

Indiana Public Safety Personnel Portal:

Online Registration & Recertification Instructions



Indiana Emergency Medical Service Commission
Board of Firefighting Personnel Standards and Education
Division of Training and Preparedness
9/1/2017



Creating your Portal Account:

You will be required to know the information listed below to request a portal account:

- 1) Prior to registering for a course, you must have a PSID number.
 - a. If you don't know your PSID you can look it up here:
<https://myoracle.in.gov/dfbs/ems/person.do?method=personLookup>
- 2) If you already have a PSID, but no Portal Account, don't re-request one, please follow the process below.
 - a. Contact psidquestions@dhs.in.gov by email.
 - i) In the body of the email list your name and PSID number and request portal account access.
 - ii) Your account will be granted access and you will be contacted within 72 hours.
- 3) If you do not have a PSID number, you can request one at the following link:
 - a. <http://www.in.gov/dhs/3207.htm>
 - b. Fill out form on website from above link
 - c. Email will be received with username and temporary password (This can take up to 7 days to process)



Accessing the Portal:

- 1) Once you have a PSID number, open a web browser and go to the following link:
 - a. <https://acadisportal.in.gov/AcadisViewer/Login.aspx>
- 2) Using your portal access email and password, log into your account using the left navigation pane



Indiana Public Safety Personnel Portal



The screenshot shows the login page for the Indiana Public Safety Personnel Portal. On the left, there is a 'Sign in' section with a red arrow pointing to it. The form includes fields for 'E-mail address (Username)' and 'Password', a 'Forgot your password?' link, and a 'Sign in' button. Below the form are links for 'Terms of Service' and 'Feedback'.

The main content area contains a welcome message: "This Indiana Public Safety Personnel Portal is part of a cooperative effort between the Indiana Department of Homeland Security (IDHS) and the Indiana Law Enforcement Academy (ILEA) to provide centralized information storage in support of consolidated emergency readiness and response. This portal provides public safety personnel a mechanism to access information published to them by these organizations, and provide information back in efforts to keep their records up-to-date." Below this are logos for IDHS, EMS Commission, and ILEA, with links to their respective home pages.

There are several sections of links and information:

- Quick Links:** Report New Hire, Report Employment Change, Report Departmental Data, ILEA In-Service Reporting Instructions, ILEA Online Registration Instructions.
- Technical Support:** For technical support, questions, or comments on this site, please contact: To ensure proper support, please contact the appropriate team from the choices below: ILEA Registration: acadishelp@ilea.in.gov, In-Service Reporting: Contact ILEA, New Hires: Contact ILEA.
- IDHS:** E-mail: emccertifications@dhs.in.gov, Phone: 1.800.666.7784.
- System Information:** The Acadis® Readiness Suite is a comprehensive law enforcement training solution developed by...

- a. If you have forgotten your password, click the [[Forgot your password?](#)] link located below the portal login fields.



Sign in

E-mail address (Username)

Password

[Forgot your password?](#)

Sign in

- b. You will receive your new password via e-mail. It is recommended you copy the password from your e-mail and not type it in. The first time you login with your new password you will be prompted to change it.

Forgot Your Password

Enter the email address that you use to sign in below and click **Continue**. Your password will be reset and emailed to you. You will be required to change the password the next time you sign in.

* Email Address

Cancel **Continue**

Congratulations! You have successfully logged into the portal and should be viewing your portal home page.

- Your portal home page provides information from your Acadis personnel profile including your PSID number. From the Home tab you will be able to view and print any of your current certifications as well as electronically renew any certification that is active in the on-line renewal window. See the section titled '**How to Renew your Certifications**' for more information.
- If any personal data in the My Profile section appears incorrect or needs to be updated, click the [Edit My Profile] link to make any necessary changes.
- If any certification information appears incorrect or is missing, please e-mail the Indiana Department of Homeland Security for assistance. – psidquestions@dhs.in.gov



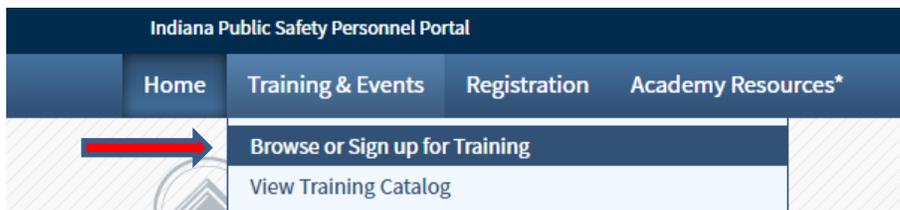
How to Register for a Course:

To register for a course, please login to the Indiana Public Safety Personnel Portal. To access the portal you will need an account. If you do not have an account, please follow the steps provided in this document under the section: **Creating your Portal Account**.

