Guide for Submitting BAT Mobile Unit Event Requests From the Portal

To submit BAT engagement requests, you must log into your Portal account. Ensure all requests are submitted with as much notice as possible to allow FTA Registrar Staff time to enter the event as well as identifying a BAT Coordinator to staff the event.

<u>https://ncja-portal.acadisonline.com/AcadisViewer/Login.aspx</u> NOTE: Your Portal account may not have all of the options and tabs as the account used for the creation of this user guide. Below is a general idea of what you will see on the Home tab when you login to the portal.

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After logging in, hover your cursor over the "Academy Resources" tab at the top of the page. Then "Find & Complete a WebForm" will appear. Click on the "Find & Complete a WebForm" link. A WebForm is to be used to submit all BAT Mobile Unit event requests to FTA.

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Once you click on this option you will be brought to a "Library" of WebForms as depicted below:

Justice Training and Certification Portal								
ne	Dashboard	Calendar	Training and Events	Registration	Organization	Personnel	Academy Resources	
		emy Res	sources					
We w	bForms ebForm⊾		Descriptio	n				
Di	ata Update form	N.	to update .	SSN and DOB with	hin Acadis			
Ec	dneyville Range	Operation	Use this fo	rm to open and cl	lose the range. Also	used to report ma	intenance needs and caliber	and round count.
F	TA ARIDE/ARIDE	Refresher Trait	ning This form	is to be used to su	ibmit ARIDE/ARIDE	Refresher class rec	quests.	
F	TA BAT Mobile U. resentation	'nit Request - Ti	raffic Safety Request a	BAT Mobile unit fo	or a Traffic Safety P	'resentation.		
F	TA Intox/ASTD Cl	ass Request	Use this W	'ebForm to submit	t Intox Operator, Re	cert, and ASTD cla	ss requests.	
F	TA SFST/IDD Trai	ining Request F	Form This WebF and Introd	orm is to be used luction to Drugged	to submit DWI Dete 1 Driving Class Requ	ection & Standardi. uest(s) to FTA.	zed Field Sobriety Testing (SF	FST), SFST Refresher, SFST Instructor Refresher,
F	TA-SFST Instruct	tor Candidate F	rogress Log This Webf Developm	orm is to be used ent Course within	only by North Carc the preceding six r	olina SFST Instructo nonths.	or Candidates who have com	pleted an approved SFST Instructor
F	TA-SFST Instruct	tor Recertificati	on Progress This WebF has complete	orm is to be used eted the required	only by North Carc SFST Instructor Rea	olina SFST Instructo fresher training.	ors seeking recertification. Th	his form is to be used after the SFST Instructor
In	ntox EC/IR II Pern	mit Card Reques	st Replaceme	ent Intox permit ca	ard request form.			
N	lew User Accoun	t,	Welcome account pl	to the NC Justice / ease email Judi Iv	Academy training p 'ey at jivey@ncdoj.	ortal! Complete th gov with your char	is form to create a new accounges.	unt . If you need to make changes to your
O Fo	orm 2022	dneyville Rang	e Request Use this fc	orm to schedule th	he range at the Nort	th Carolina Justice	Academy Edneyville Campus	s
Re	emove User Acco	ount	We now pr	rovide Workforce	Portal permissions	and you can now r	emove or add employees to y	your roster and pull up their certificates. If you

To fill out and submit one of these WebForms, click on the name of the WebForm: FTA BAT Mobile Unit Request – Law Enforcement Event. Note that any field with a red astrix (*) next to it, indicates that field is REQUIRED prior to being able to submit the WebForm. Ensure that the information provided is accurate, as this will be used by FTA Registrar Staff to create the event in Acadis. After completing the WebForm, click the submit button at the bottom right-hand side of the screen.

