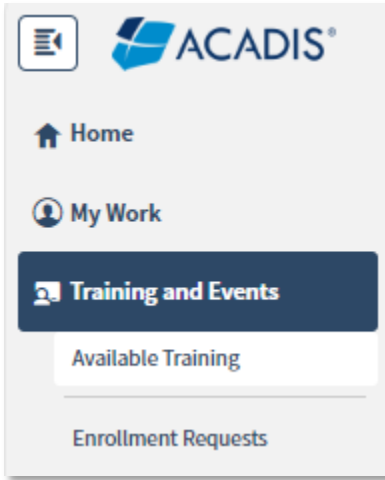


2024 School Directors' Conference Registration Instructions

Registration for the 2024 School Directors' Conference will be completed through the Acadis Portal. Log into your Acadis Portal and search for the Conference under Available Training.



You may register as an individual OR register all of the staff for your school/academy at once.

Billing may also be set to individual or group billing to the organization.

Instructions for Individual Registration begin on Page 2

Instructions for Group Registration begin on Page 4

2024 School Directors' Conference Registration Instructions

To register for only yourself, click **Register/Request Enrollment** next to the Conference:

Training Event
Annual School Directors' Conference - 2024 School Directors' Conference

Annual Criminal Justice School Directors' Conference
Annual Criminal Justice School Directors' Conference hosted by North Carolina Criminal Justice Training & Standards

Training Dates: 09/29/2024 - 10/01/2024
Prerequisites: General Instructor Certification
Registration Dates: 06/20/2024 - 09/20/2024
Available Seats: 500
Hours: 18h 0m
Fee: \$130.00
Training Location: Embassy Suites by Hilton Greensboro - Airport
204 Courtyard Dr
Greensboro, NC 27409
Reporting Instructions: None Specified

Back Request Enrollment

Select your own name from the dropdown list and click Submit Request:

Request Enrollment

Please supply the following information to request enrollment. All students who request enrollment will be automatically enrolled. The Privacy Act of 1974 may apply to this form. [Additional Details](#)

STUDENT INFORMATION

Class: Annual School Directors' Conference - 2024 School Directors' Conference

* Student: Select from personnel roster

Cancel | Finish Later | Submit & Request Access | **Submit Request**

You must enter the name of the School/Academy you are representing:

CONTACT INFORMATION

Please enter or update information below that will be used to contact the student or their emergency contact.

Student Primary Email: hcardoza@ncdj.gov (change)
Student Mailing Address: 1111 Home (change)
Emergency Contact: BL
(111) 111-1111 primary phone
(change)

ACADEMY-REQUESTED INFORMATION

* School/Academy:

OTHER INFORMATION

2024 School Directors' Conference Registration Instructions

You must then select how you would like to be billed. Billing can come to you as an individual, or you can have the bill go to your Academy. Select Individual from the dropdown list to pay for yourself, or select the appropriate Organization to allow them to pay your bill for you:

OTHER INFORMATION

Additional Contact Email You may specify one or more email addresses for additional people (e.g., supervisor) to receive notifications about this registration.

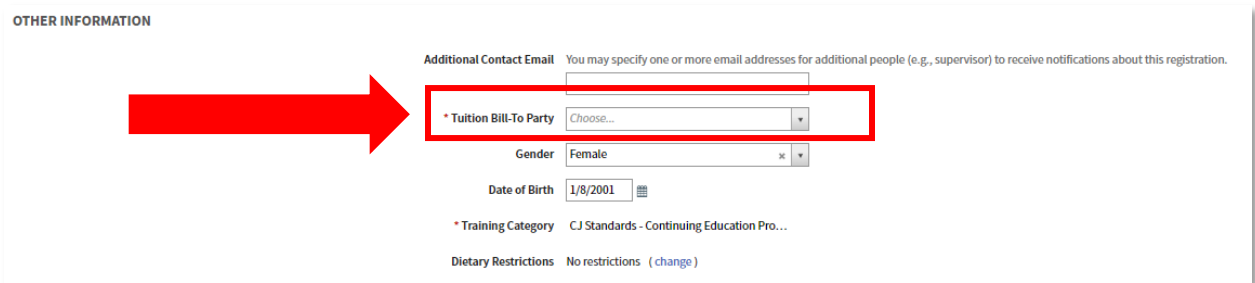
* Tuition Bill-To Party Choose...

