**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.

