



EMERGENCY RESPONSE SUPPORT (ERS) ACCESS

SERVICE

INTEGRITY

RESPECT

- 1. NEW PSID NUMBER REQUEST**
- 2. PSID APPLICATION**
- 3. AGENCY ROSTER REQUEST**
- 4. EMERGENCY RESPONSE SUPPORT
INSTRUCTOR MATERIAL ACCESS**

STEP ONE - NEW PSID NUMBER REQUEST



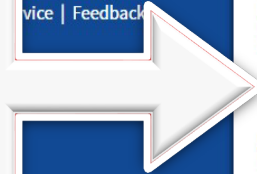
Indiana Public Safety Personnel Portal



INDIANA PUBLIC SAFETY PORTAL:

Weblink  [ACADIS](#)

IF YOU HAVE A PSID NUMBER
YOU CAN SKIP THIS STEP AND GO
STRAIGHT TO AGENCY ROSTER
REQUEST (Slide 9)

 **NEW PSID REQUEST**

Sign in

E-mail address (Username)


Password

[Reset your password](#)

This Indiana Public Safety Personnel Portal is part of a cooperative effort between the Indiana Department of Homeland Security (IDHS) and the Indiana Law Enforcement Academy (ILEA) to provide centralized information storage in support of consolidated emergency readiness and response. This portal provides public safety personnel a mechanism to access information published to them by these organizations, and provide information back in efforts to keep their records up-to-date.

[IDHS Home Page](#) [EMS Commission Page](#)

[IDHS Home Page](#) [EMS Commission Home Page](#)



ILEA

Quick Links

- Report New Hire
- Report Employment Change
- Report Departmental Data
- ILEA In-Service Reporting Instructions
- ILEA Online Registration Instructions

The Indiana Law Enforcement Academy (ILEA) maintains this site as a means for submission of online registrations for basic courses taught at the Academy, as well as reporting In-Service training and new hires. This site replaces the existing LETS system.

Retrieve Your PSID

If you have access to the primary email address for your person record, you may retrieve your existing PSID via email.

If you are not sure if you have a PSID, you can click below to verify:

- [PSID Lookup](#)

If you are sure you do not have a PSID, click below to fill out the request form:

- [New PSID Request](#)

Verification of Certifications

Resources

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

Technical Support

For technical support, questions, or comments on this site, please contact:

To ensure proper support, please contact the appropriate team from the choices below:

IDHS: EMS / FIRE / EMA
Phone: 1.800.666.7784
EMS: emscertifications@dhs.in.gov
FIRE: firecertifications@dhs.in.gov
EMA/SAR: training@dhs.in.gov

ILEA
Registration: acadishelp@ilea.in.gov
In-Service Reporting: Contact ILEA
New Hires: Complete Web Form in Portal

System Information

STEP TWO - NEW PSID NUMBER REQUEST



PSID APPLICATION

GO TO:

<https://www.in.gov/dhs/fire-and-building-safety/public-safety-identification-psid-information/>

A screenshot of a web browser showing the "Public Safety Identification (PSID) Information" page. The browser tabs include "ENVISAGE Acadis" and "DHS: Public Safety Identification". The address bar shows the URL "in.gov/dhs/fire-and-building-safety/public-safety-identification-psid-information/". The page header includes "IN.gov" and "Indiana Department of Homeland Security". A navigation menu contains "Applications, Forms & Permits", "Emergency Medical Services", "Fire Certification", "Building Plan Review", and "Contact Us". The main content area has a breadcrumb trail: "DHS / FIRE AND BUILDING SAFETY / PUBLIC SAFETY IDENTIFICATION (PSID) INFORMATION". The title is "Public Safety Identification (PSID) Information". Below the title is a "Contact PSID Help" button. The section "Public Safety Identification Numbers" contains a paragraph and a bulleted list. The first item in the list, "PSID Application", is circled in red. A red callout bubble with the text "See Note" points to this item. The list also includes "Do not use this application if you already have a PSID.", "PSID Lookup", and "Instructions". A sidebar on the left lists various IDHS services, with "PSID Application" highlighted. A large white arrow with the text "CLICK ON PSID APPLICATION" points to the highlighted item in the sidebar. The "Acadis Portal" logo is visible at the bottom left of the page content.

