MCOLES Information and Tracking Network

MITN

In-service Training Provider
User Guide

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Table of Contents

Introduction 1

General Overview 2

Registering with MCOLES as an In-Service Training Provider 3

Logging Into the MITN System 4

The In-Service Training Provider Home Page 6

Link Bar 7
- Exit MITN 7
- Help 7
- MITN Home 7
- MCOLES Home 7
- About MITN 7
- Contact Us 7

Navigation Buttons 8
- Training List 8
- Training Course Registry 8
- Entity Profile 8

Training List 9
- Your Course ID 9
- Your Course Title 9
- Instruction Hours 9
- Registered Date 9
- Expiration Date 10
- Course Status 10
- Status Date 11
- Add New Training 11
- In-Service Training List Report 11

In-Service Course Information Detail 12

Basic Course Information 13
MCOLES Registration Requested / Not Requested 14
In-Service / ETSC Buttons 14
Your Course ID 14
Your Course Title 15
Course Description 15
Registered Date 15
Expiration Date 15
Instruction Hours 16
Objectives & Goals / Outline 16
Completion Requirements 16
Audience 17
Current Comment / New Comment 17

Publishing to the MCOLES Training Course Registry 18
Publish / DO NOT Publish to the MCOLES Registry 18
Contact Information 18

Instructor Information 19
Instructor Name 19
Instructor Qualifications 19
The Add Button 20

Dates and Locations 21
Current Location / New Location 22
Course Offering Dates 22
Cost per Student 22
Instructor 1 and Instructor 2 23
District 24
Roster 24
The Add Button 24

MCOLES-Only Information 25
MCOLES Registration Number 25
Continuing Education Category 25
Course Status 25
Status Date 25
Category/Subcategory 25
LED Approved 26
LED Approval Number 26
ETSC Approved 26
Course Category and Subcategory Table 27

Goals & Objectives and Course Outline 31

Saving and Submitting a Course to MCOLES 32
Save & Finish Later 32
Save & Submit to MCOLES 32
Cancel 32

In-Service Training Roster 33
Basic Offering Information 33
Student Attendance Information 33
Attendance Roster Report 34
Insert Blank Rows 35
Student Name 35
MCOLES Number 35
Agency 35
Status 35
The Save Button 36
The Cancel Button 36
Sample Roster Screens 36
Pass/Fail Indicator 38
Score 38
Met Completion Requirements 38
Comments 38

MCOLES Training Course Registry 40

Maintaining Your Entity Profile with MCOLES 44
Entity Head 45
Street Address 45
City/State/Zip Code 45
Mailing Address 45
Maintaining your MITN Password 45

Maintain Password 46

Introduction

The Michigan Commission on Law Enforcement Standards (MCOLES) was created in 1965. One of the responsibilities of the Commission is the authority to categorize, classify, and record attendance with respect to in-service training for certified law enforcement officers in Michigan.

The Commission has fulfilled this responsibility through the in-service training course registration program. The registration process includes a review of a course's training goals, objectives, and content to ensure that the course has been properly developed and is law enforcement relevant. Registration of a training course, however, is not an endorsement of a training provider or a course.

In-service training registration also serves as a means to consolidate records of officers' training. Although many agencies keep their own training records, officers may change agencies or work at more than one agency at the same time. By recording training through MCOLES course registration, a single record can be created for an officer.

The MCOLES Information and Tracking Network (MITN) was implemented in 2003. This program has streamlined most agency interactions with MCOLES into a Web-based program. This includes academy recruit training, agency rosters of officers and employment transactions, and in-service training.

The in-service portion of MITN includes both the training course registration and officer training records. This guide is intended to help in-service training providers become familiar with the MITN system.

Some of the MITN in-service functions differ slightly for law enforcement agencies than private in-service training providers. These differences will be highlighted in this guide.

General Overview

The In-service training provider section of MITN has three main functions:

- Managing your registered training courses;
- Submitting new training courses for registration; and
- Publishing training offerings to the MCOLES Training Course Registry.

Access to your information will be secure, password protected, and available only to those people you designate. Each of the above functions will be done through interactive Web pages.

