# Basic Training Online Registration Guide

Welcome to our campus records management system. This is a WebForm used by agencies to request basic training for newly-hired officers. Once the KLETC registrar receives a demographic you can begin the registration process with KLETC. However, KLETC will not enroll a student until we have the KS CPOST demographic. We need both pieces of information to enroll your new hire.

Questions:

Contact the KLETC Registrar: klect-registrar@ku.edu

1) **Accessing the portal**:

    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 Christina Carmichael at 620-694-1524 or crcarmichael@kletc.org or kletc-registrar@ku.edu. Once the agency point of contact has requested 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.
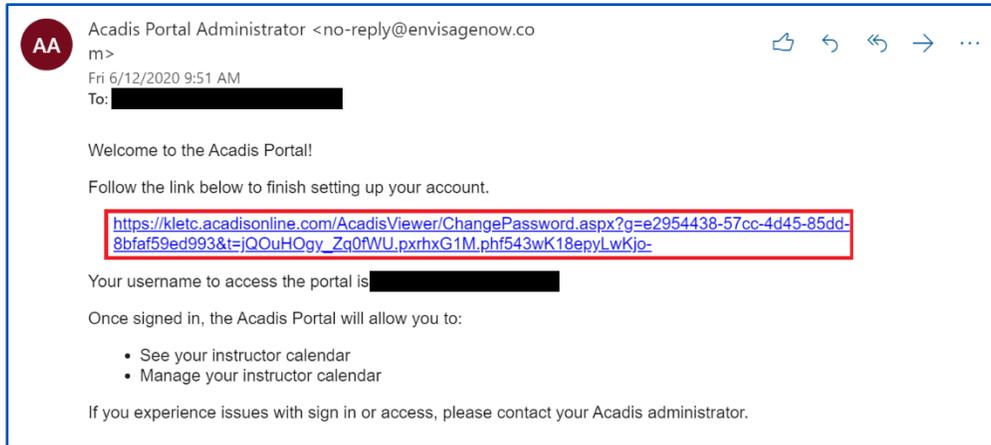
Click on the link to the website to begin the password reset process for the portal website. Your link will be unique and will expire over time. The username given to you is simply your email and can be used at any time after registration to sign into our online portal website.

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.

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.

3) **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 right-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.

4) **First Time Sign-In and Online Registration Homepage**:

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.
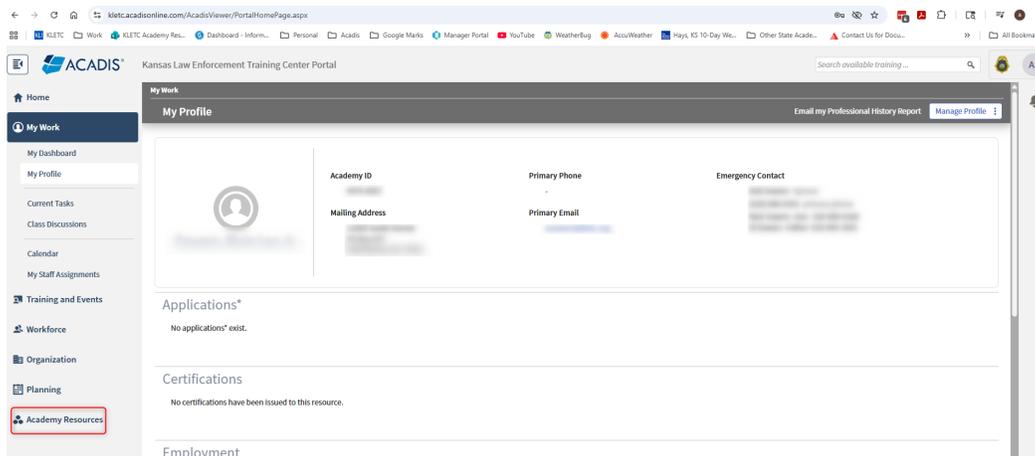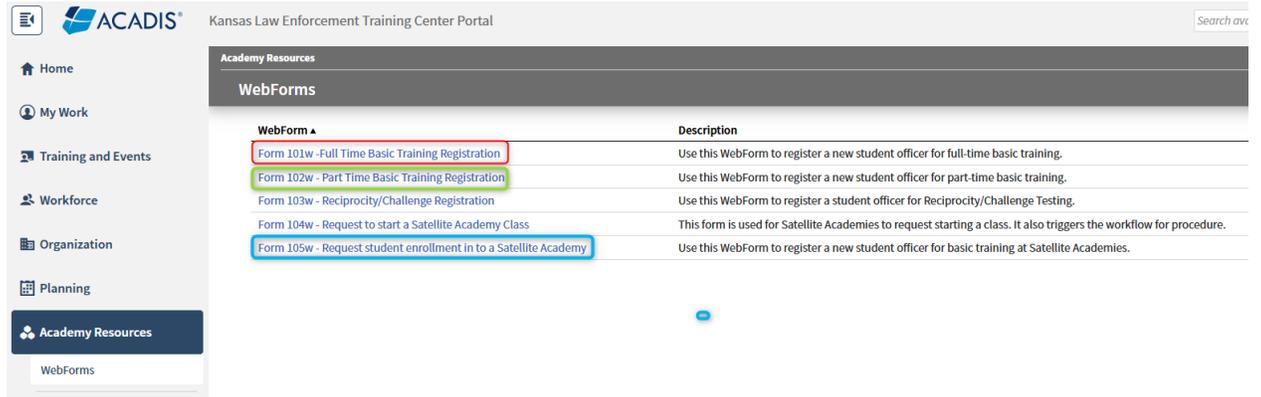

a) **Academy Resources tab**:

In order to start new student registration, click on the "Academy Resources"

tab on the left side menu on your screen. This link will take you to a new page

where you will begin the registration process.

