TRAINING REGISTRATION GUIDE

For Department Points of Contact and Individual Registrants
Training Guide Issued

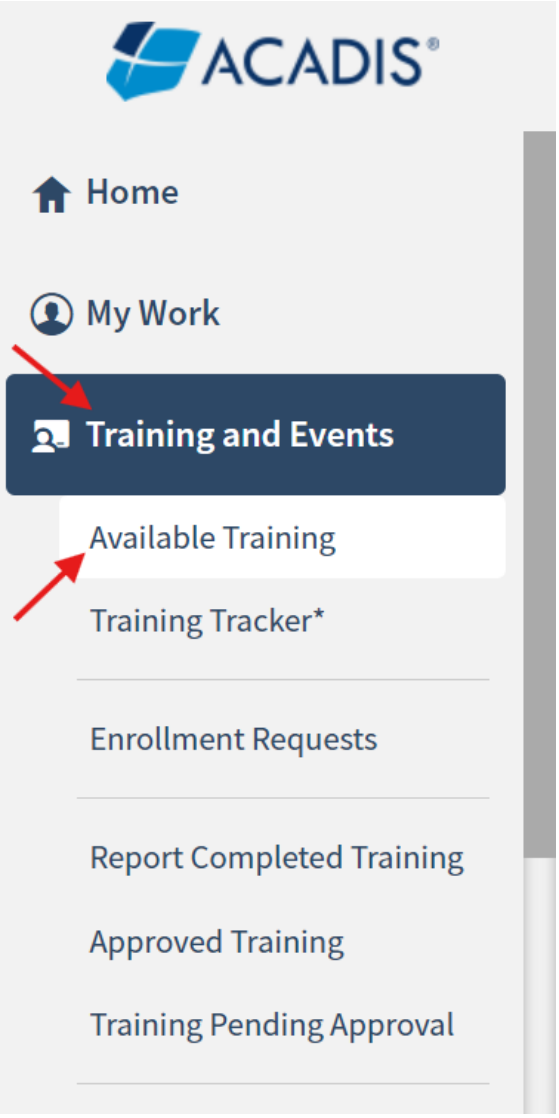
Training Registration Guide

How to register for an available training via the MPTC Acadis Portal:
https://mptc-portal.acadisonline.com

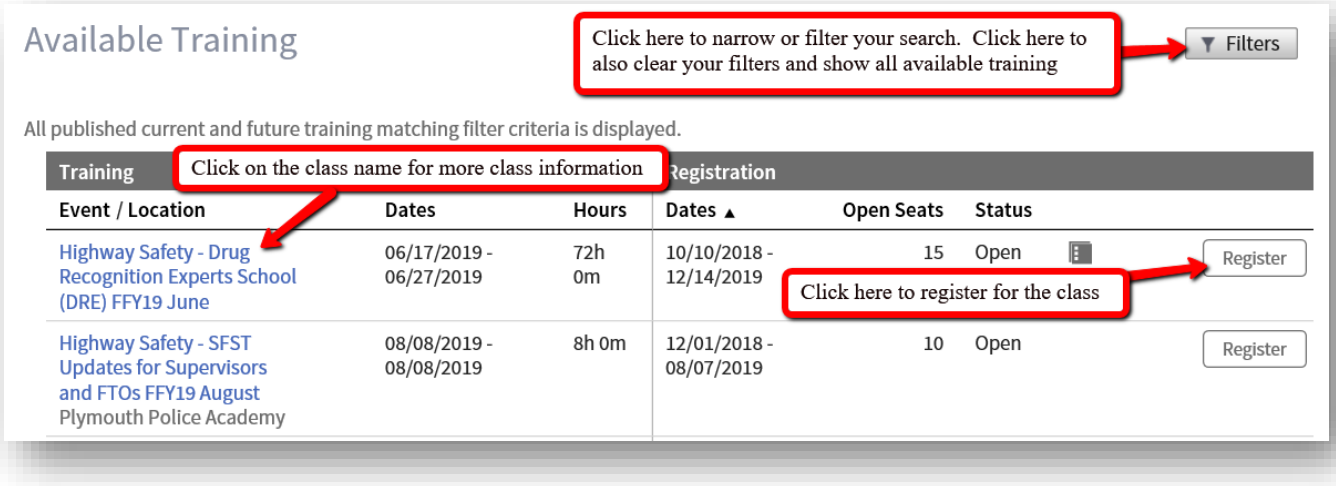
NOTE: If you do not have MPTC Acadis Portal access, please contact your Department Point of Contact (POC) or Training Coordinator. Department POC's may email mptcacadis@mass.gov with questions regarding MPTC Acadis Portal access.

