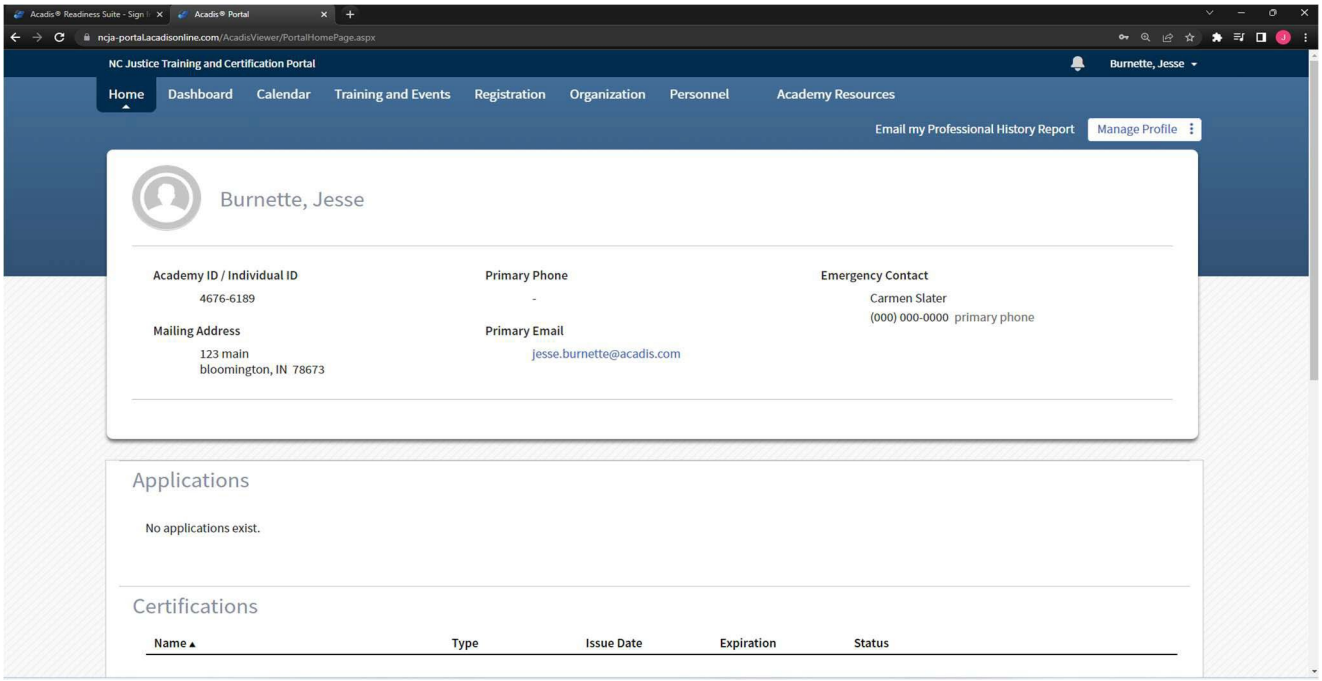
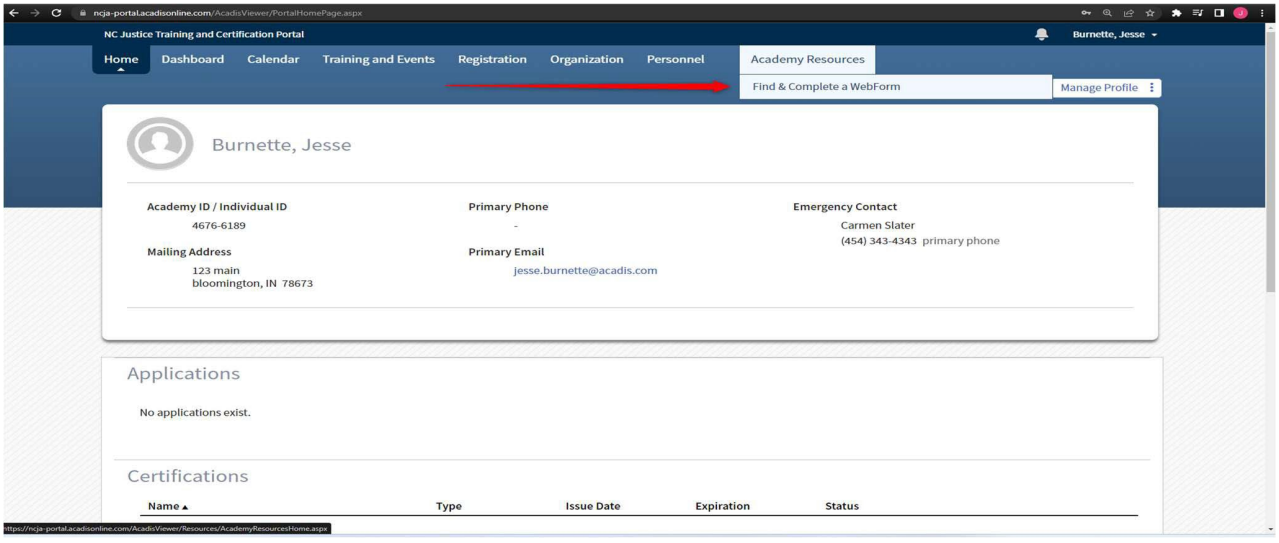
Guide for Submitting BAT Mobile Unit Event Requests From the Portal

