Defensive Tactics - PLY TY19IS - DT0001 Plymouth Police Academy	03/18/2019 - 03/18/2019	3h 0m	07/11/2018 - 03/17/2019	40	Open	Register
PLY In-Service TY19 Integrating Communication, Assessment, and Tactics (ICAT) - PLY TY19IS - ICAT0001 Plymouth Police Academy	02/04/2019 - 02/06/2019	3h 0m	05/30/2018 - 02/03/2019	40	Open	Register
PLY In-Service TY19 Integrating Communication, Assessment, and Tactics (ICAT) - PLY TY19IS - ICAT0002	03/25/2019 - 03/27/2019	3h 0m	07/18/2018 - 03/24/2019	40	Open	Register

- Another option is to click the **Registration** tab and then click **Request Enrollment** and you will be directed to the **List of Available Training**.

Home Training & Events **Registration** Organization Personnel Academy Resources

Registration

Find Training Events

Browse
Or Sign Up for Training

Enrollment Requests Filters **Request Enrollment**

Requests for enrollment are shown for upcoming events.

Event Start	Training Event	Student / User ID	Submitted	Request Status	
02/02/2019	Recruit Officer Course NEW 719 hours - MPTC0003	Bragg1, Chief (5885-5264) Abington Police Department	01/08/2019 10:59 AM	Waitlisted	Cancel Request

- **For Department POC's:** You will have the ability to register your personnel for trainings.
 - Start typing the first few letters of the applicant's last name in the **Registrant** field and choose the appropriate person.

Registration
Request Enrollment for Training Event

Request Enrollment

Please supply the following information to request enrollment. Requests will be reviewed prior to final enrollment except when prerequisites are auto-fulfilled during initial registration. The Privacy Act of 1974 may apply to this form. [Additional Details](#)

REGISTRANT INFORMATION

Class Envisage Academy Recruit Officer Course NEW 719 hours - ENVROCNEW-01 ⓘ

* Registrant

Available to Register

- Delaplane, Dexter (5695-7941)
- Dexter, Jackson Leighton (334D08F848ED41)

* Required Information t Another

- **For Registrants applying for themselves:** Your personal information will automatically pop up because you are logged in.
- If there are prerequisites for the class, you will need to complete the required information by clicking on **Update Fulfillment**.

Request Enrollment

Please supply the following information to request enrollment. Requests will be reviewed prior to final enrollment except when prerequisites are auto-fulfilled during initial registration. The Privacy Act of 1974 may apply to this form. [Additional Details](#)

REGISTRANT INFORMATION

Class Randolph Recruit Officer Course NEW 764 hours - RAN - ROCNEW0012 ⓘ

* Registrant

REGISTRANT PREREQUISITES

Document: Upload the Physical Abilities Test (P.A.T.) verification here.

This prerequisite is not fulfilled.

- Once the requirement has been fulfilled, select **The requirement has been met or exceeded** and click **Save**.

DOCUMENTATION OF FULFILLMENT
 Attach or upload documents as necessary to fulfill the requirement. Additional options are listed below.

[Upload a document](#) | [Provide other clarifying comments](#)

FULFILLMENT

I want to finish later

The requirement has been met or exceeded (requires information above)

Request waiver (requires clarifying comments above)

- If you are unable to complete all requirements at one time, you may select **finish later** and click **Save**. You will be able to login and finish the registration later.
- Once all requirements have been fulfilled, click **Submit Request**.

* Required Information

[Cancel](#) | [Finish Later](#) | [Submit & Request Another](#) | [Submit Request](#)

- The registrant will receive an automated email confirming the registration.

From: MPTC <no-reply-MPTC@acadisonline.com>
Sent: Friday, March 15, 2019 11:52 AM
To: (Registrant's Email)
Cc: (Department POC)
Subject: Enrollment requested in Western MA Recruit Officer Course NEW Curricula - WMASS ROC #59

We have received your request to participate in an MPTC training.

For In-Service, Specialized, and Instructor Certification classes: You will receive additional information from your program coordinator regarding enrollment.

For Recruit Officer Courses: This email is confirmation that you have registered, (or applied to) a recruit officer course. This is NOT confirmation that you have been accepted. Once all of your prerequisites have been verified, you will receive a separate notification that you have been successfully enrolled in the course.

