

Submitting Specialized Training on the Acadis Portal

Log in to the Portal - <https://acadis-portal.tn.gov/AcadisViewer/login.aspx>

Under the “Training & Events” tab at the top of the screen, choose “Submit Completed Training for Approval”.

Course Title: 2014 Name of Course *(do not enter anything else on this line)*

Course Number: If the training was approved and given a course number, put that number here. If it does not have a number, leave this blank. You may also find it on the POST website here:
<http://www.tn.gov/let/post/documents/TRAININGSCHEDULE.2014.pdf>

Description: If any of the mandatory topics (not required) were included, enter them here and then any other information you want to enter about the course.

Start Date: Put the date the class starts here.

End Date: Put the date the class ends here.

Training Category: Make sure that “All attendees will have the same training category” is selected. In the dropdown list, choose Specialized Training.

Hours: If all attendees had the same number of hours, put that number here. If they had different hours, select “Each attendee may have different number of hours”. You will be prompted to put the exact hours for each attendee on a different screen.

Report Training To: ALWAYS choose TLETA – Academy Licenses

Event Comments: Put the physical location of the training here. If you have additional information that would be beneficial, please enter that here as well.

Type: Please put the name of your department here, regardless of where the training took place. Do not use abbreviations.

Instructor Name: If there was more than one instructor, you can list the main instructor or a representative instructor with their email address and phone number.
Email
Phone

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Click the “Add Students” button.

You can enter the name (last name, first name) or PSID number in this field to find the attendee. If searching by name, you must type in the last name then put a comma (,) and start typing the first name (this must be the legal first name) in order for the names to start appearing. When the name you want appears, click on that name.

After you have clicked on the name, click the “Add to Roster” button.

Continue adding names until your roster is complete. Do NOT submit one name at a time.

When your roster is complete, click the “View Training Event” button.

Please review the course information and make any changes needed (using the “Edit” buttons).

Adding a Document: Click the “Add a Document” button.

You must fill in the document description. Be as descriptive as possible.

Click the “Choose File” button and find the document on your computer. Double click your document. You can add as many documents as needed.

The only documents required for specialized training is the specialized training substitution form and the certificate. Do not attach the sign-in sheet. You can scan all documents into one PDF and attached that – there is no need to attach separate documents.

Click the “Done” button.

Once a training event is submitted for approval, editing is prohibited. Please ensure that all information is complete and accurate before clicking the “Submitting for Approval” button.

Once your training has been submitted, it will be either approved or rejected by POST. If rejected, you will receive an email stating the reason. You will then need to resubmit the training with the correction(s) made. If approved, it will list in the “View Submitted Training” section under the “Training & Events” tab.