Guide for Searching/Registering for Available Forensic Tests for Alcohol Branch Training in the Portal

PORTAL URL: https://ncja-portal.acadisonline.com/AcadisViewer/Login.aspx
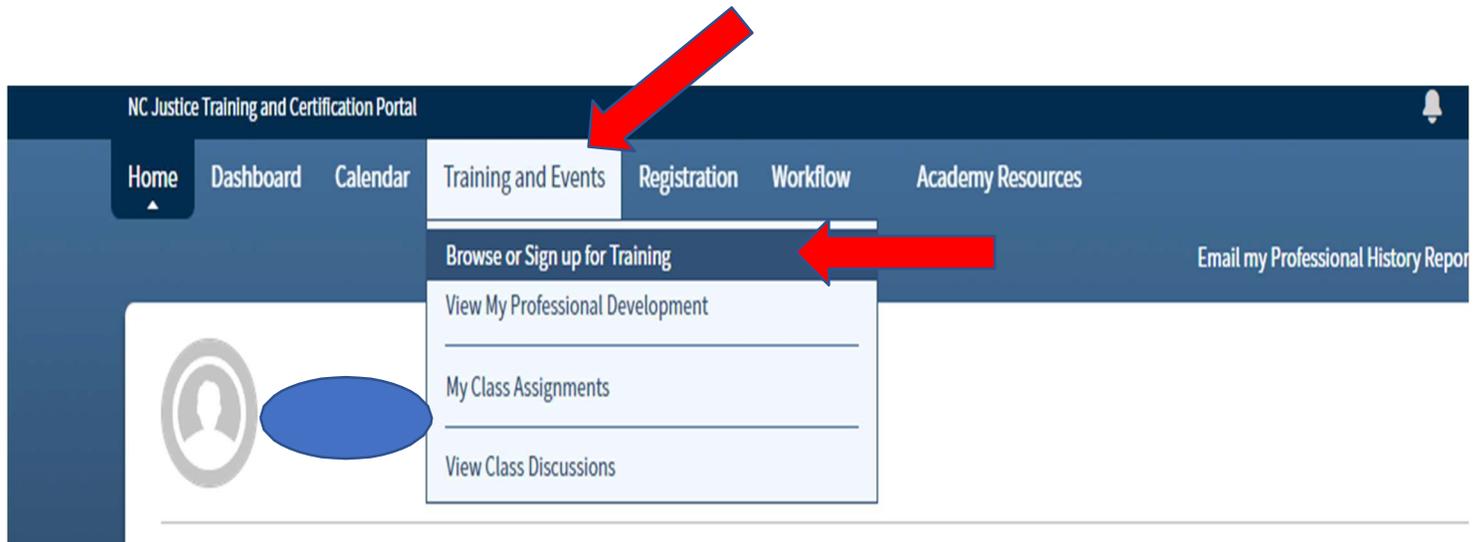
If you need to update your Portal account information (agency, rank, etc.) or have questions regarding your account, send an email to: ncjaacadishelp@ncdoj.gov

- After logging into your Portal account, hover over the "Training and Events" tab from the Home screen.
- Click on "Browse or Sign up for Training"

On the next screen, a list of all available training will be displayed. Filters are available to assist in locating the type(s) of training you are interested in.
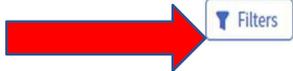
- Click the "Filters" icon and the following pop-up will be displayed.

Filters

Available training will be limited to events matching all of the criteria provided below. Past and unpublished training is never displayed.

Keyword	Enter keyword...
Course	Select a course... ▼
Registration Status	Select a registration status... ▼
Training Delivery	☐ Online
	☐ Classroom
Location	Select a location... ▼
Training Date	Display training available within the specified date ranges.
	☐ Within 30 Days
	☐ 30 to 90 Days
	☐ 90 to 180 Days
	☐ 180 Days to 1 Year
	☐ More than 1 Year

Cancel | Clear All Filters   **Apply**

Examples of keyword searches: ARIDE, SFST, ASTD, Intox, etc. To see a list of all posted FTA training, enter "FTA" in the keyword text field. After entering text in the keyword text field, click the "Apply" icon.

Users can also search for available training by course type. The list of available FTA course types is shown below. Selecting a course type and clicking apply will display all available training for that course type.

A search can be completed by training location as well. A drop-down list of training locations is displayed.

By selecting a training location from the list, the Portal will display available training for that individual location.

Filters

Available training will be limited to events matching all of the criteria provided below. Past and unpublished training is never displayed.

Keyword	*Enter keyword...*
Course	*Select a course...* ▾
Registration Status	*Select a registration status...* ▾
Training Delivery	☐ Online
	☐ Classroom
Location	| ▾
Training Date	**A-B Tech Law Enforcement Training Center**
	Alamance County Sheriff's Office
	Asheville Police Department
	Blue Ridge Community College
	Blue Ridge Community College (Henderson County)
	Buncombe County Training Center

Cancel | Clear All Filters   **Apply**

Remember: After using a filter to search for training, the filter will remain in place until you remove it. To do so, either click the "x" by the filter icon, or click the "Clear Filters" icon.

Should you have any questions regarding available FTA training in the Portal or need further information, please email FTATraining@dhhs.nc.gov