Search and Register for Available Trainings

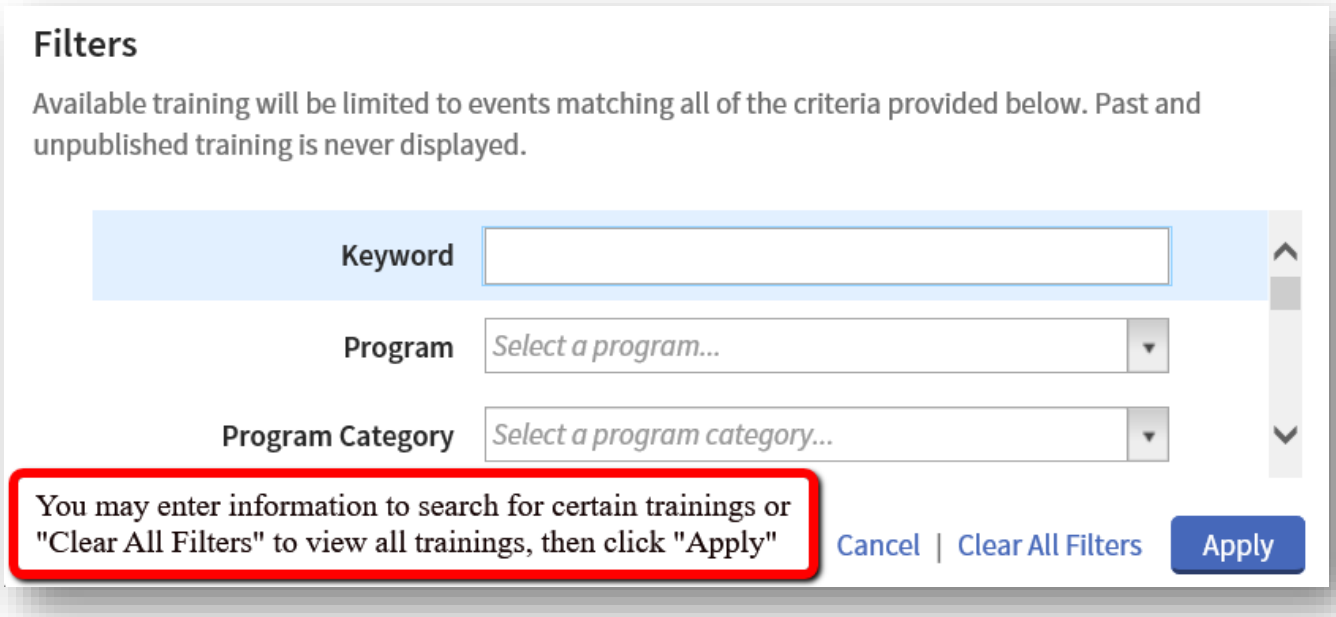
- Login to the MPTC Acadis Portal.
- Search for available trainings by selecting **Available Training** under the **Training & Events** tab.



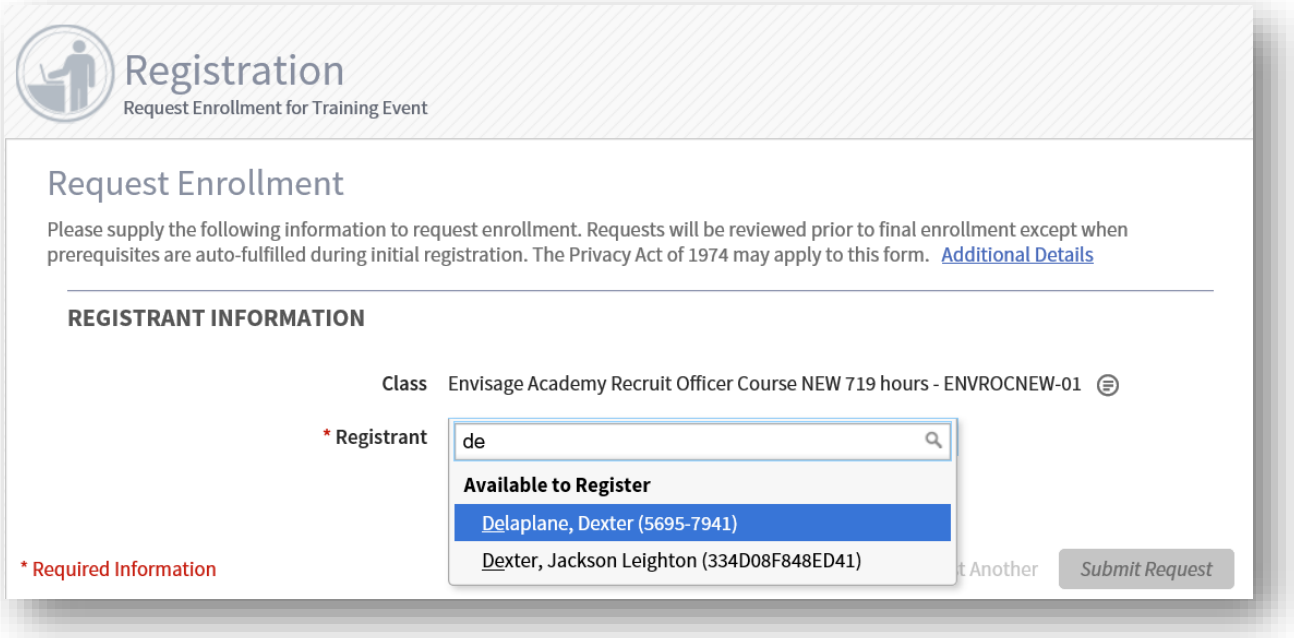
- A **List of Available Training** will display where you may **Register** for the class



