

DCJS Acadis Portal Guide

Guide to Roster Entry for Security Guard Training Programs



**Division of Criminal
Justice Services**

New York State Division of Criminal Justice Services
80 South Swan Street, Albany, New York 12110

www.criminaljustice.ny.gov

Introduction

Background

The Division of Criminal Justice Services, Office of Public Safety is responsible for the approval and tracking of Security Guard Training in the State of New York. In the past, any security guard course documentation received by or transmitted from DCJS was done through a paper based process requiring data entry by both security guard school directors and DCJS staff.

To streamline the process, DCJS procured a comprehensive web-based training and certification management system, Acadis™ Readiness Suite, designed to submit and approve security guard training in one consolidated database. Acadis provides tangible benefits to security guard school directors in New York State by allowing directors the ability to electronically report training rosters to DCJS.

More information about the Acadis Readiness Suite can be found at <http://www.envisagenow.com/solutions/the-acadis-readiness-suite/>.

Purpose of Guide

This guide will provide Security Guard School Directors with the step by step process required to create training events, select rosters and submit those rosters to DCJS for approval. Additionally, the training will provide School Directors with the process to monitor their submissions and make any necessary corrections as required by DCJS staff.

Access Requirements

Prior to accessing the Acadis system, each agency must:

- 1) Submit a signed Use and Dissemination Agreement to DCJS
- 2) Identify Acadis portal user
- 3) Obtain system permissions from DCJS for agency-identified users
- 4) Only Owners, Directors and Co-Directors will be allowed access to the Acadis System.

How to Utilize this Guide

For quick reference of a specific section of this guide, users can refer to the Table of Contents and select the hyperlink for the corresponding section. For questions regarding the system, users can email dcjsopssecurityguard@dcjs.ny.gov for assistance.

DCJS Acadis Portal Guide
Table of Contents

| | Page |
|--|-------------|
| Section 1: Accessing the Acadis Portal | 1 |
| Logging into the DCJS Acadis Portal | 1 |
| Navigating your Acadis Home Screen..... | 4 |
| Section 2: Submitting Course Rosters for Approval | 8 |
| Submitting a Training Event. | 9 |
| Section 3: Monitoring & Editing Submitted Courses | 28 |
| Monitoring Submitted Courses | 29 |
| Correcting Rejected Course Submissions | 32 |
| Appendix A | |
| Creating a Person I.D. Quick Guide | |

Section 1: Accessing the Acadis Portal

In this section you will learn how to:

- ✓ Login to your Acadis account.
- ✓ Navigate your Acadis Portal Homepage.



Note: Using the “Back” button in your browser could cause you to lose any unsaved progress. When using Acadis it is best to always utilize the buttons and key prompts within Acadis, not those on your web browser.

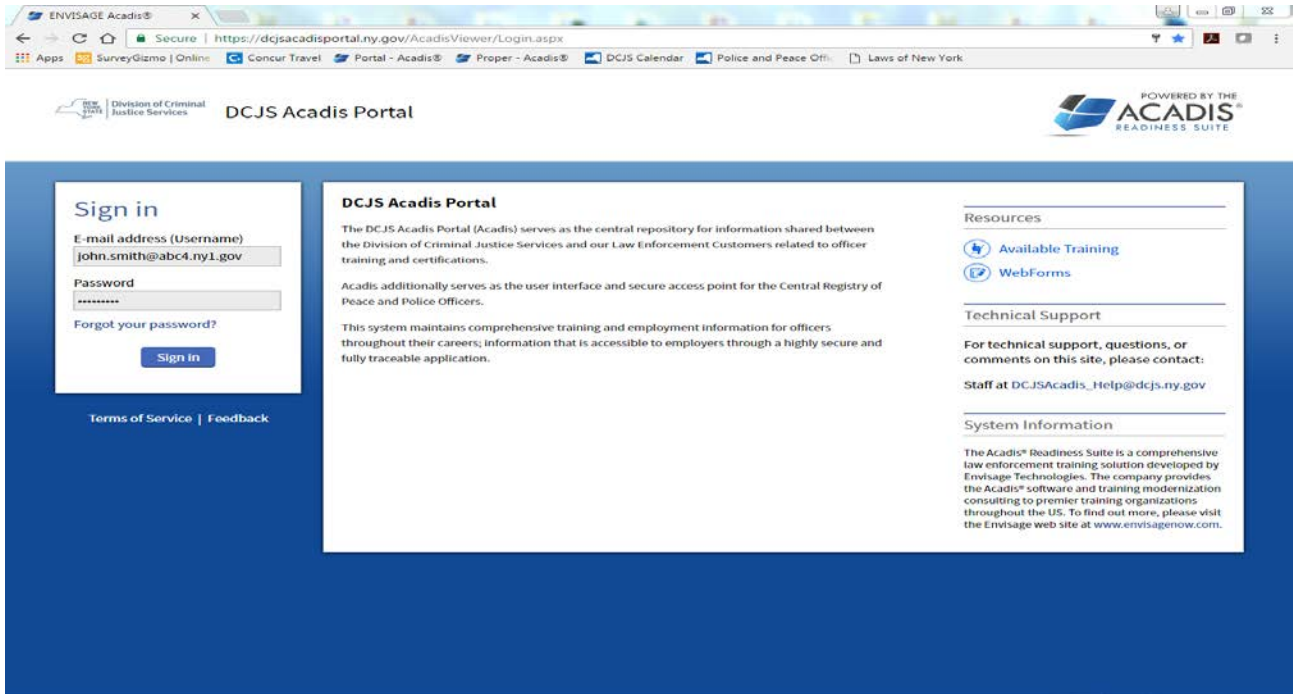


Additional Information:

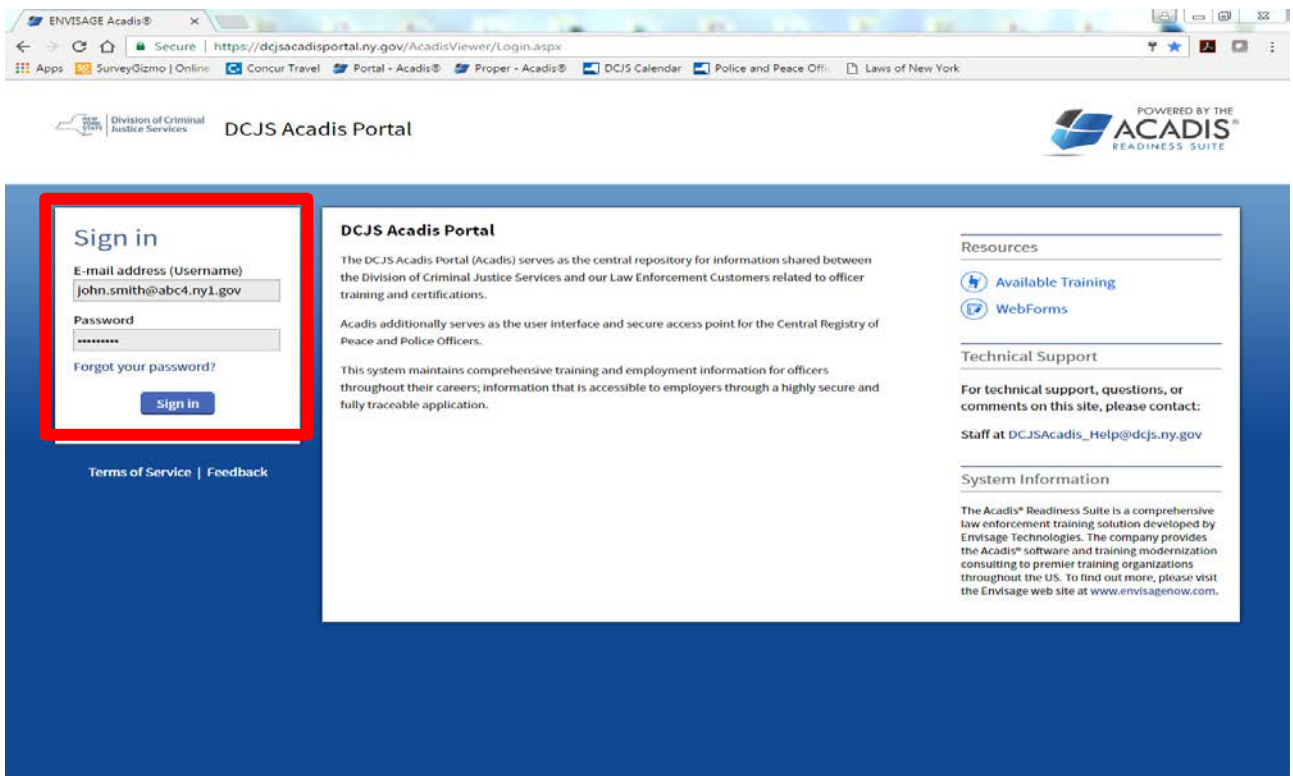
- It is important to remember before utilizing Acadis to either disable your web browser’s pop-up blocker or add Acadis to your list of exceptions for pop-ups.
- The Acadis system will automatically log you out of the system if the computer you are working on is idle for 20 minutes. If you need to step away from your computer for any reason, be sure to utilize the “Save AS Draft” button to ensure you do not lose any of your entered data.
- You **cannot** use the Acadis system to verify student’s previous employment history.

Logging into your Acadis account

Navigate to <https://dcjsacadisportal.ny.gov>



Enter your Acadis login credentials that were provided to you by DCJS and select “Sign In”.





If you are an agency identified user and do not yet have your login information, please contact DCJS at dcjsopssecurityguard@dcjs.ny.gov or DCJSAcadis_Help@dcjs.ny.gov Otherwise, please move on to the next page.

Sign in

E-mail address (Username)

Password

Forgot your password?

[Sign in](#)

[Terms of Service](#) | [Feedback](#)

DCJS Acadis Portal

The DCJS Acadis Portal (Acadis) serves as the central repository for information shared between the Division of Criminal Justice Services and our Law Enforcement Customers related to officer training and certifications.

Acadis additionally serves as the user interface and secure access point for the Central Registry of Peace and Police Officers.

This system maintains comprehensive training and employment information for officers throughout their careers; information that is accessible to employers through a highly secure and fully traceable application.

Resources

- [Available Training](#)
- [WebForms](#)

Technical Support

For technical support, questions, or comments on this site, please contact:
Staff at DCJSAcadis_Help@dcjs.ny.gov

System Information

The Acadis® Readiness Suite is a comprehensive law enforcement training solution developed by Envisage Technologies. The company provides the Acadis® software and training modernization consulting to premier training organizations throughout the US. To find out more, please visit the Envisage web site at www.envisagenow.com.

Navigating Your Acadis HomeScreen

Once you have signed in to the Acadis Portal you should become familiar with your Acadis profile home screen. First, review your profile information and ensure it is correct.

