# HOW TO REGISTER OFFICERS FOR ACADIS LMS COURSES:

## ***ONLY TRAINING OFFICERS CAN REGISTER STUDENTS FOR ONLINE COURSES***

-Go to the ACADIS Online Portal on the Academy's website and log in using your email address and password.
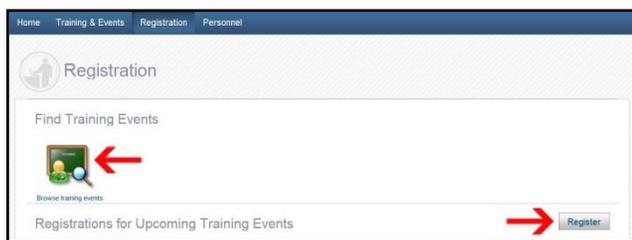


-Once logged in, you can access online training courses by either clicking on the "Training & Events" or the "Registration" tab.
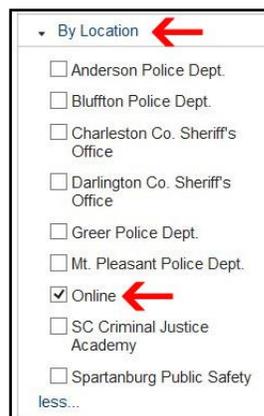


-Once you click on the "Training & Events" tab, next you will click on the "Browse" link.



-If you clicked on the "REGISTRATION TAB", then you will need to either click on the "BROWSE" icon or the "REGISTER" button.



-You can browse the list of available training in the main list or refine your search by choosing to sort the courses 'BY PROGRAMS" or "BY LOCATION". The easiest and quickest way to sort is by using the "BY LOCATION" option and clicking on "ONLINE"

-Once the course list comes up, choose the course you want by clicking on "ASSIGN".



-You will be given the option to assign the course to yourself or other officers in your organization. Check the appropriate box. Next, click on "ASSIGN" to continue.



-Once the list of names populates, check the individual(s) you want to assign the online course or you may check "NAME" to select all individuals on the list. Then click on the "ASSIGN" button.



-You will be given the opportunity to assign a due date to the course, but you are not required to. If you do not want to assign a due date, just click on the "DONE" button.

-To assign a due date, you will need to enter a date by using the calendar. Next, you will also be given the opportunity to have a reminder email sent out prior to the due date. If you do not want to send a reminder notice, then click on the "DONE" button. If you want to use the reminder feature, enter the number of days prior to the due date you want to have the reminder sent, and then click on the "DONE" button.





-Upon assignment of an online course, officers will receive an email notifying them of the online course(s) they have been assigned (see example).

**From:** Acadis Portal Administrator [mailto:no-reply@sccja.sc.gov] **On Behalf Of** Acadis@sccja.sc.gov
**Sent:** Wednesday, April 16, 2014 8:37 AM
**To:** Volin, Hal
**Subject:** Online Event Assignment Notification

Congratulations! This email confirms your online event assignment (see below for specific details), which will appear in the 'Training' section of your Acadis® portal account home page. Please use the 'Launch' link for this online event when you are ready to begin the event.

*If you have not previously logged in to the Acadis® portal, check your email for a separate message containing your new portal account credentials before attempting to launch the event.

You have been assigned to DEMO OF ONLINE COURSE.
Click here to go to the SC Criminal Justice Academy portal to launch the event.
(If this link does not work, copy and paste the following link into a web browser: https://acadis-port.sccja.sc.gov/AcadisViewer)

Please contact your system administrator if you experience issues launching the event.

-Once the course has been assigned, you will be taken back to the "List of Available Training" page. Repeat the above process to assign additional training. If you are done assigning course, then log out of ACADIS.