



# **TRAINING REGISTRATION GUIDE**

For Department Points of Contact and Individual Registrants  
Training Guide Issued 8/1/2019

# Training Registration Guide

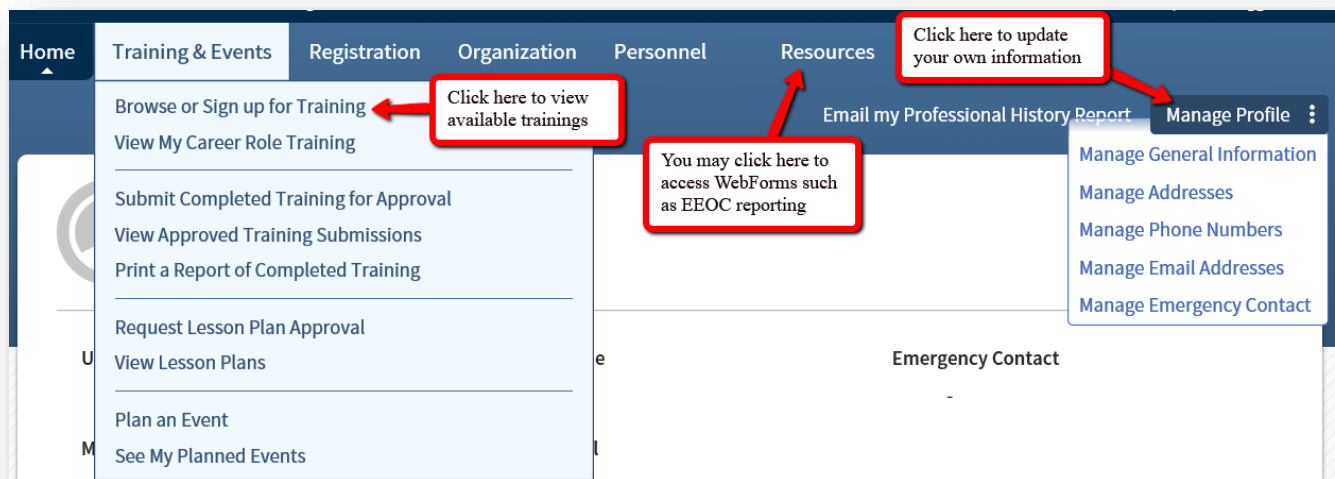
How to register for an available training via the [MPTC Acadis Portal](https://mptc-portal.acadisonline.com):  
<https://mptc-portal.acadisonline.com>

**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](mailto:mptcacadis@mass.gov) with questions regarding MPTC Acadis Portal access.

## Search and Register 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.

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



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

**Available Training**

Click here to narrow or filter your search. Click here to also clear your filters and show all available training

Filters

All published current and future training matching filter criteria is displayed.

Training	Registration					
Event / Location	Dates	Hours	Dates ▲	Open Seats	Status	
Highway Safety - Drug Recognition Experts School (DRE) FFY19 June	06/17/2019 - 06/27/2019	72h 0m	10/10/2018 - 12/14/2019	15	Open	Register
Highway Safety - SFST Updates for Supervisors and FTOs FFY19 August Plymouth Police Academy	08/08/2019 - 08/08/2019	8h 0m	12/01/2018 - 08/07/2019	10	Open	Register

Click on the class name for more class information

Click here to register for the class

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

### Filters

Available training will be limited to events matching all of the criteria provided below. Past and unpublished training is never displayed.

Keyword

Program

Select a program...

Program Category

Select a program category...


You may enter information to search for certain trainings or "Clear All Filters" to view all trainings, then click "Apply"

Cancel | Clear All Filters


Apply

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

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

Registration

Find Training Events

 Browse  
Or Sign Up for Training

Enrollment Requests

Filters

Request Enrollment

2

- **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](#)

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**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 Find Another Submit Request

- **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](#)

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**REGISTRANT INFORMATION**

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

\* Registrant

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**REGISTRANT PREREQUISITES**

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

This prerequisite is not fulfilled.

Update Fulfillment

- 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](#)

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### 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

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

## 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.

**From:** MPTC Acadis Portal Administrator <no-reply-MPTC@acadisonline.com>

**Sent:** Wednesday, March 13, 2019 3:27 PM

**To:** (Registrant's Email Address)

**Subject:** Enrollment Confirmation

Congratulations! This email confirms your enrollment for an MPTC training. Please see details below.

**Student** (Registrant's Name)


**Class** Specialized - LEACC March FFY19 (03/20/2019 - 03/22/2019)

**Status** Enrolled


- **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	<span>Cancel Request</span>
05/24/2018	Emergency Medical Technician - EMT 59	Childs, Nicholas I (0479-3840) Bloomington Police Department	04/26/2018 06:26 AM	● Pending (Registered)	<span>Cancel Request</span>
06/25/2018	Basic Criminal Justice - Basic Criminal Justice 100	Alaine, Danielle (1111-11DA) Bloomington Police Department	04/26/2018 06:24 AM	● Enrolled	<span>Cancel Request</span>
07/16/2018	Trainer Development - TtT 2018 July	Cheney, Karina A (4153-5732) Bloomington Police Department	09/08/2017 02:13 PM	● Pending (Registered)	<span>Cancel Request</span>
07/16/2018	Trainer Development - TtT 2018 July	Chesney, Angel O (8557-0900) Bloomington Police Department	09/08/2017 02:14 PM	● Pending (Registered)	<span>Cancel Request</span>

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 bar 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 message 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) Abington Police Department		Draft Continue Request
12/25/2019	Randolph In-Service TY19 - RAN In-Serv TY190046	Bragg2, Sergeant (1109-8198) Abington Police Department	03/29/2019 02:54 PM	Enrolled Cancel Request

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

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

The screenshot shows a warning dialog with an orange header and a yellow warning icon. The title is 'Existing student enrollment will be deleted'. The text reads: '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

Below the list, it says 'Deleted information cannot be recovered'. The text continues: 'Please provide a reason for cancelling the request. The reason will be included in the cancellation notification email that is sent to the student.'

There is a text input field labeled '\* Reason' with the text 'Enrolled in a different class.' Below the field, it says '30 of 1000 characters allowed.' At the bottom, there are two buttons: 'Keep this Request' and 'Cancel 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.