



# 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

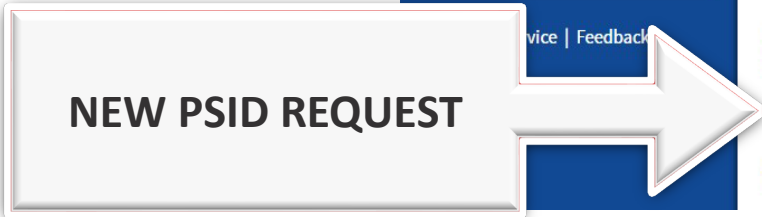
# STEP ONE - NEW PSID NUMBER REQUEST



Indiana Public Safety Personnel Portal

**INDIANA PUBLIC SAFETY PORTAL:**  
**Weblink** ➔ **ACADIS**

If you have a Public Safety Identification (PSID) Number, you can skip this step and go straight to agency roster request (slide 9).



### Sign in

E-mail address (Username)

Password

[Reset your password](#)


### Retrieve Your PSID

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

[Home](#) | [Help](#) | [Feedback](#)

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](#)



**ILEA**

#### New Portal Account Requests:

If you have recently applied for a PSID, we have already created your Portal Account. Please check your e-mail to get your Portal login information.

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](#)

#### 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.

#### 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](mailto:emscertifications@dhs.in.gov)  
FIRE: [firecertifications@dhs.in.gov](mailto:firecertifications@dhs.in.gov)  
EMA/SAR: [training@dhs.in.gov](mailto:training@dhs.in.gov)

**ILEA**  
Registration: [acadishelp@ilea.in.gov](mailto: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 displaying the Indiana Department of Homeland Security (IDHS) website. The browser tabs show "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 title is "Public Safety Identification (PSID) Information". A navigation menu at the top includes "IN.gov", "Indiana Department of Homeland Security", "Applications, Forms &amp; Permits", "Emergency Medical Services", "Fire Certification", "Building Plan Review", and "Contact Us". A sidebar on the left lists "IDHS" with sub-items: "About IDHS", "Administrative Review", "Boards &amp; Commissions", "Get Prepared", "Media and Public Resources", and "Contact Us". The main content area has a breadcrumb trail: "DHS / FIRE AND BUILDING SAFETY / PUBLIC SAFETY IDENTIFICATION (PSID) INFORMATION". Below the breadcrumb is a "Contact PSID Help" button. The main heading is "Public Safety Identification (PSID) Information". The text below reads: "Public Safety Identification Numbers (PSIDs) are used by the Indiana Department of Homeland Security (IDHS) to identify public safety personnel for training and certifications." A list of links is provided: "PSID Application", "Do not use this application if you already have a PSID.", "PSID Lookup", and "Instructions". The "PSID Application" link is circled in red. A red callout bubble with the text "See Note" points to the circled link. At the bottom, it says "Acadis Portal".

**CLICK ON PSID APPLICATION**

**See Note**

# STEP THREE - PSID APPLICATION



If you already have applied for a PSID number, skip to agency roster request.

A screenshot of the Indiana Department of Homeland Security (IDHS) website showing the Public Safety Identification (PSID) Application page. The page includes a navigation menu, a breadcrumb trail, a title, instructions, and a list of steps. A callout box points to a dropdown menu on the page.

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

Online Services I Want To FAQs

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

## Public Safety Identification (PSID) Application

To ensure you get you 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](mailto: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



## 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\*

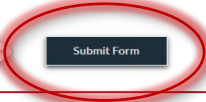
Gender\*  
 Male  
 Female

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 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 the Acadis portal to view your PSID number.

3. If you already requested a PSID, please allow seven days for completion of your request.

If you do not receive an email to the address you provided in the application within & seven days, please email: [psidquestions@dhs.in.gov](mailto:psidquestions@dhs.in.gov).



**END OF  
PSID APPLICATION  
ANY QUESTIONS?**





# FIRE DEPARTMENT AGENCY ROSTER REQUEST

FEBRUARY 2022

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# AGENCY ROSTER REQUEST



1. Go to Acadis portal:

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



Indiana Public Safety Personnel Portal



THERE IS NO NEED TO LOG IN

A screenshot of the Indiana Public Safety Personnel Portal login page. On the left, there is a "Sign in" section with a "Sign in" button. The main content area contains a description of the portal and a "Resources" section with links to "Available Training", "Training Catalog", and "WebForms". The "WebForms" link is circled in red. A large white arrow points from the "WebForms" link towards the right side of the page.

**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. The person requesting the agency roster should be a Fire Chief, Assistant Chief, EMS Chief or Training Chief.



