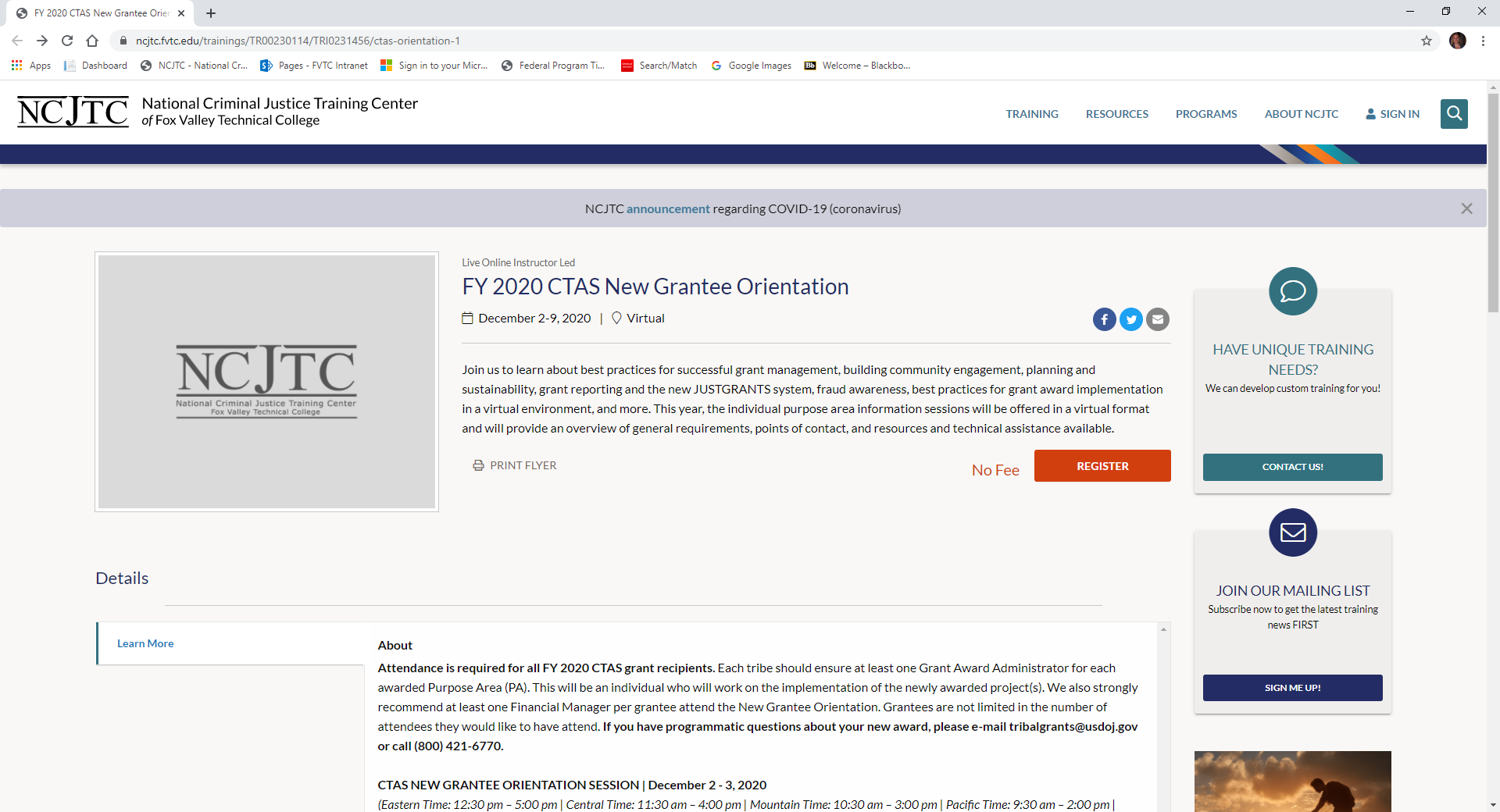
**CTAS Orientation Registration Process**