Academy Resource	S	
ebForms		
WebForm 🔺	ption	
Data Update form	apdate SSN and DOB within Acadis	
Edneyville Range Operation	Use this form to open and close the ran	ge. Also used to report maintenance needs and caliber and round count.
FTA ARIDE/ARIDE Refresher Trainin Request Form	This form is to be used by certified DRE	Instructors to submit ARIDE/ARIDE Refresher class requests to FTA.
FTA BAT Mobile Unit Request - Law Enforcement Event	Request a BAT Mobile unit for a Law En	forcement Event.
FTA BAT Mobile Unit Request - Traffic Safety Presentation	Request a BAT Mobile unit for a Traffic S	Safety Presentation.
FTA Intox/ASTD Class Request	Use this WebForm to submit Intox Oper	rator, Recert, and ASTD class requests.
FTA SFST/IDD Training Request Form	This WebForm is to be used by certified Refresher, and Introduction to Drugged	NC SFST Instructors to submit DWI Detection & Standardized Field Sobriety Testing (SFST), SFST Driving Class Request(s) to FTA.
FTA-SFST Instructor Candidate Progress Log	This WebForm is to be used only by Nor Development Course within the preced	th Carolina SFST Instructor Candidates who have completed an approved SFST Instructor ling six months.
FTA-SFST Instructor Recertification Progress Log	This WebForm is to be used only by Nor has completed the required SFST Instru	th Carolina SFST Instructors seeking recertification. This form is to be used after the SFST Instructor actor Refresher training.
Intox EC/IR II Permit Card Request	Replacement Intox permit card request	form.
New User Account ,	Welcome to the NC Justice Academy tra account please email Judi lvey at jivey@	sining portal! Complete this form to create a new account . If you need to make changes to your @ncdoj.gov with your changes.
Outside Agency Edneyville Range Request Form 2023	Use this form to schedule the range at t	he North Carolina Justice Academy Edneyville Campus
Submit Your Rap Back Release of Information Form to CJ Standards	Please use this WebForm to add your si	gned Rap Back Release of Information form to your Acadis profile.
Submit Your Rap Back Release of	Please use this WebForm to add your si	gned Rap Back Release of Information form to your Acadis profile.

If there is a Checking Station plan for the event, the plan should be uploaded to the WebForm in the space indicated.

		u
Step 1: Find Your Region		
IMPORTANT: In order for us to proce Region, then select that Region from	ss your event request, we need to know the region n the second list.	in which the event will be held. Use the drop-a
Find Your County/Region:	Select an option	v 8
* Select Event Region:	Select an option	• 9
Step 2: Contact Information		
* Requesting Agency	Enter organization name	v
Requestor's Name	First *Last	
* Phone Number		
Alternate Number		
* Email Address		
Step 3: Event Information		
* Requested Date of Event	#	
* Event Type	Select an option	•
If the event selected is a Checking Station, please upload your Checking Station Plan	No document has been attached.	
Event Type (if "Other")		
* Event Start Time		8
* Event End Time		
* Event Location		
* Briefing Time (N/A if none)		0

After clicking the blue "Submit" icon on the bottom right of the screen you will receive a notification that the submission has been received as depicted below:

VebForms	Thank you for your submission. The information submitted will be reviewed and you will be notified when the class is anomyzed and scheduled. Should any further information be needed you will be					
WebForm 🛦	contacted by FTA Registrar Staff.					
Data Update form	Close					
Edneyville Range Operation	Jount.					
FTA ARIDE/ARIDE Refresher Training Request Form	This form is to be used by certified DRE Instructors to submit ARIDE/ARIDE Refresher class requests to FTA.					
FTA BAT Mobile Unit Request - Law Enforcement Event	Request a BAT Mobile unit for a Law Enforcement Event.					
FTA BAT Mobile Unit Request - Traffic Safety Presentation	Request a BAT Mobile unit for a Traffic Safety Presentation.					
FTA Intox/ASTD Class Request	Use this WebForm to submit Intox Operator, Recert, and ASTD class requests.					
FTA SFST/IDD Training Request Form	This WebForm is to be used by certified NC SFST Instructors to submit DWI Detection & Standardized Field Sobriety Testing (SFST), SFST Refresher, and Introduction to Drugged Driving Class Request(s) to FTA.					
FTA-SFST Instructor Candidate Progress Log	This WebForm is to be used only by North Carolina SFST Instructor Candidates who have completed an approved SFST Instructor Development Course within the preceding six months.					
FTA-SFST Instructor Recertification Progress Log	This WebForm is to be used only by North Carolina SFST Instructors seeking recertification. This form is to be used after the SFST Instructor has completed the required SFST Instructor Refresher training.					
Intox EC/IR II Permit Card Request	Replacement Intox permit card request form.					
New User Account ,	Welcome to the NC Justice Academy training portal! Complete this form to create a new account . If you need to make changes to your account please email Judi Ivey at jivey@ncdoj.gov with your changes.					
Outside Agency Edneyville Range Request Form 2022	Use this form to schedule the range at the North Carolina Justice Academy Edneyville Campus					
Remove User Account	We now provide Workforce Portal permissions and you can now remove or add employees to your roster and pull up their certificates. If you are interested please email tasmith@ncdoj.gov to find out more.					

Should you have any questions, please contact a member of FTA Registrar Staff via the contact information below:

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