

Instructions for Entering and Submitting In-Service Training Courses into Acadis (POST Portal)

There are **two ways** to enter a class. The first set of instructions will explain entering a class that has been **pre-approved (or pre-populated)** by POST.

Entering and Submitting a Pre-Populated Course

Some classes have been pre-populated in the portal. These include: perishable skills (arrest control, driving and firearms) with different options for time blocks, PoliceOne Academy, V-Academy, Lexipol and several classes that agencies typically conduct annually (i.e. CPR/First Aid, Legal Updates, Ethics, etc.). Classes are added to the list on a continuous basis; please make sure you are selecting the correct one. These pre-populated classes look like the following examples:

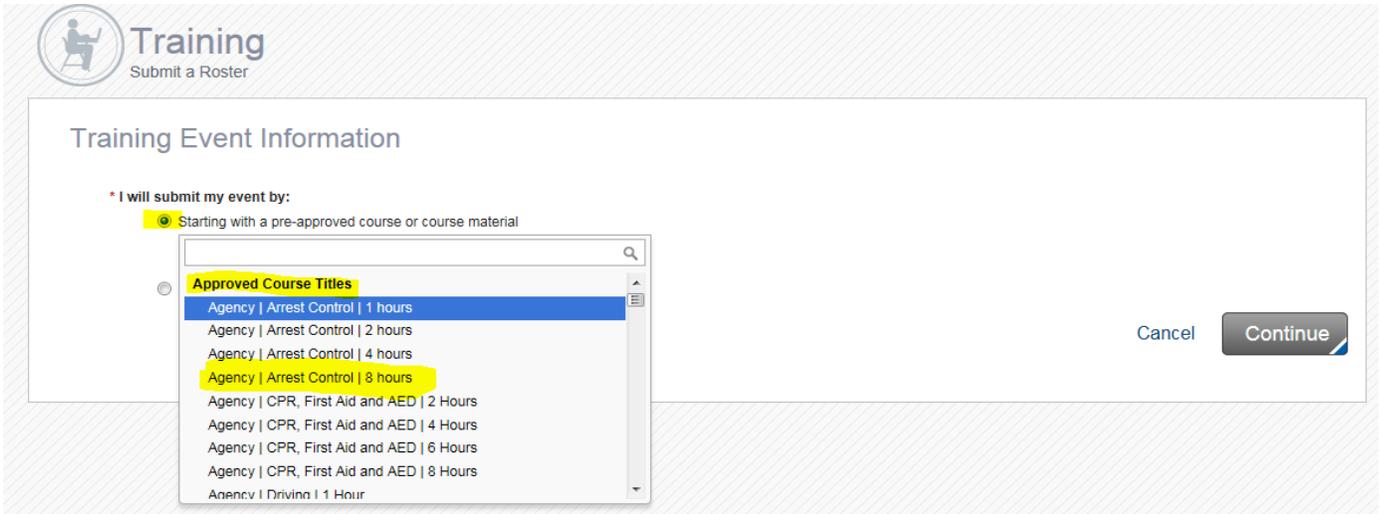
Agency | Driving | 4 Hours
Agency | Legal Update | 1 Hour
Agency | Firearms | 8 Hours
Lexipol | Ethics | ET0020
PoliceOne Academy | Active Shooter II | TC0053

1. Log into the POST Portal and hover over the “**Training & Events**” tab. Select “**Submit Completed Training for Approval**” (highlighted in the screenshot, below).

SCREENSHOT



2. Select “**Starting with a pre-approved course or course material.**” The following is a *screenshot* of what the dropdown menu looks like. The only difference between the four Arrest Control Classes shown below is the number of hours; pick the class that meets the hours taught by your agency. If you have different hours than one of the pre-filled classes; you will need to create a new class with the hours your agency taught. That process will be explained in the next section.

