



# **RECRUIT OFFICER REGISTRATION GUIDE FOR DEPARTMENTS**

For Department Chief or Agency Point of Contact  
Training Guide Issued 2/4/2019

# Recruit Application Process in the MPTC Acadis Portal

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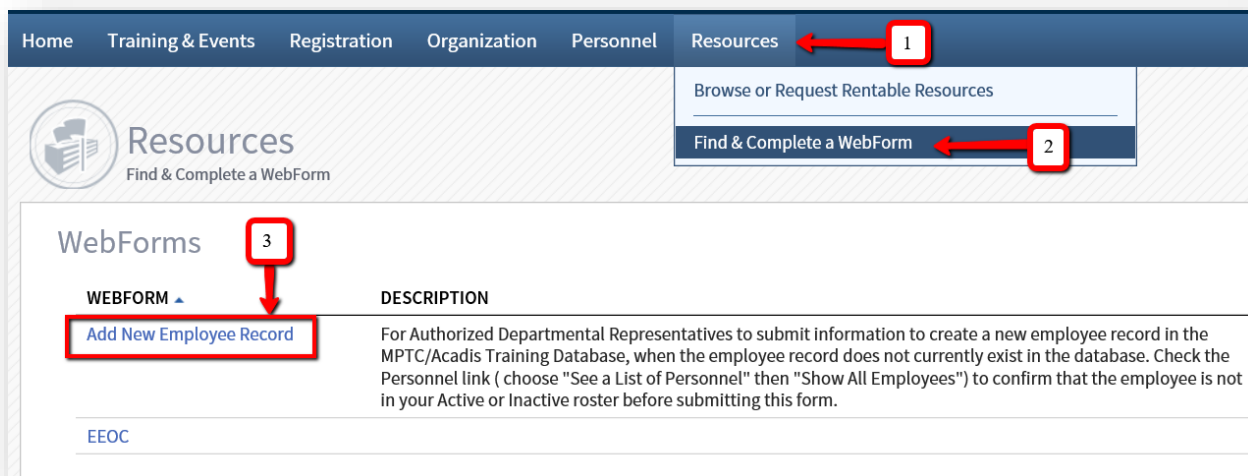
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## Recruit Application Process for Departments in Acadis

How Departments register an applicant to attend a full-time MPTC academy via the MPTC Acadis Portal: <https://mptc-portal.acadisonline.com>

### Add New Employee Record:


- For applicants NOT already listed in your list of department personnel:
- Departments will add applicant via the **MPTC Acadis Portal** through the **Add New Employee Record** Webform option found under **Academy Resources**.



- For applicants already listed within department personnel, skip to the **Registration** step.
- Please refer to the MPTC Acadis Portal Guide for instructions on how to login and view your department personnel.

**Note:** All Sponsored and Self-sponsored applications will be submitted by departments, therefore, the process is the same.

- Below is the view of the **Add New Employee Record WebForm**.
- Departments will fill out information for the applicant, including information for the department head for verification.



## Resources

Complete a WebForm

Logged in user: Bragg, Mary

### Add an MPTC/Acadis Training Database Record for a New Employee

Authorized Departmental Representatives should use this form to submit information to create a NEW employee record in the MPTC / Acadis Training Database.

Before using this form, please confirm that the employee is not in your Active or Inactive roster. To do this, check the Personnel link (choose "See a List of Personnel" then "Show All Employees").

Please confirm that all information is accurate before submission. Once submitted, the employee record will be automatically created in the MPTC/Acadis Training Database, without review by MPTC.

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#### Department Information

Department / Agency

\* Department Contact Email Address (Receives Confirmation of this Form Submission)

#### Employee Information

\* Employee First Name

Middle

\* Employee Last Name

Suffix

\* Employee Hire Date

\* Employee Title/Rank

\* Employment Type

Appointment Type

\* Gender

\* Date of Birth

- Once the applicant has been added as a new employee, a person record is created in the MPTC Acadis Database.

