

USER ROLES

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.

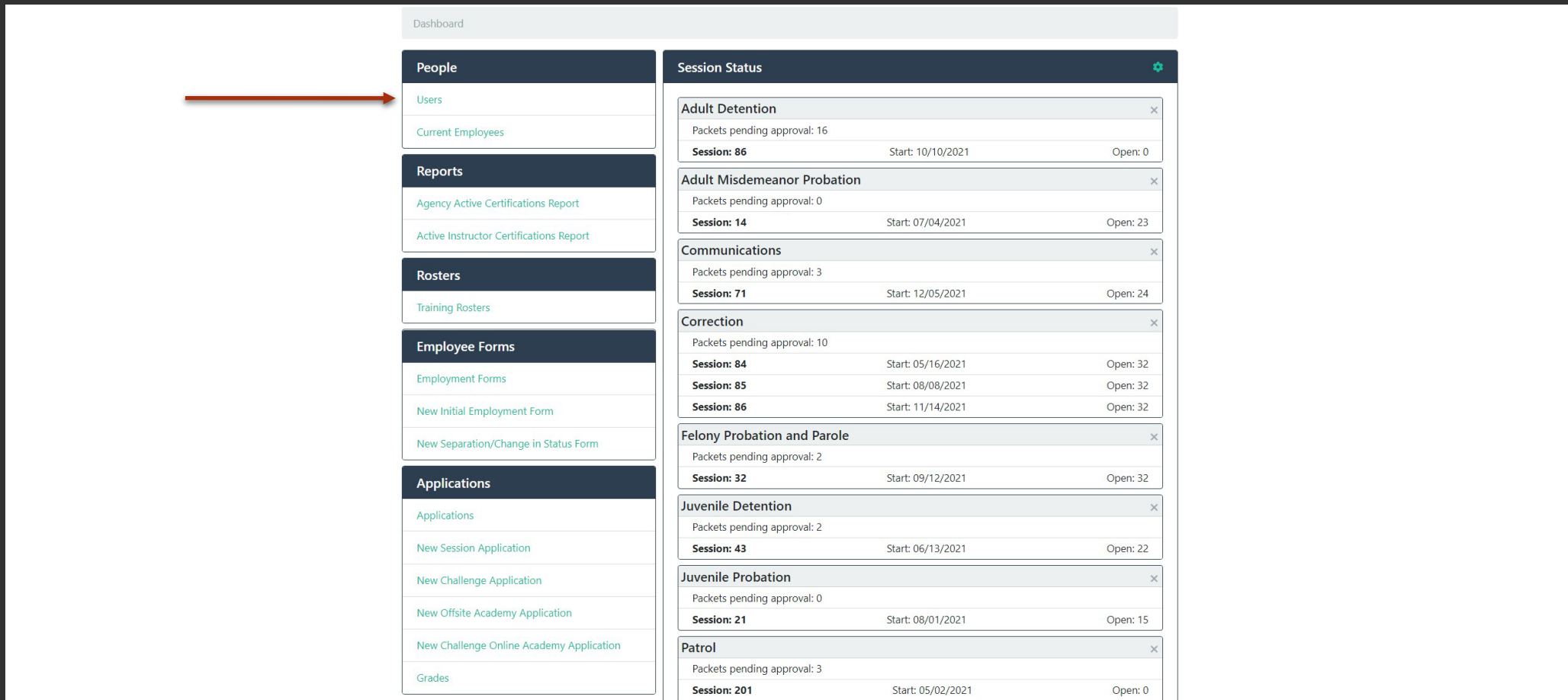
Email

Password

New users may [register here](#).

[Forgot my password.](#)

ONCE LOGGED IN, SELECT THE USER TAB TO ASSIGN ROLES



The screenshot shows a dashboard with a left-hand navigation menu and a main content area. The navigation menu is organized into several sections:

- People**
 - Users (highlighted with a red arrow)
 - Current Employees
- Reports**
 - Agency Active Certifications Report
 - Active Instructor Certifications Report
- Rosters**
 - Training Rosters
- Employee Forms**
 - Employment Forms
 - New Initial Employment Form
 - New Separation/Change in Status Form
- Applications**
 - Applications
 - New Session Application
 - New Challenge Application
 - New Offsite Academy Application
 - New Challenge Online Academy Application
 - Grades

The main content area is titled "Session Status" and contains a list of session categories, each with a table of details:

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

SELECT THE EMPLOYEE YOU'D LIKE TO ASSIGN ROLES TO, YOU WILL THEN SEE THIS SCREEN...

POST Academy's Portal

Dashboard / Users / Edit User

Agency User Details

First Name: [Redacted] Last Name: [Redacted] Email: [Redacted] Save

Administrator
 Job Postings User
 Application/Form Signer

Applications User
 Training Records User

Employment Forms User
 Rosters User

The roles are laid out as follows:

ADMINISTRATOR: Has complete access to the POST Agency Portal, is able to set permissions for the agency's users, and has all user functions below

APPLICATIONS USER: Is able to initiate and save training applications

EMPLOYMENT FORMS USER: Is able to initiate and save Initial Employment Forms and Separation/Change Employment Forms

APPLICATION/FORM SIGNER: In conjunction with APPLICATIONS USER and EMPLOYMENT FORMS USER will be able to submit the relevant forms to POST for processing

JOB POSTINGS USER: Has the ability to access and submit job postings to POST for their agency

TRAINING RECORDS USER: Has the ability to print POST Profile reports, view agency employees, classification, certification and access Active Instructor Report

ROSTERS USER: Is able to initiate, view and submit Training Rosters (used to be part of MTRS)

ONCE YOU HAVE SELECTED THE APPROPRIATE ROLES,
BE SURE TO SELECT SAVE. THE USER CAN THEN LOG IN
AND THEIR ROLES WILL BE ADJUSTED

POST Academy's Portal

Dashboard / Users / Edit User

Agency User Details

First Name	Last Name	Email	<input type="button" value="Save"/>
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	

Administrator
 Job Postings User
 Application/Form Signer

Applications User
 Training Records User

Employment Forms User
 Rosters User

IF YOU HAVE ANY MORE QUESTIONS ABOUT USER ROLES, PLEASE CONTACT POST CERTIFICATIONS:

certifications@post.idaho.gov

208-884-7250