CLICK ON PSID APPLICATION

See Note

STEP THREE - PSID APPLICATION



IF YOU HAVE ALREADY APPLIED FOR A PSID NUMBER SKIP TO AGENCY ROSTER REQUEST

IN.gov | Indiana Department of Homeland Security | Applications, Forms & Permits | Emergency Medical Services | Fire Certification | Building Plan Review | Contact Us | SEARCH

Online Services | I Want To | FAQs | Find an Agency | Gov. Eric J. Holcomb

IDHS

- About IDHS
- Administrative Review
- Boards & Commissions
- Get Prepared
- Media and Public Resources
- Contact Us
- Public Records Request Web Form

Agency Sections

- Training
- Emergency Medical Services

DHS / FIRE AND BUILDING SAFETY / PUBLIC SAFETY IDENTIFICATION (PSID) APPLICATION

Public Safety Identification (PSID) Application

To ensure you get your PSID as quickly as possible, please read and follow the instructions below.

1. Before continuing with this Public Safety Identification (PSID) Application, go to this link to check to see if you already have a PSID assigned to you: <https://acadisportal.in.gov/acadisviewer/RetrieveAcademyID.aspx>. Before searching for your PSID, please read through the instructions [found here](#).
2. This PSID Application is NOT for law enforcement related personnel. Please contact your supervisor or the Indiana Law Enforcement Academy (ILEA) for instructions to obtain your PSID.
3. If you have already requested a PSID, please allow 7 days for completion of your request. You will receive an email from the Indiana Public Safety Personnel Portal providing you with a password to log-in to your personal portal and to view your PSID. If you do not receive an email at the address you provided in this application within 7 days, please email psidquestions@dhs.in.gov.

* Denotes Required Field

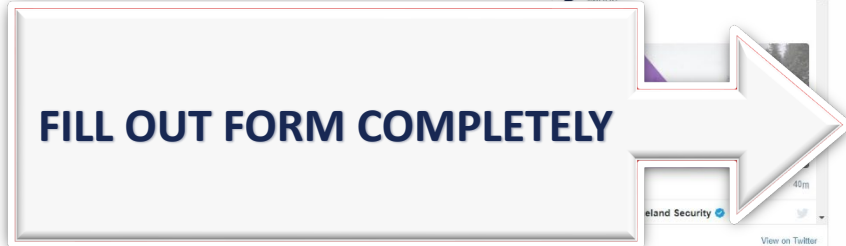
*Have you ever had a PSID issued to you?

**IF YOU DO NOT HAVE A PSID
CLICK NO**

STEP FOUR - PSID APPLICATION



PUBLIC SAFETY IDENTIFICATION (PSID) APPLICATION



emergency medical services

Emergency Management and Preparedness

Fire and Building Safety

Grants

Hazmat and Radiation Programs

Tweets by @IHS

Indiana Homeland Security

42m

View on Twitter

Indiana Homeland Security

View on Twitter

*Have you ever had a PSID issued to you?

No

Please enter your full legal name.

Legal First Name *

Preferred First Name

Middle Name (if you don't legally have a middle name, please enter "NMN") (if this request is for a K9, please enter the text "K9" into this field) *

Last Name *

Suffix

Driver's License # or State ID # *

Issuing State of Driver's License or ID *

Date of Birth (MM/DD/YYYY) *

Mailing Address

Address *

Address 2

City/Town *

State *

STEP FIVE - PSID APPLICATION CONTINUED



FILL OUT FORM COMPLETELY

Country*
United States

Province/Region

Area Code* Phone Number*
555 (Enter as #####)

Phone Type: Please click on the appropriate choice.*
 Home Personal Cell Work Cell Organization

If this request is for a K9, the Email entered must be different from the trainer's email or the K9 will not receive a PSID.