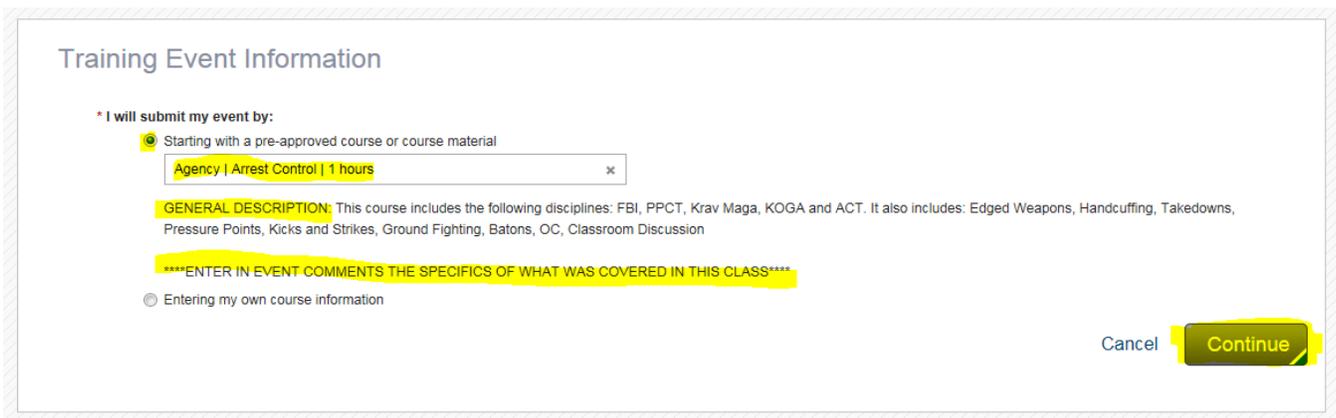


The screenshot shows the "Training Event Information" form. At the top left is a logo with a person at a computer and the text "Training Submit a Roster". The main heading is "Training Event Information". Below it, a radio button is selected for "Starting with a pre-approved course or course material". A dropdown menu is open, showing a list of "Approved Course Titles":

- Agency | Arrest Control | 1 hours
- Agency | Arrest Control | 2 hours
- Agency | Arrest Control | 4 hours
- Agency | Arrest Control | 8 hours
- Agency | CPR, First Aid and AED | 2 Hours
- Agency | CPR, First Aid and AED | 4 Hours
- Agency | CPR, First Aid and AED | 6 Hours
- Agency | CPR, First Aid and AED | 8 Hours
- Agency | Driving | 1 Hour

At the bottom right of the form are "Cancel" and "Continue" buttons.

3. Select the class with the correct number of hours; the *screenshot* below shows that class with a **very general** course description. If that is the correct class, hit the “Continue” button and it will take you to the Training Description page. If it is not the correct course, select another course from the drop-down menu.



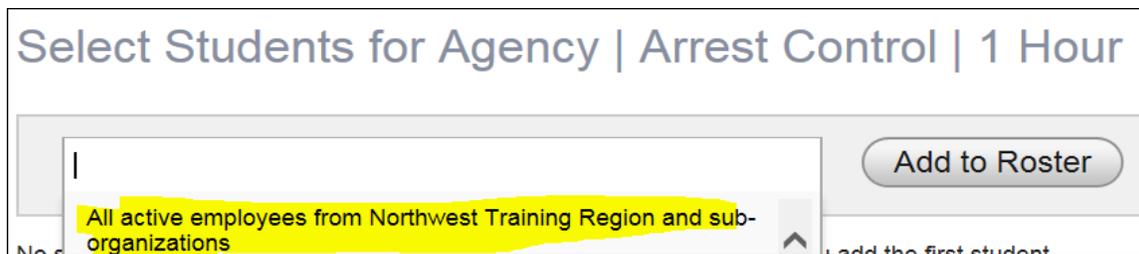
The screenshot shows the "Training Event Information" form. The radio button "Starting with a pre-approved course or course material" is selected. A dropdown menu is open, showing the selected course: "Agency | Arrest Control | 1 hours". Below the dropdown, the "GENERAL DESCRIPTION" is displayed: "This course includes the following disciplines: FBI, PPCT, Krav Maga, KOGA and ACT. It also includes: Edged Weapons, Handcuffing, Takedowns, Pressure Points, Kicks and Strikes, Ground Fighting, Batons, OC, Classroom Discussion". Below the description, a text box is highlighted with the instruction: "****ENTER IN EVENT COMMENTS THE SPECIFICS OF WHAT WAS COVERED IN THIS CLASS****". At the bottom left, the radio button "Entering my own course information" is unselected. At the bottom right are "Cancel" and "Continue" buttons.

5. **ADD STUDENTS Page** (*screenshot* below)

The following instructions explain how to add students to the course you just created:

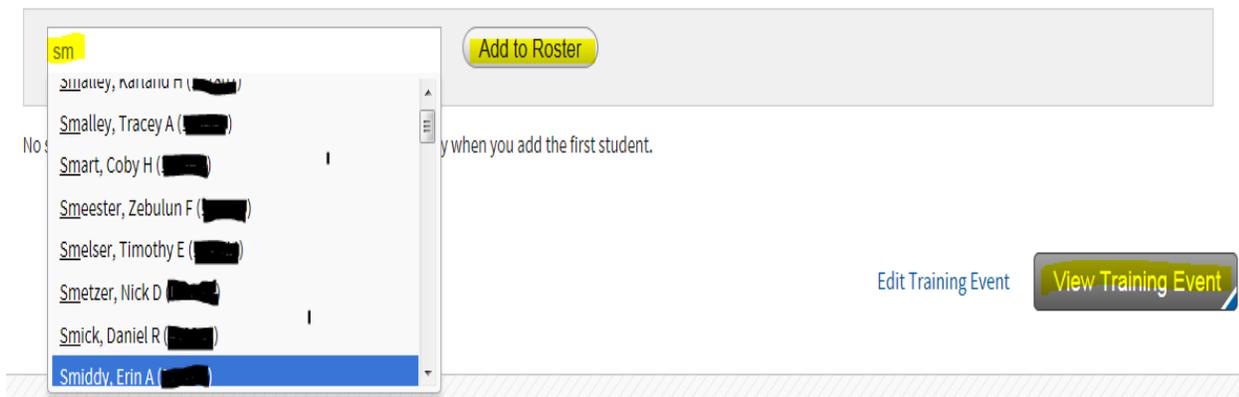
- a. Put the cursor in the box that shows, **“Enter name (as Last Name, First Name) or PID.”** A drop-down roster of all individuals appointed to your agency will appear.
- b. **Adding Entire Roster All at Once:** If all individuals from your agency attended the training select: **“All active employees from _____”** and select **“Add to Roster”** and your entire agency will be displayed on the Roster.

If you had a few officers that did not attend the training, there is a **“Remove”** button next to each officer to take them off the class roster.



- c. **Individually Adding a Student:** If you want to add students to the roster individually, scroll to the individual officer, click, and repeat this for all students who attended the class. Once all students have been added, click **“Add to Roster”** (please click button only once). If you have small agency, this method may be easiest.
- d. **Typing the Last Name:** Start by typing the first two or three letters of the last name. (Such as “sm” for Smith). All of the last names that start with those letters will appear in the drop down list. Scroll to the correct person, select their name, and repeat this process for all students who attended the training. Once all students have been added, select **“Add to Roster”** (please click button only once).

Select Students for Agency | Arrest Control | 1 Hour



- e. **Using a Student's PID:** You may also add a student by entering their PID number, and simply clicking on their name when it appears, repeat this for each student that attended the training.

Select Students for Agency | Arrest Control | 1 Hour

117115

Add to Roster

Baker, Robert A (117115)

No: Can't find this student? Add them... when you add the first student.

[Edit Training Event](#) [View Training Event](#)

The following SCREENSHOT shows what the “**Add Students**” screen will look like once you hit the “**Add to Roster**” button: Once your roster is complete click on the “**View Training Event**” button.

Select Students for Agency | Arrest Control | 1 Hour

Enter name (as Last Name, First Name) or PID

Add to Roster

Name ^	PID	Primary Organization	Remove All
Baker, Robert A	117115	Colorado POST	Remove

[Edit Training Event](#) [View Training Event](#)

6. TRAINING EVENT RECORD Page

The last step is to make sure the correct information has been entered for the training class and to make corrections if necessary. Use the “**Edit**” buttons to make corrections to the course itself or the roster of students.

If you would like to submit a document (such as a training roster or certificate) with this training, click on “**Add a Document.**” A file browse window will automatically open. Locate your saved document and upload the document. Please add a brief description of the document.

Click on “**Submit for approval**” and this training will be sent to Colorado POST for review. You will not receive any notification of approval, but the individuals will be credited with the class upon approval by POST.

SCREENSHOT

 **Training**
Submit Completed Training - Event Verification

Training Event Record for Agency | Arrest Control | 1 Hour

Delete Edit

Course No. _____ **Draft** 01/13/2015 by Baker, Robert A

Status Draft

Description GENERAL DESCRIPTION: This course includes the following disciplines: FBI, PPCT, Krav Maga, KOGA and ACT. It also includes: Edged Weapons, Handcuffing, Takedowns, Pressure Points, Kicks and Strikes, Ground Fighting, Batons, OC, Classroom Discussion

****ENTER IN EVENT COMMENTS THE SPECIFICS OF WHAT WAS COVERED IN THIS CLASS****

Training Date(s) 1/15/2015

Hours 1

Instruction Provider POST

Event Comments Our agency uses the discipline FBI- we covered takedowns and pressure points in this class

Students (1)

Edit

Name	PID	Training Category
Baker, Robert A	117115	01-Perishable Skills-Arrest Control