Managing your registered training courses

Courses that you have registered with MCOLES will be available on a Training List page. The list of courses will identify the registration status, and course registration dates. Individual courses can be selected from the list for you to review and add new offering dates and locations of a registered course. Training attendance is also recorded through a course's information page.

Submitting new training courses for registration

Training course registration will be through an online form, requesting the same information as the previous paper-based system. Courses submitted will appear on your training list, and once the course is reviewed and registered, the MCOLES registration information will show for that course. This saves the time of mailing courses in for review and the return mailing of course registration information.

A registered training course is valid for one year. Up to two additional years of registration for the course may be requested, if there are no changes in course content or hours. After the second renewal period has expired, a training course would need to be re-submitted for registration. This is to ensure that the course has been reviewed by both the training provider and MCOLES within a reasonable time period.

Publishing training offerings to the MCOLES Training Course Registry

If you choose to have a registered course displayed on the on-line MCOLES Training Course Registry, the course information as well as dates and locations will be available to law enforcement agencies and officers. The Training Course Registry is searchable by course category, subcategory, training provider, location, or "wildcard" search for words in the course descriptions.

Registering with MCOLES as an In-Service Training Provider

Certain information from an in-service training provider is required so that MCOLES can enter the provider into MITN and provide them with access. This includes information such as the name of the contact person, FEIN or SSN, address, phone/fax numbers, and e-mail.

The contact person should be the *single* point of contact with the in-service training provider through who MCOLES staff can correspond. However, the training provider will be able to designate additional personnel for access to their MITN functions.

Each in-service training provider will receive the MITN Security Policy, and will be required to complete a User Agreement binding them to the MITN Security Policy. Each person a training provider wants to be allowed to use MITN will also have to complete an Operator Agreement. Each person will be given a unique logon ID and password.

Once MCOLES registers an in-service training provider, the contact person will be provided with an access ID and a temporary password. The first time a person logs into MITN, they will not be able to proceed until their password is changed.

The MITN pages are secure; you will have access to enter and update only your information, and others will not have access to your pages.

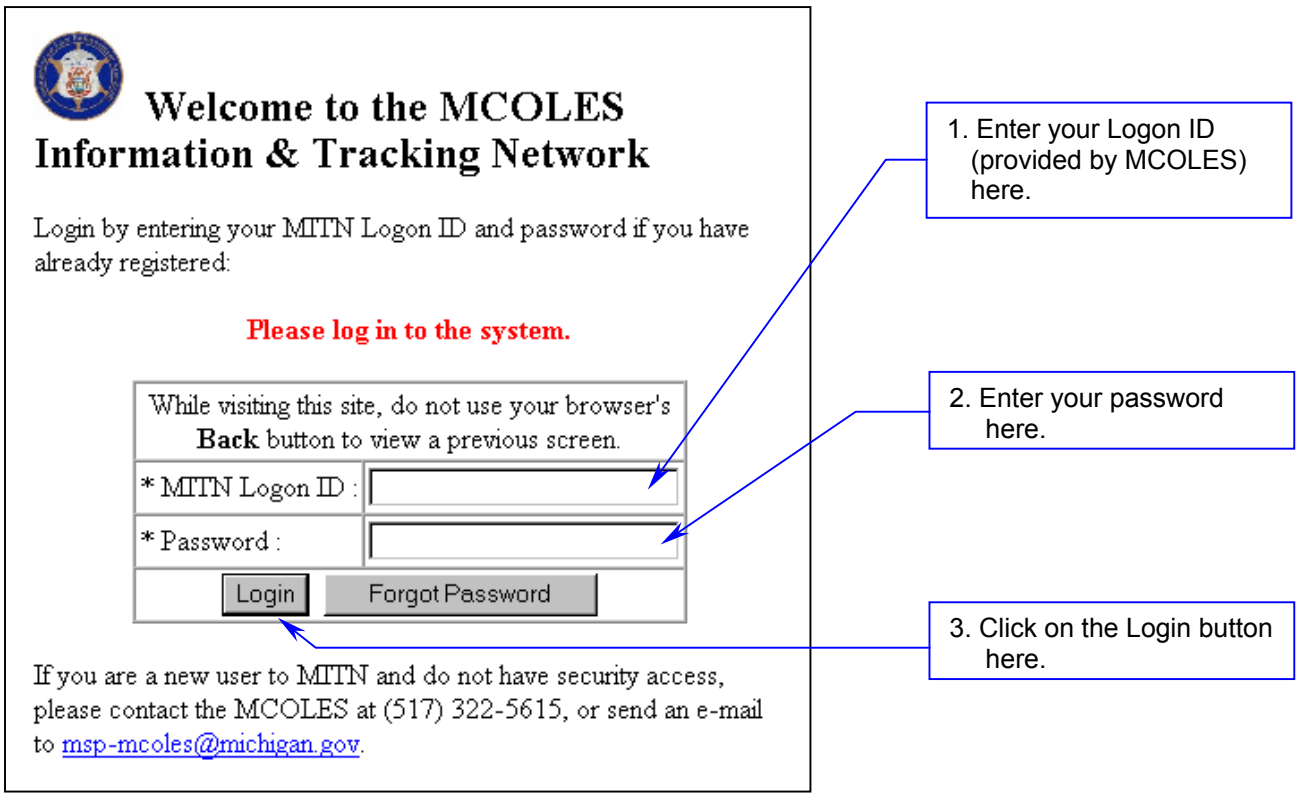
Note to Law Enforcement Agencies:

In-service training is only one part of the MITN system available to agencies, with functions available for personnel transactions and other uses that are not relevant to training. MCOLES recommends that departments with a training section or division register that section separately as an in-service training provider within MITN, with the training supervisor as the point of contact. This will help to avoid access issues within the agency, and also improve communication with MCOLES and speed up the course registration process.

Logging Into the MITN System

The entrance point for MITN is through the MCOLES web site at www.mcoles.org.

Selecting the link to MITN will take you to the Logon Page. (The link may move on the web page as items on the page are updated or added.)



If you cannot remember your password, click on the “Forgot Password” button, which will give you information on how to contact MCOLES to access your pages and reset your password.

You are allowed three attempts to log in. Both the Logon ID and password are case sensitive. If you are not allowed to log in, be sure you are using capital or lowercase letters where appropriate. Also, check your keyboard to see if the “Caps Lock” button has been pressed (a light on the keyboard should indicate if this function is on). If you attempt to log in three times and are not able to, you will no longer be able to try to log in, and you will have to contact MCOLES for a new password or Login ID.

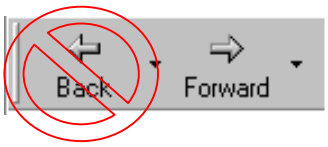
The In-Service Training Provider Home Page

Overview:
This is the initial web page that you will see once you successfully log in to MITN. From this page, you will be able to access all of the functions available to you. Only you and your designated personnel will have access to this screen and any links to your information. Notice that your agency/company name is on the top of your MITN home page, as well as in the link bar.

No information is entered or changed from this page. It is a starting point to choose the page or function you want to do.

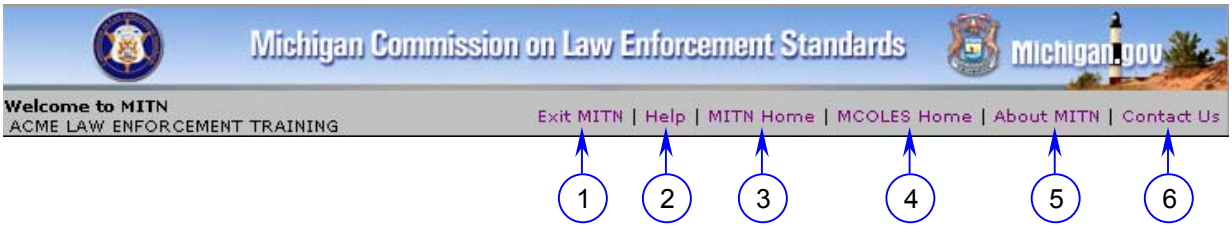
A note about moving between web pages in MITN:

You should not use the "Back" button on your web browser while in MITN. This will undo any entries or changes from the page you are leaving. Use the links or buttons within MITN to go to another screen.



Link Bar

Overview:
There are six options available on the link bar, which will appear under the banner at the top of every page within MITN. These same links are also available on the footer of each page.



