



# **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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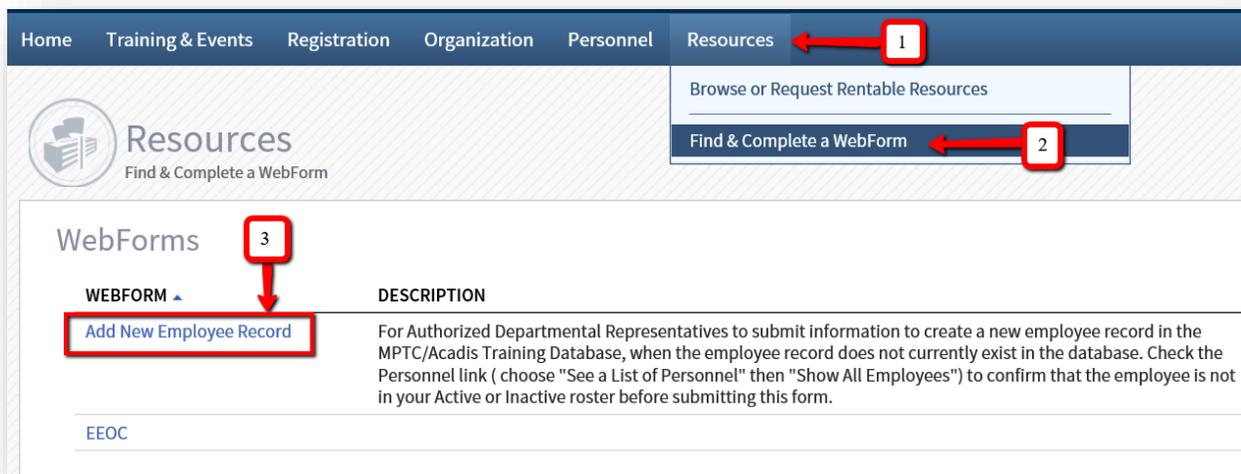
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# Recruit Application Process for Departments in Acadis

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.

- 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

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' page with a navigation bar at the top containing 'Home', 'Training & Events', 'Registration' (highlighted with a red box), 'Organization', 'Personnel', and 'Academy Resources'. Below the navigation bar is a 'Registration' header with a person icon. The main content area is titled 'Find Training Events' and includes a 'Browse' button with the text 'Or Sign Up for Training'. Below this is the 'Enrollment Requests' section, which contains a 'Filters' button and a 'Request Enrollment' button. A red arrow points to the 'Request Enrollment' button. Below the button 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	Cancel Request

- 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 with a navigation bar at the top containing 'Home', 'Calendar', 'Training & Events', 'Registration' (highlighted with a red box), 'Organization', 'Personnel', and 'Academy Resources'. Below the navigation bar is a 'Registration' header with a person icon and the text 'Browse Training'. The main content area is titled 'List of Available Training' and includes a 'Refine Your Search' sidebar on the left. The main content is a table of available training events. A red arrow points to the 'Register' button in the first row of the table.

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	Register
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	Register

- 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

- 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> This prerequisite is not fulfilled.</p> <p>Additional Comments done.</p> <p></p> <p><input type="button" value="Update Fulfillment"/></p>
Document: Upload the Fulltime Employment Verification or the Waiver and Release for a Non-Full time Sponsored Applicant here.	<p> This prerequisite is not fulfilled.</p> <p>Additional Comments done.</p> <p><input type="button" value="Update Fulfillment"/></p>
Document: Upload a copy of the Medical Exam Pages 1&6 here.	<p> The following fulfills this requirement:</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

- 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](#) Click here for instructions

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**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](#)

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[Upload a document](#) | [Provide other clarifying comments](#)

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**FULFILLMENT**

I want to finish later Make sure to check this box if completed.  
 **The requirement has been met or exceeded** (requires information above)  
 Request waiver (requires clarifying comments above)

Click "Save" when done

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.

The screenshot shows the Acadis Readiness Suite Learning Portal interface. The top navigation bar includes 'Home', 'Calendar', 'Training & Events', 'Registration', 'Organization', 'Personnel', and 'Academy Resources\*'. The 'Registration' tab is active. Below the navigation bar, there is a 'Registration' header with a search icon and the text 'Find Training Events'. A search bar contains the text 'Browse Or Sign Up for Training'. Below this, the 'Enrollment Requests' section is displayed, featuring a 'Filters' button and a 'Request Enrollment' button. A table lists enrollment requests for upcoming events. The table has five columns: 'Event Start', 'Training Event', 'Student / Academy ID\*', 'Submitted', and 'Request Status'. Each row includes a 'Cancel Request' button. Three red boxes highlight specific columns: 'Training Event', 'Student / Academy ID\*', and 'Request Status'. Red arrows point from these boxes to labels below the table: 'The training course...', 'The officer registered...', and 'The current status of their enrollment...'. The table data is as follows:

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

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