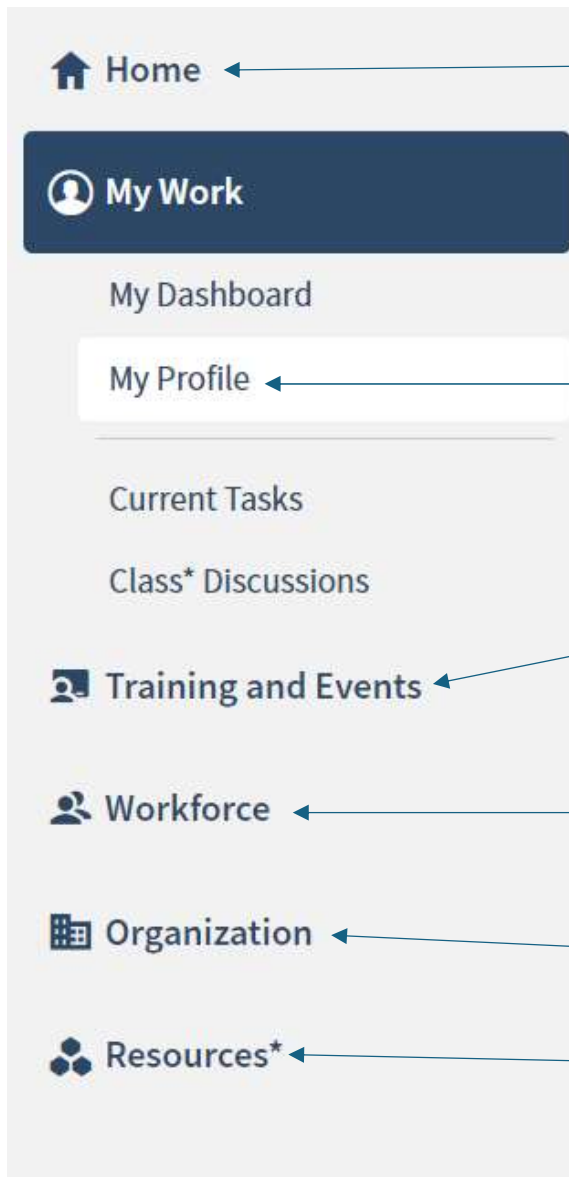


Montana Public Safety Portal – POST-Specific User Guide

Please Note: Not all features outlined herein are available to all Portal users. Your agency administrator must approve/request additional access on your Portal Account.



Wherever you are in the portal, if you click “Home,” it will take you back to your “My Profile” page.

“My Profile” is where you can see your own POST information. It contains your certification, employment, and training information.

“Training and Events” is where you can submit Lesson Plans for preapproval by POST. This is also where you enter rosters after a preapproved training. Additionally, this is where you can report individual training and request POST credit for that training.

“Workforce” is where you can see your personnel’s information and apply for certification.

“Organization” allows you to view information about your agency (an “Organization Profile”).

“Resources” contains WebForms and helpful documents.



“Available Training” is training that officers can enroll in, through the portal.

“Report Completed Training” is where you enter Rosters or individual trainings for POST credit.

“Approved Training” shows what Trainings that you have submitted, which have been approved by POST.

“Training Pending Approval” shows what Trainings have been submitted, but are not yet approved for POST Credit.

Montana Public Safety Portal – POST-Specific User Guide

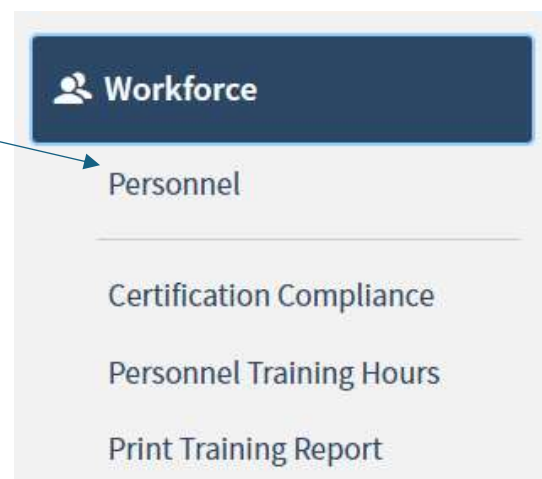


“Lesson Plans” is the term used for Training. This shows you what Lesson Plans you have submitted to POST which have been approved for POST Training Credit.

“Lesson Plan Requests” show you what Lesson Plans have not yet been approved by POST.

“Request Lesson Plan” is where you can submit a training to POST for approval of POST Training Credit Hours.

Clicking on “Personnel” will take you to a list of your officers. There, you can review their POST records and initiate certificate applications for officers.



The “Document Library” is where you can find helpful documents, including POST Rosters.

WebForms are where you can submit Notices of Appointment/Termination, Requests for Equivalency, Requests for Extension of Time, and requests for changes to portal access.