



## **TRAINING REGISTRATION GUIDE**

For Department Points of Contact and Individual Registrants Training Guide Issued How to register for an available training via the <u>MPTC Acadis Portal</u>: <u>https://mptc-portal.acadisonline.com</u>

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

**Search and Register for Available Trainings** 

- Login to the <u>MPTC Acadis Portal</u>.
- 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

vailable Training		Click h also cle	ere to narrow o ear your filters	or filter your search and show all availa	Click her ole training	e to	<b>T</b> Filters
published current and future train	ing matching filter cri	teria is display	ved.				
Training Click on the class	aname for more class	information	Registration				
Event / Location	Dates	Hours	Dates 🔺	Open Seats	Status		
Highway Safety - Drug	06/17/2019 -	72h	10/10/2018 -	15	Open	E	Register
Recognition Experts School (DRE) FFY19 June	06/27/2019	0m	12/14/2019	Click here to regis	ster for the	class	
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

**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 Past and unpublished training is never displayed.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 sear "Clear All Filters" to view all train	Cancel   Clear All Filter	rs	Apply	

- 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.

Request Enrollment for Training Event		
Request Enrollment		
Please supply the following information to require prerequisites are auto-fulfilled during initial reg	uest enrollment. Requests will be reviewed prior to fi gistration. The Privacy Act of 1974 may apply to this f	nal enrollment except when orm. <u>Additional Details</u>
REGISTRANT INFORMATION		
Class	Envisage Academy Recruit Officer Course NEW 719 h	ours - ENVROCNEW-01
* Registrant	de	٩.
* Registrant	de Available to Register	Q.
* Registrant	de Available to Register Delaplane, Dexter (5695-7941)	Q.

- 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**.

e supply the following information to request en	rollment. Requests will be reviewed prior to final enrollment except when prerequisites are auto-fulfilled
s initial registration. The Privacy Act of 1974 may	apply to this form. Additional Details
GISTRANT INFORMATION	
Class	Randolph Recruit Officer Course NEW 764 hours - RAN - ROCNEW0012 🜘
* Registrant	Bragg2, Sergeant (1109-8198)
GISTRANT 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**.



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