Documents

Add a Document

Entering and Submitting Your Own Course

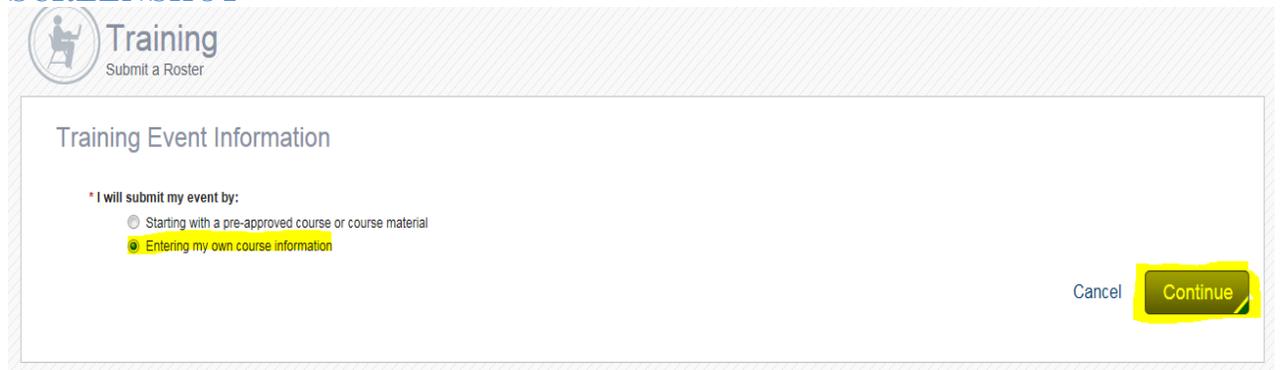
1. Log into the POST Portal and hover over the “**Training & Events**” tab. Select “**Submit Completed Training for Approval**” (highlighted in the screenshot, below).

SCREENSHOT



2. Begin by selecting, “**Entering my own course information**” which is highlighted below and select “**Continue**”:

SCREENSHOT



3. **TRAINING DESCRIPTION Page**
(screenshot of this page follows these instructions)

The “**Training Description**” fields needs to be completed as follows:

Course Title: The course title, such as: Child Homicide Investigations, Advanced Gangs or Grant Writing, etc.

Course No.: Do **NOT** enter a course number

Description: This field is optional unless the course is a **Firearms Qualification** course. If shooting a firearms qualification course, please enter the training completed to justify the hour(s). (See screenshot, below, for an example)

Start Date: Date student participated in the class

End Date: If training is one day, please enter the same date as the Start

Training Category:

Click on “All attendees will have the same training category”. Go to the drop-down box and scroll to the appropriate category for the course. If it is **Driving, Firearms or Arrest Control**, use the **Perishable Skills Training** category.

Hours:

Select “All attendees will have the same number of hours” and enter in the number of hours or minutes of the training. If students have different hours for the class click, “Each attendee may have a different number of hours”. After the roster is complete you will be able to enter hours for each student individually.

When entering minutes, a 0 MUST precede the decimal point; the following table shows how to enter minutes:

<u>Training Officer enters:</u>	<u>Equals</u>
0.75	45 minutes of training
0.5	30 minutes of training
0.25	15 minutes of training
1.5	1 hour and 30 minutes of training
4.25	4 hours and 15 minutes of training

Report Training to: Already filled in (Colorado POST)

Event Comments: Optional

Instruction Provider:

Type: Click on “Official Provider/Certified Instructor” and in the box below enter which agency or which provider taught the class. Examples of provider could be: Red Cross, Police One, V-Academy, Jefferson County Sheriff’s Office, etc.

Instructor: Name of the specific instructor; if more than one instructor taught the class, **only** put the lead instructor down. (Email and phone number of instructor are optional)

Once the “Training Description” page is completed select the “Add Students” tab.

The following SCREENSHOT shows examples for completing the "Training Description" page, explained on previous page.

Training Description

* Course Title

Course No.

Description

Characters: 193 of 800 allowed.

* Start Date

* End Date

Training Category All attendees will have the same training category

Each attendee may have a different training category

* Hours All attendees will have the same number of hours
Hours

Each attendee may have a different number of hours

* Report Training To Colorado POST

Event Comments

Characters: 32 of 800 allowed.

Instruction Provider

* Type Official Provider/Certified Instructor

Other

Instructor Contact

Instructor Name

Email

Phone Choose... () - Ext.

Cancel Save As Draft

Add Students

*******Adding students is done the same as when you add a class that is pre-approved or pre-populated.**

PLEASE DO NOT ENTER TRAINING COMPLETED PRIOR TO JANUARY 15, 2015. Enter training that occurred after January 14, 2015 ONLY. POST has imported training records into Acadis from the previous records management system and you may review individual older training records for accuracy. Please keep in mind that prior to January 2015 in-service training was not required, and only POST training was included.

If the Chief Executive of the agency wants to designate an employee to enter training records who does not already have that permission, the agency head must email POST with the name and email address of that designee.