1. Exit MITN
   Clicking on this link logs you out of the MITN system. *It is important that you use this link* instead of closing your web browser window.

   MITN is designed so that if there is no activity for 45 minutes, you will be automatically logged out of MITN. This is to help prevent unauthorized access to your information.

   If you just close the web browser without using the "Exit MITN" link, you will not be able to log back in until after the 45 minute period; the log-in screen will show that you are already logged into the MITN system.

2. Help
   Clicking on this link will give an explanation of how to use the web page you are on.

3. MITN Home
   This link will return you to the first page you see when you log in to MITN.

4. MCOLES Home
   This link will open a second window of your web browser at the MCOLES home page. It will *not* log you out of MITN. MITN will remain open in the original browser window.

5. About MITN
   This link will give you details on the MCOLES Information and Tracking Network.

6. Contact Us
   If you have questions about how to use the MITN system or other MCOLES functions, this link will allow you to e-mail MCOLES with your question.

Note: The Link Bar will still be on the pages on the web, but will not be shown on the subsequent images in this User Guide. A link with blue text indicates that the web page for that link has not been visited; a link with purple text indicates that the web page for that link has been visited.

Navigation Buttons

Overview:
There are three navigation buttons that appear on the left side of every web page. These buttons may be used at any time to move to other functions within MITN. The same navigation functions appear on the bottom of each web page as links.

Be careful to save any changes on the page you are working on before using the Navigation Buttons to go elsewhere in MITN.

1. Training List
   Clicking on this button will take you to the main page for managing your training courses. From that page, you will be able to submit new courses, add training dates for courses, and enter attendance rosters. The Training List information begins on page 9.

2. Training Course Registry
   Clicking on this button will take you to the MCOLES Course Registry. This is a listing of registered courses, which can be searched by category, subcategory, training provider, or location.

3. Entity Profile
   This button will take you to a page where you can update information about your agency/company or change your password.

Note: All of the Navigation Buttons will still be on the pages on the web, but will not appear on subsequent images in this User Guide.

Training List Page

Overview:
Selecting the Training List Navigation Button will take you to the Training List page. This is the main point from which your in-service training courses will be displayed and maintained.

In-Service Training List
The following is a list of training courses for:

ACME LAW ENFORCEMENT TRAINING

In-Service Training List Report (9)

(8) Add New Training

(1) Your Course ID	(2) Your Course Title	(3) Instruction Hours	(4) Registered Date	(5) Expiration Date	(6) Course Status	(7) Status Date
ALET 104	Supervising the Field Training Program	24			Submitted	04/17/2003
ALET 102	High-Risk Traffic Stops	8	04/12/2003	04/12/2004	Initial Registration	04/17/2003
	Processing the Crime Scene	40	03/25/2002	03/25/2004	First Registration Renewal	04/02/2003
	Crime Prevention Through Environmental Design	16	08/19/2001	08/19/2004	Second Registration Renewal	08/30/2003
	Managing the Problem Employee	14	01/05/2000	01/05/2003	Expired	01/05/2003

1. Your Course ID
   This is an *optional* field for your use. If you have a numbered series of courses, or if the course is offered through a college or university and has a course number, it can be added with the course. These are *not* the course IDs previously assigned by MCOLES.

2. Your Course Title
   This is the title entered by you when you add the course. The title is a link, which when clicked on will take you to the In-Service Course Information Detail for that course. This section is described starting on page 12 of the user guide.

3. Instruction Hours
   This is the number of hours you submitted with the course.

4. Registered Date
   This will always be the date the course was initially registered with MCOLES. This date will not change with course renewals.

5. Expiration Date
   This is the date that a registered course is valid until, and course offerings may be added up to this date. This date will change with course renewals to the updated expiration date.

   On initial registration, this date will be one year from the registered date. On first or second renewals, the expiration date will be two or three years from the initial course registration date.

