How to Set-up your User Account in SCCJA ACADIS

1. Go to the ACADIS Portal Website. https://acadis-port.sccja.sc.gov/AcadisViewer/login.aspx

2. Below the "**Sign In**" you will see in blue "**Don't have an account? Signup**" - Click on it.
3. Then you will come to this screen.

Fill in the boxes and then click the Continue button.
Then you will see the following screen.

SC Criminal Justice Academy Signup

Email Notification

An email has been sent to the address you provided. You must click on the link in the email to continue the registration process.

Finish

Click the "Finish" button.   And then go to your email.

4. When you open your email you will see an email like the one below.

From:	Acadis Portal Administrator <no-reply@sccja.sc.gov> on behalf of no-reply@sccja.sc.gov
Sent:	Monday, April 28, 2014 9:45 AM
To:	
Subject:	Portal Signup Request

ACADIS PORTAL SIGNUP REQUEST

The following request for portal account was made:

https://acadis-port.sccja.sc.gov/AcadisViewer/PortalSelfRegister/UserVerification.aspx?Verify=f0f073b9-cddd-4381
(If this does not work, copy and paste the entire link into a web browser)

Please see http://www.oursite.org for more information regarding this service.

This email is intended solely for the use of the individual to whom it is addressed and may contain information that is privileged, confidential or otherwise exempt from disclosure. If the reader of this email is not the intended recipient or the employee or agent responsible for delivering the message to the intended recipient, you are hereby notified that any dissemination, distribution, or copying of this communication is strictly prohibited. If you have received this communication in error, please notify the application account administrator immediately.

Click on the URL in blue.

5. You will get a Security Screen and there will be a few questions you will have to answer.   (You may need to talk with your Training officer about getting your Training Report from ACADIS.)

This is a sample of the Security Screen

SC Criminal Justice Academy Signup

1 Identification

2 Affirmation

Please select one organization where you are or have been employed or affiliated.

* **Organization**
- ○ Troop 1A/Sumter/Clarendon
- ○ Mayberry City Police Department
- ○ Hemingway Police Dept. Jail
- ○ Winnsboro Public Safety
- ○ Union Co. Communication Dept.
- ○ None of these

Please select one certification that you have been issued (it may be inactive or expired).

* **Certification**
- ○ Canine Certification
- ○ Field Training Officer
- ○ Firearms Instructor
- ○ Field Training Officer
- ○ Defensive Driving
- ○ None of these

Please select one training that you have received.

* **Training**
- ○ DUI/SFST - Instructor - DUI/SFST - Instructor 2011.03.14
- ○ SMD - Operator - SMD-2010.12.01B
- ○ Ground Defense Instructor Recert - Ground Defense Instructor Recert 2012.7.11
- ○ DMT - Operator Recert - DMT - Operator Recert 2013.11.30
- ○ Basic Jail - Legals Only - BJ 334 Legals Only 2013.12.02
- ○ None of these

Cancel   Continue

When you answer the questions, click the Continue button.

If everything was answered correctly you will see the following screen. **If you do not get this screen, you need the Training Transcript from ACADIS. Check with your Training Officer.**

SC Criminal Justice Academy Signup

1 Identification

2 Affirmation

Affirmation and acceptance of Terms of Use

Any Changes / Corrections to your records MUST be made through your agency's Training Officer.

By accessing and using this computer system, you are consenting to system monitoring for law enforcement and other purposes. Unauthorized use of or access to this computer system may subject you to administrative penalties or dismissal, or fine and/or imprisonment in accordance with title 18, USC Section 1030.

☐ I accept the terms of use.

Set a password for your portal account. Good passwords are generally 8 characters or more and include a mixture of numbers, letters, and symbols. Avoid common words or obvious personal information.

* Password

* Retype Password

Cancel   Submit

Fill in the boxes and then click the Submit button.

And this is your next screen.

My Profile

Edit My Profile

Mailing Address	No mailing address is on file.
Primary Phone	No primary phone is on file.
Email Address	
Academy ID	

Certifications

None Specified

Employment

Organization
Mayberry City Police Department 🖉 Officer Active

None Specified

Training

View By   ○ Fiscal Year   ◉ Calendar Year   Reports ▾

The last thing, your username will be your email address that you entered into the system. (For new officers this is entered at Registration), if you **forget your password**, there is a button to ask for a new password.   The ACADIS system will email the temporary password to the email address on file.   You will need to copy and paste the temporary password. You will need it twice.