

ROSTERS

Idaho Peace Officer Standards and Training
Agency Portal How-To



TO BEGIN, LOG INTO YOUR AGENCY PORTAL

If you do not have a new account, please use your old username to login or click the link below to create a new account. Otherwise please use your email to login.

Email

Password

New users may [register here](#).

[Forgot my password.](#)

ON THE DASHBOARD, SELECT "TRAINING ROSTERS"

The screenshot shows a dashboard interface. On the left is a sidebar with several categories: People, Reports, Rosters, Employee Forms, and Applications. The 'Rosters' category is expanded, showing a link for 'Training Rosters'. An orange arrow points from a blue note box to this link. The main content area on the right is titled 'Session Status' and contains a list of session cards for various categories like Adult Detention, Adult Misdemeanor Probation, Communications, Correction, Felony Probation and Parole, Juvenile Detention, Juvenile Probation, and Patrol. Each card displays 'Packets pending approval', 'Session' number, 'Start' date, and 'Open' count.

Category	Packets pending approval	Session	Start	Open
Adult Detention	16	86	10/10/2021	0
Adult Misdemeanor Probation	0	14	07/04/2021	23
Communications	3	71	12/05/2021	24
Correction	10	84	05/16/2021	32
		85	08/08/2021	32
		86	11/14/2021	32
Felony Probation and Parole	2	32	09/12/2021	32
Juvenile Detention	2	43	06/13/2021	22
Juvenile Probation	0	21	08/01/2021	15
Patrol	3	201	05/02/2021	0

Note: The user must have the "roster user" role assigned to them in order to view this tab