Primary Individual Email Address*

Confirm Primary Individual Email Address*

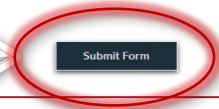
Gender*
 Male
 Female

Race/Ethnicity*

Are you currently a police officer, or in the immediate process of becoming one? *
(Not including working at a prison)

Comments

DON'T FORGET TO CLICK SUBMIT



STEP SIX - PSID APPLICATION PROCESS



1. AFTER YOU SUBMIT THE PSID APPLICATION, THE APPLICATION IS THEN ROUTED FOR APPROVAL THROUGH IDHS STAFF.

2. ONCE APPROVED, YOU WILL RECEIVE AN EMAIL FROM THE INDIANA PUBLIC SAFETY PORTAL PROVIDING YOU WITH A PASSWORD TO LOG-IN TO YOUR PERSONAL ACADIS PORTAL AND TO VIEW YOUR PSID NUMBER.

3. IF YOU HAVE ALREADY REQUESTED A PSID, PLEASE ALLOW 7 DAYS FOR COMPLETION OF YOUR REQUEST.

IF YOU DO NOT RECEIVE AN EMAIL AT THE ADDRESS YOU PROVIDED IN THE APPLICATION WITHIN & 7 DAYS, PLEASE EMAIL: psidquestions@dhs.in.gov.



**END OF
PSID APPLICATION
ANY QUESTIONS?**



FIRE DEPARTMENT AGENCY ROSTER REQUEST

FEBRUARY 2022

SERVICE

INTEGRITY

RESPECT

AGENCY ROSTER REQUEST



1. Go to the Acadis Portal:

<https://acadisportal.in.gov/AcadisViewer/Login.aspx>



Indiana Public Safety Personnel Portal



THERE IS NO NEED TO LOG IN

Sign in

E-mail address (Username)

Password

[Reset your password](#)

This Indiana Public Safety Personnel Portal is part of a cooperative effort between the Indiana Department of Homeland Security (IDHS) and the Indiana Law Enforcement Academy (ILEA) to provide centralized information storage in support of consolidated emergency readiness and response. This portal provides public safety personnel a mechanism to access information published to them by these organizations, and provide

Resources

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

Technical Support

For technical support, questions, or comments on this site, please contact:

CLICK WEBFORMS

AGENCY ROSTER REQUEST WEBFORMS



2. TO REQUEST AN AGENCY ROSTER THIS PERSON SHOULD BE THE FIRE CHIEF, ASSISTANT CHIEF, OR THE TRAINING CHIEF.



Indiana Public Safety Personnel Portal



Home

WebForms

WebForm	Description
Agency Roster Request (Fire, EMS, and EMA)	This form will be used by Indiana Fire, EMS, and EMA agencies wishing to update their roster, and begin to manage it at the local level .
Application for Recertification based on previous Certification	This application is for individuals who are seeking Recertification due to expiration of their current EMS certification.
BLS level (EMR or EMT) Reciprocity application	
Course Request (Health)	Form used to create a request for training through Indiana State Department of Health Division of Emergency Preparedness. Please use this form to request any direct delivery of consortium or ISDH based training and advertise training/events on Acadis.
EMA & Consortium Courses - Course Request	Form used to create a request for training through IDHS Division of Training and Preparedness. Please use this form to request any direct delivery of consortium or IDHS based training and advertise training/events on Acadis.
General Course Survey	
Leadership Training Course Survey	

Terms of Service | Feedback

3. FILL OUT ROSTER REQUEST WEBFORM.

AGENCY ROSTER REQUEST



4. ENTER YOUR INFORMATION.

**FILL OUT
WEBFORM
COMPLETELY**

2/5/22, 7:45 AM Acadis Portal

Indiana Public Safety Personnel Portal

POWERED BY THE ACADIS[®] READINESS SUITE

Home

Agency Roster Request (Indiana Fire, EMS, and EMA organizations)

Contact Information

Contact person for the who will be handling the update for the agency.

