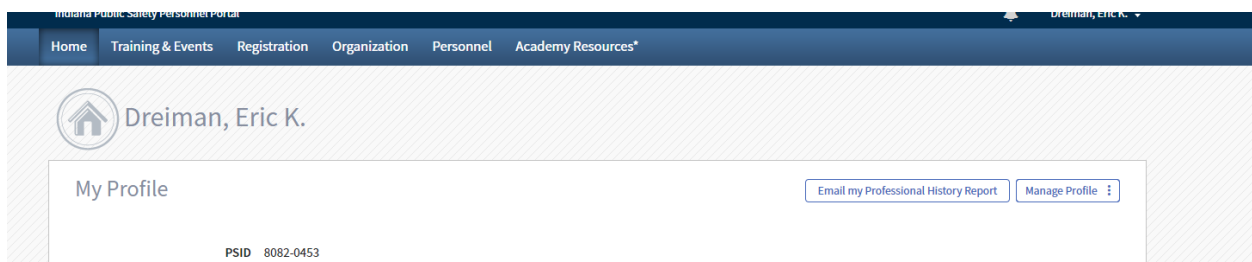
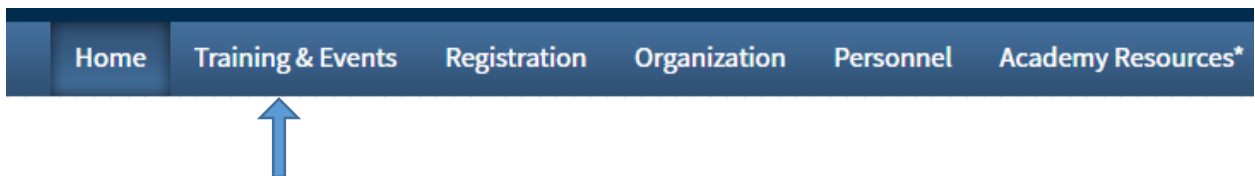


Registering for a Class on Acadis

1. IDHS now requires individuals to register themselves for certification classes. You will need to register for classes using the Indiana Acadis website. A link for the website can be found here [Acadis Sign-In.](#)
2. To sign-in you will need to enter your email (most likely your IFD email) and the password that you created when you originally set-up your Acadis account.
3. Once you have logged in to your account, you will be directed to your “My Profile” page with several tabs at the top of the page.



4. Hold your cursor over the “Training & Events” tab. A menu will open. Click on “Browse or Sign up for Training”



5. Once the “List of Available Training” page has opened, scroll down the left side of the page roughly halfway to the section labeled “By Location”. Find “Indianapolis Fire Department” and check the box. The page will reload itself.

6. Once the page has reloaded, scroll down to the “By Location” section again and find “Indianapolis Fire Department D-5” and check that box. You should now have 2 boxes checked.
7. The page will reload a second time and the IFD hosted classes will appear.
8. Select the class(es) in which you want to enroll.
9. To start the enrollment process, enter your **Last Name** first followed by your first name and submit.
10. Follow the on-screen prompts to fill out the remainder of the information and submit “Submit Request” in the lower right hand corner.