

Enrollment Instructions for NCJTC On Demand eLearning

Subscribe once per year for access to the catalog of your choice

1. Go to <https://ncjtc.fvtc.edu/on-demand>
2. Select **one** catalog that best matches your needs or profession.
Criminal Justice Professionals catalog covers training designed strictly for law enforcement, law enforcement support, social workers, victim service providers, child serving professionals, prosecutors, and other criminal justice professionals.

Community Training catalog covers training for those who work outside of law enforcement, child serving organizations, tribes, community leaders, educators, court system personnel, community members, and other members of the public.
3. After selecting the catalog, click on '**SUBSCRIBE**' and complete your subscription registration using the FVTC My Training system that launches.
4. You will receive an email confirming receipt of registration and that it is being reviewed.
5. Once you are approved, you will receive an email confirmation with a link and instructions on how to log into your catalog on Blackboard.
6. Once logged into Blackboard and your community(catalog) page, you may **enroll instantly in any online class offered**.
 - Just scroll down to find a course. Click on 'enroll' to have the course instantly show/display in the 'My Courses' area on your Blackboard page. You are now enrolled in the course! Once you have added a course to your 'My Courses' list, just click the course title to enter the course and begin the training.
 - You will also have 1-click access to ALL NCJTC online course in the community.