

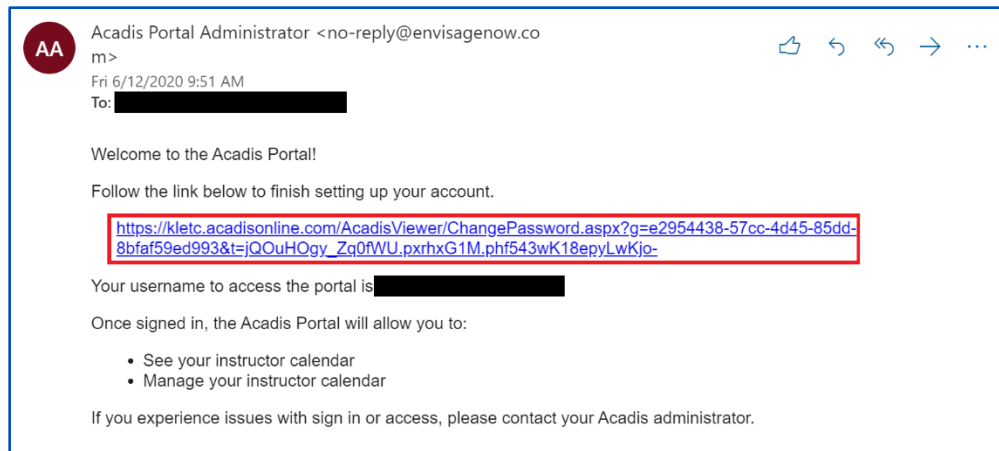
Satellite Academy Online Registration Guide

Welcome to our new campus records management system. This is a WebForm used by satellite academies to report basic training for newly-hired officers. It may be useful to have the applicant present while submitting this form. If you have already established a username and password with KLETC you may skip forward to step 3. If this is not the case, begin with step 1.

1) Accessing the portal for the first time:

If the point of contact, who is usually an agency's chief, sheriff or designated training coordinator, has not requested a registration portal account, please contact Angie Evans at 620-694-1528 or ajevans@kletc.org. Once the agency point of contact has contacted the Angie to request a new account for our new online system, an email will be sent to the address used to sign up, which should look similar to the image below.





Click on the link to the website to begin the password reset process for the portal website. Your link will be unique and will expire over time. The username given to you is simply your email and can be used at any time after registration to sign into our online portal website.

2) Password reset screen:

Here, you will be asked to create a password for the account. The password must follow the given guidelines to be valid.

Password Rules

Your new password must conform to certain rules to be accepted. Please review the rules below before entering your new password:

- can contain the following special characters:] ~ [] ! { @ # \$ % ^ & * () _ -
- none of the last 3 passwords may be re-used
- length must be no less than 8 characters
- length must be no more than 20 characters
- must have at least 1 number
- must have at least 1 uppercase character
- must have at least 1 special character
- cannot have any more than 2 consecutive repeated characters
- may not contain your user name

Confirm your new password

To ensure that you have typed your new password correctly, you are required to re-enter the new password to confirm.

Once your password has been reset, you will be taken to an end-user license agreement page. Read the terms and conditions and click “accept” to continue with the registration process. The agreement will only show during the initial signup.

3) Normal Sign-In page:

First time users will not see this screen yet. Once the account has been activated and the password has been reset, you will be automatically signed in to the online registration portal and begin the process of requesting basic training (see step 4). For any sign-in after the first time, you will be taken to this login screen. You may want to bookmark it for future reference. On the left-hand side of the registration portal sign-in page, enter your new username found on the welcome email and your new password. This will take you to the homepage.

The screenshot shows the 'Kansas Law Enforcement Training Center Portal' with a blue header. On the left, a 'Sign in' box is highlighted with a red rectangle, containing fields for 'E-mail address (Username)' and 'Password', a 'Reset your password' link, and a 'Sign in' button. Below this are links for 'Terms of Service' and 'Feedback'. The main content area features the KU logo, the portal title, a photo of the training center, and a section titled 'Basic Training Registration Starts Here' with three numbered steps for new users, returning students, and new hires. On the right, there are sections for 'Resources' (Available Training, WebForms), 'Technical Support' (contact info for Angie Evans), and 'System Information' (description of the Acadis Readiness Suite).

