MSHP Academy Online Registration

1. The MSHP Academy has implemented a new online registration process that can be utilized by both internal and external students. This process can be accessed via the MSHP Academy Portal.

   a. MSHP employees will log on via the single sign-on.

   b. External users who have already requested an account can sign-on by entering their email address and password.

   c. External users who do not have an account will need to request a new portal account by using the WebForm link listed under Resources on the right side.

2. Once you have logged in to the system, hover over "Training and Events" on the top of the blue section and select "View Training Catalog" from the dropdown list.

3. This will bring up the Training Catalog which shows the program and classes available. You can start the registration from this section by clicking on "See Available Classes" which will take you to a list of the available classes within that program.

4. Clicking on the class will take you to an informational screen.

5. The class information, prerequisites and cost will be listed on the information screen where you can request enrollment.

6. Registration can also be accessed by clicking on "Browse or Sign up for Training" which will show a list of classes available.
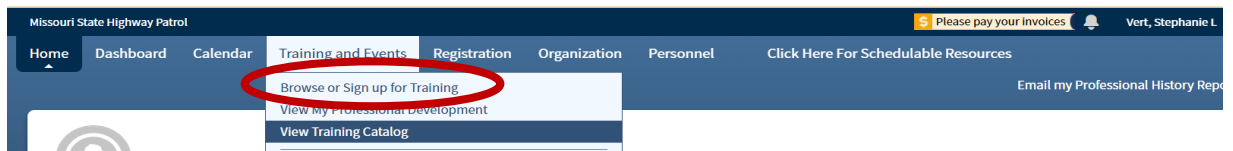
7. The list of classes can be sorted by event or dates by clicking on the bold header at the top. The blue bar indicates a new class that was recently posted. In the status column the list will indicate if the class is upcoming or open. The ▤ indicates that the class has prerequisites. If registration is available for the class there will be a "Register" button, if there isn't one it means that registration has not opened for that class.

8. During registration you will need to indicate the following:

   a. *Housing Information*: including room type, expected check-in and check-out dates and any special accommodation.

   b. *Prerequisites:* Click update fulfillment, which will prompt you to submit answers or upload documents. After adding the required information check the box to indicate if the requirement has been met in order to proceed with registration.

9. Once Update "Fulfillment" is selected, you will be prompted to answer questions or select applicable training.

   a. As shown below, select the training or answer questions, then check the box next to "the requirement has been met or exceeded" or "request a waiver" which will allow you submit.

10. Under Academy-requested information you will need to provide information regarding supervisor approval and billing contact. MSHP employees should indicate N/A or No charge in the billing contact field.

ACADEMY-REQUESTED INFORMATION

* Has supervisor approved attendance? Choose...
* Approving Supervisor Name/Rank
* Approving Staff/Director/Designee -Title/Rank
* External Agency Billing Contact - Name/Email
* Is Supervisor/POC email entered below as contact? Choose...

OTHER INFORMATION

Additional Contact Email   You may specify one or more email addresses for additional people (e.g., supervisor) to receive notifications about this registration.

* Tuition Bill-To Party   Choose...
Date of Birth   6/30/1975
Training Category   Select a category...
Dietary Restrictions   No restrictions (change)
Health / Medical / Vision Issues   No Issues (change)
Religious Needs   No special needs (change)
Non-Housing Accommodations   No special accommodations (change)
Additional Registration Comments   No additional comments (change)

11. Additional contact email information is collected under the Other Information section. Enter your supervisor's email in the "Additional Contact Email" so that they will receive automated email notifications regarding your training. Multiple emails can be added but they must be separated by a comma.

12. After completing all required information, click "Submit Request" in the bottom right corner or "Finish Later" if you need to gather more information.

Cancel | Finish Later | Submit & Request Another   **Submit Request**