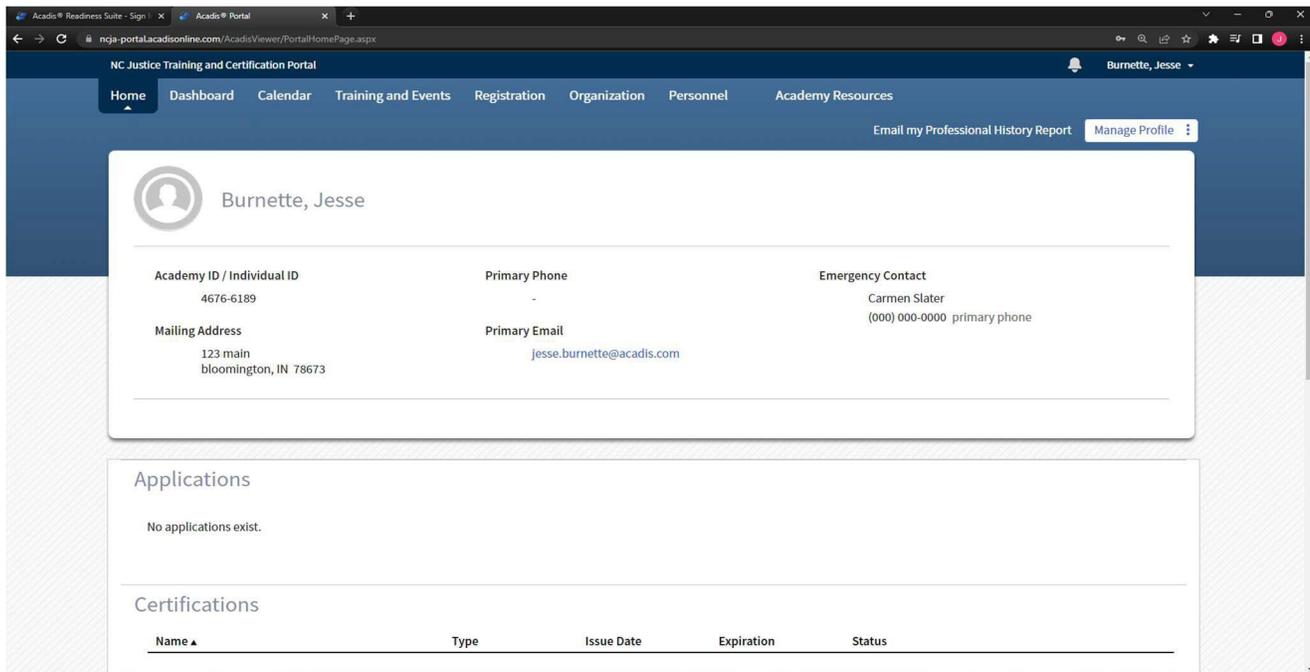


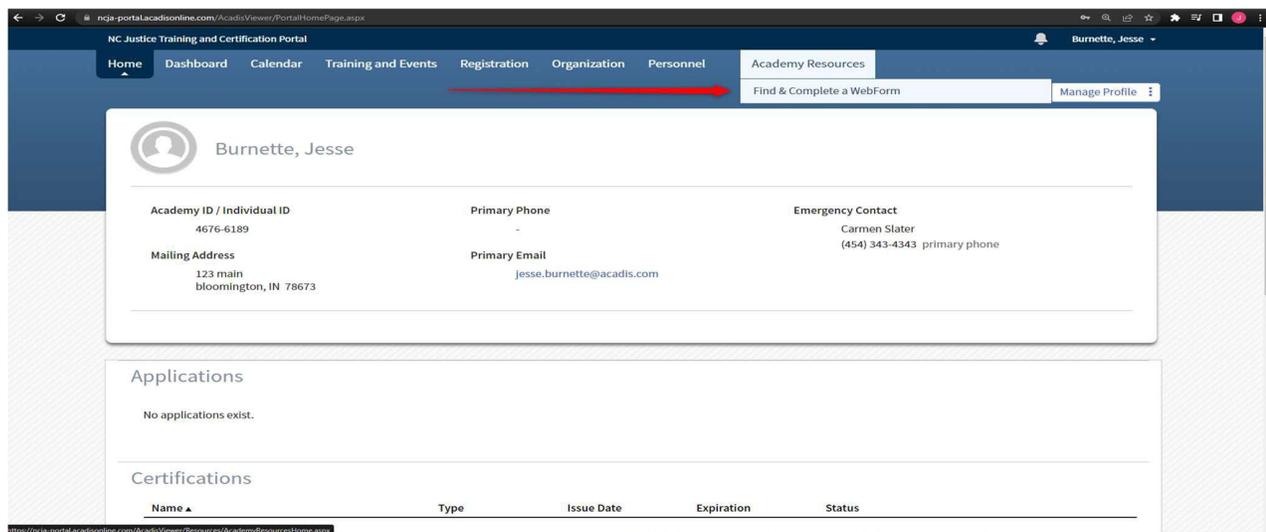
Guide for Submitting BAT Mobile Unit Event Requests From the Portal

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.

<https://ncja-portal.acadisonline.com/AcadisViewer/Login.aspx> 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.



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.



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

The screenshot shows the 'Academy Resources' page with a table of WebForms. The table has two columns: 'WebForm' and 'Description'. The 'WebForm' column lists various forms, and the 'Description' column provides details for each. A red arrow points to the 'FTA BAT Mobile Unit Request - Law Enforcement Event' form.