Name (First & Last) * First * Last

PSID

* Title/Rank

Phone Number

* Phone Number

* Email Address

Organization Information

* Organization

If not listed please list name here

more ▾

Agency Address

Address 1

Address 2

City State

Zip

County

Phone Number

* Phone Number

Terms of Service | Feedback

Back

**DON'T FORGET TO
SUBMIT**

AGENCY ROSTER REQUEST



5. WHEN YOU CLICK SUBMIT, IT WILL TRIGGER AN AUTOMATIC WORKFLOW FOR IDHS STAFF TO REVIEW AND COMPLETE.
6. YOU WILL RECEIVE AN AUTOMATIC EMAIL LABELLED *"ROSTER REQUEST FORM"* FROM THE IDHS ACADEMY.
7. THE BODY OF THE EMAIL WILL SAY:
*"Thank you for your submission of the request form.
A copy of your roster and instructions will be emailed to you."*
8. ONCE YOU HAVE ACCESS TO YOUR ROSTER YOU CAN THEN ADD YOUR STAFF TO YOUR DEPARTMENT ROSTER.
9. IF YOU NEED ASSISTENCE PLEASE CONTACT YOUR ACADEMY PROGRAM MANAGER (See Last Slide).

IMPORTANT NOTICE* ROSTER MAINTENCE IS THE RESPONSIBILITY OF THE AGENCY THROUGH THE ACADIS PORTAL



EMERGENCY RESPONSE SUPPORT (ERS) INSTRUCTOR TRAINING MATERIAL

IC 36-8-10.5-7



ACCESSING ERS TRAINING INSTRUCTOR MATERIAL

This program does not meet the minimum “Standard for Firefighter Professional Qualifications” established by the National Fire Protection Association (NFPA) 1001.

This certification program is intended for emergency response support functions only. Departments and personnel requiring to train for interior structural firefighting operations should seek Firefighter 1 certification.

SERVICE

INTEGRITY

RESPECT

ACCESSING ERS INSTRUCTOR MATERIALS



GAINING ACCESS TO INSTRUCTOR TEMPLATES AND TRAINING MATERIALS IN ACADIS

YOU MUST BE AN ACTIVE INSTRUCTOR OR CHIEF OFFICER TO HAVE ACCESS TO INSTRUCTOR MATERIALS.

To access the Fire and Public Safety Academy's instructor templates and training materials in Acadis.

1. Sign into Your Acadis portal, located at <https://acadisportal.in.gov/AcadisViewer/Login.aspx>.
2. At the top of your Acadis portal in the blue ribbon you will see these tabs :

A screenshot of the Acadis portal's navigation menu. The menu is a dark blue horizontal bar with the following items: "Home", "Training and Events", and "Registration". The "Training and Events" tab is circled in red. A large white arrow points from a white box on the right towards this tab. The white box contains the text "CLICK ON TRAINING AND EVENTS". Below the navigation bar, a dropdown menu is visible, listing options: "Browse or Sign up for Training", "View My Career Role Training", "View Training Catalog", "My Class Assignments", "Plan an Event", and "See My Planned Events". At the bottom of the screenshot, there is a small text note: "All published current and future training matching filter criteria is dislaved."