NOTE: You may have to clear your filters to view all available trainings.

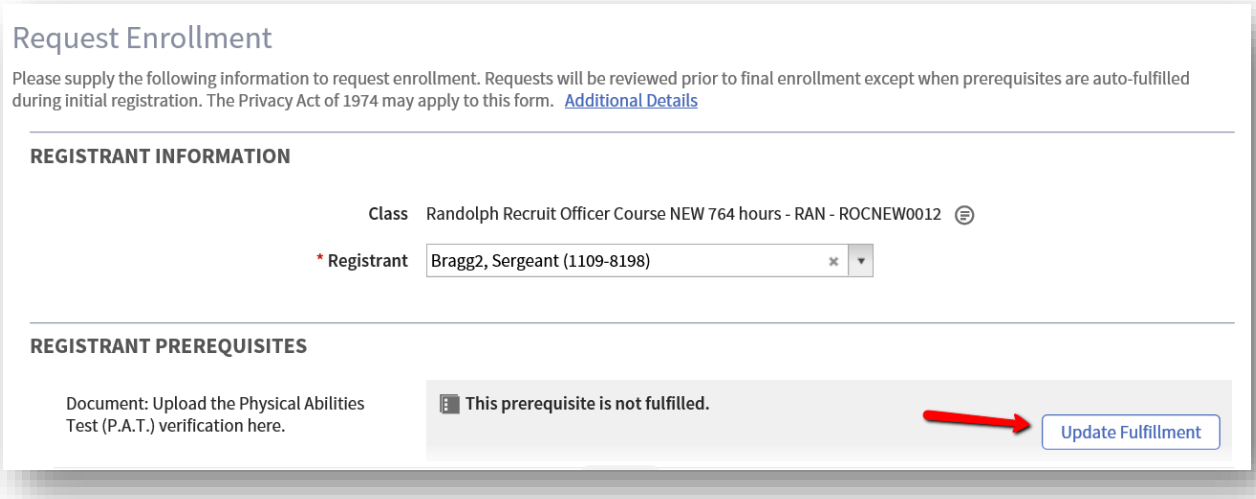


- **For Department POC's**: You will have the ability to register your personnel for training.
    - Start typing the first few letters of the applicant's last name in the **Registrant** field and choose the appropriate person.

