



MPTC ACADIS PORTAL

Personnel/Employment Record Update Reference January 2018

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This guide accompanies the initial launch of the MPTC/Acadis Portal. Recommended steps and screenshots were developed using Version 4.10.5.3 of the Acadis® Readiness Suite. Future release versions of the Acadis application may include updates to related features. Such updates, as well as any changes in MPTC business processes, may result in actual steps diverging from steps described in this guide.

SECTION 1: LOG INTO THE MPTC/ACADIS PORTAL

A link with login information to the MPTC/Acadis Portal will be sent via an email entitled "MPTC Database Welcome and Information" from "MPTC (<u>no-reply-MPTC@acadisonline.com</u>)."

	lf	Then go to	
	Logging in for the first time	Step 2	
	Logging in after initial password setup	Step 6	
lf In	logging into the Portal for the first time, click the I formation" email. The email lists your Portal users MPTC Database Welcome and Informati From: MPTC [no-reply-MPTC@acadisonline.com] Sent: 01/02/2018 10:39 AM To: John Doe [john.doe@emaildomain.com] Welcome to the MPTC/Acadis Training Records Portal! Follow the link below to finish setting up your accound https://mptc-portal.acadisonline.com/AcadisView 4409-4d32-bde7-258a28e1frb3&t=AS1234634sf	Portal Login page link provided in the "MPTC Data name (your primary email address).	base Welcome ar
	Your username to access the portal is john.doe@en Once signed in, the MPTC/Acadis Portal will allow you to: • See your employment and training history • Manage your account profile information • Other record management abilities, depending upor If you experience issues with sign in or access, please contact	aildomain.com n permissions you've been granted t the Acadis System Administrator at	
Tc fie Re	o create an acceptable password, review the Pass eld, reentering the same password in the <u>Confirm</u> emember the password for future login to the MP	word Rules information. Then, enter the password <u>New Password</u> field. When finished, click <u>Create I</u> IC/Acadis Portal, or save the password in a secur	d in the <u>New Pass</u> New Password & S e location.
	Create New Password Username mm@lf.test.envisagenow.com *New Password *Confirm New Password	Password Rules Your new password must conform to certain rules to be accepted. Please review the rules below before entering your new password: • can contain the following special characters:] ~ [] ! {@ # \$ % ^ & * () • none of the last 2 passwords may be re-used • length must be no less than 10 characters • must have at least 1 number • must have at least 1 uppercase character • must have at least 1 puercase character • must have at least 1 puercase character • must have at least 1 special characters • must have at least 1 special character • must have be not have the special character • must have be benefit the special character • must have benefit the special character • must have benefit the special character • must have benefit the special character	
		ro ensure that you have typed your new password correctly, you are required to re-enter the new password to confirm.	

D	isplay Settings
By pe es	default, this website uses helpful visual and interactive elements that may not comply with federal accessibility standards for sople with disabilities (Section 508 of the Rehabilitation Act). You may choose to enable these standards without losing access to sential functionality.
	Accessibility Show all visual and interactive features
	Enable accessibility standards
U	ser Acceptance Policy
Ple av No	ease read the following user acceptance policy carefully as it sets out the rules and guidelines under which this software is made ailable to you. By accessing the software you agree to be bound by these conditions. If you do not wish to proceed click on the "I Do of Agree" link now.
	By logging in and accessing this Software Program you acknowledge that you understand that this Software Program is copyrighted material and is a licensed commercial off the shelf (COTS) software program owned and maintained by Envisage Technologies Corporation.