PAST ROSTERS THAT HAVE BEEN SUBMITTED BY THE USER AND THE AGENCY CAN BE SEEN HERE

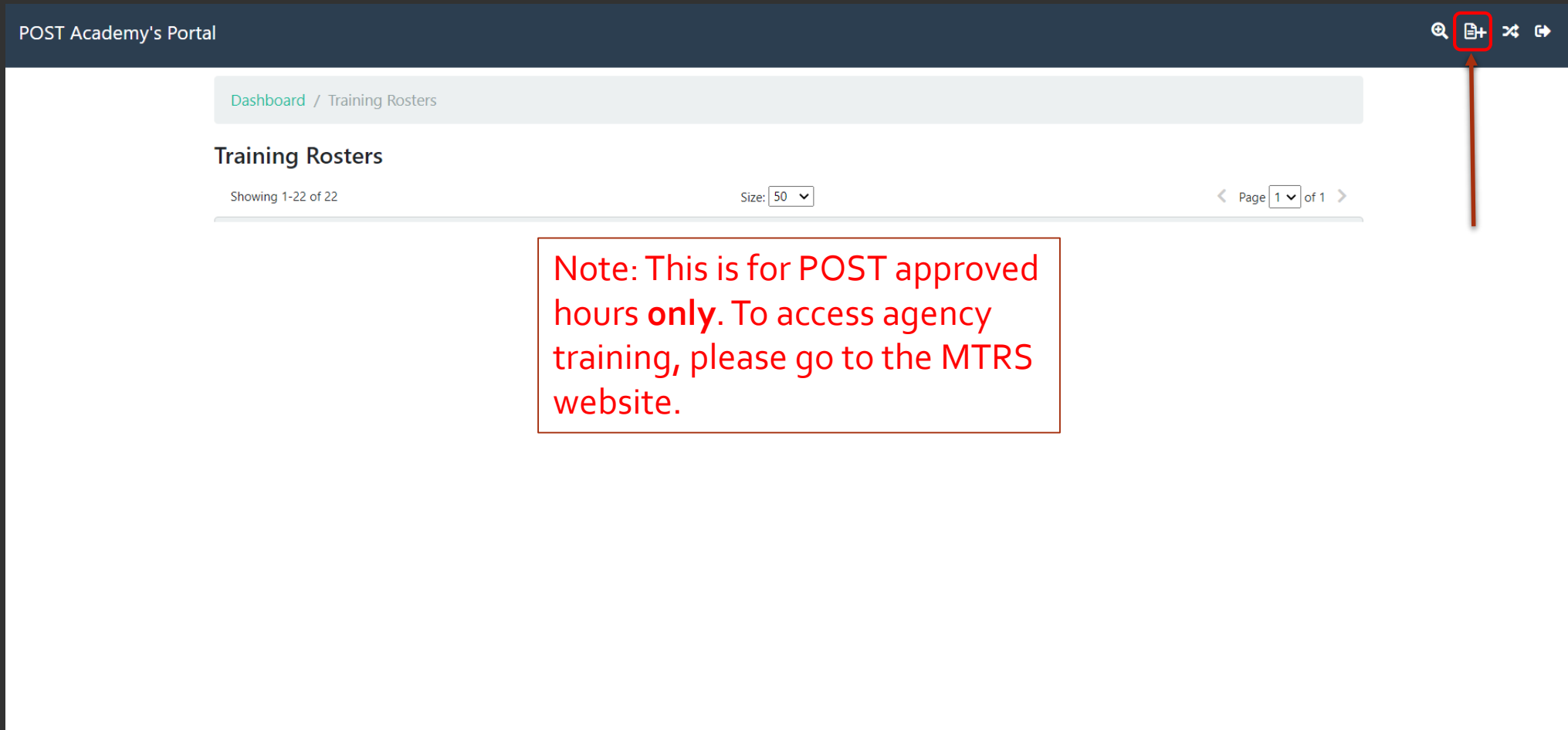
POST Academy's Portal 🔍 📄 ⌂ ↻

[Dashboard](#) / [Training Rosters](#)

Training Rosters

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TO CREATE A NEW ROSTER SELECT THE ICON IN THE UPPER RIGHT



POST Academy's Portal

Dashboard / Training Rosters

Training Rosters

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Note: This is for POST approved hours **only**. To access agency training, please go to the MTRS website.

ENTER IN THE INFORMATION REGARDING THE CLASS. IF THERE IS A BOX, IT REQUIRES INFORMATION TO BE SUBMITTED TO POST

Dashboard / Training Rosters / Training Roster

Training Roster

Course Information

*Course Title

*Course Start Date & Time

*Course End Date & Time

*Agency Presenting

*Location *City County Region [?](#)

*Total Hours *Total Grads

Attendees

Find by POST ID or Last Name / [Add non-credited attendee](#)

Name	POST ID	Agency	Classification	Hours Completed	Incomplete
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Instructors

Find by POST ID or Last Name / [Add non-credited instructor](#)

Name	POST ID	Agency	Classification	Hours Instructed
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ONCE COMPLETED, SELECT SUBMIT AT THE BOTTOM OF THE PAGE TO SEND THE ROSTER TO POST FOR APPROVAL

Dashboard / Training Rosters / Training Roster

Training Roster

Course Information

*Course Title: SFST Refresher *Course Start Date & Time: 03/15/2021 0800 *Course End Date & Time: 03/16/2021 1700

*Agency Presenting: POST Academy *Location: Classroom A *City: Meridian County: Ada Region: 2

*Total Hours: 16 *Total Grads: 4

Attendees

Find by POST ID or Last Name / Add non-credited attendee

Name	POST ID	Agency	Classification	Hours Completed	Incomplete
[REDACTED]				16	<input type="checkbox"/>
[REDACTED]				16	<input type="checkbox"/>
[REDACTED]				16	<input type="checkbox"/>
[REDACTED]				16	<input type="checkbox"/>

Instructors

Find by POST ID or Last Name / Add non-credited instructor

Name	POST ID	Agency	Classification	Hours Instructed
[REDACTED]				16

Comments

This is an annual training

By checking this box, I certify that the information provided on this form is accurate and complete to the best of my knowledge.

IF YOU HAVE MORE QUESTIONS ABOUT ROSTER PLEASE CONTACT YOUR REGIONAL COORDINATOR

Region 1

Mark Gidney

Reg. 1 Coordinator

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