ACCESSING ERS INSTRUCTOR MATERIALS



GAINING ACCESS TO INSTRUCTOR TEMPLATES AND TRAINING MATERIALS IN ACADIS

Indiana Public Safety Personnel Portal

Home Training and Events Registration Organization Academy Resources*

Browse or Sign up for Training

View My Career Role Training

View Training Catalog

My Class Assignments

Plan an Event

See My Planned Events

CLICK ON BROWES OR SIGNUP FOR TRAINING

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

Home Training and Events Registration Organization Academy Resources*

Registration
Browse Training

Available Training

CLICK ON FILTER

Filters

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

Training			Registration		
Event ▲ / Location	Dates	Hours	Dates	Open Seats	Status
1LETB Basic Course Tier III - 202106 ILEA	04/12/2021 - 05/07/2021	151h 0m	10/14/2020 - 04/04/2021	18	Open
Active Shooter Incident Management with Complex	04/06/2021 - 04/07/2021	16h 0m	10/08/2020 - 03/22/2021	26	Open

Register

ACCESSING ERS INSTRUCTOR MATERIALS



GAINING ACCESS TO INSTRUCTOR TEMPLATES AND TRAINING MATERIALS IN ACADIS

The screenshot shows the "Registration" section of the Indiana Public Safety Personnel Portal. A "Filters" modal window is open, allowing users to refine their search. The "Keyword" field is highlighted with a red oval and contains the text "Instructor material". The "Apply" button at the bottom of the filter window is also highlighted with a red oval. The background shows a list of training events with columns for Event / Location, Training Date, and Status.

Event / Location	Training Date	Status
ILETB Basic Course Tier III - 202106 ILEA		Open
Active Shooter Incident Management with Complex Incidents (PER 353) - 20210406 Virtual		Open
Boards & Commissions - Fire - FB0010 Online		Open
EMS - Advanced Emergency Medical Technician - AD89-01-21 Redline Rescue Academy		Open
EMS - Advanced Emergency Medical Technician - LMS Content - Principles Vaccine Administration Online		Open
EMS - Emergency Medical Responder - FR06-01-21 Whitestown Police Department		Upcoming
EMS - Emergency Medical Responder - FR18-01-21 Muncie Area Career Center		Open
EMS - Emergency Medical Responder - FR26-01-21 White River Hazelton VFD	03/08/2021 - 05/08/2021	Upcoming

TYPE IN INSTRUCTOR MATERIAL OR EMERGENCY RESONSE SUPPORT

CLICK APPLY

ACCESSING ERS INSTRUCTOR MATERIALS



GAINING ACCESS TO INSTRUCTOR TEMPLATES AND TRAINING MATERIALS IN ACADIS

A list of instructor materials should load. Find the appropriate “EMERGENCY RESPONSE SUPPORT INSTRUCTOR MATERIALS” and select the corresponding “Register” button.

The screenshot shows the Acadis portal interface. At the top, there is a navigation bar with tabs: Home, Dashboard, Training and Events, Registration, Organization, Personnel, and Academy Resources*. Below the navigation bar is the 'Registration' section with a sub-header 'Browse Training'. A search bar contains the text 'Keyword = Emergency Response Support'. Below the search bar, a message states 'All published current and future training matching filter criteria is displayed.' A table lists available training materials. The first row is highlighted in yellow and contains the following information:

Training Event ▲ / Location	Dates	Hours	Registration Dates	Open Seats	Status
Instructor Material - Emergency Response Support Instructor Material	08/02/2021 - 01/31/2023		08/02/2021 - 08/02/2022	929	● Open

Below the table, it says 'Showing 1'. A red circle highlights the 'Register' button in the bottom right corner of the table row. A large white arrow points from the right towards the 'Register' button, with the text 'CLICK REGISTER' inside the arrow's tail.

The requested instructor material will auto populate into the your Acadis portal Homepage.

NEXT, Click the “Home” tab at the top of the screen to return to the home page.