5. The Portal Home page displays. To log out, click on the account user name at the top right and select <u>Log out</u>. The password can be changed by clicking <u>Change Password</u>, if desired. In addition, <u>Display Settings</u> can be modified for accessibility

Log out Log out My Profile User ID 4364-5618 Mailing Address None specified Primary Phone None specified Primary Email mm@lf.test.envisagenow.com	Tionic			organization		Display Settings
Marbry, Maxine My Profile User ID 4364-5618 Mailing Address None specified Primary Phone None specified Primary Email mm@lf.test.envisagenow.com						Logout
My Profile User ID 4364-5618 Mailing Address None specified Primary Phone None specified Primary Email mm@lf.test.envisagenow.com		Marbry	. Maxine			Logout
My Profile Email my Professional History Report Manage Profil User ID 4364-5618 Mailing Address None specified Primary Phone None specified Primary Email mm@lf.test.envisagenow.com		9				
My Profile User ID 4364-5618 Mailing Address None specified Primary Phone None specified Primary Email mm@lf.test.envisagenow.com						
User ID4364-5618Mailing AddressNone specifiedPrimary PhoneNone specifiedPrimary Emailmm@lf.test.envisagenow.com	My	Profile			Email my Professional Hi	story Report Manage Profile
User ID4364-5618Mailing AddressNone specifiedPrimary PhoneNone specifiedPrimary Emailmm@lf.test.envisagenow.com						
Mailing Address None specified Primary Phone None specified Primary Email mm@lf.test.envisagenow.com		User ID	4364-5618			
Primary Phone None specified Primary Email mm@lf.test.envisagenow.com		Mailing Address	None specified			
Primary Email mm@lf.test.envisagenow.com		Primary Phone	None specified			
		Primary Email	mm@1f.test.envisagen	ow.com		



SECTION 2: SEE A LIST OF PERSONNEL

As Chief, you have been granted Workforce Portal permissions allowing you to view a list of your Department's active personnel by Name, User ID (a number assigned by MPTC for identification in the MPTC/Acadis Portal), Title/Rank and other employment information. From this list, you will be able to view detailed personnel records for each employee listed.

Home Training & Eve	nts Organization	Personnel Academy Resour	ces		
		See a List of Personnel			
		Add Employee			
(Delap	lane, Dext	Check Person Certification Complia	nce		
		Check Personnel Training Hours			
My Profile	L		Email my Professi	ional History Report	Manage Profile
,					,
User ID	1739-2201				

2. The New Personnel Portal Welcome window highlights personnel features available with additional permissions. To hide the window in the future, click the **Don't show me this again** checkbox before clicking **Close**.

I	Don't worry, everythin	ig's still here. It just looks and works better. View a list of certifications set to	
	Look for this	expire soon Check Compliance Monitor	
			Don't show me this again
Ambroso	Dodorick D 0007	1001 Sorroant Municipal	02/21/1986 Activo

4.

3. Active personnel are now displayed in a sortable list. The list only shows Employees who have been reported to the MPTC as active employees. If employees need to be added, see <u>Section 4</u> below.

To view a Personnel Record, click the desired personnel Name link.