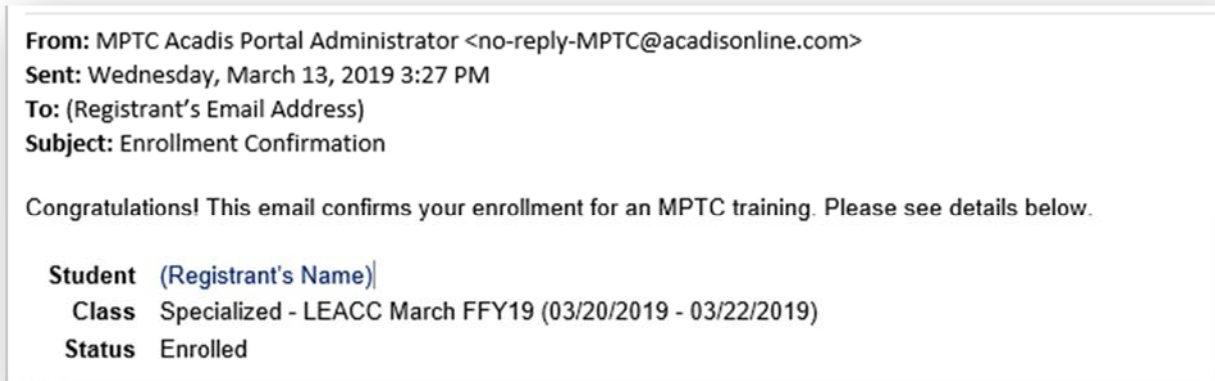
Please see details below.

Student (Registrant Name)
Class Western MA Recruit Officer Course NEW Curricula - WMASS ROC #59 - New Curricula (06/10/2019 - 11/15/2019)
Location Western MA Police Academy
 c/o Springfield Technical Community College
 1 Armory Square, Building #11
 Springfield, MA 01102
Requested 03/15/2019 (11:52 AM)
Requested By (Department POC)
Confirmation Number 29699

NOTE: Certain classes have automatic enrollment, others, (such as ROC) require MPTC approval.

Enrollment Confirmation and Registration Status

- The registration is not confirmed until the registrant has been **Enrolled** into the class.
- An automated email will be sent to the registrant once he or she is confirmed **Enrolled** into the requested class.



- **Review Registration Status:** Click on the **Registration** tab to view **Enrollment Requests**.
 - Department POC's are able to view registration status for all department personnel, (example below), and individual registrants will only be able to view their own.

Acadis Readiness Suite Learning Portal

Home Calendar Training & Events **Registration** Organization Personnel Academy Resources*

Registration

Find Training Events

Browse
Or Sign Up for Training

Enrollment Requests Filters Request Enrollment

Requests for enrollment are shown for upcoming events.

Event Start	Training Event	Student / Academy ID*	Submitted	Request Status	
05/24/2018	Emergency Medical Technician - EMT 59	Briggs, Ellen (5525-5901) Bloomington Police Department	04/26/2018 06:25 AM	● Enrolled	Cancel Request
05/24/2018	Emergency Medical Technician - EMT 59	Childs, Nicholas I (0479-3840) Bloomington Police Department	04/26/2018 06:26 AM	● Pending (Registered)	Cancel Request
06/25/2018	Basic Criminal Justice - Basic Criminal Justice 100	Alaine, Danielle (1111-11DA) Bloomington Police Department	04/26/2018 06:24 AM	● Enrolled	Cancel Request
07/16/2018	Trainer Development - TRT 2018 July	Cheney, Karina A (4153-5732) Bloomington Police Department	09/08/2017 02:13 PM	● Pending (Registered)	Cancel Request
07/16/2018	Trainer Development - TRT 2018 July	Chesney, Angel O (8557-0900) Bloomington Police Department	09/08/2017 02:14 PM	● Pending (Registered)	Cancel Request

Showing 5

The training course... The officer registered... The current status of their enrollment...

- **To Cancel Registration:** Under the **Registration** tab, click on **Cancel Request** next to the appropriate name and class

The screenshot shows the 'Registration' tab selected in the top navigation bar. Below the navigation is a 'Find Training Events' section with a search icon and the text 'Browse Or Sign Up for Training'. The main section is titled 'Enrollment Requests' and includes a 'Filters' button and a 'Request Enrollment' button. A note states: 'Requests for enrollment are shown for upcoming events.' Below this is a table with the following data:

Event Start	Training Event	Student / User ID	Submitted	Request Status
06/10/2019	Randolph Recruit Officer Course NEW 764 hours - RAN - ROCNEW0012	Bragg2, Sergeant (1109-8198) Ablington Police Department		Draft Continue Request
12/25/2019	Randolph In-Service TY19 - RAN In-Serv TY190046	Bragg2, Sergeant (1109-8198) Ablington Police Department	03/29/2019 02:54 PM	Enrolled Cancel Request

A red arrow points to the 'Cancel Request' button for the second row. At the bottom left, it says 'Showing 2'.

- You will be prompted to provide a reason, which will be sent to the MPTC Program Coordinator.

The dialog box has a yellow header and contains the following text:

Existing student enrollment will be deleted

Bragg2, Sergeant (1109-8198) is already enrolled for this Class. Cancelling the request for enrollment includes the following actions (when applicable):

- The Request for Enrollment will be cancelled, with a record of cancellation retained
- The Student Enrollment Record and all Class information, including any grades, will be deleted

Deleted information cannot be recovered

Please provide a reason for cancelling the request. The reason will be included in the cancellation notification email that is sent to the student.

* Reason

i 30 of 1000 characters allowed.

* Required Information Keep this Request

NOTE: Registrants are only able to cancel requests that they have submitted. If you need to cancel registration and are unable to via the MPTC Acadis Portal, please contact your Department POC.