- 1) At the top of the screen locate the tool bar



- 2) Hover mouse over or click "Training & Events"
 - a. Scroll down to "Browse or Sign up for Training"
 - b. If clicked by accident, just select "Browse or Sign up for Training" on next displayed page



- 3) On the left hand side of the screen is a "Refine Your Search Panel"
 - a. Make sure all boxes are initially un-checked
 - b. If refinement is needed do so after all items have been made visible
 - c. Keyword search can be used to locate "fire" or other specific courses



- 4) Scroll until to locate the course.
- 5) If there are available seats a "Register" link on the right side of the screen

a. Select the “Register” link

Instructional Techniques - Moulage Training 2.20.17	HAMILTON COUNTY TRAINING CENTER	02/20/2017 - 02/21/2017	02/20/2017	Open	3	Register
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6) To find out more information about the course simply select the title of the course. Additional information will appear on the screen such as course details, location, and any prerequisites.

Debris Management - 20170918ema

This 2-day course provides an overview of issues and recommended actions necessary to plan for, respond to, and recover from a major debris-generating event with emphasis on state and local responsibilities. Developed from a pre-disaster planning perspective, the course includes debris staff organizations, compliance with laws and regulations, contracting procedures, debris management site selection, volume reduction methods, recycling, special debris situations, and supplementary assistance.

Training Dates 09/18/2017 - 09/19/2017

Prerequisites IS 632a.

Registration Dates 03/14/2017 - 09/17/2017

Available Seats 26

Hours 16h 0m

Fee None Specified

Training Location Camp Atterbury Conference Center
3008 Old Hospital Road
Edinburgh, IN 46124

Reporting Instructions If you live seventy-five (75) or more miles from the training site, you will receive lodging the night before class, and if it's a multi-day class, lodging during the class.

If you live fifty (50) to seventy-four (74) miles from the training site, you will receive lodging during (not the night before the first day) of the class IF it is a multi-day class.

If you live less than fifty (50) miles from the training site you will not receive lodging.

Housing is optional Check-In 09/17/2017
Check-Out 09/19/2017

- 7) On the lower right hand corner of the course details screen a register button is also available for selection.
- 8) Once an individual has selected the register button it will bring up a data collection sheet. Fill out all information as it applies to the course.

OTHER INFORMATION

Additional Contact Email You may specify an email address for an additional person (e.g., supervisor) to receive notifications about this registration.

Gender Female

Housing Requested No Housing Requested

Training Category Select a category...

Dietary Restrictions No restrictions (change)

Health / Medical / Vision Issues No issues (change)

Religious Needs No special needs (change)

Non-Housing Accommodations No special accommodations (change)

Additional Registration Comments No additional comments (change)

REGISTRANT PREREQUISITES

CERTIFICATION: IS 632a. The following fulfills this requirement:



- 9) For prerequisites review the following information:
- If the prerequisite has been filled it will show as Auto-Fulfilled, no further action is needed.
 - If the prerequisite has not been filled select “Add Documentation”

REGISTRANT PREREQUISITES

CERTIFICATION: IS 632a. This prerequisite is not fulfilled.

- The screen will show a list of certifications listed under that individuals PSID.
- Select the certification that meets the prerequisite requirement.
- If no certification listed match then select “Add a Document” and provide a PDF copy of the training that matches the prerequisite.

Documents
No documents attached
[Add a document](#)

- iv. If unable to provide documentation of meeting the prerequisite then a waiver for training can be requested. Select “Request a waiver” and then provide a reason in the Clarifying Comments section seen below.