Check Compliance Mon	tor							
Personnel (36)					Search for Persor	Add Employ	ee 🚦
Currently showing all	active employ	rees. Show all en	nployees					
Name 🔺	User ID	Title/Rank	Employment Type	Appointment Type	Last Hire	d Supervisor	Employment Status	
Aarvesen, Aaron	3190-2970	Patrol Officer	Municipal Police Officer - Fulltime	Full Time	11/11/11	11	Active (Active)	:
Abney, Armin	7316-5019	Lieutenant	Municipal Police Officer - Fulltime	Full Time	07/04/200	00	Active (Active)	:
Additional Peri dditional instruct connel Record is ion for the emplo e, once he or she	nissions, i tions will b now displa oyee is list e is grante	potrol icons are av pe shared re ayed for the ed in the Pe d MPTC/Acc	weidest vailable abor garding Inst selected en ersonnel Pro adis Portal p	ve the Personnel lis tructor Certification nployee. If availabl file section. This co permissions.	e in the MI	access to Co nent processe PTC/Acadis Tr rmation can b	Active ompliance fe es. raining Data be updated	eature base by the
th additional Period additional instruct sonnel Record is tion for the employ e, once he or she	missions, i tions will b now displa oyee is list e is grante	aved for the ed in the Ped MPTC/Act	weidest vailable abor garding Inst selected en ersonnel Pro adis Portal p	Percente //otermittent /D ve the Personnel lis tructor Certification nployee. If availabl file section. This co permissions.	e in the MI	PTC/Acadis Tr rmation can b	Active ompliance fe es. raining Data be updated	eature base by the
th additional Period dditional instruct sonnel Record is ion for the employ e, once he or she Person Personnel P	missions, i tions will b now displa oyee is list e is grante CSONI nel Record	ayed for the ed in the Pe d MPTC/Act	Musicipal vailable abor garding Inst selected en ersonnel Pro adis Portal p	Person (loterwittent /D ve the Personnel lis tructor Certification nployee. If availabl file section. This co permissions.	e in the MI	PTC/Acadis Tr rmation can b	Active ompliance fe es. raining Data be updated	abase by the
Actor Act th additional Period dditional instruct connel Record is ion for the employ e, once he or she Person Personnel F Full Na	missions, i tions will b now displa oyee is list e is grante CSONI nel Record	potted icons are avoide shared re ayed for the ed in the Pe d MPTC/Act	Musicipal vailable abor garding Inst selected en ersonnel Pro adis Portal p	Pacasa (latormittant /D) ve the Personnel lis tructor Certification nployee. If availabl file section. This co permissions.	e in the MI pontact infor	TC/Acadis Tr mation can b	Active ompliance fe es. raining Data be updated	base by the
th additional Period ditional instruction connel Record is ion for the employ e, once he or she Person Personnel P Full Na Use	missions, i tions will b now displa oyee is list e is grante CSONI nel Record Profile ame Aarve	potest icons are avoided shared re- ayed for the ed in the Pe- d MPTC/Acc pel	Musicipal vailable abor garding Inst selected en ersonnel Pro adis Portal p	Passare (latermittent /D ve the Personnel lis tructor Certification nployee. If availabl file section. This co permissions.	e in the MI pontact infor	TC/Acadis Tr mation can b	Active ompliance fe es. raining Data be updated	base by the
Actor Loss Additional Period dditional instruct onnel Record is ion for the employ e, once he or sho Person Person Full Na Usa Mailing Add	missions, i cions will b now displa oyee is list e is grante CSONI nel Record Profile ame Aarve r ID 3190- ress 100 F Cityvi	potest icons are avoided shared re- ayed for the ed in the Per d MPTC/Acc nel	Municipal vailable abov garding Inst selected en ersonnel Pro adis Portal p	Passare (latermittent /D ve the Personnel lis tructor Certification nployee. If availabl file section. This co permissions.	e in the MI pontact infor	my Aarveson Sp 517) 555-1212 p	Active ompliance fe es. raining Data be updated	eature bbase by the
Actor for h additional Peri dditional instruct onnel Record is ion for the emplo e, once he or she Person Personnel F Full Na Use Mailing Add Primary Ph	missions, i cions will b now displa oyee is list e is grante CSONI nel Record Profile ame Aarve r ID 3190- ress 100 F Cityvi one (617)	ayed for the ed in the Pe d MPTC/Acc nel	Municipal vailable abor garding Inst selected en ersonnel Pro adis Portal p	Passare (latermittent /0 ve the Personnel lis tructor Certification nployee. If availabl file section. This co permissions.	e in the MI pontact infor	TC/Acadis Tr mation can b	Active ompliance fe es. raining Data be updated	abase by the

5. Scroll to the Employment section, where the current employment information is displayed. When available, previous employment records can be viewed by clicking the **Show History** button, or the **here** link.

Employment				Show History
Previous employment re	ecords exist. Click here or "Show History" to vi	ew all records.		
Organization	Employment Type / Appointment Type	Supervisor	Last Hired	
Abington Police Department 🖈 Patrol Officer Active	Municipal Police Officer - Fulltime / Full Time		11/11/1111	

SECTION 3: REQUEST AN UPDATE TO EXISTING PERSONNEL

As Chief, you have been granted "Personnel Updates" Workforce Portal permissions allowing you to update employment records, including separating employees via the personnel list in the Portal.