6. Course Status
   There are several statuses that can appear here, depending on the course registration dates, submittal, expiration, or other factors. The statuses include:

   a. Submitted: This is for courses that have been submitted to MCOLES for review. There will be no registered or expiration dates that will show on the Training List. If additional information is required for registration of the course, the required information will be displayed in the Comments block in the Course Information Detail. This will be explained further in the Course Information Detail section, on page 17.

   b. Initial Registration: This is for courses that have been reviewed and registered by MCOLES. The Initial Registration status will be valid for one year from the registration date. Course offerings may be added at any point within this time to be published to the Training Course Registry.

   c. First Registration Renewal: This is for courses that were previously registered, and a one-year renewal is requested. The renewal request must be received within the one year following the expiration date of the course, and will extend the course registration to two years from the initial registration date. The course content and hours must remain the same for the renewal to be granted. Renewal requests should be sent to MCOLES via e-mail at msp-mcoles@michigan.gov or through “Contact Us” on the link bar.

   d. Second Registration Renewal: Similar to the First Registration Renewal, an additional year of registration may be given for a course. This will extend the course registration period to three years from the initial registration date.

   e. Not Registered: This is an agency-only option. It can be used for record-keeping for courses the agency does not want to submit for full registration. This will be described more in the Course Information Detail section.

   f. Expired: Courses that are not renewed or are past the final renewal eligibility (Second Registration Renewal) will have a status of expired. No additional course offerings may be added to an expired course.

g. Denied: If for some reason a submitted course has issues that cannot be resolved, is not appropriate/relevant for law enforcement, or other reasons that would prevent the registering of a course, this status would be given.

h. Revoked: If for some reason MCOLES has reason to believe that a registered course is found to be dangerous, inappropriate, has unqualified instructors, the training provider is disreputable, or other significant reason, MCOLES reserves the right to review and/or revoke course or provider approval.

The courses will appear on the Training List in this order, so that current submitted or registered courses will appear nearest to the top of the list.

7. Status Date
   This date indicates when a course was placed into the status that appears for the course.

8. Add New Training
   This button is the way to submit a new course to MCOLES for registration. It will take you to a blank In-Service Course Information Detail web page to be able to complete the information for and submit the new course.

9. In-Service Training List Report
   This link prints a report with a list of all courses, including their status and dates, that are on your Training List.

Page 1 of 1 | Michigan Commission On Law Enforcement Standards | 04/17/2003 03:58 PM

In-Service Training List Report

The following is a list of training courses for:
ACME LAW ENFORCEMENT TRAINING

In-Service Training List Report

Course ID	Course Title	Instruction Hours	Registered Date	Expiration Date	Course Status	Provider	Status Date
ALET 104	Supervising the Field Training Program	24			Submitted	ACME LAW ENFORCEMENT TRAINING	04/17/2003
ALET 102	High-Risk Traffic Stops	8	04/12/2003	04/12/2004	Initial Registration	ACME LAW ENFORCEMENT TRAINING	04/17/2003
	Processing the Crime Scene	40	03/25/2002	03/25/2004	First Registration Renewal	ACME LAW ENFORCEMENT TRAINING	04/02/2003
	Crime Prevention Through Environmental Design	16	08/19/2001	08/19/2004	Second Registration Renewal	ACME LAW ENFORCEMENT TRAINING	08/30/2003
	Managing the Problem Employee	14	01/05/2000	01/05/2003	Expired	ACME LAW ENFORCEMENT TRAINING	01/05/2003

In-Service Course Information Detail

Overview:
The In-Service Course Information Detail page contains the detailed information about a submitted or registered course.

To submit a training course to MCOLES, a blank Course Information Detail will appear if the Add New Training button is selected from the Training List page. The information can then be entered and submitted to MCOLES.

General Notes:
For a new course being entered, all of the fields will be white, which means information can be entered there. If you want to change the information in one of these fields before the course is registered, you can do so at any time, even after the original information is submitted. Most of the fields cannot be changed once the course has been registered, and the fields will have a gray background; this means that they are protected from any changes or updates. If the course content or structure is changed, a new course will have to be registered separately.

For fields with a "Current" box and "New" box, the Current field shows what had been previously submitted, and has a gray background. Information is entered into the New field. Both the Current and New information will show until the change is received and reviewed by MCOLES. After that, the New information will show in the Current field, and the New field will be blank, where additional changes can again be made. The previous information from the Current field will be gone.

Most of the fields in the examples below have been grayed out, since a registered course is being used to demonstrate, and the gray fields can not be changed.

Fields with an asterisk (*) MUST have information entered for the course to be submitted to MCOLES.

