# How to add a New Person Record

Before you can schedule a person for training you must create a Person Record. You can add a new employee or other personnel to the FTACS by filling out the New Personnel WebForm. Once you submit the WebForm through FTACS you will be able to register and track that person's training.
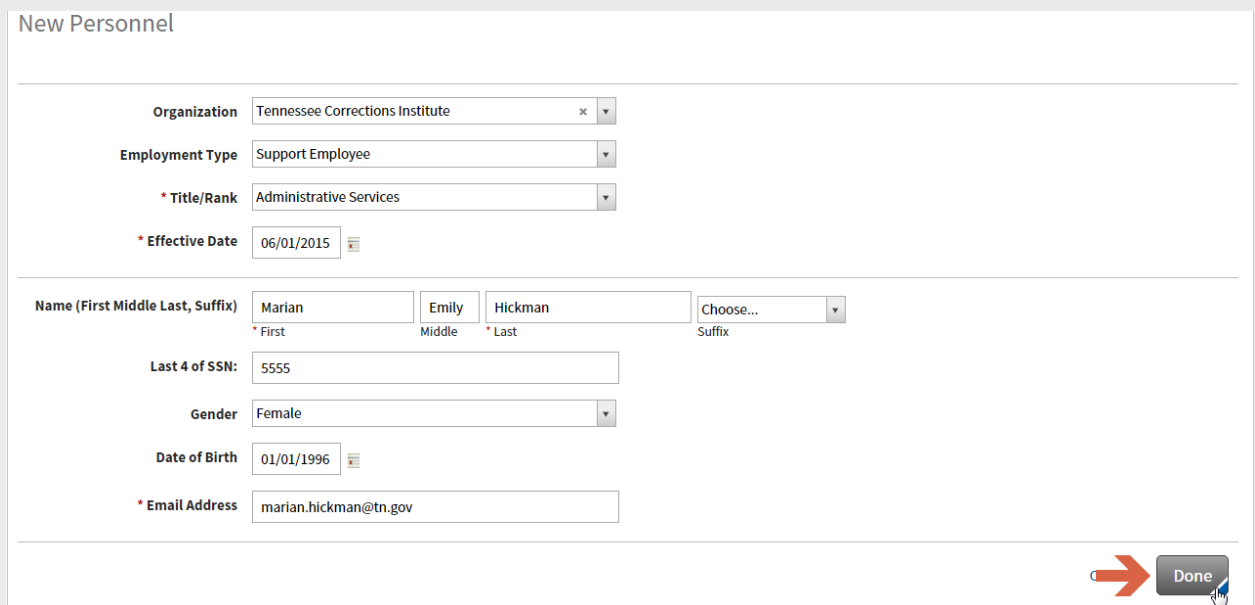
To Add a New Person Record through FTACS

1. Open a web browser and go to FTACS https://acadisportal.tci.tn.gov.

2. Enter username and password then click SIGN IN. If you have problems with your username or password use the ***forgot your password*** link.

3. Under **TCI Resources**, find and click on **Find & Complete a WebForm**

4. In the WebForms area click the **Submit New Personnel** WebForm.
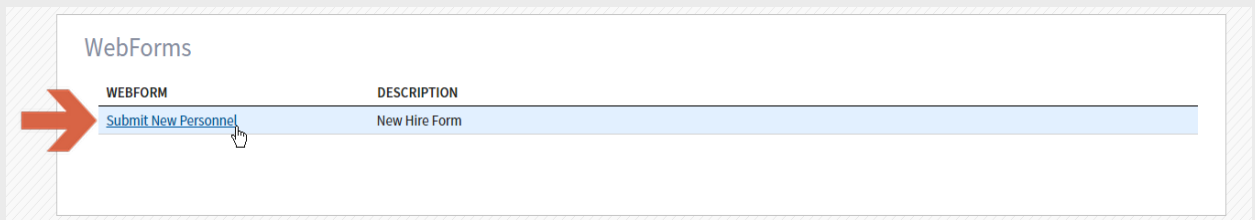
5. Once the New Personnel WebForm is open, enter the required information and submit the form by clicking **Done.**