DCJS Acadis Portal

Home Training & Events Organization Personnel Academy Resources

Smith, John

Smith, John

My Profile [Email my Professional History Report](#) [Manage Profile](#)

Person ID Smith-01012001-3456
 Mailing Address None specified
 Primary Phone None specified
 Primary Email dcjsopssecurityguard@dcjs.ny.gov

Certifications
None Specified

Employment

| Organization | Employment Type / Appointment Type | Supervisor | Last Hired |
|--|--|------------|------------|
| John Smith Security Training Academy 12245 Security Guard School Personnel Active | No employment type / No appointment type | | 09/19/2018 |

Training [View By](#) Fiscal Year Calendar Year [Reports](#)

None Specified

All of your certifications will be displayed under the “Certifications” heading on your home screen. These will be any certifications you have obtained through prior employment.

DCJS Acadis Portal

Home Training & Events Organization Personnel Academy Resources

Smith, John

Smith, John

My Profile [Email my Professional History Report](#) [Manage Profile](#)

Person ID Smith-01012001-3456
 Mailing Address None specified
 Primary Phone None specified
 Primary Email dcjsopssecurityguard@dcjs.ny.gov

Certifications
None Specified

Employment

| Organization | Employment Type / Appointment Type | Supervisor | Last Hired |
|--|--|------------|------------|
| John Smith Security Training Academy 12245 Security Guard School Personnel Active | No employment type / No appointment type | | 09/19/2018 |

Training [View By](#) Fiscal Year Calendar Year [Reports](#)

None Specified

Under the “Employment” heading you will be able to view your current place of employment.



The date under “Last Hired” is a generic date and has no relation to you or your employment history in anyway.

DCJS Acadis Portal | Home | Training & Events | Organization | Personnel | Academy Resources | Smith, John

Smith, John

My Profile | Email my Professional History Report | Manage Profile

Person ID: Smith-01012001-3456
 Mailing Address: None specified
 Primary Phone: None specified
 Primary Email: dcjspssecurityguard@dcjs.ny.gov

Certifications
 None Specified

Employment

| Organization | Employment Type / Appointment Type | Supervisor | Last Hired |
|--|--|------------|------------|
| John Smith Security Training Academy 12345 Security Guard School Personnel Active | No employment type / No appointment type | | 09/19/2018 |

Training | View By: Fiscal Year | Calendar Year | Reports

None Specified

The “Training” heading will show any training you have conducted.

DCJS Acadis Portal | Home | Training & Events | Organization | Personnel | Academy Resources | Smith, John

Smith, John

My Profile | Email my Professional History Report | Manage Profile

Person ID: Smith-01012001-3456
 Mailing Address: None specified
 Primary Phone: None specified
 Primary Email: dcjspssecurityguard@dcjs.ny.gov

Certifications
 None Specified

Employment

| Organization | Employment Type / Appointment Type | Supervisor | Last Hired |
|--|--|------------|------------|
| John Smith Security Training Academy 12345 Security Guard School Personnel Active | No employment type / No appointment type | | 09/19/2018 |

Training | View By: Fiscal Year | Calendar Year | Reports

None Specified

To view your Organization’s information, click on the “Organization” tab in the tool bar at the top of the screen.

DCJS Acadis Portal | Smith, John

Home | Training & Events | **Organization** | Personnel | Academy Resources

Smith, John

My Profile | Email my Professional History Report | Manage Profile

Person ID: Smith-01012001-3456
 Mailing Address: None specified
 Primary Phone: None specified
 Primary Email: dcjsopssecurityguard@dcjs.ny.gov

Certifications
 None Specified

Employment

| Organization | Employment Type / Appointment Type | Supervisor | Last Hired |
|---|--|------------|------------|
| John Smith Security Training Academy 12345 Security Guard School Personnel Active | No employment type / No appointment type | | 09/19/2018 |

Training | View By: Fiscal Year | Calendar Year | Reports

None Specified

You will now be on your Organizations page where you can view the contact information for your organization along with staff who are assigned access to the Acadis Portal. Verify that all the information is correct, if not, contact DCJS Staff at dcjsopssecurityguard@dcjs.ny.gov

DCJS Acadis Portal | Smith, John

Home | Training & Events | **Organization** | Personnel | Academy Resources

Organization

Organization Profile

Name John Smith Security Training Academy 12345
Mailing Address 80 South Swan Street
 Albany, NY 12210
 (Albany County)
Primary Phone (518) 518-5188 (Instructor Phone 1)
Email Address JohnSmith@email.com

Points of Contact (POC)

| Contact Role | Name (Last, First) | Email Address | Phone |
|-----------------|--------------------|----------------------------------|-------|
| Primary Contact | Smith, John ★ | dcjsopssecurityguard@dcjs.ny.gov | |



Congratulations. You have completed Section 1: Logging into the Acadis Portal. You should now be able to successfully login to the Acadis Portal.


You should also have a basic understanding of the information available to you on your Acadis Portal home page. The next section of this guide will walk you through the Training & Events tab and the process to submit courses to DCJS for approval.

Section 2: Submitting Course Rosters for Approval

Section 2 will teach you how to:

- ✓ Submit training courses and rosters for approval.
- ✓ Track course submissions and monitor for approval.
- ✓ Edit, make corrections and re-submit rejected courses.



In this section where you see the following symbol, , it relates to an action that if not properly performed will be cause for having your roster rejected. It is very important to review these points and to review your work throughout the roster submission process to ensure you are completing all the required data in an acceptable manner.

Submitting a Training Event

From your Acadis Portal home screen, scroll over the “Training & Events” tab to view the options available with this selection.

DCJS Acadis Portal

Home **Training & Events** Organization Personnel Academy Resources

Smith, John

My Profile Email my Professional History Report Manage Profile

Person ID: Smith-01012001-3456
 Mailing Address: None specified
 Primary Phone: None specified
 Primary Email: dcjsopssecurityguard@dcjs.ny.gov

Certifications
 None Specified

Employment

| Organization | Employment Type / Appointment Type | Supervisor | Last Hired |
|--|--|------------|------------|
| John Smith Security Training Academy 12345 Security Guard School Personnel Active | No employment type / No appointment type | | 09/19/2018 |

Training View By: Fiscal Year Calendar Year Reports

None Specified

For this step, select “Submit Completed Training for Approval” from the drop down menu.

DCJS Acadis Portal

Home Training & Events Organization Personnel Academy Resources

Submit Completed Training for Approval
 View Approved Training Submissions
 Print a Report of Completed Training

Smith, John

My Profile Email my Professional History Report Manage Profile

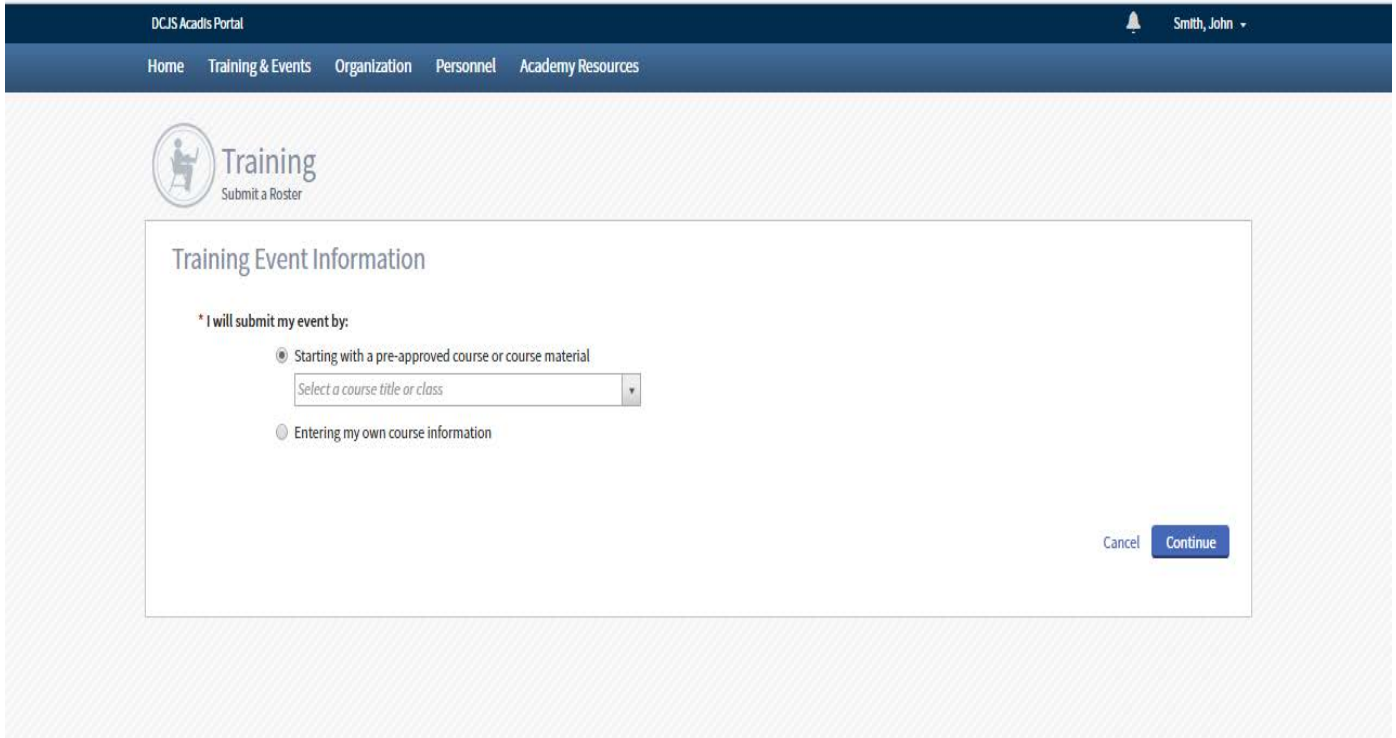
Person ID: Smith-01012001-3456
 Mailing Address: None specified
 Primary Phone: None specified
 Primary Email: dcjsopssecurityguard@dcjs.ny.gov

Certifications
 None Specified

Employment

| Organization | Employment Type / Appointment Type | Supervisor | Last Hired |
|--|--|------------|------------|
| John Smith Security Training Academy 12345 Security Guard School Personnel Active | No employment type / No appointment type | | 09/19/2018 |


You should now be on the “Training Event Information” page.