	Personnel	(36)					۹, ۵	earch for Person	Add Employ	vee :
	Currently showir	ng all activ	e employees.	Show all employ	ees					
	Name 🔺	User ID	Title/Rank	Employment Type	Appointment T	ype	Last Hired	Supervisor	Employment Status	
	Aarvesen, Aaron	3190- 2970	Patrol Officer	Municipal Police Officer - Fulltime	Full Time		11/11/1111	Upo	Active Active Active Iate Employment	
	Abney, Armin	7316-	Lieutenant	Municipal Police Officer	Full Time		07/04/2000		Active	:
	To submit a rec	quest to)			Go to:				
	Correct an inco position	orrect H	ire Date fo	r an accurat	e	Step 3				
	Correct an inco	orrect Ti /ne	tle/Rank, /	Appointmen	t Type or	Steps	<u>4 - 10</u>			
	Employment Ty	po								
	Employment Ty Indicate a Tran	sfer wit	hin the De	partment (fo	or					
	Employment Ty Indicate a Tran example, the e	isfer wit	hin the De e held the	partment (fo listed positi	or on	Stop 4	1			
(E I e f	Employment Ty ndicate a Tran xample, the e ormerly, but no	isfer wit mploye ow hold	hin the De e held the s a differe	partment (fo listed position nt position i	or on n the	<u>Step 1</u>	<u>1</u>			
Co Er In ex fo de	nployment Ty dicate a Tran ample, the e rmerly, but no partment)	isfer wit mploye ow hold	hin the De e held the Is a differe	partment (fo listed position nt position i	or on n the	<u>Step 1</u>	<u>1</u>			

<u>Note</u>: If you need to add a new employee to the Department (their name is not listed in your List of Personnel), MPTC has provided a spreadsheet for this process during the Portal data validation phase. Please see <u>Section 4</u> below for instructions.

Aarvesen	, Aaron (3190-29	70)
	• Update Action	٩
	1 * Effective Date	Voluntary Separation
	Employment Status	Retirement
	Employment status	Medical Separation / Retirement / Leave
	Title/Rank	Resignation in Lieu of Termination
	Employment Type	Hire Date Correction
	Appointment Type	Correction of Existing Record
	Supervisor	Transfer within Department
	Supervisor	
	Comments	07/04/2000
	2	3 Cancel Save
Continue to <u>Step :</u> If the listed Title R <u>Correction of Exist</u>	2 <u>L6</u> . ank, Employment Type <u>ing Record</u> via the <u>Upd</u>	E or Appointment type are incorrect or missing, select the Employment A date Action type-ahead field.
Continue to <u>Step</u> 2 If the listed Title R <u>Correction of Exist</u>	16. ank, Employment Type ing Record via the Upd	e or Appointment type are incorrect or missing, select the Employment A date Action type-ahead field.
Continue to <u>Step</u> : If the listed Title R <u>Correction of Exist</u>	2 <u>I6</u> . ank, Employment Type <u>ing Record</u> via the <u>Upd</u> • Update Action	e or Appointment type are incorrect or missing, select the Employment A date Action type-ahead field.
Continue to <u>Step</u> 2 If the listed Title R <u>Correction of Exist</u>	2 <u>I6</u> . ank, Employment Type <u>ing Record</u> via the <u>Upd</u> • Update Action	E or Appointment type are incorrect or missing, select the Employment A date Action type-ahead field. Voluntary Separation Retirement
Continue to Step 2 If the listed Title R Correction of Exist	2 <u>L6</u> . ank, Employment Type <u>ing Record</u> via the <u>Upd</u> * Update Action * Effective Date	E or Appointment type are incorrect or missing, select the Employment A date Action type-ahead field. Voluntary Separation Retirement Medical Separation / Retirement / Leave
Continue to <u>Step</u> : If the listed Title R <u>Correction of Exist</u>	2 <u>L6</u> . ank, Employment Type <u>ing Record</u> via the <u>Upd</u> * Update Action * Effective Date Employment Status	e or Appointment type are incorrect or missing, select the Employment A date Action type-ahead field.
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Continue to Step 2 If the listed Title R Correction of Exist	2 L6. ank, Employment Type ing Record via the Upd * Update Action * Effective Date Employment Status Title/Rank	e or Appointment type are incorrect or missing, select the Employment A date Action type-ahead field.
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Continue to Step 2 If the listed Title R Correction of Exist	2 <u>I6</u> . ank, Employment Type <u>ing Record</u> via the <u>Upd</u> • Update Action • Effective Date Employment Status Title/Rank Employment Type Appointment Type	e or Appointment type are incorrect or missing, select the Employment A date Action type-ahead field.