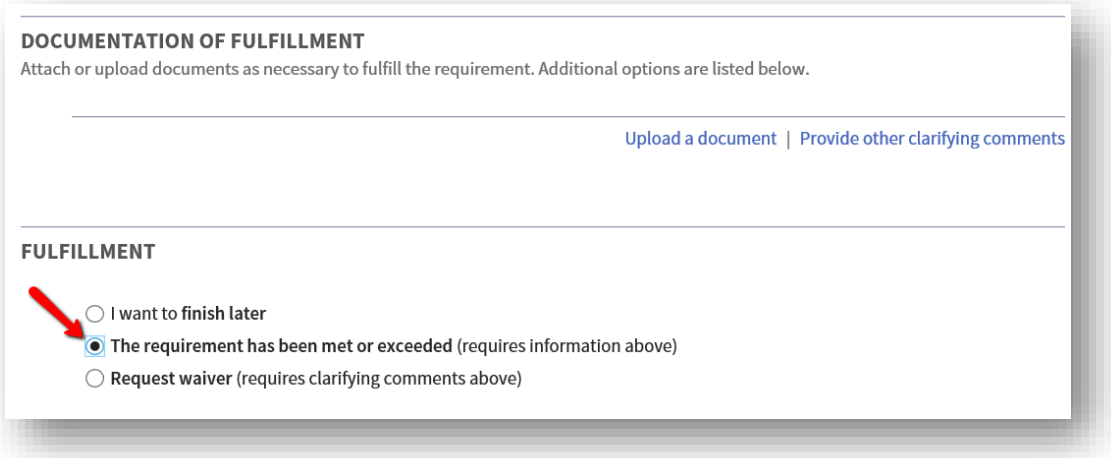


- **For Registrants applying for themselves:** Your personal information will automatically pop up because you are logged in.

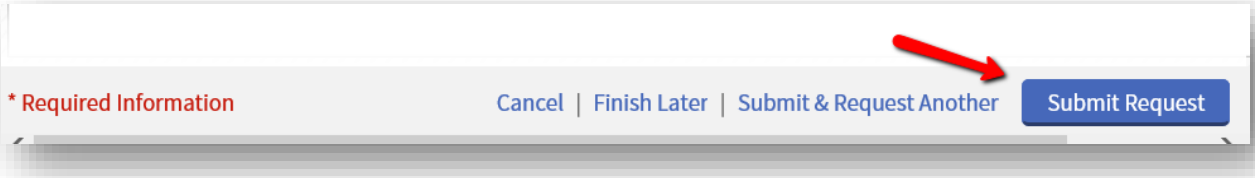
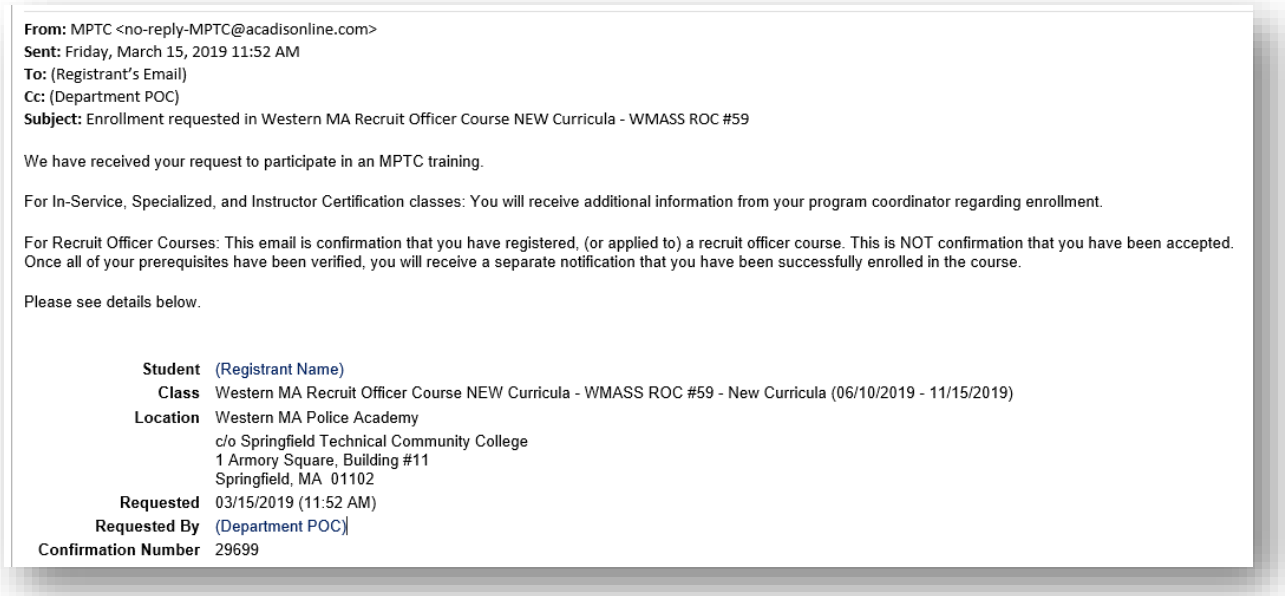
- If there are prerequisites for the class, you will need to complete the required information by clicking on **Update Fulfillment**.



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



- 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.**



- **NOTE:** Certain classes have automatic enrollment, others, (such as ROC) require MPTC approval.
- The registrant will receive an automated email confirming the registration.