State of California – Department of Justice
LEARNING PORTAL ADMINISTRATOR REQUEST
POST 2-339 (Rev 06/2020) – Page 1 of 2

Commission on
Peace Officer Standards and Training (**POST**)
860 Stillwater Road, Suite 100
West Sacramento • CA 95605-1630 • 916 227-3909

| SAVE | RESET | PRINT |

INFORMATION PRIVACY ACT: Pursuant to the Federal Privacy Act (Public Law 93-579) and the Information Practices Act (IPA) of 1977 (Civil Code Sections 1798, *et seq.*), notice is hereby given for the request of personal information. Failure to provide all or any part of the requested information may delay processing of this form or result in an incomplete record. No disclosure of personal information will be made unless permissible under Article 6, Section 1798.24 of the IPA of 1977. Each individual for whom personal information is collected has the right to inspect that information in any record maintained by POST. Inquiries may be directed to the POST Information Practices Act Coordinator at the address listed above. Contact POST for instructions on requesting records.

PART A.   USER INFORMATION   *See Instructions*

1. APPLICANT NAME (LAST, FIRST, MI)	2. POST I.D. NUMBER (OR SOCIAL SECURITY NUMBER)
	_ SSN: _ _

3. DEPARTMENT NAME	4. JOB TITLE

5. DEPARTMENT MAILING ADDRESS (STREET / P.O. BOX)	6. CITY	7. STATE	8. ZIP

9. BUSINESS EMAIL ADDRESS	FOR POST USE ONLY

10. BUSINESS CONTACT NUMBER	11. BUSINESS FAX NUMBER
( ) Ext:	( )

PART B.   ACCESS REQUESTED

12. **Type of access requested:** ☐ Learning Portal Agency Administrator   ☐ Learning Portal Academy Administrator   ☐ Agency/Academy Reports

13. **Administrator setup or update** *(must select one of the following):*

☐ I am the FIRST Learning Portal Administrator for my agency.

☐ KEEP current Learning Portal Administrator(s) for my agency.

☐ DEACTIVATE the following Learning Portal Administrator(s) for my agency *(please print full names)*:

1) _____   2) _____   3) _____

4) _____   5) _____   6) _____

PART C.   APPLICANT ATTESTATION

I understand and agree to the following conditions when entering Non-Peace Officers (NPOs) into the POST Learning Portal NPO List:

- Agency NPOs are employees or volunteers of my agency and have completed an agency-level background clearance.
- Agency NPOs are currently assigned functions or tasks normally or previously performed by sworn peace officers, or their activities are in support of sworn officers.
- **OR:** Academy NPOs are currently enrolled as non-sponsored students in the Regular Basic Course (RBC) intensive, extended or modular format (III, II, or I), or the Specialized Investigator Regular Course (SIBC).
- Academy Instructors are currently employed in the Regular Basic Course (RBC) intensive, extended, or modular format (III, II, or I), or the Specialized Investigator Regular Course (SIBC), and do not already have access to the Learning Portal through AICP.
- It is my responsibility to update the NPO Access List in compliance with POST policy.
- Access to the Learning Portal is a privilege; entering anyone who does not qualify can result in suspending my agency/academy access.

14. APPLICANT SIGNATURE	DATE
▶	

PART D.   EXECUTIVE APPROVAL OR AUTHORIZED DESIGNEE

My signature confirms the following:

- I agree that the above-named applicant has permission to access the Learning Portal Agency Reports and/or NPO Access List on behalf of this agency/academy according to the privileges indicated above.
- I agree to **notify POST** whenever the above individual's access rights are to be modified or deactivated.

15. PRINT AUTHORIZED NAME	16. JOB TITLE

17. AUTHORIZED SIGNATURE	DATE
▶	

▶ **Complete ALL applicable portions of this application in order to:**
  (1) Request access privileges for a new account, or (2) modify access privileges to an existing account.

▶ **After your application has been reviewed, POST will notify you by email or by phone to complete the process.**

▶ **For questions, please email:** support@postportal.atlassian.net

Please note the following:

PART A **Box 2:** *POST I.D. Number (or Social Security Number)* – Required for initial verification and to establish your user password.

PART B **Box 12:** *Type of access requested* – POST considers all users to be acting on behalf of their agencies/academies when accessing the Learning Portal.

Choose from the following:

- *Learning Portal Agency Administrator* – Provides multi-function access including the ability to add/delete employee/volunteer users.

- *Learning Portal Academy Administrator* – Provides multi-function access including the ability to add/delete non-sponsored attendees of the Regular Basic Course (RBC) and academy instructors who have not completed AICP.

- *Agency/Academy Reports* – Provides ability to run reports on course completion records for all registered users at the agency/academy.

Box 13: *Administrator setup or update* –

Choose from the following:

- *I am the FIRST Learning Portal Administrator for my agency* – **IF** your agency has never requested Learning Portal Administrator access before

- *KEEP the following Learning Portal Administrators for my agency* – **IF** the currently listed administrators still need Learning Portal access

- *DEACTIVATE the following Learning Portal Administrators for my agency* – **IF** the currently listed administrators no longer need Learning Portal access

How to submit: Return your *__signed__* application via:

Fax (916) 227-5271 – Attn: Help Desk

Email Scan application and email to: support@postportal.atlassian.net

Mail Commission on POST
Attn: Help Desk
860 Stillwater Road, Suite 100
West Sacramento, CA 95605-1630