4) Online Registration Portal Page:

After you have entered a username and password, you will be taken to the online registration portal homepage. This is the first thing you will see every time you sign in.

The screenshot displays the Online Registration Portal homepage. At the top, a navigation bar includes links for Home, Calendar, Training and Events, Registration, Organization, Workflow, and Academy Resources. On the right side of the navigation bar, there are links for "Email my Professional History Report" and "Manage Profile". Below the navigation bar, the user's profile is shown, including a profile picture and a name. The profile section contains fields for Academy ID, Primary Phone, Emergency Contact, Mailing Address, and Primary Email. Below the profile section, there are three main sections: "Certifications" (showing "None Specified"), "Employment", and "Training". At the bottom right of the page, there is a "View By" section with radio buttons for "Fiscal Year" and "Calendar Year", and a "Reports" button.

a) Academy Resources tab:

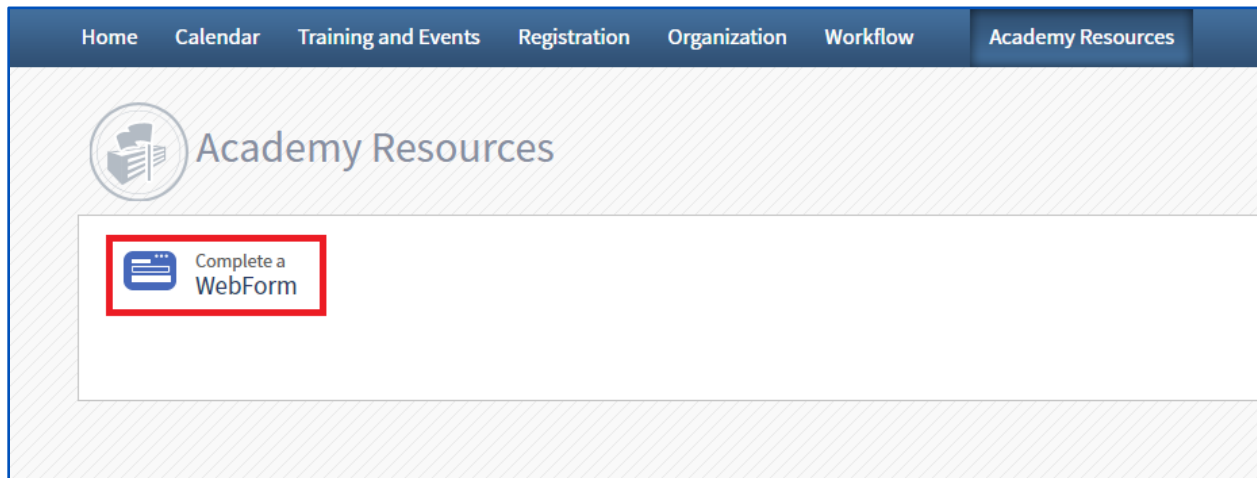
In order to start new student registration, click on the “Academy Resources” tab on the right side of the toolbar at the top of your screen.



This link will take you to a new page where you will begin the registration process.

5) Academy Resources page:

Clicking the “Complete a WebForm” link will take you to the next page.



6) Full Time Basic Registration WebForm:

Here, select the “Satellite Academy Registration Form” link shown in the image below.

WebForms	
WEBFORM ▲	DESCRIPTION
Full Time Basic Training Registration	Use this WebForm to register a new student officer for basic training.
Satellite Academy Registration Form	Use this WebForm to register a new student officer for basic training.

This will take you to the page where you will fill out the form. All fields with red asterisks are required for submission.

7) Student Information:

This section is basic information about the registering student.

This form shall be completed by the sponsoring agency on behalf of students attending full-time or part-time basic training at KLETc.