As the Course Information Detail contains a large amount of information, functions of that page will be described below in sections, starting on the pages indicated:

Basic Course Information.....13
Publishing to the MCOLES Course Registry.....18
Instructor Information.....19
Dates and Locations.....21
MCOLES-only Information.....25
Goals & Objectives and Course Outline.....31
Saving and Submitting to MCOLES.....32

Basic Course Information

In-Service Course Information Detail

1 * MCOLES Registration Requested
MCOLES Registration NOT Requested - For Agency Record Keeping Only

2 * In-Service ETSC

3 Your Course ID : Current: ALET 102 New:

4 * Your Course Title : High-Risk Traffic Stops

5 * Course Description : This course is designed for patrol officers to effect felony traffic stops and other traffic stops where there are suspected or known risks

6 Registered Date : 04/12/2003

7 Expiration Date : 04/12/2004

8 * Instruction Hours : 8

9 Objectives & Goals: View or update the Goals & Objectives
Outline : View or update the Outline

10 Completion Requirements : 100% Classroom attendance.
At least 80% on the written exam.
Satisfactory performance on scenario practical

11 Audience : Certified law enforcement officers,including those responsible for daily field service operations or special response operations.

12 Current Comment : This course is an extended version of ALET's 4-hour high-risk course which does not include scenarios.
New Comment :

1. MCOLES Registration Requested / NOT Requested

The Registration Requested/NOT Requested function is only available to law enforcement agencies entering training courses. This option was designed so agencies could maintain a complete record for officers' training. Uses for this function include agency-specific training, such as internal policies and procedures, or for specialized training that not would otherwise be registered by the training provider, such as the FBI National Academy.

The option is defaulted to MCOLES Registration Requested for new entries; agencies can change the selection by clicking on the lower button for Registration NOT Requested. Since the course would not be registered, the amount of information entered for the course is up to the agency.

Other In-service Training Providers, such as private vendors, universities and colleges, can not select this option. The buttons are gray, with the Registration Requested button selected.

2. In-Service / ETSC Buttons

Training providers who want to register training courses for certified officers should select the In-Service button. Training providers submitting a course for use of Emergency Telephone Services Committee's dispatcher training funds should select the ETSC button.

For a new course, the button is defaulted to the In-Service button.

3. Your Course ID

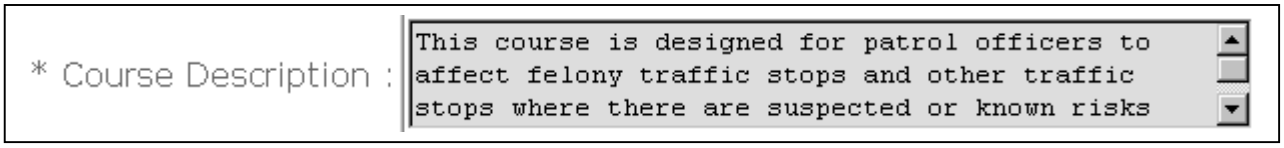
This is an *optional* field for your use. If you have a numbered series of courses, or if the course is offered through a college or university and has a course number, it can be added with the course. These are *not* the course IDs that were previously assigned to a course by MCOLES.

Since this field is for your use, the Course ID can be changed at any time, even when the course has been registered.

4. Your Course Title

This is the title of your course, and it must be entered for the course to be submitted. If a course is published to the MCOLES Course Registry this is what will appear, so be sure the title is clear and concise.

5. Course Description



The description of your course is a brief summary of what the training will provide. This will also be published to the Course Registry, so again be sure that the description will tell others what the basic intent of the course is. The Course Description field can have more lines than can be viewed in the field, and the additional lines can be seen by using the scroll bar on the right side of the field. This field is also mandatory.

6. Registered Date

The Registered Date field indicates when MCOLES has reviewed the course and assigned a status of Initial Registration. You cannot enter information in this field. This date will not change, even with course registration renewals.

7. Expiration Date

The Expiration Date is the end of the registration period for the course. No additional course offerings can be added for dates after the expiration date.

For the Initial Registration, the Expiration Date will be one year from the Registered Date. If a status of First Registration Renewal is assigned, the Expiration Date will be two years from the initial Registered Date. If a status of Second Registration Renewal is assigned, the Expiration Date will be three years from the initial Registered Date.