To submit BAT engagement requests, you must log into your Portal account. Ensure all requests are submitted with as much notice as possible to allow FTA Registrar Staff time to enter the event as well as identifying a BAT Coordinator to staff the event.

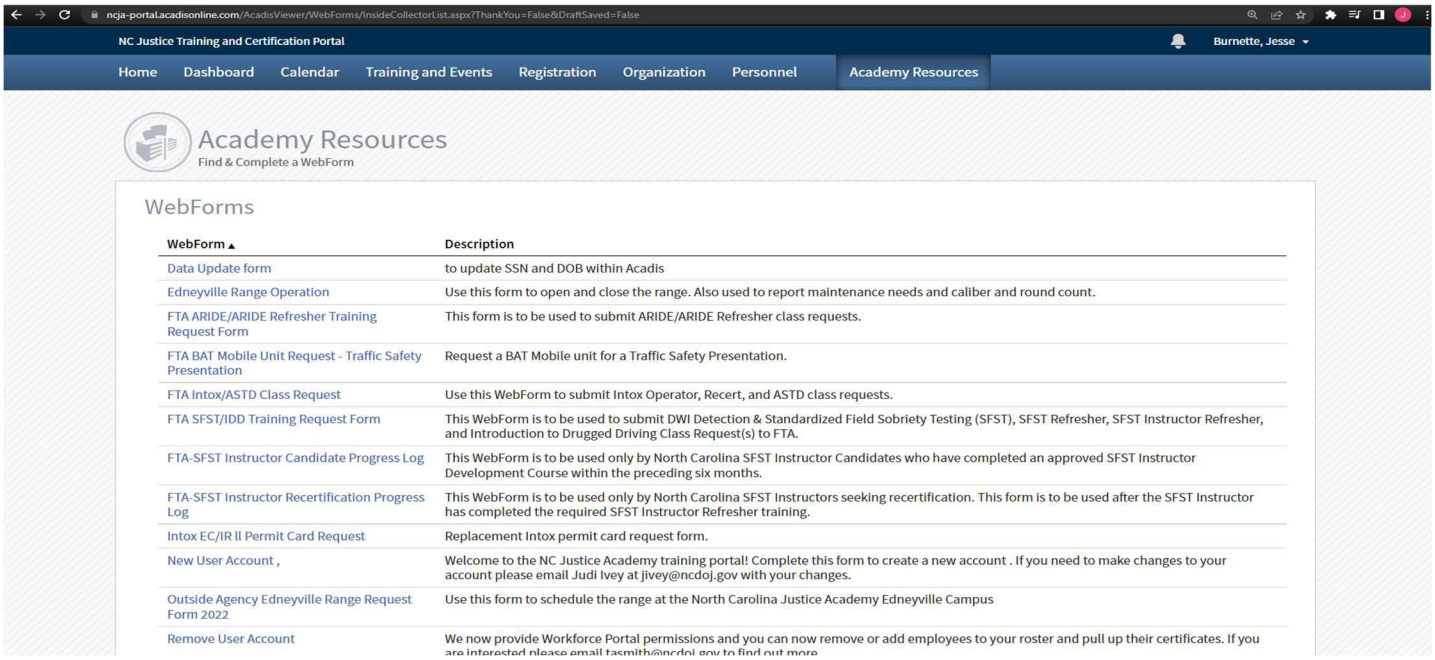
https://ncja-portal.acadisonline.com/AcadisViewer/Login.aspx NOTE: Your Portal account may not have all of the options and tabs as the account used for the creation of this user guide. Below is a general idea of what you will see on the Home tab when you login to the portal.