## Registration

You may now register this applicant for a recruit course via the [MPTC Acadis Portal](#).

- Search for available training by selecting **Browse or Sign up for Training** under the **Training & Events** tab.

The screenshot shows the MPTC Acadis Portal interface. The 'Training & Events' tab is selected, and the 'Browse or Sign up for Training' dropdown menu is open. A red arrow points to the 'Browse or Sign up for Training' option. The menu includes options like 'View My Career Role Training', 'Submit Completed Training for Approval', 'View Approved Training Submissions', 'Print a Report of Completed Training', 'Request Lesson Plan Approval', 'View Lesson Plans', 'Plan an Event', and 'See My Planned Events'. Below the menu, there are filters for 'By Program Category' and 'By Program'. The 'By Program' filter shows 'Recruit Officer Course 920 hours' selected. The main content area displays a table of available training classes with columns for 'Event / Location', 'Dates', 'Hours', 'Registration Dates', 'Open Seats', and 'Status'. A red box highlights the 'Envisage Academy Recruit Officer Course NEW 719 hours - ENVROCNEW-01' class.

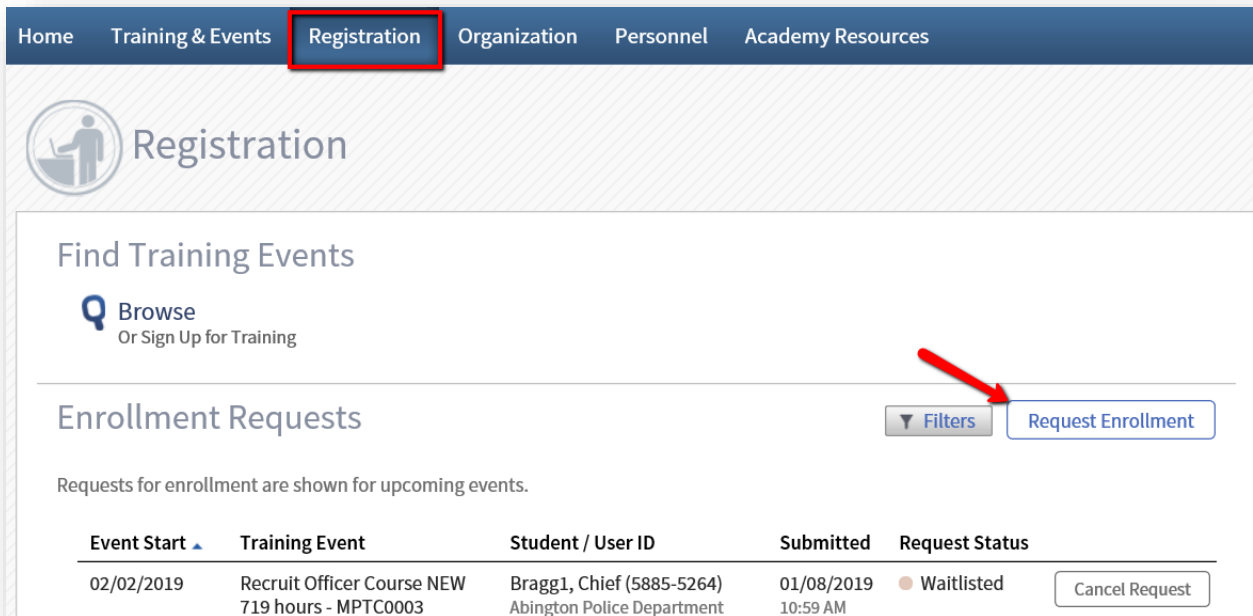
- A **List of Available Training** will display.
  - Click on the Class Name for more information about the class.
- How to **Register** your personnel:
  - One option is to click **Register** to the right of the available training class.