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	* Update Action	Corre	ection o	f Existi	ing Rec	ord		×	•					
	* Effective Date	12/29	9/2017	Ê										
	Employment Statu	0	Dec	•	2017	•	0		*					
	Title/Ranl	Su	Мо	Tu V	Ve Th	Fr 1	Sa . 2		*					
	Employment Type	3	4	5 (6 7	8	9	×	•					
	Appointment Type	10	18	12 1	20 21	22	23	×	•					
	Superviso	24 r 31	25	26 2	27 28	29	30		•					
	· · ·						-							
<u>Em</u>	iployment Status should remain A	ctive (A	ctive) f	for co	orrectio	ons or	upda	tes to	ວ the cur	ent Ac	ctive en	nployme	nt.	
	* Effective Date	12/25/20	17 🛗											
											- 1			
Use	Employment Status e the <u>Title/Rank</u> dropdown field to	Active (A	ctive) the ap	opropi	riate T	itle/R	ank, e	either	· by using	the ty	/pe-ahe	ad func	ion or sc	rolling
. Use finc adr	Employment Status e the <u>Title/Rank</u> dropdown field to d and select the correct value. If y ministrator a message to <u>mptcace</u> Title/Rank Employment Type Appointment Type	Active (A select ou do n dis@ma Lie Lie Lieuten Lieuten	ctive) the ap ot see assma ant Col ve <u>Lie</u> ur ant	ppropi an a il.stat	riate T ppropi te.ma.	itle/R iate T <u>us</u> .	ank, (either ank,	r by using please s	; the ty end th	rpe-ahe e MPTC	ad func :/Acadis	ion or sc	rolling
. Use finc adr	Employment Status	Active (A select ou do n dis@ma Lie Lie Lieuten Detectiv Lieuten and Ap	ant Col ve Lieur ant	opropi an a il.stat lonel tenan nent	riate T ppropi te.ma. t t Type c er - Ful	itle/R iate T us. an als	ank, ¢ iitle/F	either Pank,	r by using please s	; the ty end th	rpe-ahe e MPTC	ad func 2/Acadis	ion or sc system	rolling

	Supervisor	Select a supervisor	*	
). If d Em	esired, Comments can be add ployment Record and cannot	led to this employment update. No be deleted.	ote that Comments will remain permanent on	the
Clic	k <u>Save,</u> when updates are co	mplete.		
	Comments Provide any additi	ional information relevant to this employm	ent	
			Cancel Save	
Cor	ntinue to <u>Step 16</u> .			
Cor To i sele	ntinue to <u>Step 16</u> . Indicate that the employee ha ect <u>Transfer within Departmer</u>	s transferred within the departme <u>nt</u> from the <u>Update Action</u> dropdov	nt to a new position (but formerly held the list vn. Filter dropdown results by using the type-a	ed positi head fea
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Cor	ntinue to <u>Step 16</u> . indicate that the employee ha ect <u>Transfer within Departmer</u> * Update Action * Effective Date Employment Status Title/Rank Employment Type	s transferred within the department from the <u>Update Action</u> dropdov T Voluntary Separation Retirement Medical Separation / Retirement / L Termination Resignation in Lieu of Termination Hire Date Correction	nt to a new position (but formerly held the list vn. Filter dropdown results by using the type-a	ed positi head fea
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Then, follow <u>Steps 5 – 10</u> above (this section) to update the Effective Date, Employment Status, Title/Rank, Employment Type and Appointment Type, and click <u>Save</u>.