DCJS Acadis Portal

Smith, John

Home Training & Events Organization Personnel Academy Resources

 Training
Submit a Roster

Training Event Information

* I will submit my event by:

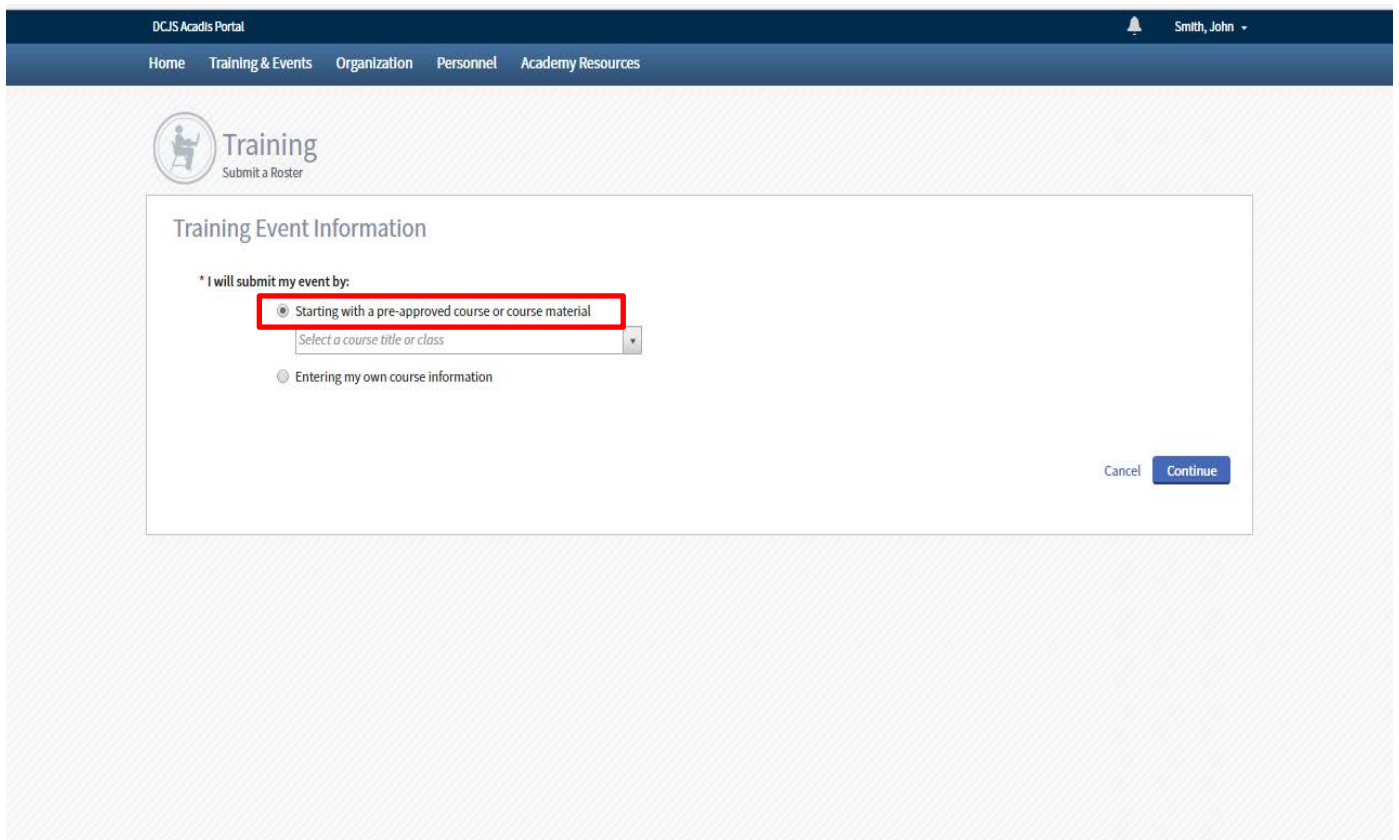
Starting with a pre-approved course or course material

Select a course title or class

Entering my own course information

Cancel Continue


Make sure that “Starting with a Pre-Approved Course or Course Material” button is selected.



DCJS Acadis Portal

Smith, John

Home Training & Events Organization Personnel Academy Resources

 Training
Submit a Roster

Training Event Information

* I will submit my event by:

Starting with a pre-approved course or course material

Select a course title or class

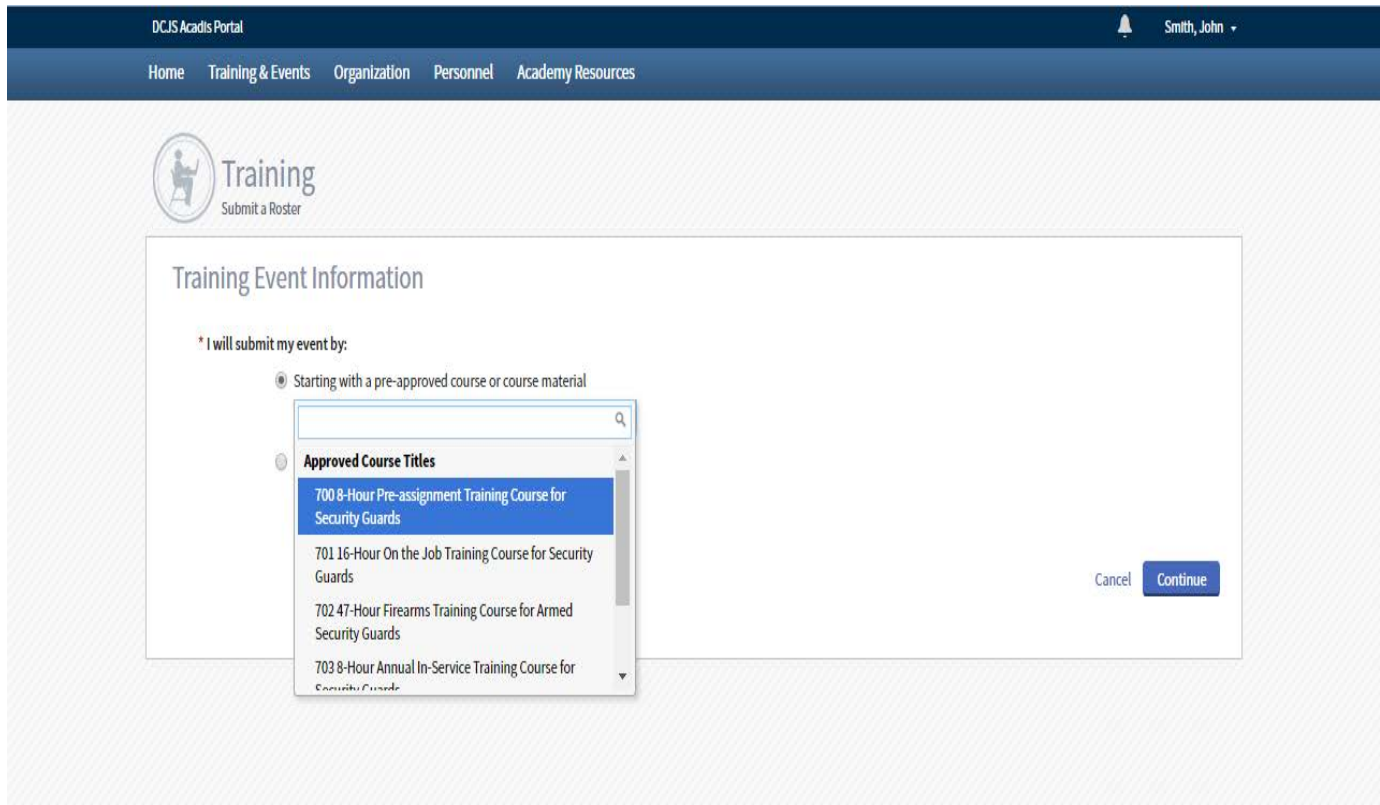
Entering my own course information

Cancel Continue



: Do not select “Entering my own Course Information”. Selecting this button will cause your course to be rejected by DCJS staff.

From the drop-down list select course you will be submitting a roster for. For this guide we will be utilizing the 700 8-Hour Pre-Assignment Training Course for Security Guards.



DCJS Acadis Portal

Smith, John

Home Training & Events Organization Personnel Academy Resources

Training
Submit a Roster

Training Event Information

* I will submit my event by:

Starting with a pre-approved course or course material

Approved Course Titles

- 700 8-Hour Pre-assignment Training Course for Security Guards
- 701 16-Hour On the Job Training Course for Security Guards
- 702 47-Hour Firearms Training Course for Armed Security Guards
- 703 8-Hour Annual In-Service Training Course for Security Guards

Cancel Continue



The course options are:

- **700 8-Hour Pre-Assignment Training Course for Security Guards**
- **701 16-Hour On the Job Training Course for Security Guards**
- **702 47-Hour Firearms Training Course for Armed Security Guards**
- **703 8-Hour Annual In-Service Training Course for Security Guards**
- **704 8-Hour Annual Firearms Training Course for Armed Security Guards**
- **705 40-Hour Instructor Development Course**

After selecting the course you are submitting, a description will appear. Ensure this is the correct course and select "Continue"

DCJS Acadis Portal Smith, John

Home Training & Events Organization Personnel Academy Resources

Training
Submit a Roster

Training Event Information

* I will submit my event by:

- Starting with a pre-approved course or course material
 - 700 8-Hour Pre-assignment Training Course for Security Guards
- Entering my own course information

Description
§6027.3 Minimum standards of the eight hour pre-assignment training course. (a) No eight hour pre-assignment training course for security guards shall be approved by the commissioner which does not follow a curriculum consisting of at least eight hours which includes, but is not limited to, the following general topic areas and corresponding minimum time requirements: Introduction - one-quarter (1/4) hour; Role of a security guard - one and one-quarter (1 1/4) hours; Legal powers and limitations - two (2) hours; Emergency situations - one (1) hour; Communications and public relations - one (1) hour; Access control - one-half (1/2) hour; Ethics and conduct - one (1) hour; and Review and examination - one (1) hour.

Cancel **Continue**

You should now be on the training description page. Before continuing verify that you have selected the correct course

DCJS Acadis Portal Smith, John

Home Training & Events Organization Personnel Academy Resources

Training
Submit Completed Training for Approval

Training Description

Course Title 700 8-Hour Pre-assignment Training Course for Security Guards

Description §6027.3 Minimum standards of the eight hour pre-assignment training course. (a) No eight hour pre-assignment training course for security guards shall be approved by the commissioner which does not follow a curriculum consisting of at least eight hours which includes, but is not limited to, the following general topic areas and corresponding minimum time requirements: Introduction - one-quarter (1/4) hour; Role of a security guard - one and one-quarter (1 1/4) hours; Legal powers and limitations - two (2) hours; Emergency situations - one (1) hour; Communications and public relations - one (1) hour; Access control - one-half (1/2) hour; Ethics and conduct - one (1) hour; and Review and examination - one (1) hour.

* Start Date

* End Date

Training Category All attendees will have the same training category
 Category

Each attendee may have a different training category

* Hours

* Report Training To NY DCJS

Event Comments

INSTRUCTION PROVIDER **INSTRUCTOR CONTACT**

* Type Official Provider/Certified Instructor
 Other

Instructor Name
 Email
 Phone () - Ext.

Cancel | Save As Draft **Add Students**

If the course is correct, enter the start and end dates of the training provided by selecting the calendar icon next to the text boxes.

