# **Registering for NCJTC ‘On Demand’ eLearning through Fox Valley Technical College**

*Register for the On Demand Catalog that Best Fits your Profession/Work. Once approved instantly self-enroll in and access multiple online courses, modules and webinars through the FVTC Blackboard System.*

* **Already have a FVTC Student Account with ID and Password? FOLLOW OPTION 1 ON THIS PAGE**
* **New to FVTC-NCJTC and No Student Account? GO TO PAGE 2 AND FOLLOW OPTION 2**

**OPTION 1**: If you ***do not have***a FVTC student account

**First, Create a FVTC student account**

1. Visit the NCJTC website at <https://ncjtc.fvtc.edu/>, and click the ***Discover On Demand*** link at the top of the home page.
2. At the *On Demand* page, select ‘View’ for the catalog that best fits your profession.

*\*\*\*You may only register for ONE catalog, so be sure to choose the one that matches your work\*\*\**

* + **Criminal Justice Professionals Catalog:** 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:** 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
1. When you identify the catalog you should register for, click the ***Subscribe*** button.
2. Read the popup and select ***Continue.***
3. Next, select the ***Create New Account*** button and follow the prompts.
	* National ID is a Social Security Number
	* Be sure to use your **work phone and business email address**
4. When you have completed setting up your account, you will have a FVTC Student Account with a unique Student ID and password. ***SAVE your student ID number and password in a secure location for future reference!***

**Be Sure to Finish the Process! Complete the Registration for the NCJTC On Demand Community**

1. Select ***Check Out*** from My Cart on the left side of your screen.
2. Follow the prompts and select ***Register All*** to submit your NCJTC On Demand community registration

**What Next? How Do You Find and Access the Online Training You Want?**

* Your registration will be reviewed within 24 hours, and you will receive an email confirmation with a link to log into the FVTC Blackboard System.
* **After logging into the Blackboard system, you can instantly access any online courses, modules and webinars** you see in your NCJTC community.
	+ Scroll through the community page and click the ‘**ENROLL**’ button next to any offering, and then on ‘OK’ to confirm.
	+ Added offerings are instantly placed in the ‘**My Courses’ box** at the top of your Blackboard home page.
	+ Simply click the course/module title to enter it and begin work.

**OPTION 2: If you *already have a* FVTC student account**

**Register for a NCJTC On Demand Community through the NCJTC Website**

1. Navigate to the NCJTC website: <https://ncjtc.fvtc.edu/> and select ***Discover On Demand*** from the top of the home page.
2. At the *On Demand* page, select ‘View’ for the catalog that best fits your profession.

*\*\*\*You may only register for ONE catalog, so be sure to choose the one that matches your work\*\*\**

* + **Criminal Justice Professionals Catalog:** 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:** 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
1. When you identify the catalog you should register for, click the ***Subscribe*** button.
2. Read the popup and select ***Continue.***
3. **Log into the registration system using your EXISTING FVTC student ID number and password.**
	* If you cannot remember your ID or password, click the ‘**Identify your Account**’ button.
	* Be sure your student account information is up to date and that you are using your **work email and phone number** as your primary contact information.

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