WebForm	Description
Data Update form	to update SSN and DOB within Acadis
Edneyville Range Operation	Use this form to open and close the range. Also used to report maintenance needs and caliber and round count.
FTA ARIDE/ARIDE Refresher Training Request Form	This form is to be used to submit ARIDE/ARIDE Refresher class requests.
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 to submit DWI Detection & Standardized Field Sobriety Testing (SFST), SFST Refresher, SFST Instructor 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

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 astrich (*) 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.

This screenshot is similar to the one above but includes a large red arrow pointing to the 'FTA BAT Mobile Unit Request - Law Enforcement Event' form in the table. The table lists various WebForms and their descriptions.

WebForm	Description
Data Update form	to update SSN and DOB within Acadis
Edneyville Range Operation	Use this form to open and close the range. Also used to report maintenance needs and caliber and round count.
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 2023	Use this form to schedule the range at the North Carolina Justice Academy Edneyville Campus
Submit Your Rap Back Release of Information Form to C.J Standards	Please use this WebForm to add your signed Rap Back Release of Information form to your Acadis profile.
Submit Your Rap Back Release of Information Form to Sheriffs' Standards	Please use this WebForm to add your signed 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.

FTA BAT Mobile Unit Request - Law Enforcement Event

Step 1: Find Your Region

IMPORTANT: In order for us to process your event request, we need to know the region in which the event will be held. Use the drop-down Region, then select that Region from the second list.

Find Your County/Region: ?

* Select Event Region: ?

Step 2: Contact Information

* Requesting Agency

Requestor's Name
* First * Last

* Phone Number

Alternate Number

* Email Address

Step 3: Event Information

* Requested Date of Event 📅

* Event Type

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 ?

* Event End Time

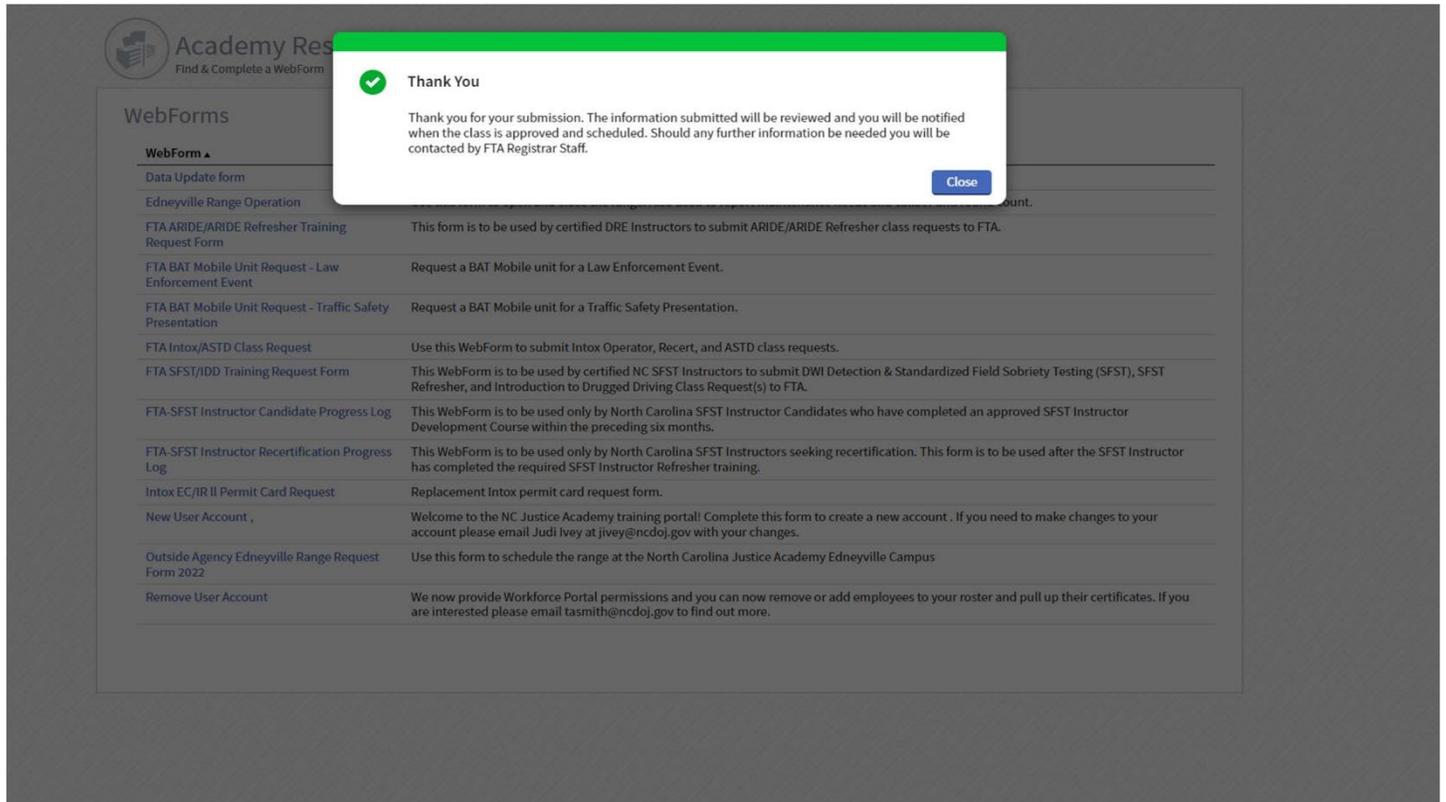
* Event Location

* Briefing Time (N/A if none) ?

Briefing Address



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:



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

Alma Ramos: 919-609-0613 Email: Alma.Ramos@dhhs.nc.gov

Jennifer Stotts: 919-819-1571 Email: Jennifer.Stotts@dhhs.nc.gov