**Starting the registration process**

* Visit National Criminal Justice Training Center Web site, www.NCJTC.org/CTAS, click registration link [here](https://ncjtc.fvtc.edu/trainings/TR00230114/TRI0231456/ctas-orientation-1).
* Click **Register**



**Complete Sign In information**

* If you have attended previous training with the National Criminal Justice Training Center:
  + Enter ID (this will be your FVTC 7-digit ID number)
    - Forgot ID?
      * Click on **Forgot ID?**
        + See instructions for **find account**.
  + Enter password
    - Forgot your password?
      * Click on **Forgot Password?**
        + Enter ID

Confirm Account and click on **continue**

Select method to have security code sent to

Enter 4-digit code and click **Continue**

Follow prompts to reset password.

* + Click **Sign In**

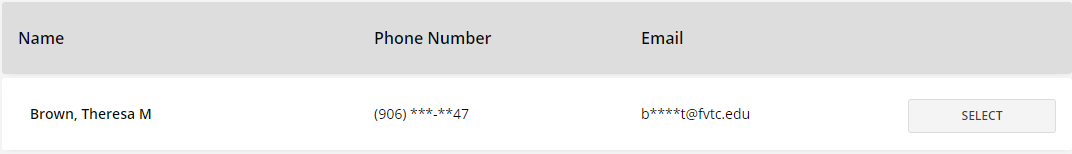
**Not sure if you have an account:**

* Select **Find My Account**
  + Enter First Name, Last Name, and Birth Month and Year (optional)

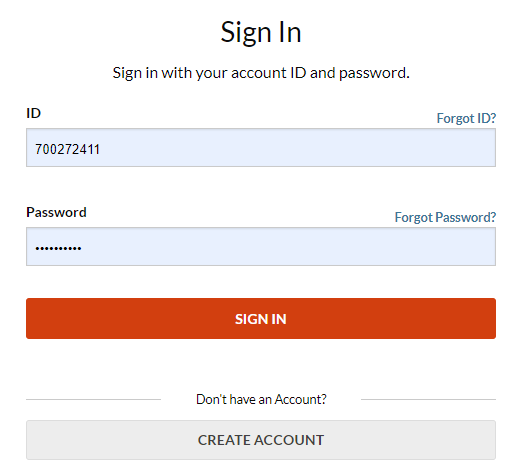
**Not finding your account?**

* Try searching with long and short versions of your first name (for example: use both Robert and Bob).
* Search with previous last names.
* Try adding in your birth month and year to limit results.
* If you signed a “Prevent Disclosure of Directory Information Form” this will keep your account from appearing in the list.
* If none of these options help, then please call the Help desk at 920-735-5644 or use our [Contact Form](https://account.fvtc.edu/help).