Following the expiration of the Second Registration Renewal, a new course must be entered, even if the course information remains the same. This ensures that both the training provider and MCOLES have reviewed the course information on a periodic basis.

8. Instruction Hours

* Instruction Hours :	8

The Instruction Hours field indicates the length of the training course, and is a required field. If the course content changes which makes the course longer or shorter, a new course must be submitted.

The hours entered are not to include travel time or meals, unless the meal is a working part of the course. Most training courses will have regular short breaks; these do not need to be deducted from the Instruction Hours.

9. Objectives & Goals / Outline

Objectives & Goals:	View or update the Goals & Objectives
Outline :	View or update the Outline

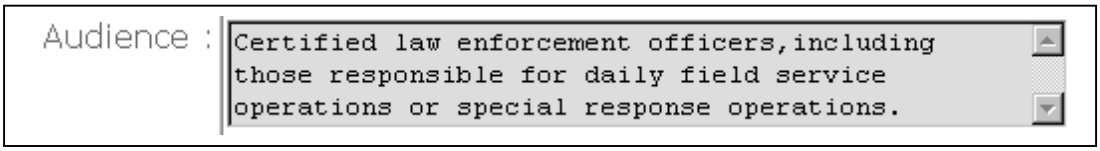
The Goals & Objectives and Outline fields are large free-form text fields further down on the In-Service Course Information Detail page because of their size. These are simply links down to their respective fields on the page; nothing is entered here.

10. Completion Requirements

Completion Requirements :	100% Classroom attendance. At least 80% on the written exam. Satisfactory performance on scenario practical

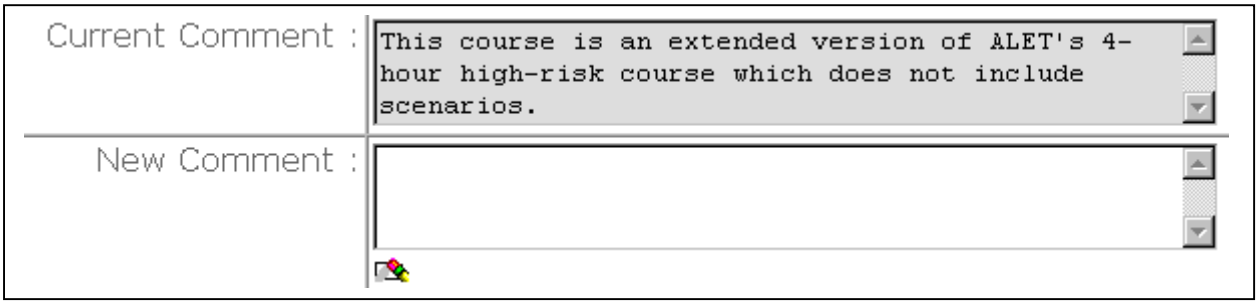
This field is where any requirements for passing a course should be entered. This would include attendance requirements, written or performance exams, or other requirements if they apply to the course.

11. Audience



The Audience field is where a description of who should attend the course can be indicated. This is especially useful if the course is going to be published to the Training Course Registry. It will help determine if the course is appropriate for an agency to send officers to.

