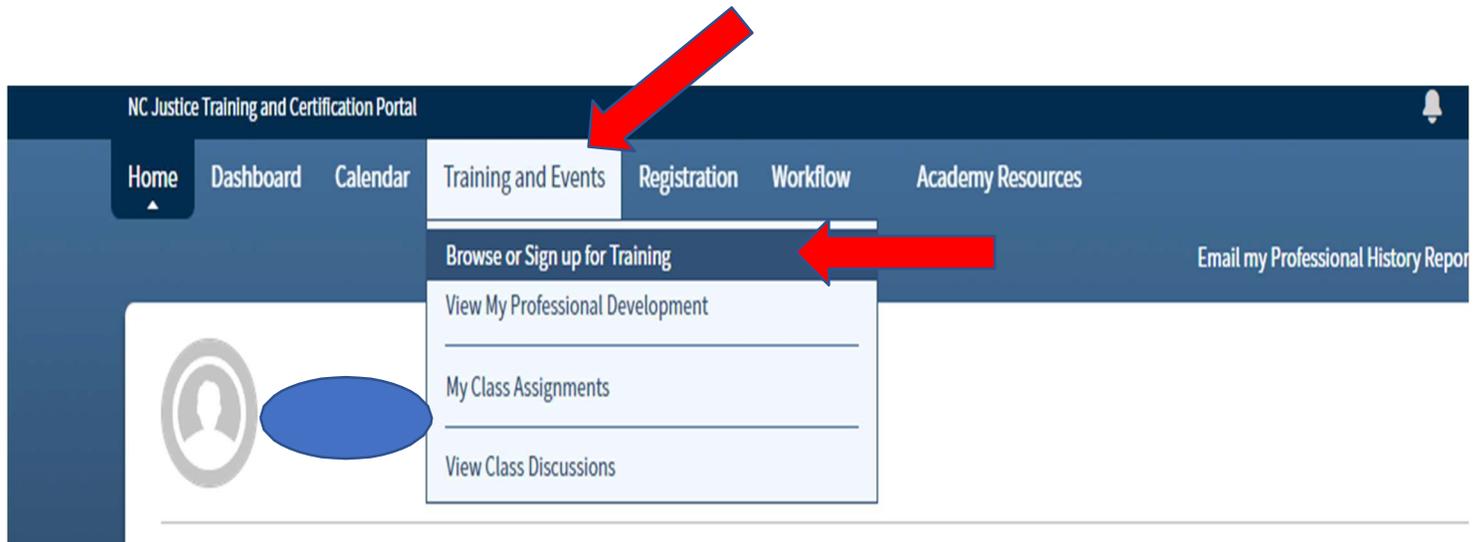


## Guide for Searching/Registering for Available Forensic Tests for Alcohol Branch Training in the Portal



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](mailto:ncjaacadishelp@ncdoj.gov)

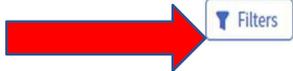
- After logging into your Portal account, hover over the “Training and Events” tab from the Home screen.
- Click on “Browse or Sign up for Training”

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.



### Available Training

All published current and future training matching filter criteria is displayed.



Training		Registration			
Event ▲ / Location	Dates	Hours	Dates	Open Seats	Status

- 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 Past and unpublished training is never displayed.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**

**Course**

**Registration Status**

**Training Delivery**  Online  
 Classroom

**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.

**Filters**

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 Past and unpublished training is never displayed.

<b>Keyword</b>	<input type="text" value="Enter keyword..."/>
<b>Course</b>	<input type="text"/>
<b>Registration Status</b>	Forensic Tests for Alcohol - Licenses
<b>Training Delivery</b>	<b>FTA ASTD Training</b>
<b>Location</b>	FTA Chemical Analyst
<b>Training Date</b>	FTA Drug Evaluation and Classification Program (DEC Program)
	FTA Standardized Field Sobriety Testing Program (SFST)
	North Carolina Justice Academy - Licenses

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](#)

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.

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### Filters

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 Past and unpublished training is never displayed.

The screenshot shows a filter interface with the following elements:

- Keyword:** A text input field with the placeholder text "Enter keyword...".
- Course:** A dropdown menu with the placeholder text "Select a course...".
- Registration Status:** A dropdown menu with the placeholder text "Select a registration status...".
- Training Delivery:** Two radio button options: "Online" and "Classroom".
- Location:** A dropdown menu that is currently open, displaying a list of training locations. The first item, "A-B Tech Law Enforcement Training Center", is highlighted in blue. Other visible items include "Alamance County Sheriff's Office", "Asheville Police Department", "Blue Ridge Community College", "Blue Ridge Community College (Henderson County)", and "Buncombe County Training Center".
- Training Date:** A label positioned to the left of the Location dropdown menu.
- Buttons:** At the bottom right, there are three buttons: "Cancel", "Clear All Filters", and "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.

The screenshot shows the 'Registration' section of a web portal. At the top, there is a navigation bar with links for Home, Dashboard, Calendar, Training and Events, Registration, Workflow, and Academy Resources. Below this is a header area with a 'Registration' logo and the text 'Browse Training'. The main content area is titled 'Available Training' and features a search bar containing the text 'Keyword = ASTD x'. A red arrow points to the 'x' icon next to the search text. To the right of the search bar, there is a 'Filters' button with a funnel icon and a 'Clear Filters' link. A large red arrow points down to the 'Clear Filters' link. Below the search bar, a message states: 'All published current and future training matching filter criteria is displayed.'

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