

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](#).

- MSHP employees will log on via the single sign-on.
- External users who have already requested an account can sign-on by entering their email address and password.
- 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.

- Resources
- Community Calendar
 - Available Training
 - Training Catalog
 - WebForms

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.

Training ▲	Description	
Criminal Investigation Programs - Criminal Investigation	The Missouri State Highway Patrol's Division of Drug and Crime Control host this training at the Academy. The program provides in-depth instruction in the process and techniques... (show more)	No Classes Available ⓘ
Interpersonal Programs - Test for Portal functionality		See 4 Available Classes ⓘ
Management Development Programs - Police Leadership: The West Point Model (PLWM)	The Police Leadership the West Point Model (PLWM) leadership development training program is based on a behavioral science approach to leading people, groups, change, and... (show more)	No Classes Available ⓘ
Technical Programs - Active Threat - 8 Hours		No Classes Available ⓘ

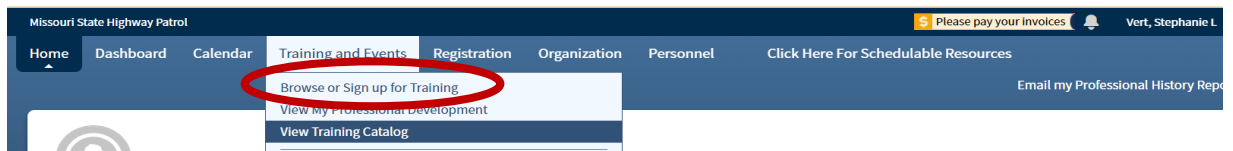
4. Clicking on the class will take you to an informational screen.

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Interpersonal Programs - Test for Portal functionality		Hide Available Classes ⓘ												
	<table border="1"> <thead> <tr> <th>Event ▲</th> <th>Location</th> <th>Dates</th> </tr> </thead> <tbody> <tr> <td>Test for portal functionality - 08252023@0800</td> <td>MSHP Academy</td> <td>11/01/2023 - 11/08/2023</td> </tr> <tr> <td>Test for portal functionality - 08252023@1000</td> <td>MSHP Academy</td> <td>05/15/2024 - 05/15/2024</td> </tr> <tr> <td>Test for portal functionality - 09072023</td> <td></td> <td>05/15/2024 - 05/15/2024</td> </tr> </tbody> </table>	Event ▲	Location	Dates	Test for portal functionality - 08252023@0800	MSHP Academy	11/01/2023 - 11/08/2023	Test for portal functionality - 08252023@1000	MSHP Academy	05/15/2024 - 05/15/2024	Test for portal functionality - 09072023		05/15/2024 - 05/15/2024	
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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.

Registration
Browse Training

Available Training Filters

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

Training Event / Location	Dates	Hours	Registration Dates	Open Seats	Status
Interpersonal Programs - Test for portal functionality - 08252023@0800 MSHP Academy	11/01/2023 - 11/08/2023		10/02/2023 - 10/27/2023	10	Upcoming ⓘ
Interpersonal Programs - Test for portal functionality - 08252023@1000 MSHP Academy	05/15/2024 - 05/15/2024		05/16/2023 - 05/10/2024	6	Open ⓘ Register
Interpersonal Programs - Test for portal functionality - 09072023	05/15/2024 - 05/15/2024		05/16/2023 - 05/10/2024	9	Open ⓘ Register ⓘ

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.

Registration
Request Enrollment for Training Event

Request Enrollment

Please supply the following information to request enrollment. Requests will be reviewed prior to final enrollment except when prerequisites are auto-fulfilled during initial registration. The Privacy Act of 1974 may apply to this form. [Additional Details](#)

STUDENT INFORMATION

Class: Interpersonal Programs - Test for portal functionality - 08252023@1000

* Student: Boyd, Alvaro Benito (00EAD2F11C247)

Sending Organization: D/01 Greene County

Student Supervisor: Vaughan, Luctano

HOUSING INFORMATION

* Housing Requested: Choose...

Gender: Male

ENROLLMENT PREREQUISITES

* Do you have prior experience? This prerequisite is not fulfilled. [Update Fulfillment](#)

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.

Registration
Request Enrollment for Training Event with Prerequisites

Update Prerequisite

REQUIREMENT

The successful completion of the Missouri State Highway Patrol's Crash Reconstruction School, Missouri Safety Center Crash Reconstruction or other approved Crash Reconstruction class such as IPTM, FLETC, etc. Please upload certificate for classes taken outside of MSHP Academy.

DOCUMENTATION OF FULFILLMENT

Select one or more events below to fulfill the requirement. Additional options are listed below.

Training

Upcoming, Ongoing, & Unconfirmed Training for Period: 26h 0m

Training	Start	End	Grade	Hours	Training Category	Student Status
<input type="checkbox"/> Management Development Programs - 2024 Management Development	04/02/2024	04/05/2024		26h 0m	LDT	Enrolled

Current Period to Date (07/01/2023 - 11/12/2023) Training for Period: 4h 43m

Training	Start	End	Grade	Hours	Training Category	Student Status
<input checked="" type="checkbox"/> Required Training - 2023 1st Amendment Audits/Legal Update	10/19/2023	10/19/2023		1h 0m		Completed
<input type="checkbox"/> Required Training - 2023 MSECC	10/19/2023	10/19/2023		0h 3m		Completed
<input type="checkbox"/> Required Training - 2023 Active Threat for Civilians	09/22/2023	09/22/2023		0h 35m		Completed
<input type="checkbox"/> Required Training - 2023 Mental Health	08/16/2023	08/17/2023		2h 0m		Completed
<input type="checkbox"/> Required Training - 2023 Cordico App 2	08/14/2023	08/14/2023		0h 5m		Completed
<input type="checkbox"/> Required Training - 2023 Marijuana	07/20/2023	07/20/2023		1h 0m		Completed

Previous Period (07/01/2022 - 06/30/2023) Training for Period: 144h 44m

Other Periods (through 06/30/2022) Training for Period: 199h 0m

Grades cannot be calculated because weights for this class are not valid.

[Attach a document](#) | [Provide other clarifying comments](#)

FULFILLMENT

I want to finish later
 The requirement has been met or exceeded (requires information above)
 Request waiver (requires clarifying comments above)

* Required Information [Cancel](#) [Save](#)

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?

* Approving Supervisor Name/Rank

* Approving Staff/Director/Designee -Title/Rank

* External Agency Billing Contact - Name/Email

* Is Supervisor/POC email entered below as contact?

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.

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

Date of Birth

Training 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)

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**