DCJS Acadis Portal

Home Training & Events Organization Personnel Academy Resources

Smith, John

Training
Submit Completed Training for Approval

Training Description

Course Title 700 8-Hour Pre-assignment Training Course for Security Guards

Description §6027.3 Minimum standards of the eight hour pre-assignment training course. (a) No eight hour pre-assignment training course for security guards shall be approved by the commissioner which does not follow a curriculum consisting of at least eight hours which includes, but is not limited to, the following general topic areas and corresponding minimum time requirements: Introduction - one-quarter (1/4) hour; Role of a security guard - one and one-quarter (1 1/4) hours; Legal powers and limitations - two (2) hours; Emergency situations - one (1) hour; Communications and public relations - one (1) hour; Access control - one-half (1/2) hour; Ethics and conduct - one (1) hour; and Review and examination - one (1) hour.

* **Start Date**

* **End Date**

Training Category All attendees will have the same training category
 Category

Each attendee may have a different training category

* **Hours**

* **Report Training To** NY DCJS

Event Comments

INSTRUCTION PROVIDER

* **Type** Official Provider/Certified Instructor

 Other

INSTRUCTOR CONTACT

Instructor Name

Email

Phone () - Ext.

Cancel | Save As Draft **Add Students**

Select the dates from that calendar that you conducted the training.

DCJS Acadis Portal

Home Training & Events Organization Personnel Academy Resources

Smith, John

Training
Submit Completed Training for Approval

Training Description

Course Title 700 8-Hour Pre-assignment Training Course for Security Guards

Description §6027.3 Minimum standards of the eight hour pre-assignment training course. (a) No eight hour pre-assignment training course for security guards shall be approved by the commissioner which does not follow a curriculum consisting of at least eight hours which includes, but is not limited to, the following general topic areas and corresponding minimum time requirements: Introduction - one-quarter (1/4) hour; Role of a security guard - one and one-quarter (1 1/4) hours; Legal powers and limitations - two (2) hours; Emergency situations - one (1) hour; Communications and public relations - one (1) hour; Access control - one-half (1/2) hour; Ethics and conduct - one (1) hour; and Review and examination - one (1) hour.

* **Start Date**

* **End Date**

Training Category

training category

* **Hours**

* **Report Training To** NY DCJS

Event Comments

INSTRUCTION PROVIDER

* **Type** Official Provider/Certified Instructor

 Other

INSTRUCTOR CONTACT

Instructor Name

Email

Phone () - Ext.

Cancel | Save As Draft **Add Students**

Ensure that the button next to “All Attendees will have the same training category” is selected.



Do not select the button for “each attendee may have a different training category”, doing so will cause your submission to be rejected by DCJS staff.

Select the dropdown menu for “Category” then select the course you are submitting a roster for.

The “Hours” box is locked with the correct course times in place. You will not have access to change the course hours.

DCJS Acadis Portal

Home Training & Events Organization Personnel Academy Resources

Smith, John

Training
Submit Completed Training for Approval

Training Description

Course Title 700 8-Hour Pre-assignment Training Course for Security Guards

Description §6027.3 Minimum standards of the eight hour pre-assignment training course. (a) No eight hour pre-assignment training course for security guards shall be approved by the commissioner which does not follow a curriculum consisting of at least eight hours which includes, but is not limited to, the following general topic areas and corresponding minimum time requirements: Introduction - one-quarter (1/4) hour; Role of a security guard - one and one-quarter (1 1/4) hours; Legal powers and limitations - two (2) hours; Emergency situations - one (1) hour; Communications and public relations - one (1) hour; Access control - one-half (1/2) hour; Ethics and conduct - one (1) hour; and Review and examination - one (1) hour.

* **Start Date** 9/20/2018

* **End Date** 9/20/2018

Training Category All attendees will have the same training category
 Category (700) 8-Hour Pre-assignment Training Course for Security Guards

Each attendee may have a different training category

* **Hours** 8

* **Report Training To** NY DCJS

Event Comments 8:00AM to 4:00PM

INSTRUCTION PROVIDER

* **Type** Official Provider/Certified Instructor
 Other

INSTRUCTOR CONTACT

Instructor Name _____

Email _____

Phone Choose... () - - Ext. _____

Cancel | Save As Draft **Add Students**

In the “Event Comments” text box, enter the physical address of the training location and the start/end times of the training conducted.

DCJS Acadis Portal

Home Training & Events Organization Personnel Academy Resources

Smith, John

Training
Submit Completed Training for Approval

Training Description

Course Title 700 8-Hour Pre-assignment Training Course for Security Guards

Description §6027.3 Minimum standards of the eight hour pre-assignment training course. (a) No eight hour pre-assignment training course for security guards shall be approved by the commissioner which does not follow a curriculum consisting of at least eight hours which includes, but is not limited to, the following general topic areas and corresponding minimum time requirements: Introduction - one-quarter (1/4) hour; Role of a security guard - one and one-quarter (1 1/4) hours; Legal powers and limitations - two (2) hours; Emergency situations - one (1) hour; Communications and public relations - one (1) hour; Access control - one-half (1/2) hour; Ethics and conduct - one (1) hour; and Review and examination - one (1) hour.

* **Start Date** 9/20/2018

* **End Date** 9/20/2018

Training Category All attendees will have the same training category
 Category (700) 8-Hour Pre-assignment Training Course for Security Guards

Each attendee may have a different training category

* **Hours** 8

* **Report Training To** NY DCJS

Event Comments 8:00am to 4:00pm
 80 South Swan Street
 Albany, NY 12210

INSTRUCTION PROVIDER

* **Type** Official Provider/Certified Instructor
 Other

INSTRUCTOR CONTACT

Instructor Name _____

Email _____

Phone Choose... () - - Ext. _____

Cancel | Save As Draft **Add Students**



Not entering physical address of the training and the start/end times will cause your submission to be rejected by DCJS staff.

Under “Instructor Provider” ensure that the button next to “Official Provider/Certified Instructor” is selected.

In the text box under the “Official Provider/Certified Instructor” enter the Security Guard School Name and the Instructor Name separated by a forward slash.

The screenshot shows the 'Training Description' form in the DCJS Acadis Portal. The form is divided into several sections:

- Course Title:** 700 8-Hour Pre-assignment Training Course for Security Guards
- Description:** §6027.3 Minimum standards of the eight hour pre-assignment training course. (a) No eight hour pre-assignment training course for security guards shall be approved by the commissioner which does not follow a curriculum consisting of at least eight hours which includes, but is not limited to, the following general topic areas and corresponding minimum time requirements: Introduction - one-quarter (1/4) hour; Role of a security guard - one and one-quarter (1 1/4) hours; Legal powers and limitations - two (2) hours; Emergency situations - one (1) hour; Communications and public relations - one (1) hour; Access control - one-half (1/2) hour; Ethics and conduct - one (1) hour; and Review and examination - one (1) hour.
- * Start Date:** 9/20/2018
- * End Date:** 9/20/2018
- Training Category:**
 - All attendees will have the same training category
 - Category: (700) 8-Hour Pre-assignment Training Course for Security Guards
 - Each attendee may have a different training category
- * Hours:** 8
- * Report Training To:** NY DCJS
- Event Comments:** 8:00am to 4:00pm
80 South Swan Street
Albany, NY 12210

At the bottom, there are two main sections:

- INSTRUCTION PROVIDER:**
 - Official Provider/Certified Instructor (highlighted with a red box)
 - Text field: JSS Academy/John Smith
 - Other
- INSTRUCTOR CONTACT:**
 - Instructor Name: [Text Field]
 - Email: [Text Field]
 - Phone: Choose... () - - Ext. [Text Field]

Buttons at the bottom right: Cancel | Save As Draft | Add Students



Selecting the button next to “Other” will cause your submission to be rejected.

Under the “Instructor Contact” heading, enter all of the instructors names separated by a backslash. For the email and phone contact information enter that of the lead instructor.

The screenshot shows the 'Training Description' form in the DCJS Acadis Portal. The 'INSTRUCTOR CONTACT' section is highlighted with a red box. It contains the following information:

- Instructor Name:** John Smith
- Email:** John.Smith@dcjs.gov.ny1
- Phone:** Instructor Phone 1 (selected from a dropdown), (518) 111-1111 Ext.

Other visible form fields include:

- Course Title:** 700 8-Hour Pre-assignment Training Course for Security Guards
- Description:** §6027.3 Minimum standards of the eight hour pre-assignment training course. (a) No eight hour pre-assignment training course for security guards shall be approved by the commissioner which does not follow a curriculum consisting of at least eight hours which includes, but is not limited to, the following general topic areas and corresponding minimum time requirements: Introduction - one-quarter (1/4) hour; Role of a security guard - one and one-quarter (1 1/4) hours; Legal powers and limitations - two (2) hours; Emergency situations - one (1) hour; Communications and public relations - one (1) hour; Access control - one-half (1/2) hour; Ethics and conduct - one (1) hour; and Review and examination - one (1) hour.
- Start Date:** 9/20/2018
- End Date:** 9/20/2018
- Training Category:** All attendees will have the same training category. Category: (700) 8-Hour Pre-assignment Training Course for Security Guards
- Hours:** 8
- Report Training To:** NY DCJS
- Event Comments:** 8:00am to 4:00pm, 80 South Swan Street, Albany, NY 12210

Make sure to choose “Instructor Phone 1” from the drop-down list at the “Phone” heading

This screenshot shows the same 'Training Description' form, but with a dropdown menu open for the 'Phone' field. The dropdown menu is highlighted with a red box and lists the following options:

- Choose...
- Emergency
- Instructor Fax
- Instructor Phone 1** (highlighted)
- Instructor Phone 2
- Organization
- Organization 2
- Organization Fax
- Venue
- Venue 2
- Venue Fax
- Instructor Phone 1 (selected)

The rest of the form content is identical to the previous screenshot.

If all the information is properly entered, select “Add Students” to continue.

DCJS Acadis Portal | Home | Training & Events | Organization | Personnel | Academy Resources | Smith, John

Training
Submit Completed Training for Approval

Training Description

Course Title 700 8-Hour Pre-assignment Training Course for Security Guards

Description §6027.3 Minimum standards of the eight hour pre-assignment training course. (a) No eight hour pre-assignment training course for security guards shall be approved by the commissioner which does not follow a curriculum consisting of at least eight hours which includes, but is not limited to, the following general topic areas and corresponding minimum time requirements: introduction - one-quarter (1/4) hour; Role of a security guard - one and one-quarter (1 1/4) hours; Legal powers and limitations - two (2) hours; Emergency situations - one (1) hour; Communications and public relations - one (1) hour; Access control - one-half (1/2) hour; Ethics and conduct - one (1) hour; and Review and examination - one (1) hour.

* **Start Date** 9/20/2018

* **End Date** 9/20/2018

Training Category All attendees will have the same training category
 Category (700) 8-Hour Pre-assignment Training Course for Security Guards

Each attendee may have a different training category

* **Hours** 8

* **Report Training To** NY DCJS

Event Comments 8:00am to 4:00pm
 80 South Swan Street
 Albany, NY 12210

INSTRUCTION PROVIDER

* **Type** Official Provider/Certified Instructor
 JSS Academy/John Smith

Other

INSTRUCTOR CONTACT

Instructor Name John Smith

Email John.Smith@dcjs.gov.ny1

Phone Instructor Phone 1 (518) 111-1111 Ext. |

Cancel | Save As Draft | **Add Students**

You should now be on the “Select Students” for the course you are submitting a roster for.