## List of Available Training

The screenshot shows the 'List of Available Training' page. On the left, there is a 'Refine Your Search' section with a 'By Keyword' search bar and a 'By Program Category' section. The 'By Program Category' section has checkboxes for 'Basic - Fulltime Police Academy', 'In-Service', and 'Specialized'. The 'By Program' section has checkboxes for 'Boylston In-Service TY19', 'Envisage Academy Recruit Officer Course NEW 719 hours', and 'PLY In-Service TY19 Defensive Tactics'. The main content area displays a table of available training classes. A red box highlights the 'Envisage Academy Recruit Officer Course NEW 719 hours - ENVROCNEW-01' class. A red arrow points to the class name with the text 'Click on the class name for more information about the class'. Another red arrow points to the 'Register' button with the text 'Click here to register, or apply to the class'.

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
<b>Envisage Academy Recruit Officer Course NEW 719 hours - ENVROCNEW-01</b>	02/04/2019 - 07/04/2019	729h 0m	05/30/2018 - 02/03/2019	49	Open
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
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
PLY In-Service TY19 Integrating Communication, Assessment, and Tactics (ICAT) - PLY TY19IS - ICAT0001	03/25/2019 - 03/27/2019	3h 0m	07/18/2018 - 03/24/2019	40	Open

- Another option is to click the **Registration** tab and then click **Request Enrollment**.

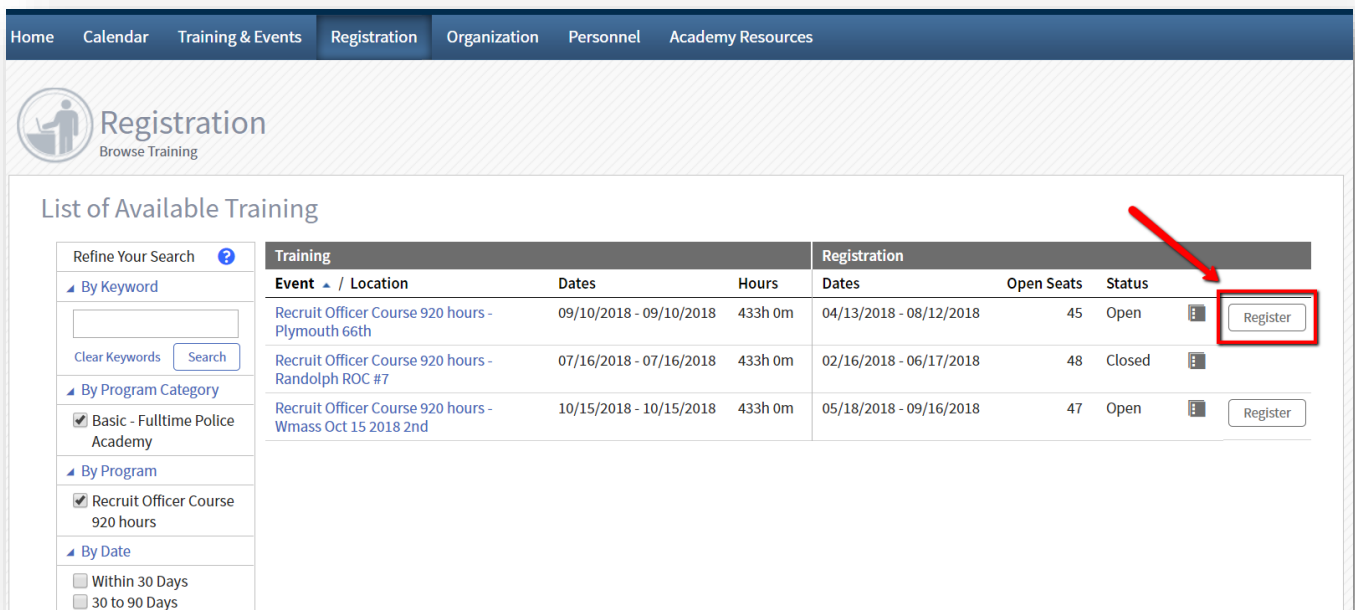


The screenshot shows the 'Registration' tab selected in the top navigation bar. Below the navigation bar, there is a 'Find Training Events' section with a 'Browse' button and the text 'Or Sign Up for Training'. The main section is titled 'Enrollment Requests' and contains a 'Filters' button and a 'Request Enrollment' button, which is highlighted with a red arrow. Below this, there is a table of enrollment requests.