Gender Female

Date of Birth 1/8/2001

* Training Category CJ Standards - Continuing Education Pro...

Dietary Restrictions No restrictions (change)



OTHER INFORMATION

Additional Contact Email You may specify one or more email addresses for additional people (e.g., supervisor) to receive notifications about this registration.

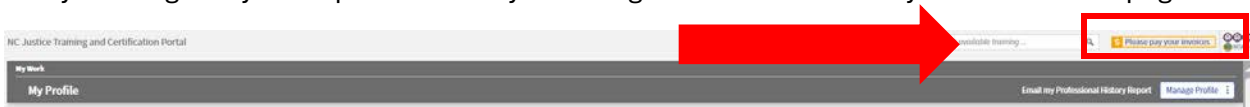
* Tuition Bill-To Party Requesting Organization

Gender Female

Date of Birth 1/8/2001



Once you have registered, it will prompt you to either Pay Now or Pay Later. If you select Pay Later, you can get to your unpaid invoice by selecting the button below on your Portal home page:



Once you click Pay Invoice, you will be prompted to enter your credit card information:

Organization - Invoice

Payment Information

Fill out the form below to submit your payment.

Invoice Number(s) 3001413

Amount to Pay \$ 130.00

Card Number *

Exp. Date * Card Code

Billing Address

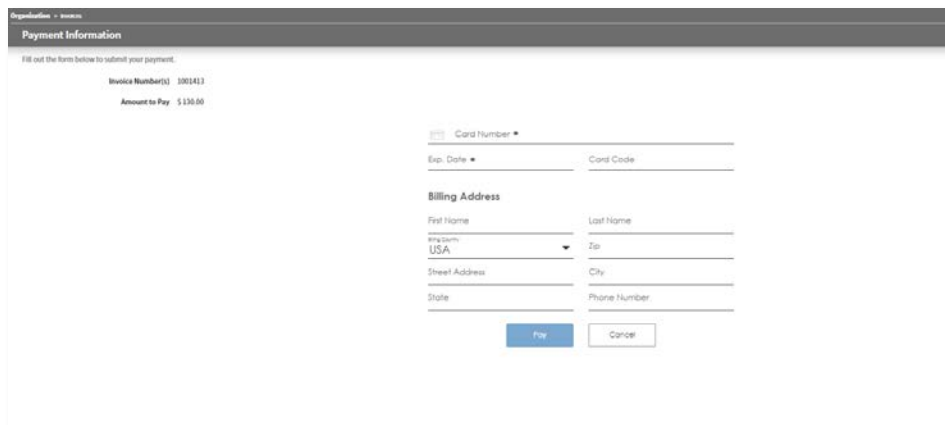
First Name Last Name

Country USA Zip

Street Address City

State Phone Number

Pay Cancel



*You must have Pop-Ups enabled. If you are using a VPN and get a blank screen, try disconnecting from the VPN and refreshing the page.

2024 School Directors' Conference Registration Instructions

If you are registering and paying for multiple people, click Register/Request Enrollment:

Click Select from Personnel Roster:

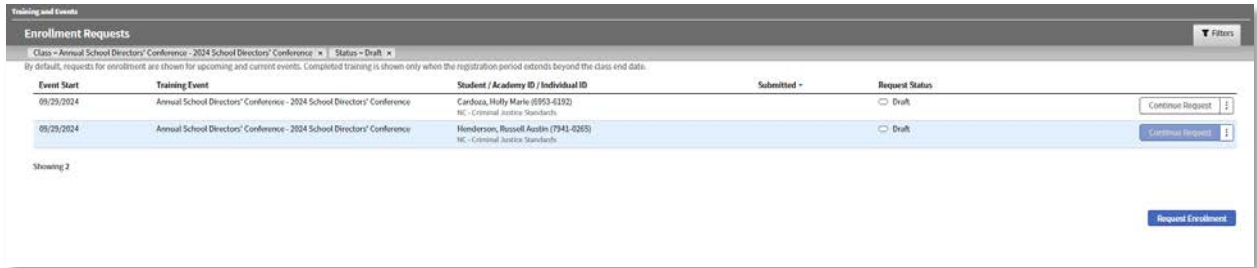
Place a checkmark next to each person you would like to register:

<input type="checkbox"/>	Name	Academy ID / Individual ID	Organization	Title / Rank	Division / Appointment Type	Last Hired	Supervisor	Employment Status
<input type="checkbox"/>	Ashley, Karen	6640-5264	NC - Criminal Justice Standards	Criminal Justice Specialist / Investigator	Civilian Full Time	06/06/2022		Active (Active)
<input type="checkbox"/>	Baldwin, Daniel Lamart	0091-4162	NC - Criminal Justice Standards	Investigator	Non-Sworn Full Time	09/07/2023		Active (Active)
<input type="checkbox"/>	Bero, Lisa Ulley	2628-8502	NC - Criminal Justice Standards	Program Assistant	Civilian Full Time	10/18/2023	Battles, Rosaline Louise	Active (Active)
<input type="checkbox"/>	Battles, Rosaline Louise	0611-5754	NC - Criminal Justice Standards	Program Manager	Full Time	08/08/2022		Active (Active)

You will get a pop-up that indicates you must now look at each person individually and enter specific information. Click View Drafts:

2024 School Directors' Conference Registration Instructions

From this screen, click Continue Request next to each person one at a time:



You must enter the name of the school/academy the person is representing:

CONTACT INFORMATION
Please enter or update information below that will be used to contact the student or their emergency contact.

Student Primary Email hcardoza@ncdoj.gov (change)
Student Mailing Address 1111 Home (change)
Emergency Contact BL
(111) 111-1111 primary phone
(change)

ACADEMY-REQUESTED INFORMATION
*School/Academy

OTHER INFORMATION

Then select how the bill will be handled, Bill to Individual or Bill to Organization. Billing to the Organization will allow you to pay for all invoices at once with a single transaction:

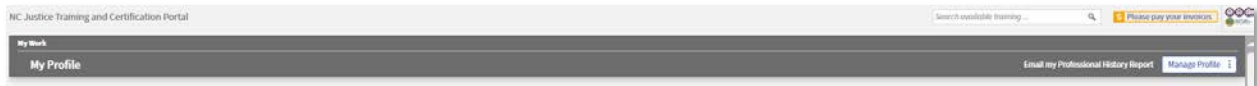
OTHER INFORMATION

Additional Contact Email You may specify one or more email addresses for additional people (e.g., supervisor) to receive notifications about this registration.

* **Tuition Bill-To Party** Choose...
Gender Female x
Date of Birth 1/8/2001
* **Training Category** CJ Standards - Continuing Education Pro...
Dietary Restrictions No restrictions (change)

You will be prompted each time to Pay Now or Pay Later. Select Pay Later.

Once everyone is registered, click the Invoice button at the top of your home page:



2024 School Directors' Conference Registration Instructions

Place a check mark next to all of the invoices you want to pay, then click Pay Outstanding Invoices:

The screenshot shows a web interface for managing invoices. It is divided into three sections:

- MY ITEMS:** A table with columns: Invoice Number, Invoice Date, Due Date, Invoice Total, Balance Due, Credit Memo*, and Invoice Status. Below the table, it says "No invoices meet the filter criteria."
- CJ STANDARDS (TEST DO NOT USE):** A table with the same columns as above. Below the table, it says "No invoices meet the filter criteria."
- NC - CRIMINAL JUSTICE STANDARDS:** A table with the same columns. One invoice is listed:

Invoice Number	Invoice Date	Due Date	Invoice Total	Balance Due	Credit Memo*	Invoice Status
<input type="checkbox"/> 1001413	06/20/2024	07/20/2024	\$ 130.00	\$ 130.00		Unpaid

At the bottom right of the NC section, it shows "Total Due \$ 130.00" and a "Pay All Outstanding Invoices" button.

You will see a total amount to be billed for all invoice together, and be prompted to enter your credit card information:

The screenshot shows a "Payment Information" form. It includes the following fields:

- Invoice Number(s): 1001413
- Amount to Pay: \$ 130.00
- Card Number *
- Exp. Date *
- Card Code
- Billing Address**
 - First Name
 - Last Name
 - Country: USA (dropdown menu)
 - Zip
 - Street Address
 - City
 - State
 - Phone Number

At the bottom, there are "Pay" and "Cancel" buttons.