DCJS Acadis Portal | Home | Training & Events | Organization | Personnel | Academy Resources | Smith, John

Training
Submit Completed Training - Add Students

Select Students for 700 8-Hour Pre-assignment Training Course for Security Guards

Enter name (as Last Name, First Name) or Person ID

No students have been added to the roster. The roster will display when you add the first student.

Edit Training Event



IMPORTANT: To add students to a roster you will need to search for each student by their **Person ID**. A Person ID is a unique identifier assigned to every person in the Acadis system. The Person ID is always the last name, dash, date of birth entered in an eight-digit format, dash, last four of their social security number. There should be no spaces and no capitals.

If the student has a hyphenated name or a name with an apostrophe (**Example: O'Grady**) you should enter their name **without the special character** (**Example: ogrady**). The Acadis system will not recognize special characters.

See below for examples of a Person ID:

PERSON ID FORMULA:

Last Name – Date of Birth entered as MMDDYYYY – Last four of Social Security Number

EXAMPLES:

smith-01012001-3456

johnson-02021998-1234

ogrady-04051984-1111

Entering the Person ID into the text field will search for the individual. When you have entered the complete Person ID, select that individual.

The screenshot displays the DCJS Acadis Portal interface. At the top, there is a navigation bar with 'Home', 'Training & Events', 'Organization', 'Personnel', and 'Academy Resources'. The 'Training & Events' section is active, showing a 'Training' icon and the text 'Submit Completed Training - Add Students'. Below this, a search box is titled 'Select Students for 700 8-Hour Pre-assignment Training Course for Security Guards'. The search input field contains the Person ID 'smith-01012001-3456'. A dropdown menu is open below the input field, showing a search result: 'Smith, John (Smith-01012001-3456), John Smith S...'. To the right of the search input is an 'Add to Roster' button. Below the search input, there is a message: 'No results found. Can't find this student? Add them...'. At the bottom right of the search area, there are two buttons: 'Edit Training Event' and 'View Training Event'.

Once the person is selected, click the “Add to Roster” button

The screenshot shows the 'Training' section of the DCJS Acadis Portal. The page title is 'Submit Completed Training - Add Students'. The main heading is 'Select Students for 700 8-Hour Pre-assignment Training Course for Security Guards'. A search bar contains the text 'Smith, John (Smith-01012001-3456), John S...'. To the right of the search bar is a blue button labeled 'Add to Roster', which is highlighted with a red rectangle. Below the search bar, a message states: 'No students have been added to the roster. The roster will display when you add the first student.' At the bottom right, there are two buttons: 'Edit Training Event' and 'View Training Event'.

The individual should now appear on your roster. Continue to search for students Person ID's and add them to the roster.

The screenshot shows the same 'Training' section of the DCJS Acadis Portal. The search bar now contains the placeholder text 'Enter name (as Last Name, First Name) or Person ID'. Below the search bar, a table displays the added student. The table has four columns: 'Name', 'Person ID', 'Primary Organization', and 'Remove All'. The first row contains the following data: 'Smith, John', 'Smith-01012001-3456', 'John Smith Security Training Academy 12345', and 'Remove'. The entire table area is highlighted with a red rectangle. At the bottom right, there are two buttons: 'Edit Training Event' and 'View Training Event'.

| Name | Person ID | Primary Organization | Remove All |
|-------------|---------------------|--|------------|
| Smith, John | Smith-01012001-3456 | John Smith Security Training Academy 12345 | Remove |

If you accidentally add the wrong student to a roster, simply select “Remove” to take that name off the roster form.

The screenshot shows the 'Training' section of the DCJS Acadis Portal. The page title is 'Submit Completed Training - Add Students'. The main heading is 'Select Students for 700 8-Hour Pre-assignment Training Course for Security Guards'. Below this is a search bar with the placeholder text 'Enter name (as Last Name, First Name) or Person ID' and an 'Add to Roster' button. A table below the search bar lists the added student:

| Name | Person ID | Primary Organization | Remove All |
|-------------|---------------------|--|------------|
| Smith, John | Smith-01012001-3456 | John Smith Security Training Academy 12345 | Remove |

At the bottom right of the table area, there are buttons for 'Edit Training Event' and 'View Training Event'.

If while adding students, you come across a Person ID that has not been entered into the Acadis system before, you will need to manually create a Person ID for the individual. This can be done by selecting the “Can’t find this student? Add them...” option in the drop down. This option will appear when Acadis does not recognize the Person ID you have entered.

The screenshot shows the same 'Training' section as the previous image. The search bar now contains the Person ID 'smith-00102018-1234'. A dropdown menu is open below the search bar, showing the option 'Can't find this student? Add them...'. The table below the search bar now only contains the student from the previous screenshot:

| Name | Person ID | Primary Organization | Remove All |
|-------------|---------------------|--|------------|
| Smith, John | Smith-01012001-3456 | John Smith Security Training Academy 12345 | Remove |

The 'View Training Event' button is highlighted in blue.

After selecting the “Can’t find this student? Add them...” you will be prompted to “Add a New Person”

The screenshot displays the DCJS Acadis Portal interface. At the top, there is a navigation bar with links for Home, Training & Events, Organization, Personnel, and Academy Resources. The main content area is titled 'Training' and includes a sub-header 'Submit Completed Training - Add Students'. A specific training event is selected: '700 8-Hour Pre-assignment Training Course for Security Guards'. A search bar contains the ID 'smith-00102018-1234'. A modal dialog box titled 'Add a New Person' is open, featuring the following fields:

- Last Name: Smith
- First Name: John
- Middle: (empty)
- Person ID: smith-01012001-1234

 A red box highlights this dialog. At the bottom of the dialog are 'Cancel' and 'Add to Roster' buttons. A red asterisk and the text '* Required Information' are located at the bottom left of the dialog. The background is dimmed, showing a table with the name 'Smith, John' and buttons for 'Remove All' and 'Remove'.



IMPORTANT! -Adding a New Person & Creating a Person ID –When adding a new person, you will be required to enter the persons last name, first name, middle initial and creating a Person ID for the individual.

If the student has a hyphenated name or a name with an apostrophe (Example: O’Grady) you should enter their name without the special character (Example: ogrady). The Acadis system will not recognize special characters.

As a reminder the Person ID is entered in the format of the last name, dash, date of birth entered in an eight-digit format, dash, last four of their social security number. There should be no spaces and no capitals. See below for examples:

PERSON ID FORMULA:

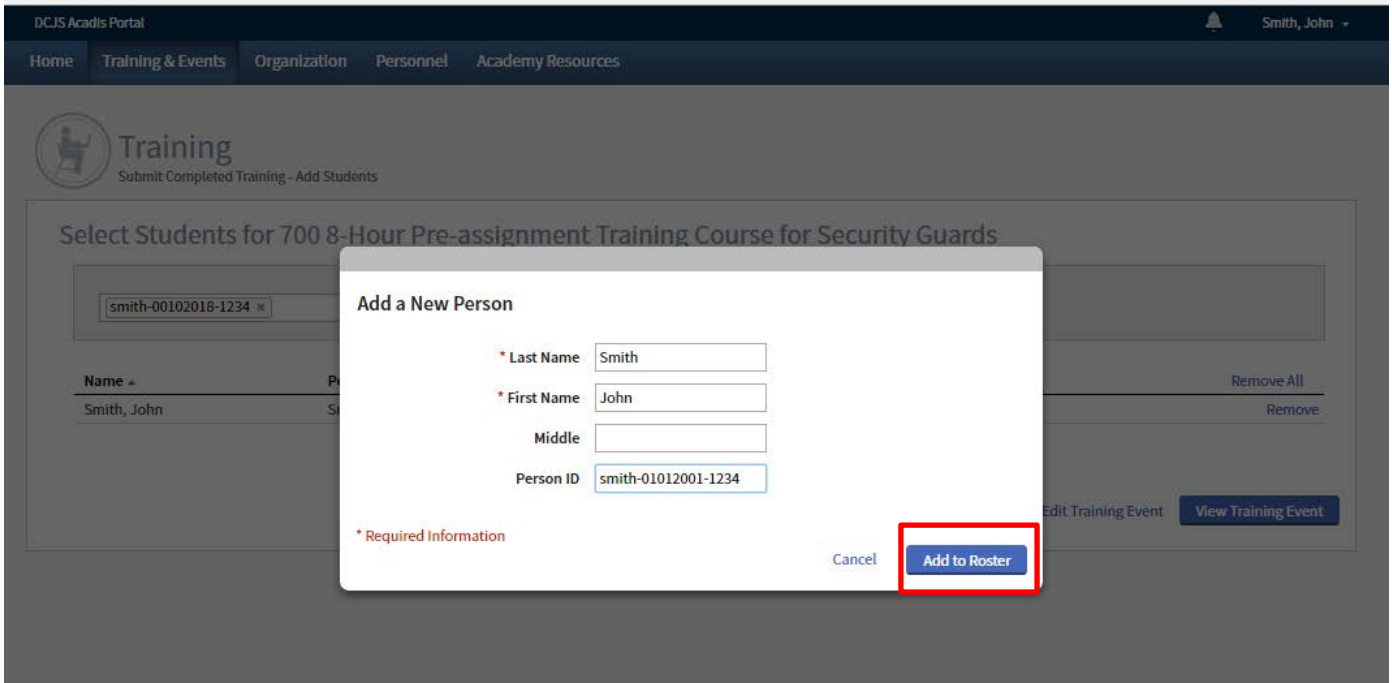
Last Name – Date of Birth entered as MMDDYYYY – Last four of Social Security Number

EXAMPLES:

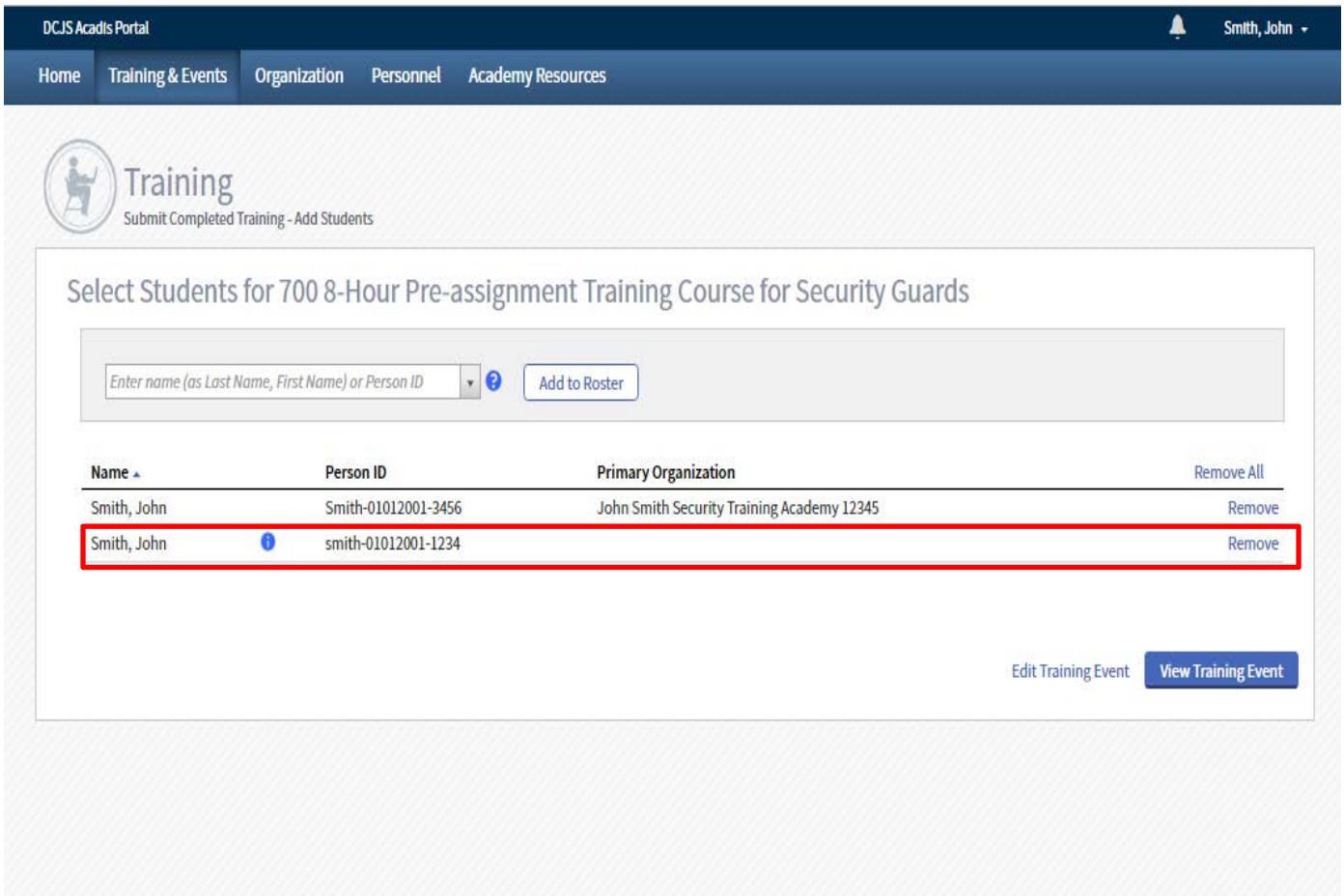
smith-01012001-3456
 johnson-02021998-1234
 ogrady-04051984-1111

An additional quick guide on creating Person ID’s is available in the Appendix of the guide. If at any point you have an issue creating a Person ID, please contact DCJS at dcjsopssecurityguard@dcjs.ny.gov

When you have entered all of the necessary information and created the Person ID, select “Add to Roster”



The person should now appear on your roster



When you have entered all of your students onto the roster, select "View Training Event"

DCJS Acadis Portal | Smith, John

Home | Training & Events | Organization | Personnel | Academy Resources

Training
Submit Completed Training - Add Students

Select Students for 700 8-Hour Pre-assignment Training Course for Security Guards

Enter name (as Last Name, First Name) or Person ID

| Name | Person ID | Primary Organization | |
|-------------|---------------------|--|--------|
| Smith, John | Smith-01012001-3456 | John Smith Security Training Academy 12345 | Remove |
| Smith, John | smith-01012001-1234 | | Remove |

You will now be on the "Training Event Record" page

DCJS Acadis Portal | Smith, John

Home | Training & Events | Organization | Personnel | Academy Resources

Training
Submit Completed Training - Event Verification

Training Event Record for 700 8-Hour Pre-assignment Training Course for Security Guards

Course No. **Draft** 09/20/2018 by Smith, John

Status Draft

Description §6027.3 Minimum standards of the eight hour pre-assignment training course.

(a) No eight hour pre-assignment training course for security guards shall be approved by the commissioner which does not follow a curriculum consisting of at least eight hours which includes, but is not limited to, the following general topic areas and corresponding minimum time requirements:

Introduction - one-quarter (1/4) hour;
 Role of a security guard - one and one-quarter (1 1/4) hours;
 Legal powers and limitations - two (2) hours;
 Emergency situations - one (1) hour;
 Communications and public relations - one (1) hour;
 Access control - one-half (1/2) hour;
 Ethics and conduct - one (1) hour; and
 Review and examination - one (1) hour.

Training Date(s) 9/21/2018

Hours 8

Reported To NY DCJS

Instruction Provider JSS Academy/John Smith (John.Smith@dcjs.gov.ny1)
(518) 001-0001

Event Comments 8:00AM to 8:00PM

Students (2)

| Name | Person ID | Training Category |
|---------------|---------------------|---|
| Smith, John | Smith-01012001-3456 | (700) 8-Hour Pre-assignment Training Course for Security Guards |
| Smith, John † | smith-01012001-1234 | (700) 8-Hour Pre-assignment Training Course for Security Guards |

† An official record for this person was not found. Additional information may be required to facilitate the approval process.

Once a training event is submitted for approval, editing is prohibited. Please ensure that all information is complete and accurate before submitting for approval.

Make sure to review all of the information on this page and ensure it is correct. Submitting a course for approval with incorrect or incomplete information could cause your roster to be rejected by DCJS staff. If you need to make a correction to the course information or course roster, you can select the respective “Edit” buttons for those sections.

Training Event Record for 700 8-Hour Pre-assignment Training Course for Security Guards

Course No. Draft 09/20/2018 by Smith, John

Status Draft

Description §6027.3 Minimum standards of the eight hour pre-assignment training course.

(a) No eight hour pre-assignment training course for security guards shall be approved by the commissioner which does not follow a curriculum consisting of at least eight hours which includes, but is not limited to, the following general topic areas and corresponding minimum time requirements:

Introduction - one-quarter (1/4) hour;
 Role of a security guard - one and one-quarter (1 1/4) hours;
 Legal powers and limitations - two (2) hours;
 Emergency situations - one (1) hour;
 Communications and public relations - one (1) hour;
 Access control - one-half (1/2) hour;
 Ethics and conduct - one (1) hour; and
 Review and examination - one (1) hour.

Training Date(s) 9/21/2018

Hours 8

Reported To NY DCJS

Instruction Provider JSS Academy/John Smith (John.Smith@dcjs.gov.ny1)
 (518) 001-0001

Event Comments 8:00AM to 8:00PM

Students (2)

| Name | Person ID | Training Category |
|---------------|---------------------|---|
| Smith, John | Smith-01012001-3456 | (700) 8-Hour Pre-assignment Training Course for Security Guards |
| Smith, John I | smith-01012001-1234 | (700) 8-Hour Pre-assignment Training Course for Security Guards |

⚠️ Once a training event is submitted for approval, editing is prohibited. Please ensure that all information is complete and accurate before submitting for approval.

Back Submit for approval

If all of the information is correct, select “Submit for Approval”



IMPORTANT: Once you submit your training for approval, you will not be able to edit or make changes to the training information unless the course is rejected by DCJS staff.

Training Event Record for 700 8-Hour Pre-assignment Training Course for Security Guards

Course No. Draft 09/20/2018 by Smith, John

Status Draft

Description §6027.3 Minimum standards of the eight hour pre-assignment training course.

(a) No eight hour pre-assignment training course for security guards shall be approved by the commissioner which does not follow a curriculum consisting of at least eight hours which includes, but is not limited to, the following general topic areas and corresponding minimum time requirements:

Introduction - one-quarter (1/4) hour;
 Role of a security guard - one and one-quarter (1 1/4) hours;
 Legal powers and limitations - two (2) hours;
 Emergency situations - one (1) hour;
 Communications and public relations - one (1) hour;
 Access control - one-half (1/2) hour;
 Ethics and conduct - one (1) hour; and
 Review and examination - one (1) hour.

Training Date(s) 9/21/2018

Hours 8

Reported To NY DCJS

Instruction Provider JSS Academy/John Smith (John.Smith@dcjs.gov.ny1)
 (518) 001-0001

Event Comments 8:00AM to 8:00PM

Students (2)

| Name | Person ID | Training Category |
|---------------|---------------------|---|
| Smith, John | Smith-01012001-3456 | (700) 8-Hour Pre-assignment Training Course for Security Guards |
| Smith, John I | smith-01012001-1234 | (700) 8-Hour Pre-assignment Training Course for Security Guards |

⚠️ Once a training event is submitted for approval, editing is prohibited. Please ensure that all information is complete and accurate before submitting for approval.

Back **Submit for approval**

After submitting you will be taken to the “Training & Events” homepage where you can view the status of your roster.

The screenshot shows the 'Training & Events' section of the DCJS Acadis Portal. At the top, there are navigation tabs: Home, Training & Events (selected), Organization, Personnel, and Academy Resources. Below the navigation is a 'Training' header with a sub-header 'Draft & Submissions Pending Approval (1)'. There are three action buttons: 'Submit Completed Training for Approval', 'View Approved Training Submissions', and 'Print A Report of Completed Training'. Below these is a table with the following data:

| Course Title | Course Number | Start | End | People Pending Approval | Students | Last Status Change | Status |
|---|---------------|------------|------------|-------------------------|----------|--------------------|-----------|
| 700 8-Hour Pre-assignment Training Course for Security Guards | | 09/21/2018 | 09/21/2018 | 1 | 2 | 09/20/2018 | Submitted |

You will need to monitor this page to receive updates on your roster status. To access this page from your Acadis Portal Homepage, click on the “Training & Events” button in the top tool bar.

The screenshot shows the user profile page for John Smith. The top navigation bar includes Home, Training & Events (highlighted with a red box), Organization, Personnel, and Academy Resources. The user's name 'Smith, John' is displayed. Below the navigation is a 'My Profile' section with the following information:

- Person ID: Smith-01012001-3456
- Mailing Address: None specified
- Primary Phone: None specified
- Primary Email: dcjsopssecurityguard@dcjs.ny.gov

Below the profile information are sections for 'Certifications' (None Specified) and 'Employment'. The employment table shows the following data:

| Organization | Employment Type / Appointment Type | Supervisor | Last Hired |
|--|--|------------|------------|
| John Smith Security Training Academy 12345 | No employment type No appointment type | | 09/19/2018 |
| Security Guard School Personnel Active | | | |

At the bottom of the page, there is a 'Training' section with a 'View By' dropdown menu set to 'Calendar Year' and a 'Reports' button.



You have now completed the roster submission process for security guard training programs. You should now have an understanding of how submit training events and rosters to DCJS for approval. Additionally, you should now know how to create Person ID's for individuals who are not yet in the Acadis system.

In the next section you will learn how to monitor the status of your training submissions and make necessary corrections if rejected by DCJS.