Clarifying Comments
None specified ([change](#))

FULFILLMENT

I want to finish later

The requirement has been met or exceeded (requires information above)

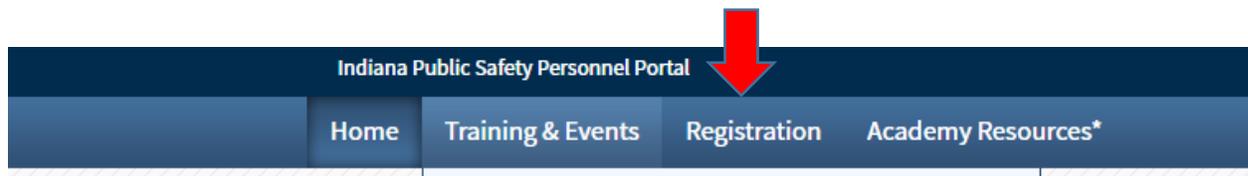
Request waiver (requires information above)

- c. Confirm information and select “Done”

10) The registration process is complete and the screen will revert back to the List of Available Training page

How to View Registration Status:

- 1) To view status of registration select Registration on the top tool bar



- 2) A menu of courses will be displayed of courses you have registered for
- 3) Your registration will show the status on the right side of the screen

How to Cancel a Registration:

- 1) As a courtesy to people who may be on a waitlist, IDHS encouraged registrants to cancel ahead of time if they will not be able to attend the course
- 2) In order to cancel a registration logged into the Indiana Public Safety Personnel Portal
- 3) Go to the Registration tab at the top of the page and select it
- 4) On the right side of the screen you will see next to the status of your registration the “Cancel” link
 - a. Select the link
 - b. It will pop up a comment box
 - c. Write in the reason for cancellation



Cancel Registration

The student registration will be cancelled and a record of this cancellation will be retained.

Please provide a reason for cancelling the registration.

Characters: 0 of 1000 allowed.

[Don't cancel this registration](#)

[Cancel this Registration](#)



How to Renew your Certifications:

To renew a certification, please login to the Indiana Public Safety Personnel Portal. To access the portal you will need an account. If you do not have an account, please follow the steps provided in this document under the section: **Creating your Portal Account**.

✓ **Please turn off any pop-up blockers before attempting to renew a certification.**

- 1) Open your browser and navigate to Indiana Public Safety Personnel Portal home page and login.
 - a. <https://acadisportal.in.gov/>
 - b. Only certifications that show a [Renew] link can be renewed electronically. The [Renew] link will be available beginning ninety (90) calendar days in advance of the certification's expiration date. Once a certification has expired, you will not be able to renew that specific certification on-line.
 - c. For individuals with multiple certifications expiring, all certifications with an active [Renew] link must be renewed separately.
 - d. For EMS professionals renewing an EMS-Emergency Medical Technician, EMS-Advanced Emergency Medical Technician, or an EMS-Paramedic License: you need to **ONLY** renew your highest level certification or license. **DO NOT** renew any lower certification level, even though the renew link is visible on your portal page.
 - e. EMS-Emergency Medical Responder, EVOC, EVOC Instructor, and Primary Instructor certifications **MUST** be renewed in addition to your highest EMS certification or license.
- 2) Click the [Renew] link for the certification you want to renew.
- 3) The first page shown allows you to update your Acadis personal information. If you do not need to make any changes, select [Continue] and proceed to the second page.
 - a. If you need to make changes to your data, select [Update Information]. Make your changes and click [Continue] to save. Once saved, review your changes and make any additional corrections if necessary. Select [Continue] when you want to proceed.
- 4) **Note:** If you need to update information and the change is not permitted through the portal, please e-mail the Indiana Department of Homeland Security for assistance. – psidquestions@dhs.in.gov

Application for Certification Renewal

Dough, John

EMS - EMERGENCY MEDICAL RESPONDER

1 Personal Information Verify the following personal information. Click "Update Information" to enter missing, incorrect, or additional information.

2 Guidelines

3 Affirmation

Applicant

PSID 2271-0740

Applicant Dough, John

Mailing Address 1234 Pilsbury Street
Indianapolis, IN 46143

Primary Phone (317) 555-9999 (Organization)