Student Information

	<input type="text"/>	<input type="text"/>	<input type="text"/>	Choose...
	* First Name	Middle	* Last Name	Suffix
* Gender	Choose...			
* Date of Birth	<input type="text"/>			
* Agency	Enter organization name...			
* Student Title/Rank	Choose...			
* Hire Date	<input type="text"/>			
* Full-Time/Part-Time	Choose...			
Highest Level of Education Completed	Choose...			
* Sponsoring Academy/Training Center	Choose...			

8) Physical Examination:

In this section, include confirmation and all necessary information to verify that the student has completed a physical examination within twelve months prior to beginning basic training and has met the physical requirements of KSA 74-5605.

Physical Examination

I certify that the student officer has completed a physical examination within the twelve month period preceding the start date of basic training as indicated below. The student officer satisfies the requirements of KSA 74-5605 and is free from any physical condition which would prohibit the student officer's participation in physically strenuous training activities held at the KLETc or at any certified state or local law enforcement training academy. A description of the foregoing requirements may be found at <https://kletc.org/resources> (click on Basic Training Forms, Verification of Physical Ability Form).

* Date of Physical Examination	<input type="text"/>		
Name of Health Practitioner Administering Physical Examination	<input type="text"/>	<input type="text"/>	Choose...
	* First	* Last	Suffix
Address of Health Practitioner	<input type="text"/>		
	* Address 1		
	<input type="text"/>		
	Address 2		
	<input type="text"/>	Choose...	<input type="text"/>
	* City	* State	* Zip
Phone Number of Health Practitioner	<input type="text"/>		
	* Phone Number		

9) Psychological Examination:

This section is similar to the above section. Enter the information to confirm that the student has undergone an appropriate psychological examination within twelve months prior to beginning basic training.

Psychological Examination

I certify that the student officer has completed a psychological examination within the twelve month period preceding the start date of basic training as indicated below.

* Date of Psychological Examination

Name of Doctor or Company Administering Psychological Examination

* First * Last Suffix

Address of Doctor or Company

* Address 1

Address 2

* City * State * Zip

Phone Number of Doctor or Company

* Phone Number

10) Certification of Submission:

This section should be completed by the department head or the designee to certify that the information submitted is as complete and accurate as possible. By entering your name in the signature box, you are confirming that all above information is correct.

Certification of Submission

* Agency Head First Name

* Agency Last Name

* Agency Head Email Address

Person Submitting Documentation

* First * Last

* Submitter's Email Address

* Title/Rank

If Other, please provide Title/Rank

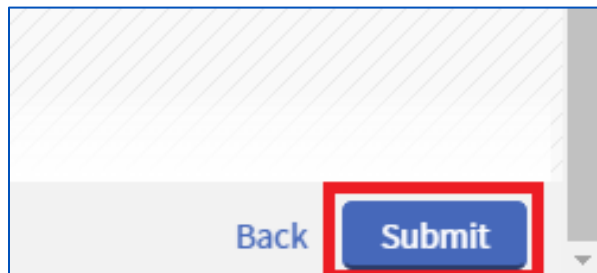
By typing your name in the box below, you certify under penalty of perjury that the information provided on this form is true and correct to the best of your knowledge, and further, you certify under penalty of perjury that the student officer has met the requirements of KSA 74-5605.

* Date of Verification

* Electronic Signature

11) **Submit form:**

Once you have entered all required fields and fully verified that all included information is correct, you may click the “Submit” button on the bottom-right corner of your screen.



This will submit the request for basic training. You should receive an email from the Kansas Law Enforcement Training Center confirming that we have received your request for a basic training slot. If you are having trouble finding the confirmation email, check your spam and junk folders. If you have clicked on the “Submit” button and nothing happens, please review the data you type in the page, you may have missed a required field.

Your officer has not yet been enrolled in a specific class. KLETC will confirm demographic submission with CPOST, then enroll your student in the appropriate class. If you have any questions regarding registrations, please contact the Karen Roberts, the KLETC registrar at 620-694-1521 or at kroberts@kletc.org.