Section 3: Monitoring and Editing Submitted Courses

In Section 3 you will learn how to:

- ✓ Monitor your submitted course rosters
- ✓ Complete edits to your roster if required by DCJS



It is important to remember that you will not receive an email notification when your submitted courses are either rejected or approved. It is incumbent upon you as a Director to monitor the status of your course submissions.



Any rejected course submissions must be corrected to reflect changes requested by DCJS staff. If no edits are made and the course is re-submitted without being corrected, Acadis will automatically reject the submission again.

Monitoring Submitted Courses

From your Acadis Homepage select “Training & Events”

The screenshot shows the user profile page for John Smith. The navigation bar at the top includes 'Home', 'Training & Events' (highlighted with a red box), 'Organization', 'Personnel', and 'Academy Resources'. The user's name 'Smith, John' is displayed in the top right corner. The profile section includes a 'My Profile' header with buttons for 'Email my Professional History Report' and 'Manage Profile'. Below this, personal information is listed: Person ID (Smith-01012001-3456), Mailing Address (None specified), Primary Phone (None specified), and Primary Email (dcjsopssecurityguard@dcjs.ny.gov). The 'Certifications' section shows 'None Specified'. The 'Employment' section contains a table with one entry:

| Organization | Employment Type / Appointment Type | Supervisor | Last Hired |
|--|--|------------|------------|
| John Smith Security Training Academy 12345 Security Guard School Personnel Active | No employment type / No appointment type | | 09/19/2018 |

On the “Training & Events” page you will be able to view the status of your submission. The status will show one of three statuses – Submitted, Rejected or Re-Submitted.

Training



Submit
Completed Training
for Approval



View
Approved Training
Submissions

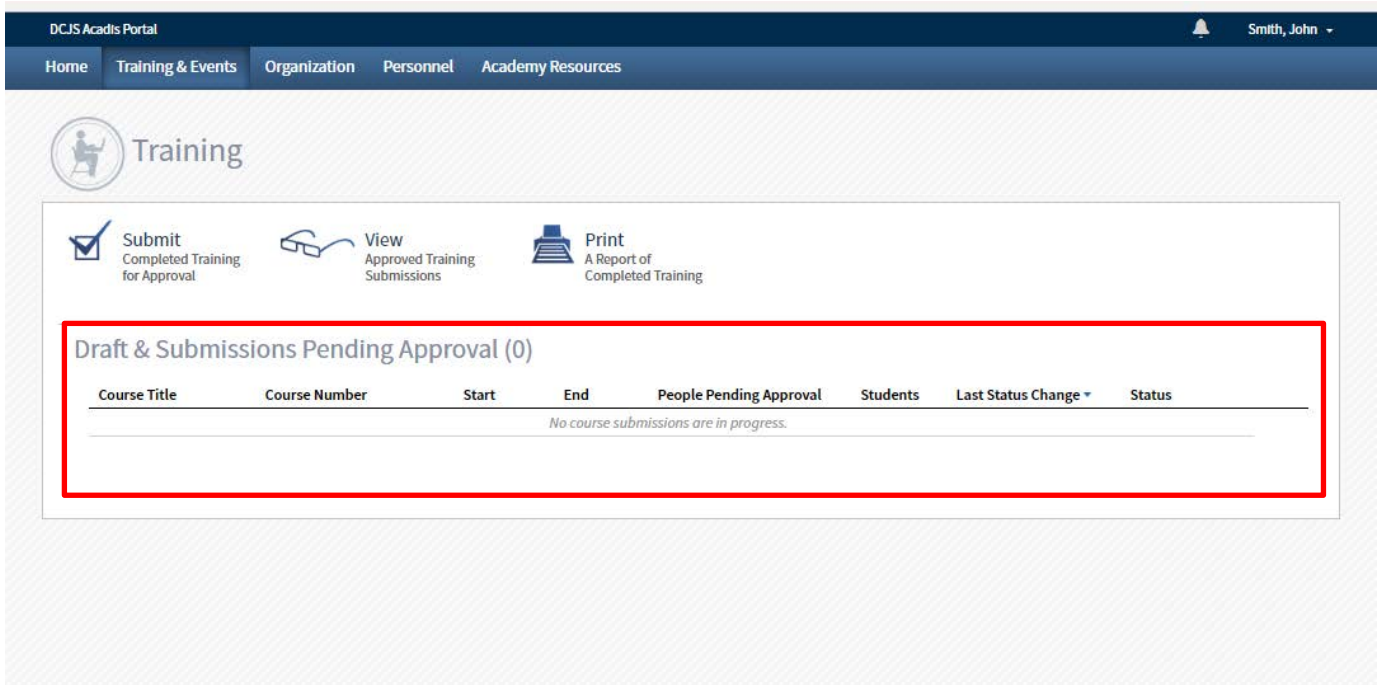


Print
A Report of
Completed Training

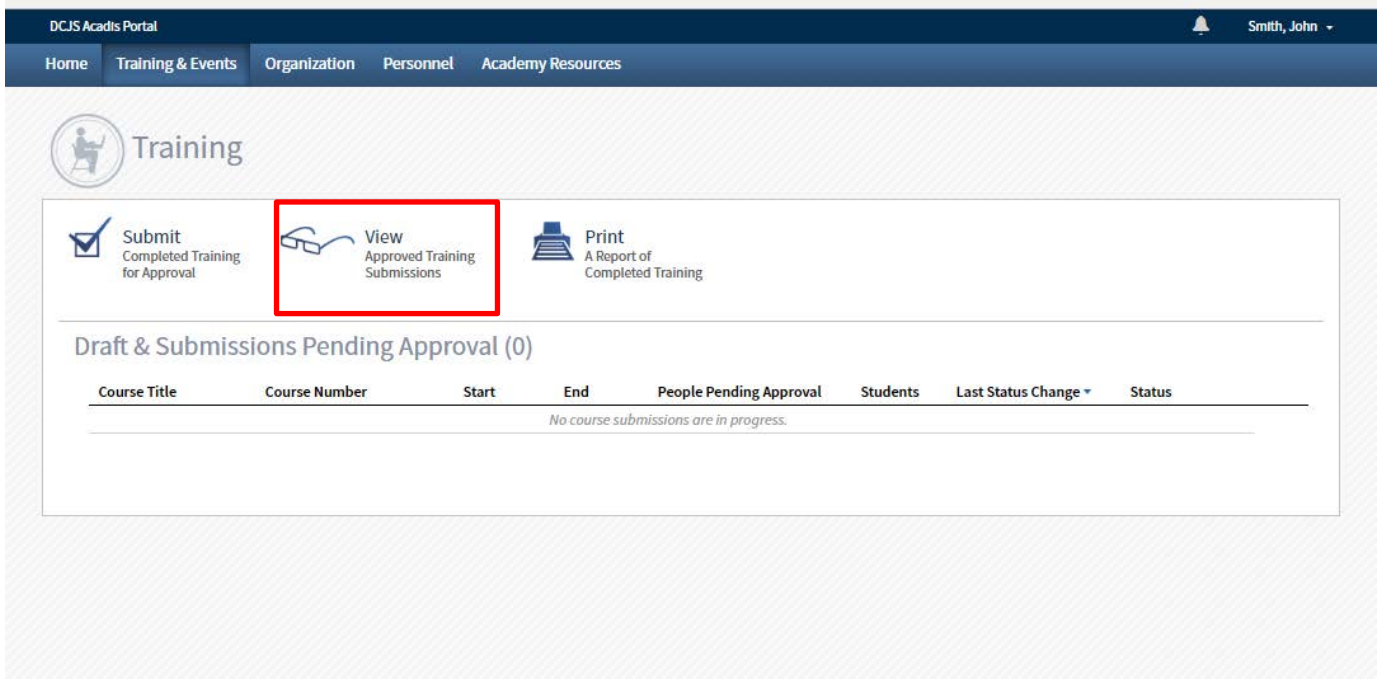
Draft & Submissions Pending Approval (1)

| Course Title | Course Number | Start | End | People Pending Approval | Students | Last Status Change | Status |
|---|---------------|------------|------------|-------------------------|----------|--------------------|-----------|
| 700 8-Hour Pre-assignment Training Course for Security Guards | | 09/21/2018 | 09/21/2018 | 1 | 2 | 09/20/2018 | Submitted |

If your course is approved by DCJS staff, it will disappear from the “Training & Events” homepage



To view a course that has been approved, select “View” in the toolbar



You will now be on the “Approved Training Submissions” page. On this page you can view all of your approved courses and the dates they were approved by DCJS.

DCJS Acadis Portal

Home Training & Events Organization Personnel Academy Resources

Training Approved Training Submissions

Approved Training Submissions Filters

By default, only training from the last year is displayed ([Change the filters](#)).

| Course Title | Course Number | Training Category | Start | End | Students | Approved |
|---|---------------|---|------------|------------|----------|------------|
| 700 8-Hour Pre-assignment Training Course for Security Guards | | (700) 8-Hour Pre-assignment Training Course for Security Guards | 09/21/2018 | 09/22/2018 | 2 | 09/20/2018 |

Back

When viewing approved courses, you may notice a symbol next to the “Students” heading. This symbol means that you have entered new students into Acadis and they are pending approval by DCJS staff. Once the new students are approved by DCJS staff the symbol will disappear.

DCJS Acadis Portal

Home Training & Events Organization Personnel Academy Resources

Training Approved Training Submissions

Approved Training Submissions Filters

By default, only training from the last year is displayed ([Change the filters](#)).

| Course Title | Course Number | Training Category | Start | End | Students | Approved |
|---|---------------|---|------------|------------|----------|------------|
| 700 8-Hour Pre-assignment Training Course for Security Guards | | (700) 8-Hour Pre-assignment Training Course for Security Guards | 09/21/2018 | 09/22/2018 | 2 | 09/20/2018 |

Back

Correcting Rejected Course Submissions

If DCJS rejects a course submission, this will show the course as “Rejected” on the status portion or the “Training & Events” page.

The screenshot shows the DCJS Acadis Portal interface. At the top, there is a navigation bar with the following items: Home, Training & Events (selected), Organization, Personnel, and Academy Resources. The user's name, Smith, John, is displayed in the top right corner. Below the navigation bar, the page title is "Training". There are three main action buttons: "Submit Completed Training for Approval", "View Approved Training Submissions", and "Print A Report of Completed Training". The main content area is titled "Draft & Submissions Pending Approval (1)". It contains a table with the following data:

| Course Title | Course Number | Start | End | People Pending Approval | Students | Last Status Change | Status |
|---|---------------|------------|------------|-------------------------|----------|--------------------|----------|
| 700 8-Hour Pre-assignment Training Course for Security Guards | | 09/21/2018 | 09/21/2018 | 1 | 2 | 09/20/2018 | Rejected |

The "Status" column for the rejected course is highlighted with a red box.

To correct a rejected course submission, select the button to the right of the “Rejected” status

This screenshot is identical to the one above, showing the same table and interface. In this view, the button to the right of the "Rejected" status (a vertical ellipsis icon) is highlighted with a red box, indicating the action to be taken to correct the submission.