5) **Academy Resources page**:

Clicking the "WebForms" link will take you to the next page.

6) **Full-Time/Part-Time/Satellite Academy Registration WebForms**:

- **Click on link in Red Box for Full-Time Basic Training (if coming to KLETC)**

- **Click on link in Green Box for Part-Time Basic Training (if coming to KLETC)**

- **Click on link in Red Box for Full-Time Basic Training (if going to any of the eight Satellite Academies)**

7) **Student Information**:

This section is basic information about the registering student.

(some of the requests for information do not apply to Satellite Academies)

Complete as much of the information as possible. Any field with a "*" is a required field. The WebForm will not submit if a required field is left blank. While it is not required for form submission, please include the student's middle name if they have one. **When filling out the Mailing Address section, use the student's home address.**

KLETC collects students' cell phone information to use with the Emergency Notification System for purposes of delivering safety or other relevant messages to students.

8) **Emergency contact information**: The student's chosen emergency contact information is entered here. All fields are required.

Emergency Contact Information
* Emergency Contact Name
* Phone #
* Address
* City   Choose...   * State   * Zip
* Relationship

9) **Alcohol Prohibition Policy –** Make sure you review this with your new hire and type "yes" to confirm the policy was reviewed.

10) **First Aid/CPR/AED training**:

(does not apply to Part-Time or Satellite Academies)

If the agency would like to register the student for the First Aid/CPR/AED Training class that is available to all full-time basic training students, select the "Yes" option in the dropdown menu. If the student already has up-to-date training or plans on taking a class outside of basic training, the agency may select the "No" option. Be aware that if the student chooses not to take this class, the responsibility falls on their hiring agency to ensure they receive proper training.

First Aid/CPR/AED Training

First Aid/CPR/AED training is as an optional evening class offered to all full-time basic training students. Please indicate below if you want your officer to attend the optional First Aid/CPR/AED evening class.

* First Aid/CPR/AED Training

Choose...
Yes
No

NOTE: First Aid/CPR/AED are critical con[...]clines First Aid/CPR/AED training at KLETC, the agency assumes full responsibility for ensuring its officer is adequately trained in this area[...]

11) **Veterans Benefits –** select the appropriate option in the two pull down bars.

(does not apply to Part-Time or Satellite Academies)

12) **Americans With Disabilities Act**

(does not apply to Satellite Academies, speak to the Academy Commander if you have questions)

If your student chooses to disclose a disability and seek accommodations, please follow the instructions outlined in the Americans with Disabilities Act Guide.

Americans with Disabilities Act (ADA) Amendments Act

VOLUNTARY SELF-IDENTIFICATION AND DISABILITY

The University of Kansas / KLETC complies with the Americans with Disabilities Act Amendments Act. If a student officer chooses to voluntarily disclose a disability, and seek a reasonable accommodation, they may complete the Voluntary Self-Identification and Disability Disclosure Form found at https://kletc.org/resources (click on Basic Training Forms).

Upon submission of the Voluntary Self-Identification and Disability Disclosure Form please contact KLETC Basic Training Administrator Amy Osburn at 620-694-1507 or arosburn@kletc.org as soon as possible.

Act Amendments Act. If a student officer chooses to voluntarily disclose a disability, and se[...] bility Disclosure Form found a https://kletc.org/resources click on Basic Training Forms).

If your student does not choose to disclose a disability or seek accommodations for their disability, please continue on to step 13.

13) **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.

14) **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.

15) **Student Uniform Information –**

16) *(does not apply to Part-Time or Satellite Academies)*

This information is used to order the uniforms prior to the start of the class. The uniforms will be ready for them on day one of the academy (in most cases).

17) **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.

18) **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.
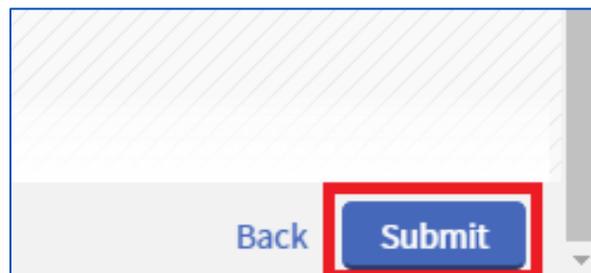
This will submit the request for basic training. You should receive an email from the Kansas Law Enforcement Training Center confirming that we have received your request for a basic training slot. If you are having trouble finding the confirmation email, check your spam and junk folders.

Your officer has not yet been enrolled in a specific class. KLETC will determine the first available class to enroll your student. You will soon receive additional emails letting you know the first available class in which your student will be enrolled. Now, you may return to the home page of our online service or fully sign out of your account.