ACCESSING ERS INSTRUCTOR MATERIALS



GAINING ACCESS TO INSTRUCTOR TEMPLATES AND TRAINING MATERIALS IN ACADIS

Scroll down your Homepage. Look for the "Training" header
Within this section should be the class registered for Instructor Materials

Indiana Public Safety Personnel Portal Walling, Wade E. ▾

Home Dashboard Training and Events Registration Organization Personnel Academy Resources*

Training

View By Fiscal Year Calendar Year Reports ⋮

All planned, in-progress, and completed training is displayed.

▲ Upcoming, Ongoing, & Unconfirmed Training for Period: 32h 0m

Training	Start	End	Hours	Training Category	Student Status	Documents
Instructor Material - Instructor Renewal	02/23/2021	12/31/2031	0h 0m		Enrolled	
Instructor Material - Emergency Response Support Instructor Material	08/02/2021	01/31/2023	0h 0m		Enrolled	
Boards & Commissions - Fire - FB0013	12/07/2021	12/07/2021	0h 0m		Enrolled	Loading...
Boards & Commissions - Fire - FB0012	09/16/2021	09/16/2021	0h 0m		Enrolled	Loading...
National Fire Academy - Decision Making for Initial Company	08/02/2021	08/03/2021	32h 0m		Enrolled	Loading...

YOU NOW HAVE ACCESS TO ERS

CLICK ON FOLDER

ACADEMY CONTACTS



FIRE TRAINING & CERTIFICATIONS STAFF



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317-694-1596



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463-203-3532

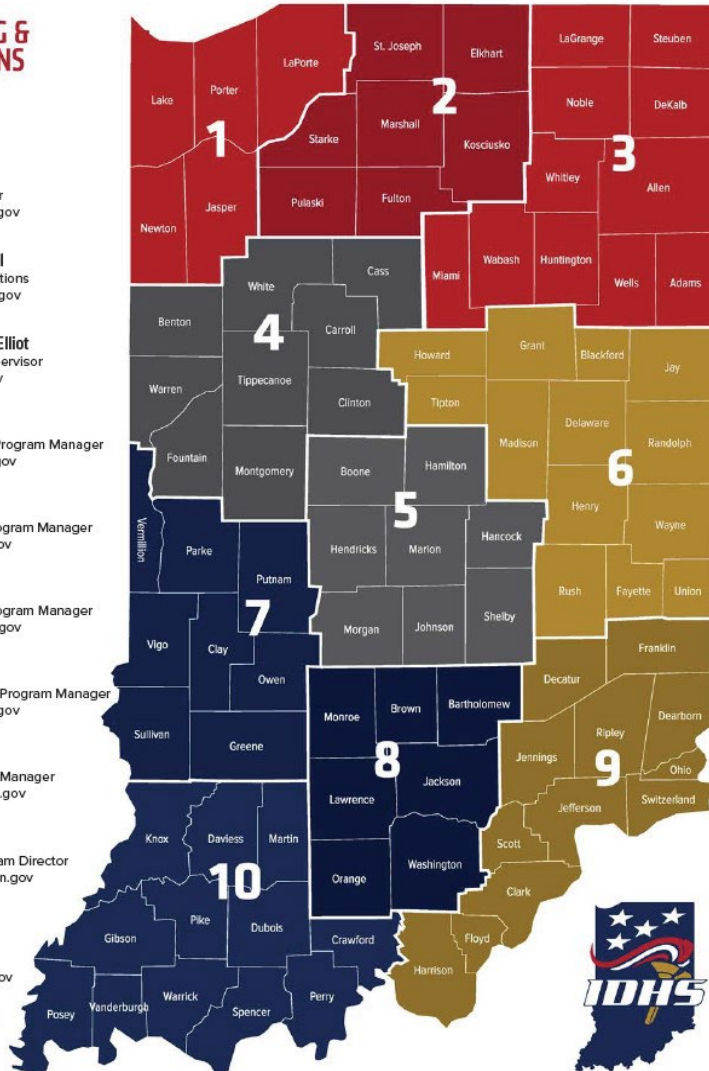


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ACADEMY WEBPAGE





ANY QUESTIONS