From the drop down select “Update Training for Resubmission”

DCJS Acadis Portal | Home | Training & Events | Organization | Personnel | Academy Resources

Training

Submit Completed Training for Approval | View Approved Training Submissions | Print A Report of Completed Training

Draft & Submissions Pending Approval (1)

| Course Title | Course Number | Start | End | People Pending Approval | Students | Last Status Change | Status |
|---|---------------|------------|------------|-------------------------|----------|--------------------|----------|
| 700 8-Hour Pre-assignment Training Course for Security Guards | | 09/21/2018 | 09/21/2018 | 1 | 2 | 09/20/2018 | Rejected |

Update Training for Resubmission

You will now be on the “Training Event Record” page. You will be able to view comments from DCJS on why your course submission was rejected.

DCJS Acadis Portal | Home | Training & Events | Organization | Personnel | Academy Resources

Training
Submit Completed Training - Event Verification

Training Event Record for 700 8-Hour Pre-assignment Training Course for Security Guards

| | | | |
|-----------------------------|---|-----------------|---------------------------------|
| Course No. | | Rejected | Time not entered |
| Status | Rejected | | 09/20/2018 by Nedwell, Daniel T |
| Description | §6027.3 Minimum standards of the eight hour pre-assignment training course. (a) No eight hour pre-assignment training course for security guards shall be approved by the commissioner which does not follow a curriculum consisting of at least eight hours which includes, but is not limited to, the following general topic areas and corresponding minimum time requirements: Introduction - one-quarter (1/4) hour; Role of a security guard - one and one-quarter (1 1/4) hours; Legal powers and limitations - two (2) hours; Emergency situations - one (1) hour; Communications and public relations - one (1) hour; Access control - one-half (1/2) hour; Ethics and conduct - one (1) hour; and Review and examination - one (1) hour. | | |
| Training Date(s) | 9/21/2018 | | |
| Hours | 8 | | |
| Reported To | NY DCJS | | |
| Instruction Provider | J55 Academy/John Smith (John.Smith@dcjs.gov.ny1) (518) 001-0001 | | |
| Event Comments | 8:00AM to 8:00PM | | |

Submitted 09/20/2018 by Smith, John

Draft 09/20/2018 by Smith, John

Students (2)

| Name | Person ID | Training Category |
|-------------|---------------------|---|
| Smith, John | Smith-01012001-3456 | (700) 8-Hour Pre-assignment Training Course for Security Guards |
| Smith, John | smith-01012001-1234 | (700) 8-Hour Pre-assignment Training Course for Security Guards |

⚠️ Once a training event is submitted for approval, editing is prohibited. Please ensure that all information is complete and accurate before submitting for approval.

Back | Submit for approval

To make the necessary edits as required by the DCJS staff comments, select to edit either the course information or the course roster. For this example, we need to make a correction to the course times.

DCJS Acadis Portal | Home | Training & Events | Organization | Personnel | Academy Resources | Smith, John

Training

Submit Completed Training - Event Verification

Training Event Record for 700 8-Hour Pre-assignment Training Course for Security Guards

[Delete](#) [Edit](#)

Course No. Rejected
Status Rejected
Description §6027.3 Minimum standards of the eight hour pre-assignment training course.
 (a) No eight hour pre-assignment training course for security guards shall be approved by the commissioner which does not follow a curriculum consisting of at least eight hours which includes, but is not limited to, the following general topic areas and corresponding minimum time requirements:
 Introduction - one-quarter (1/4) hour;
 Role of a security guard - one and one-quarter (1 1/4) hours;
 Legal powers and limitations - two (2) hours;
 Emergency situations - one (1) hour;
 Communications and public relations - one (1) hour;
 Access control - one-half (1/2) hour;
 Ethics and conduct - one (1) hour; and
 Review and examination - one (1) hour.
Training Date(s) 9/21/2018
Hours 8
Reported To NY DCJS
Instruction Provider JSS Academy/John Smith (John.Smith@dcjs.gov.ny1)
 (518) 001-0001
Event Comments 8:00AM to 8:00PM

Rejected Time not entered
09/20/2018 by Nedwell, Daniel T
Submitted 09/20/2018 by Smith, John
Draft 09/20/2018 by Smith, John

Students (2)

[Edit](#)

| Name | Person ID | Training Category |
|---------------|---------------------|---|
| Smith, John | Smith-01012001-3456 | (700) 8-Hour Pre-assignment Training Course for Security Guards |
| Smith, John ‡ | smith-01012001-1234 | (700) 8-Hour Pre-assignment Training Course for Security Guards |

‡ An official record for this person was not found. Additional information may be required to facilitate the approval process.

Once a training event is submitted for approval, editing is prohibited. Please ensure that all information is complete and accurate before submitting for approval.

[Back](#) [Submit for approval](#)

After selecting the edit button, we are taken to the “Training Description” page where we can now edit the course times as requested by DCJS Staff.

DCJS Acadis Portal | Home | Training & Events | Organization | Personnel | Academy Resources | Smith, John

Training

Submit Completed Training for Approval

Training Description

Course Title 700 8-Hour Pre-assignment Training Course for Security Guards
Description §6027.3 Minimum standards of the eight hour pre-assignment training course. (a) No eight hour pre-assignment training course for security guards shall be approved by the commissioner which does not follow a curriculum consisting of at least eight hours which includes, but is not limited to, the following general topic areas and corresponding minimum time requirements: Introduction - one-quarter (1/4) hour; Role of a security guard - one and one-quarter (1 1/4) hours; Legal powers and limitations - two (2) hours; Emergency situations - one (1) hour; Communications and public relations - one (1) hour; Access control - one-half (1/2) hour; Ethics and conduct - one (1) hour; and Review and examination - one (1) hour.
*** Start Date** 09/20/2018
*** End Date** 09/20/2018
Training Category All attendees will have the same training category
 Category (700) 8-Hour Pre-assignment Training Course for Security Guards
 Each attendee may have a different training category
*** Hours** 8
Report Training To NY DCJS
Event Comments 8:00am to 4:00pm
 80 South Swan Street
 Albany, NY 12210

INSTRUCTION PROVIDER

*** Type** Official Provider/Certified Instructor
 JSS Academy/John Smith
 Other

INSTRUCTOR CONTACT

Instructor Name John Smith
Email John.Smith@dcjs.gov.ny1
Phone Instructor Phone 1 (518) 111-1111 Ext.

[Cancel](#) | [Save As Draft](#) | [Add Students](#) | [Submit for approval](#)

Once a training event is submitted for approval, editing is prohibited. Please ensure that all information is complete and accurate before submitting for approval.

After making the necessary corrections, select “Submit for Approval”

Training Description

Course Title 700 8-Hour Pre-assignment Training Course for Security Guards

Description §6027.3 Minimum standards of the eight hour pre-assignment training course. (a) No eight hour pre-assignment training course for security guards shall be approved by the commissioner which does not follow a curriculum consisting of at least eight hours which includes, but is not limited to, the following general topic areas and corresponding minimum time requirements: Introduction - one-quarter (1/4) hour; Role of a security guard - one and one-quarter (1 1/4) hours; Legal powers and limitations - two (2) hours; Emergency situations - one (1) hour; Communications and public relations - one (1) hour; Access control - one-half (1/2) hour; Ethics and conduct - one (1) hour; and Review and examination - one (1) hour.

*** Start Date** 09/20/2018

*** End Date** 09/20/2018

Training Category All attendees will have the same training category
 Category (700) 8-Hour Pre-assignment Training Course for Security Guards

Each attendee may have a different training category

*** Hours** 8

*** Report Training To** NY DCJS

Event Comments 8:00am to 4:00pm
 80 South Swan Street
 Albany, NY 12210

INSTRUCTION PROVIDER

*** Type** Official Provider/Certified Instructor
 JSS Academy/John Smith

Other

INSTRUCTOR CONTACT

Instructor Name John Smith

Email John.Smith@dcjs.gov.ny1

Phone Instructor Phone 1 (518) 111 - 1111 Ext.

Cancel | Save As Draft | Add Students | **Submit for approval**

Once a training event is submitted for approval, editing is prohibited. Please ensure that all information is complete and accurate before submitting for approval.

You will then be taken back to the “Training & Events” homepage and your course will show a status of “Resubmitted”

Submit Completed Training for Approval

View Approved Training Submissions

Print A Report of Completed Training

Draft & Submissions Pending Approval (1)

| Course Title | Course Number | Start | End | People Pending Approval | Students | Last Status Change | Status |
|---|---------------|------------|------------|-------------------------|----------|--------------------|-------------|
| 700 8-Hour Pre-assignment Training Course for Security Guards | | 09/21/2018 | 09/21/2018 | 1 | 2 | 09/20/2018 | Resubmitted |



Continue to monitor your “Training & Events” page to determine if further action will be needed or if your course roster submission has been approved.



You have now completed Section 3: Monitoring and Editing Submitted Courses. You should now know how to review your submitted courses for either approval or rejection. If rejected you should now have an understanding of how to make corrections and resubmit rosters for approval.



Congratulations! You have now completed the process of submitting course rosters to DCJS through the Acadis Records Management System. If at any point you have questions about a particular step in the process, please refer back to that section of this guide.

If you continue to experience issues, please utilize the contact information provided in the introduction of this guide.

Appendix - A

**Creating a Person
I.D. - Quick Guide**



**Division of Criminal
Justice Services**

CREATING A PERSON I.D. – QUICK GUIDE

It is recommended you keep this sheet near the computer workstation you will be submitting rosters from.

1. What is a Person I.D.

The Acadis Person I.D. is the way the Acadis System will identify any user who has completed training with the Division of Criminal Justice Services. Any person who takes Security Guard training in New York will either have or need a Person ID.

This I.D. number will be unique to each and every person in the Acadis System. This number will also be need for course roster submissions to DCJS.

The Person I.D. is utilized to search for existing students and also will need to be created by you as a Director when inputting new students who do not show up in the Acadis system.

2. Person I.D. Formula

i The Person ID is always the last name, dash, date of birth entered in an eight-digit format, dash, last four of their social security number. There should be no spaces and no capitals.

If the student has a hyphenated name or a name with an apostrophe (Example: O'Grady) you should enter their name without the special character (Example: ogrady). The Acadis system will not recognize special characters.

The Formula for creating a Person I.D. is as follows:

Last Name – Date of Birth entered as MMDDYYYY – Last four of Social Security Number

3. Examples of Person I.D.

i The first example will be John Smith who has a Date of Birth of 01/01/2001 and the last four of his Social Security Number is 3456. John Smiths Person I.D. number would be:

smith-01012001-3456

The second example is Patrick O'Grady who has a Date of Birth of 04/05/1984 and the last four of his Social Security Number is 1111. Patrick O'Grady's Person I.D. number would be:

Ogrady-04051984-1111

If you are still experiencing problems creating a Person I.D. contact DCJS Staff at dcjsopssecurityguard@dcjs.ny.gov