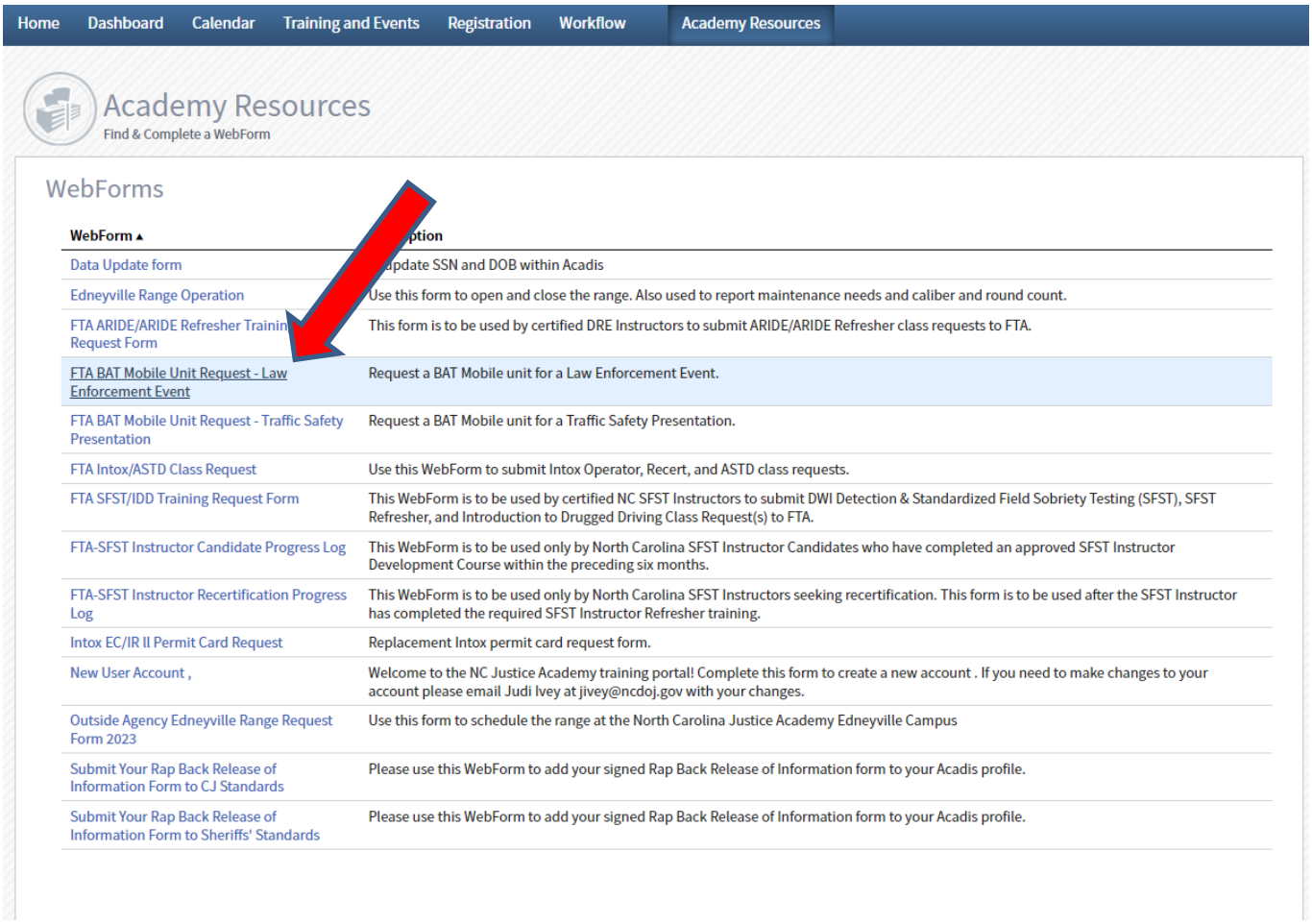
After logging in, hover your cursor over the "Academy Resources" tab at the top of the page. Then "Find & Complete a WebForm" will appear. Click on the "Find & Complete a WebForm" link. A WebForm is to be used to submit all BAT Mobile Unit event requests to FTA.