Indiana Public Safety Personnel Portal



Home

### WebForms

WebForm	Description
<a href="#">Agency Roster Request (Fire, EMS, and EMA)</a>	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 .
<a href="#">Application for Recertification based on previous Certification</a>	This application is for individuals who are seeking Recertification due to expiration of their current EMS certification.
<a href="#">BLS level (EMR or EMT) Reciprocity application</a>	
<a href="#">Course Request (Health)</a>	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.
<a href="#">EMA &amp; Consortium Courses - Course Request</a>	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.
<a href="#">General Course Survey</a>	
<a href="#">Leadership Training Course Survey</a>	

[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<sup>®</sup> 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  Select an option...

Phone Number  \* Phone Number

\* Email Address

Organization Information

\* Organization  Enter organization name... Select an option...

If not listed please list name here

more ▾

Agency Address

Address 1

Address 2

City  State  Select an option...

Zip

County

Phone Number  \* Phone Number

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

[Back](#) [Submit](#)

**DON'T FORGET TO  
SUBMIT**

# AGENCY ROSTER REQUEST



5. When you click submit, an automatic workflow will be triggered for IDHS staff to review and complete.
6. You will receive an automatic email labeled “*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 and/or separate staff to your department roster.
9. If you need assistance, 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 training for interior structural firefighting operations should seek Firefighter 1 certification.**

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# 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 the tabs below.

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 displayed."



# 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 BROWSE OR SIGN UP 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

A screenshot of the Indiana Public Safety Personnel Portal. The main navigation bar includes "Home", "Training and Events", "Registration", "Organization", and "Academy Resources". The "Registration" section is active, showing "Available Training" with a list of courses. A "Filters" dialog box is open in the foreground, allowing users to refine search results. The "Keyword" field is highlighted with a red oval and contains the text "Instructor material". The "Apply" button at the bottom of the dialog is also highlighted with a red oval. The background shows a list of training events with columns for "Event / Location", "Status", and "Action".

**TYPE IN INSTRUCTOR MATERIAL OR EMERGENCY RESPONSE SUPPORT**

**CLICK APPLY**

# ACCESSING ERS INSTRUCTOR MATERIALS



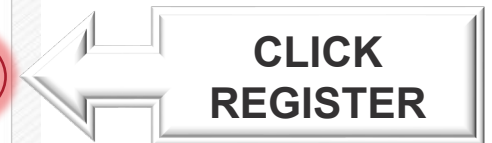
## GAINING ACCESS TO INSTRUCTOR TEMPLATES AND TRAINING MATERIALS IN ACADIS

A list of instructor materials should load. Find the appropriate “Emergency Response Support Instructor Material” and select the corresponding “Register” button.

The screenshot shows the Acadis portal's Registration page. The navigation bar includes Home, Dashboard, Training and Events, Registration (selected), Organization, Personnel, and Academy Resources\*. The page title is "Registration" with a sub-header "Browse Training". A search bar contains the 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 events. The first row is highlighted in yellow and contains the following information:

Training Event ▲ / Location	Dates	Hours	Registration Dates	Open Seats	Status
Instructor Material - <b>Emergency Response Support</b> 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.



The requested instructor material will auto-populate into your Acadis portal homepage. Next, click the “Home” tab at the top of the screen to return to the homepage.

# ACCESSING ERS INSTRUCTOR MATERIALS



## GAINING ACCESS TO INSTRUCTOR TEMPLATES AND TRAINING MATERIALS IN ACADIS

Scroll down your homepage and look for the “Training” header.  
Within this section you’ll find the class you registered for with Instructor Materials.

The screenshot shows the "Training" section of the Indiana Public Safety Personnel Portal. The navigation bar includes "Home", "Dashboard", "Training and Events", "Registration", "Organization", "Personnel", and "Academy Resources\*". The "Training" header is active. Below the header, there are options for "View By" (Fiscal Year, Calendar Year) and a "Reports" button. A sub-header reads "All planned, in-progress, and completed training is displayed." Below this, a section titled "Upcoming, Ongoing, & Unconfirmed" shows a table of training courses. The table has columns for Training, Start, End, Hours, Training Category, Student Status, and Documents. The second row, "Instructor Material - Emergency Response Support Instructor Material", is circled in red. A red circle also highlights the folder icon in the "Documents" column for this row. A callout box on the left says "YOU NOW HAVE ACCESS TO ERS" with an arrow pointing to the red circle. A callout box on the right says "CLICK ON FOLDER" with an arrow pointing to the folder icon. The table also shows "Training for Period: 32h 0m" and "Loading..." buttons for some rows.