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

Requests for enrollment are shown for upcoming events.


- You will be directed to the **List of Available Training** where you may **Register** for the desired class.



The screenshot shows the 'List of Available Training' page. The 'Registration' tab is selected in the top navigation bar. The page has a sidebar with search filters and a main table of training events. The 'Register' button for the first event is highlighted with a red arrow.

Training			Registration		
Event / Location	Dates	Hours	Dates	Open Seats	Status
Recruit Officer Course 920 hours - Plymouth 66th	09/10/2018 - 09/10/2018	433h 0m	04/13/2018 - 08/12/2018	45	Open
Recruit Officer Course 920 hours - Randolph ROC #7	07/16/2018 - 07/16/2018	433h 0m	02/16/2018 - 06/17/2018	48	Closed
Recruit Officer Course 920 hours - Wmass Oct 15 2018 2nd	10/15/2018 - 10/15/2018	433h 0m	05/18/2018 - 09/16/2018	47	Open

- 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 Submit Request

- Complete required information for the Registrant by clicking on **Update Fulfillment**.

[Home](#)
[Training & Events](#)
[Registration](#)
[Organization](#)
[Personnel](#)
[Academy Resources](#)

#### REGISTRANT PREREQUISITES

Age: 21 years old	<p> <b>AUTO-FULFILLED:</b> This has been marked as fulfilled based on the date of birth from the person's record.</p> <p>Age at Fulfillment 28 (DOB: 02/03/1990)</p> <p><a href="#">Provide Different Documentation</a></p>
Document: Upload the Physical Abilities Test (P.A.T.) Verification here.	<p> <b>This prerequisite is not fulfilled.</b></p> <p>Additional Comments done.</p> <p><a href="#">Update Fulfillment</a></p>
Document: Upload the Fulltime Employment Verification or the Waiver and Release for a Non-Full time Sponsored Applicant here.	<p> <b>This prerequisite is not fulfilled.</b></p> <p>Additional Comments done.</p> <p><a href="#">Update Fulfillment</a></p>
Document: Upload a copy of the Medical Exam Pages 1&6 here.	<p> <b>The following fulfills this requirement:</b></p> <p>Additional Comments scheduled for 6/21/18</p> <p><a href="#">Change Documentation</a></p>

You may click Finish Later to save the information and come back to it later. Or Submit Request if completed.

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

- 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 **I want to finish later** and click **Save**. You will be able to login and finish the registration later.

### Update Prerequisite

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**REQUIREMENT**

Upload the Physical Abilities Test (P.A.T.) verification here. [? Instructions](#)

**DOCUMENTATION OF FULFILLMENT**

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

**Documents**

P.A.T. pages ( [remove](#) )

[Add or change documents](#)

[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)

[more](#)

**\* Required Information**

[Cancel](#)
[Save](#)

- Once all requirements have been fulfilled, click **Submit Request**.
- Once the department registers the applicant to a class, the department POC and registrant will receive an automated email confirming the registration.

**Note:** To Register in Acadis essentially means to Apply

**\* Required Information**

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



## Enrollment Confirmation

- The registration is not confirmed until the student has been formally **Enrolled** into the class.
- The MPTC Recruit Officer Course Coordinator will notify you if additional requirements are necessary.
- An automated email will be sent to the student and department POC once the student is confirmed **Enrolled** into an academy class.
- The MPTC Recruit Coordinator will email an Acceptance Letter and invoice with applicant information to the Department POC.

To Review Registration Status: Click on the **Registration** tab and **Enrollment Requests** will be displayed.

Acadis Readiness Suite Learning Portal

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

Aney, Rob

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

Showing 5

The training course...

The officer registered...

The current status of their enrollment...