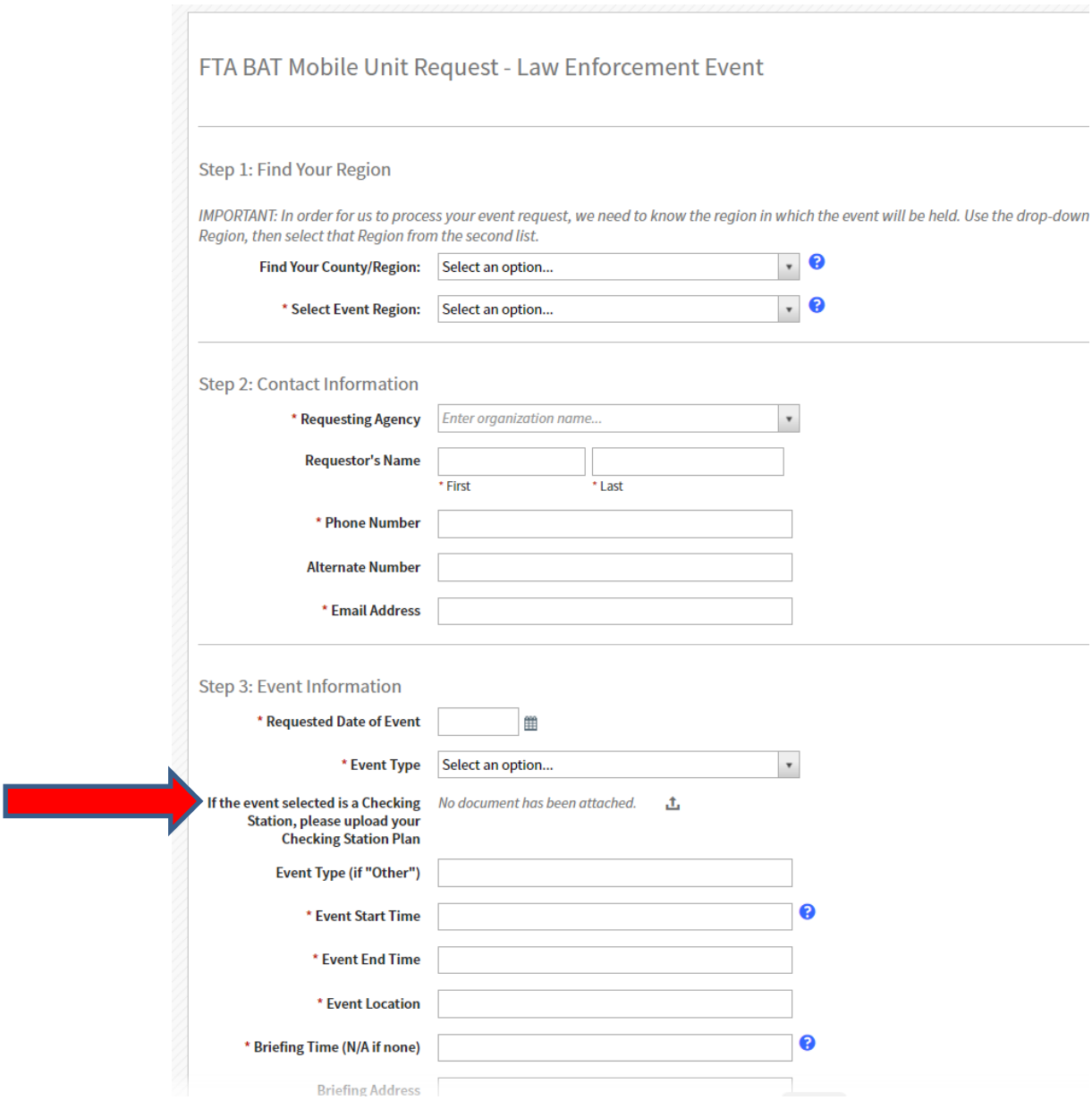
Once you click on this option you will be brought to a “Library” of WebForms as depicted below:



To fill out and submit one of these WebForms, click on the name of the WebForm: FTA BAT Mobile Unit Request – Law Enforcement Event. Note that any field with a red astrix (*) next to it, indicates that field is REQUIRED prior to being able to submit the WebForm. Ensure that the information provided is accurate, as this will be used by FTA Registrar Staff to create the event in Acadis. Aftter completing the WebForm, click the submit button at the bottom right-hand side of the screen.



If there is a Checking Station plan for the event, the plan should be uploaded to the WebForm in the space indicated.



FTA BAT Mobile Unit Request - Law Enforcement Event

Step 1: Find Your Region

IMPORTANT: In order for us to process your event request, we need to know the region in which the event will be held. Use the drop-down Region, then select that Region from the second list.

Find Your County/Region: Select an option...