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

# ACADEMY CONTACTS



## FIRE TRAINING & CERTIFICATIONS STAFF



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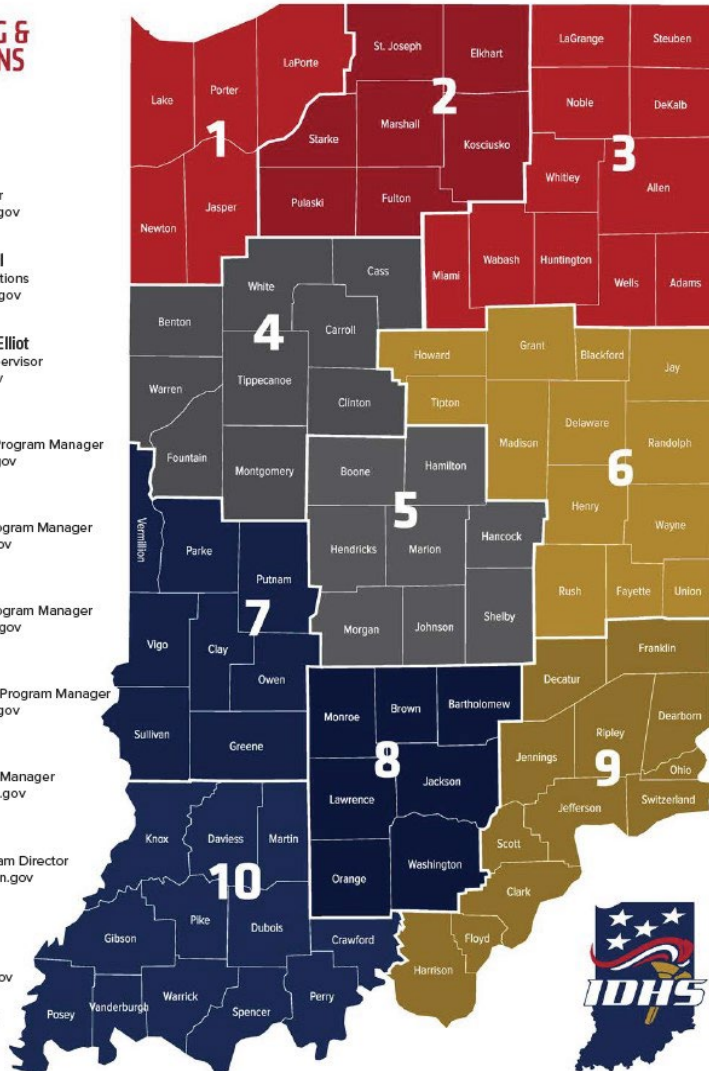


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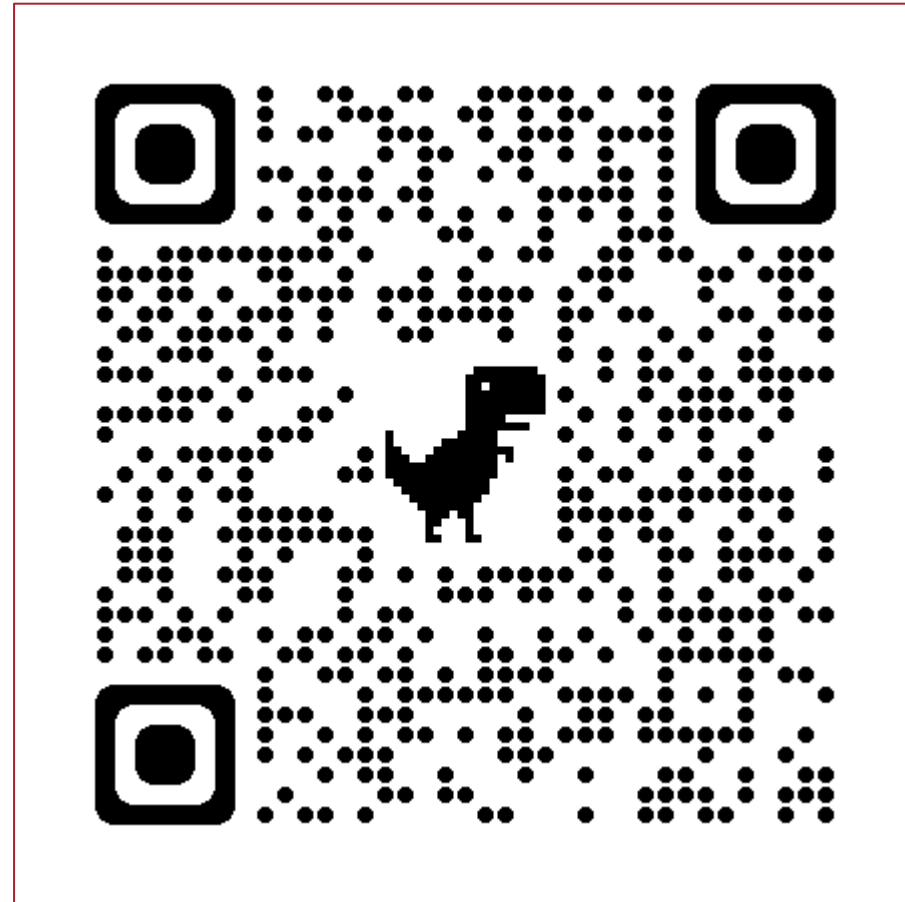


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**After-Hours Help**  
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# ACADEMY WEBPAGE





**ANY QUESTIONS**