**Found your account:**

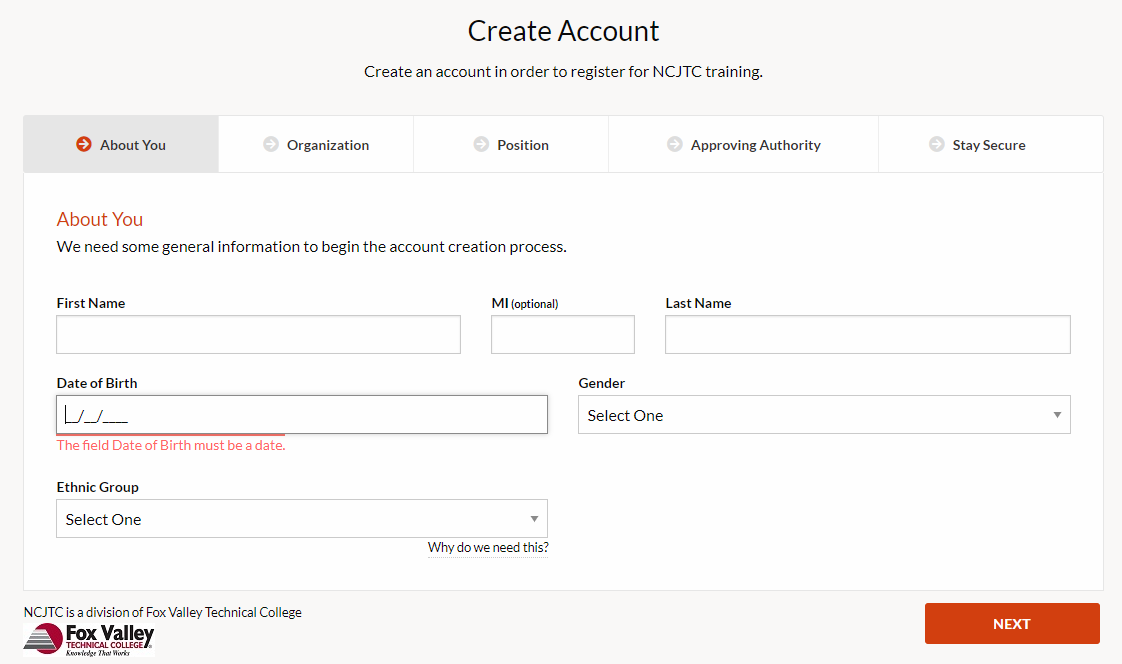


* Click **Select**
  + Your FVTC ID and other information will be displayed.
    - Select **SIGN IN** and continue with **Complete Sign in Information** instructions. (Page 1)



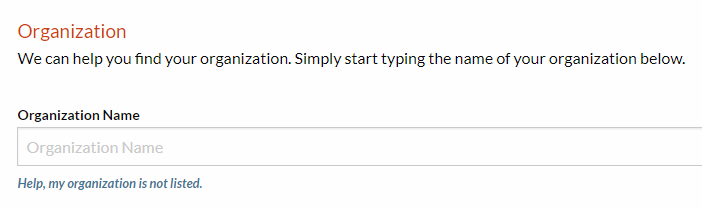
**Don’t have an Account?**

* Select **Create Account**
  + Fill out all tabs and fields
    - Click **Next**



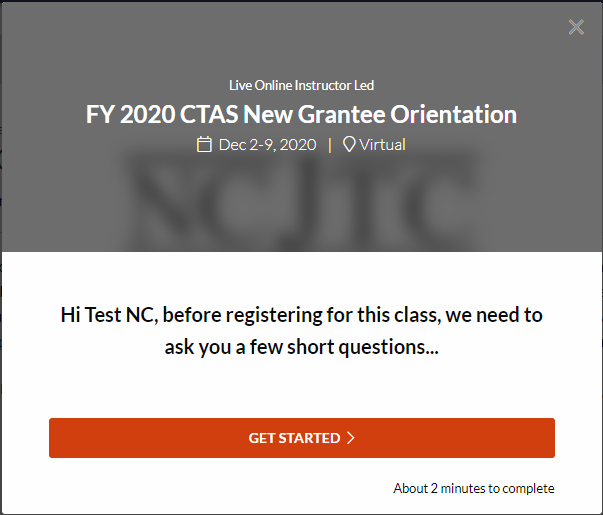
**Organization can’t be found**

* Select ***Help, my organization is not listed***
  + Fill out Organization Name (name of department you work in), Type, Country, Address (**must be** **street address)**, City, State, Postal Code, and Organization Phone.



**Completed sign-in/created an account!**

* Once you have signed-in/created an account you will complete the registration process.
  + Click **Get Started** to finish registration



* + Choose your organization
    - * Click **next**
  + A class roster may be generated and distributed to course participants.
    - Select **Yes** or **No**
      * Click **next**
  + For state reporting purposes, select you’re your disability status
    - Select **Yes** or **No**
      * Click **next**
  + From the list, select which most closely describes your professional discipline
    - Once you’ve made your selection, click **next**
  + Which Tribe are you representing?
    - Fill in and click **next**
  + Will you be attending the Orientation as the Financial Manager or Grant Award Administrator?
    - Check all that apply
      * Click **next**
  + Which purpose area(s) will you be representing?
    - Check all that apply
      * Click **next**
  + Have you attended any prior CTAS Orientations?
    - Select **Yes** or **No**
      * Click **next**

Click **CONFIRM**

Congratulations! You’re registered! An email confirmation will be sent shortly.