*** Select Event Region:** Select an option...

Step 2: Contact Information

*** Requesting Agency** *Enter organization name...*

Requestor's Name * First * Last

*** Phone Number**

Alternate Number

*** Email Address**

Step 3: Event Information

*** Requested Date of Event**

*** Event Type** Select an option...

If the event selected is a Checking Station, please upload your Checking Station Plan *No document has been attached.*

Event Type (if "Other")

*** Event Start Time**

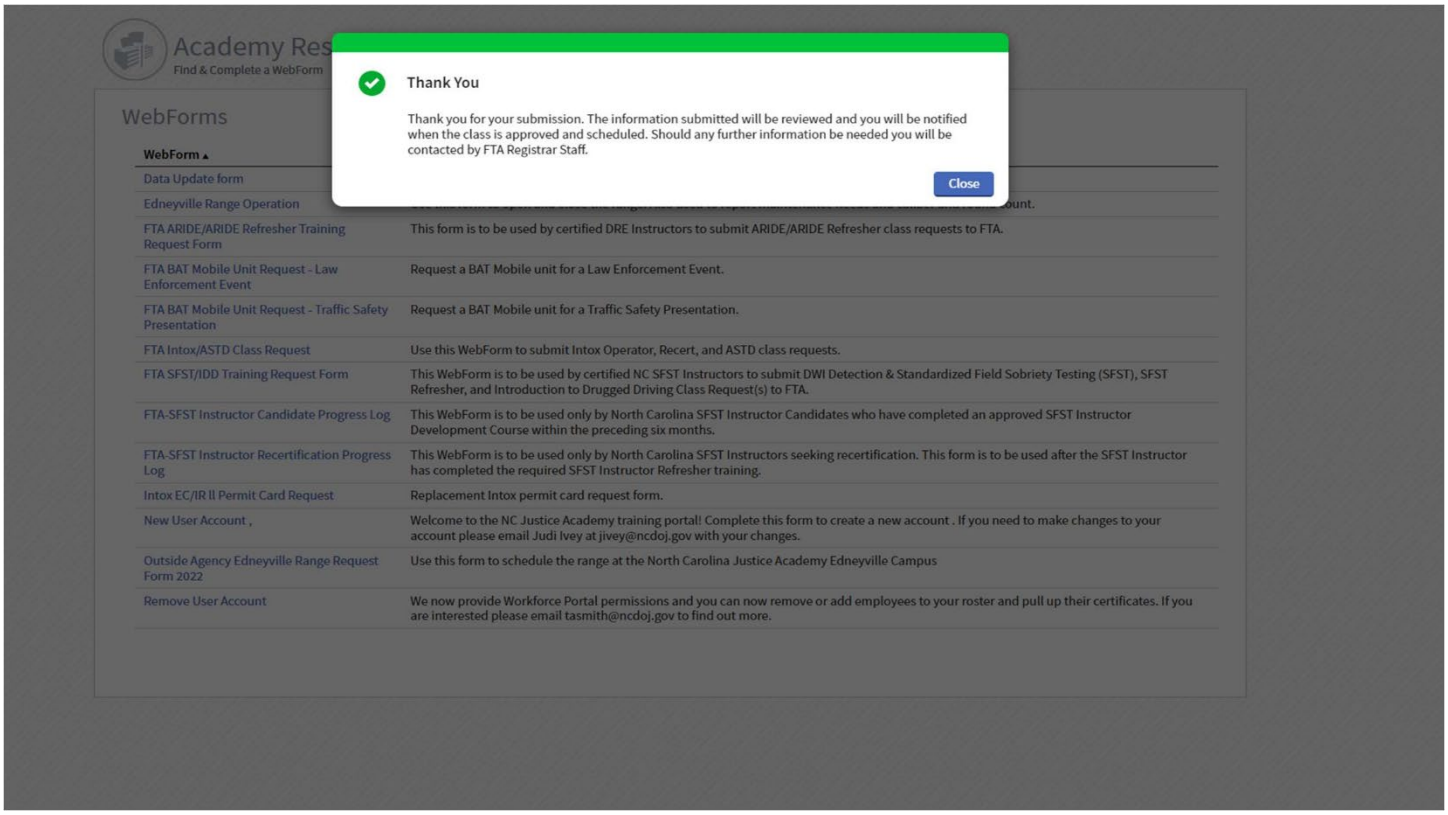
*** Event End Time**

*** Event Location**

*** Briefing Time (N/A if none)**

Briefing Address

After clicking the blue “Submit” icon on the bottom right of the screen you will receive a notification that the submission has been received as depicted below:



Should you have any questions, please contact a member of FTA Registrar Staff via the contact information below:

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