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* Update Ad	ction									2								
* Effective	Date	Vol	untary	Separ	atior	n				Ê.			L					
Employment St	tatus	Me	dical S	eparat	ion /	Retir	emer	nt / Le	ave				L					
Title/I	Rank	Ter	minati	on		-							L					
Employment	Tvpe	Res	e Date	on in L Correc	ieu o tion	of Terr	minat	tion		11			J					
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lendar icon.																		
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* Effective Date	07/04	4/2017	1 ⊞															
Employment Status	0	Ju	ι •	201	17	•	0		*									
Title/Rank	Su	Мо	Tu	We	Th	Fr	Sa	-	*									
Employment Ture	2	3	4	5	6	7	8											
Employment Type	9	10	11	12	13	14	15	×	*									
Appointment Type	23	17 24	18 25	26	20 27	21	22 29	×	*									
Supervisor	30	31							٠									
					_	_	_	_		_	_							
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an employee has left/sep	s Ret	<mark>ired (</mark>	<mark>Inacti</mark> ugh se	<mark>ve) oı</mark> enara	<mark>r Se</mark> j ited	<mark>para</mark> fron	ted	(<mark>Inac</mark> ir de	tive	<mark>.</mark> Seleo	t the a	appro	opri	iate will	e <u>(Ina</u> still	activ bav	' e) st 'e an	atus f activ
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an employee has left/sep n (Inactive) status, such a nployment Status dropdo Acadis, and may be adde	wn. 7 Wh. 7	Altho anoth	ner de	partn	nent	t by 1	that	depa	par artm	ent's p		101.						
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an employee has left/sep n (Inactive) status, such a <u>nployment Status</u> dropdo Acadis, and may be adde * Effectiv Employment	e Date Status	Althonanoth anoth anoth	4/2017 Active (partn 7 É	nent	t by 1	that	depa	part	ent's p								
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Return to <u>Step 2</u> (this section) to make other corrections on other personnel records if desired.

SECTION 4: REQUEST TO ADD NEW ACTIVE EMPLOYEES (DURING CURRENT PORTAL LAUNCH PHASE ONLY)

MPTC anticipates that due to the timing of personnel data migration, your Department may have several employees that need to be added to your List of Personnel. In the future, you will be able to submit a WebForm from the Portal which will automatically create a new Person Record in the MPTC/Acadis database. However, for the current data validation phase of the MPTC/Acadis Portal launch, please use the spreadsheet template provided by MPTC and follow the steps below to submit this information to MPTC for upload to your Department. (Note: it is possible that the process for larger departments may always be to use a specific spreadsheet template to request new employee records.)

1. To request the addition of a currently Active employee to your List of Personnel, open the spreadsheet entitled "Active Employees to Add to MPTC/Acadis Database.xlsx" received via email from Executive Director Dan Zivkovich. If the file indicates you are viewing Protected View, click **Enable Editing**, which will allow you to enter the personnel information into the spreadsheet template.

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1	First Name*	Middle Name	Last Name*	Suffix	Gender	Last 4 SSN	Date of Birth*	Hire Date*	Current Title/R
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2. Upon clicking in each cell, additional information about the data required or requested in that cell will be displayed for your reference.

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Name	Last Name*	Suffix	Gender	Last 4 SSN	Date of Birth*	H
			-			
		Ent Jr.,	er Name Suf Sr., II, III, IV, V	fix if applicable		

3. Some cells will ensure that properly formatted data or data that matches a list item in a dropdown is provided. If a validation message appears, simply click **Retry** or **Cancel** and re-enter corrected data in the cell.

uffix Ger						-		
	nder	Last 4 SSN	Date of Birth*	Hire Date*	Current Title/Rank*	Email Address*	Appointment Type*	Commen
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Invalid Birth	hdate		Mequite Date of required identify that ma MPTC// as disan individu names.	is inth (IMM/DD/YYYY . This will assist MPT ng matching record y already exist in the cadis database, as w biguation between als with same or sim) is IC in vell ilar			×

