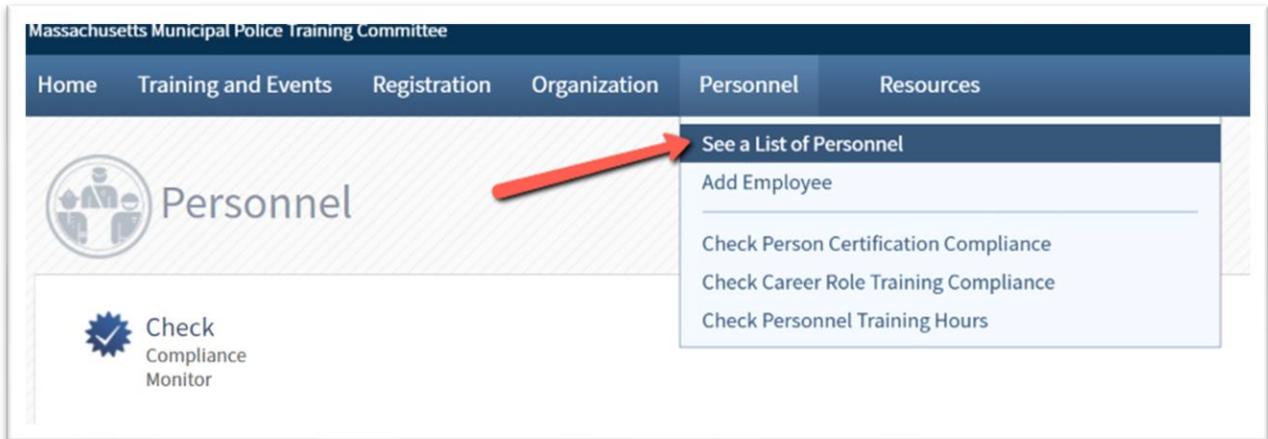


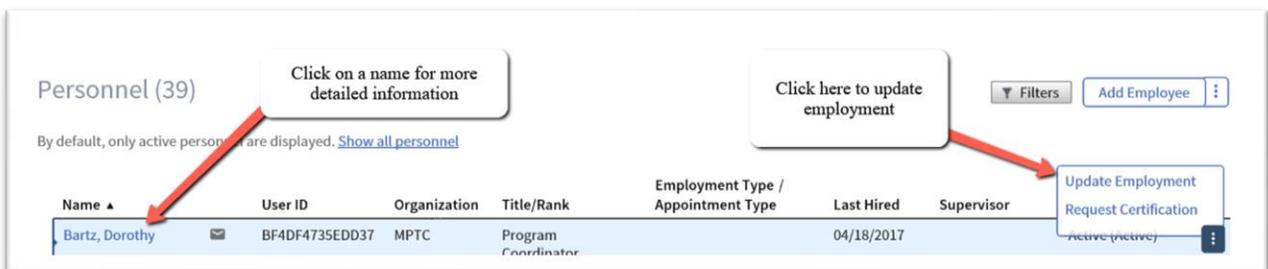
View and Update Department Personnel

Department Points of Contact (POC) have the ability to view and edit their department personnel via the [MPTC Acadis Portal](#).

- To view a list of personnel, click **Personnel** from the top-menu, and then select **See a List of Personnel** from the menu list.



- Active personnel are now displayed in a sortable list of active employees.
 - **NOTE:** If employees need to be added, please submit the previously distributed MPTC Acadis spreadsheet with only new personnel to MPTCAcadis@mass.gov. (Please email MPTCAcadis@mass.gov if you need a blank copy of the spreadsheet).
- To edit the employment information such as title / rank, click on the vertical ellipsis to the right of the name to display the menu and select **Update Employment**.



- You may select the appropriate **Update Action** including promotions and retirements.

The screenshot shows a form with several fields. The 'Update Action' dropdown menu is open, displaying a list of options: Promotion, Retirement, Transfer within Department, Hire Date Correction, Voluntary Separation, Medical Separation / Retirement / Leave, and Termination. A red arrow points from a callout box containing the text 'Select the appropriate Update Action' to the dropdown menu. Other fields in the form include 'Effective Date', 'Title/Rank', 'Employment Type', 'Certified Designation' (set to 'Civil Rights Officer'), 'Supervisor' (set to 'Select a supervisor...'), and 'Comments' (set to 'Any other pertinent details').

- Enter all requested fields. The **Effective Date** will default to today's date, please change it to the date that the change took effect.

The screenshot shows the same form as above, but now all fields are filled out. The 'Update Action' is 'Promotion', 'Employment Status' is 'Active (Active)', 'Effective Date' is '3/2/2021', 'Title/Rank' is 'Captain', 'Employment Type' is 'Municipal Police Officer - Fulltime', and 'Certified Designation' is 'Civil Rights Officer'. A red arrow points from a callout box containing the text 'Ensure accuracy and click here when done' to the 'Save' button at the bottom right of the form. The 'Cancel' button is also visible next to it.

Reminder: To add any missing law enforcement personnel to your roster, please email the completed MPTC Acadis spreadsheet to MPTCAcadis@mass.gov.