Email BakeMe@350.com

Driver's License No. or State Identification Card No. 1234-56-7890

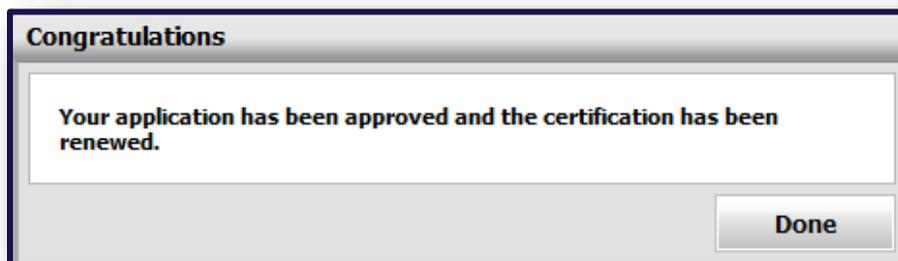
Issuing State IN

Date of Birth 01/01/1950

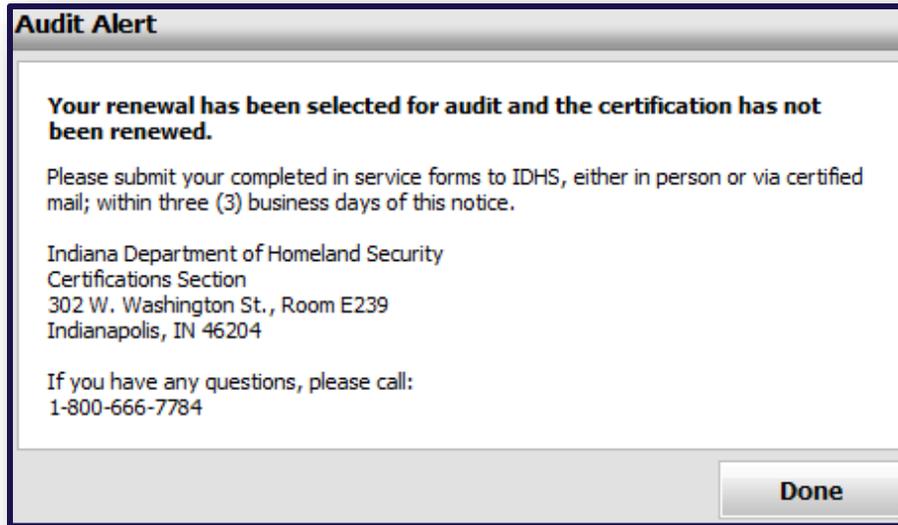
Required Information

Cancel Finish Later Update Information Continue

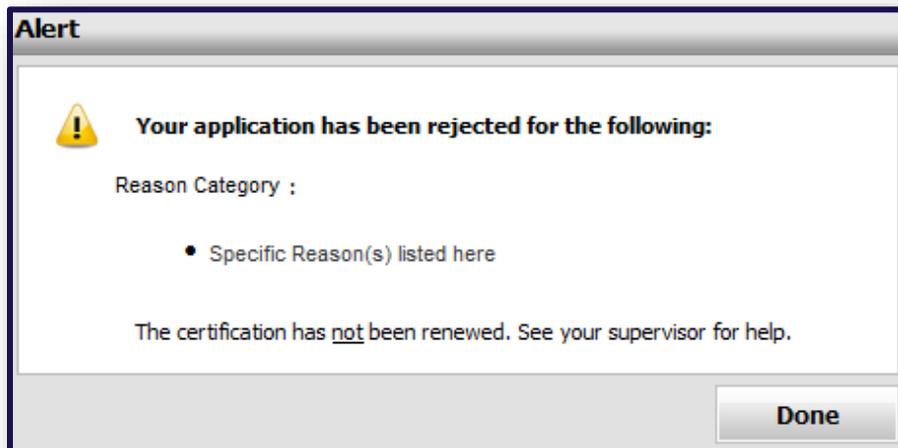
- 5) The second page contains the guidelines for renewing your application. **Read this page completely before clicking [Continue].**
- 6) Page three contains the affirmation that all recertification requirements are met, and a summary of the requirements specific to the certification being renewed. Additionally, you will be required to provide notification of any criminal charges that have occurred since your last certification period. **Please read and fill out this page completely before selecting [Submit].**
- 7) When you click [Submit], you will see one of three screens:
 - a. If the submission is successful you will see a confirmation message. Clicking [Done] will return you to your portal home page and you can view the updated certification expiration date. You may also print any eligible Certifications via their associated [Print] links.



- b. You may be randomly selected for an audit of your continuing education documents. If audited, a pop-up will open with instructions on how to proceed.



- c. If submission is unsuccessful, you will see a pop-up Alert message stating that your application was rejected and the reason for the rejection.



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