For each new employee to be added, enter fully complete data along one row, according to the Column Headers. A red asterisk 4. (*) indicates that this data field is required by MPTC/Acadis in order to create the personnel record. First Name* - this field is required. . Middle Name - please enter the employee's entire middle name. If no middle name, leave blank. Last Name* - this field is required. Suffix - make an appropriate selection from the spreadsheet's dropdown. If no suffix, leave blank. . . Gender - accepted values: M, F, Male, Female. The dropdown may be used. This field is not required and may be left blank. Last 4 SSN - please only include the last 4 digits of the employee's Social Security Number. MPTC has chosen not to store full SSN in the MPTC/Acadis Training Database. Date of Birth* - this field is required. The spreadsheet will not accept dates more recent than 02/28/2000, as it is . expected that employees will be at least 18 years of age. Hire Date* - this field is required. This is the hire date of this employee at your organization, at the Title/Rank you are specifying in the next column. Current Title/Rank* - this field is required. Make an appropriate selection from the dropdown. If the appropriate Title/Rank does not exist, choose "Other" at the end of the dropdown, then use the Comments column at the far right to provide MPTC with the appropriate Title/Rank. Email Address* - this field is required. This will become the employee's Primary Email Address, which will also be used as their Portal login username. Portal accounts will be created for Departmental employees in the future, as MPTC launches other features of the MPTC/Acadis Training Database. Appointment Type* - this field is required. Choose from three available options in the dropdown: Full Time, Intermittent/Reserve/Part Time, or Volunteer/Unpaid. Comments - if appropriate, use this field to provide MPTC any additional information as may be necessary regarding the addition of this employee to your Department. For example, if you chose "Other" as the Current Title/Rank, be sure to indicate here the actual Title/Rank. Repeat Step 4 for until all new employees have been added to the spreadsheet. When complete, save the file, updating the filename to indicate your Department. For example, for the Abington Police 5. Department, the Filename would be "ABINGTON_Active Employees to Add to MPTC/Acadis Database.xlsx". Click Save. X Save As \times ↑ 🔜 > This PC > Desktop ✓ [™] Search Desktop م New folder 8== -? Organize 🛪 Date modified Videos Name Type This PC × 1/15/2018 9:46 AM Micro Desktop V < > ABINGTON_Active Employees to Add to MPTC-Acadis Database.xlsx ~ File name: Save as type: Excel Workbook (*.xlsx) \sim Authors: Tags: Add a tag Save Thumbnail Tools Save Cancel Hide Folders Email the saved file to Mary Bragg: mary.bragg@state.ma.us. If required, MPTC will contact you for clarification on data in the 6. file or will contact you to let you know the upload has been completed. Once uploaded, the Personnel will be available in your List of Personnel in the Portal and you should verify that information is correct (following any update procedures as may be

necessary, and as outlined in this guide).

SECTION 5: UPDATE ORGANIZATION PROFILE INFORMATION AND POINTS OF CONTACT

From the Organization page, authorized Portal users can maintain organization address, phone, and email information. Changes made to the Portal organization's contact information will be reflected from the Organization Record in the MPTC/Acadis Training Database.

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	Updat	ing address(e	s), phone number(s	s) or email	Step 2			
	Addin	g or editing de	partment Points of	Contact	Step 4			
		5						
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From	the Add a Point of Cor	ntact page, a new POC	can be added by selecting th	e proper role from the	e <u>Contact Role</u> drop
2					
2	(📥) Orgai	nization			
	Add a Point	of Contact			
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	1 on to contac		i bloomington i olice i	Department	
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		Director	95		
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		Registrar			
		Secretary Training Director			
	* Poquired Information	Training Coordinator			Cancol Savo
	Required mormation	Statewide Coordinator	•		Save
To de	signate the POC as the	e new "primary," selec	ct the <u>Primary Contact</u> checkb	ox. Portal users will be	e alerted when a pr
PULE	aready exists. Only one	e POC can be denoted	ras Primary.		
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	 Select from a list 	st of employees	
	* Employee	Select an employee	*
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	If you would like to designate an emp to Add the new employee as outlined Organization, you will be able to sele In the future, if you have a POC who MPTC/Acadis database and also has known, non-employees with existing Select by Liser ID radio button	bloyee as a POC who is not currently list d in <u>Section 4</u> above. Once the employ ct them from the dropdown menu at t is not employed by your organization b is a Portal account, the POC will be able records in the MPTC/Acadis can be ac	sted in the Employees dropdown, be sure to Requery yee record has been added by MPTC to your hat point. but already has an existing record in the e to share with you their User ID. Once User ID is dded as POC to your Department by clicking the
14.	After selection of the POC, click Save	2.	
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