

HOW TO CREATE AND MANAGE YOUR PORTAL ACCOUNT

If you have an account on the training portal, then you can register for one of our classroom or online classes.

Note: If you created a portal account (or had one created for you) in order to take an online in-service class, then do not create another account. The same account works for both online and classroom classes.

If you do not have a portal account, then follow these instructions to create one.

Create portal accounts

1. Go to <https://ncja-portal.acadisonline.com>.
2. Click WebForms.
3. Click New User Account.
4. Complete the form.

When the account is created, you will receive a confirmation email with your password.

Note: If you are the person at your agency who handles employee training, then check the box asking if you are your agency's training coordinator. This will enable you to register your employees through the portal (see Training Coordinator user guide).

Training history

Your training history—classroom and online classes—appears on your portal home page. It is organized by year. To see the entries for previous years, click the + beside the date range.

Training

View By Fiscal Year Calendar Year Reports -

Upcoming, Ongoing, & Unconfirmed

Training for Period: 0h 0m

Training	Start	End	Hours	Training Category	Student Status	Documents
Specialized Firearms Instructor Pre-Qualification - 11/2/15 (Salemberg)	11/02/2015	11/02/2015	0h 0m		Registered (Pending)	

Current Period to Date (01/01/2015 - 06/05/2015)

None Specified

Training for Period: 0h 0m

Previous Period (01/01/2014 - 12/31/2014)

Training for Period: 0h 0m

Other Periods (through 12/31/2013)

Training for Period: 0h 0m

To email someone your training history, click Email My Professional History Report at the top of your portal home page. Fill out the form and click Email.

Email My Professional History Report

Grant access to your professional history report by entering at least one email address below. For multiple recipients, please separate each address with a comma. You may change how long the profile can be viewed and add a custom message, if desired.

* Email Address

CC Send me a copy for each recipient

Subject Professional History for Regina Aycock
The following person wants to share their professional history with you.

Name Aycock, Regina (AYCOCK-070874-7853)

Viewable For

[View Professional History Report](#)

Custom Message
(Optional)

Characters: 0 of 5000 allowed.

Access to this information is available for a limited time. Please do not forward this link without permission.

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Survey No survey will be attached

[Cancel](#)

Change information in your portal account

You are able to change the following categories of information on your account:

1. General information
2. Mailing address
3. Phone number
4. Email address

Click Manage Profile on your portal home page to make these changes.

Any other changes (name, employment, supervisor, etc.) must be made by the NCJA. Contact NCJAAcadisHelp@ncdoj.gov with your change request.