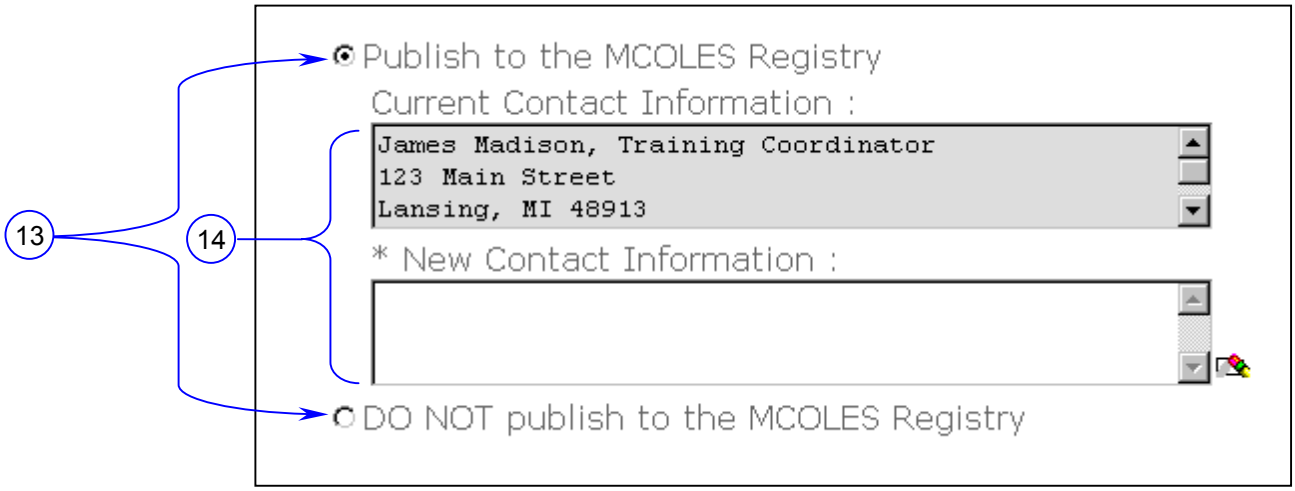
12. Current Comment / New Comment



The Comment areas will only show on your In-Service Course Information Detail. They will not display on the Training Course Registry. This is for you to use to give extra information to MCOLES for the review. It can also be used by MCOLES to request additional information for the course or other comments.

The eraser symbol under the New Comment box can be used to clear out the Current Comment; the change will only happen when the information is received by MCOLES.

Publishing to the MCOLES Training Course Registry



13. Publish / DO NOT publish to the MCOLES Registry

Any in-service training provider can choose to have a course published to the MCOLES Course Registry. This is an on-line list of upcoming courses for agencies and officers to see what training is available. It is searchable by category, subcategory, date range, parts of the state, or by "wildcard" search of the course description.

An agency that has a registered training course but would not open the course to officers from other agencies would select the DO NOT publish button. Likewise, a private in-service training provider may give training specifically for one agency or by invitation only, and may not want to display the course.

The Publish / DO NOT publish buttons are defaulted to Publish. Only registered, active courses can be displayed on the Course Registry. Courses entered by an agency for record keeping only, that are not registered, can not be displayed.

More information about the MCOLES Course Registry is in that section of the User Guide, beginning on page 40.

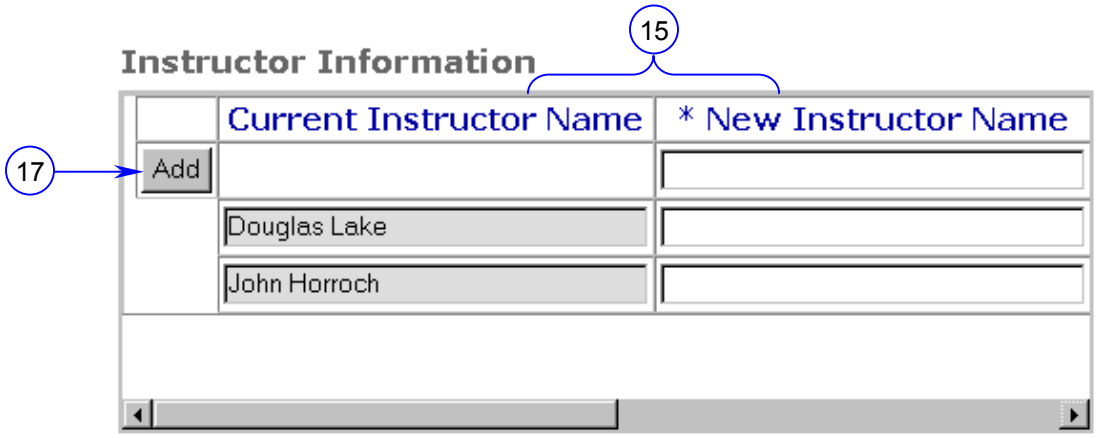
14. Contact Information

If a course is going to be published on the MCOLES Course Registry, Contact Information must be provided. The information provided can be in whatever format the training provider wants, such as name, telephone number, mailing address, e-mail, or any other means for officers to find out more about the training.

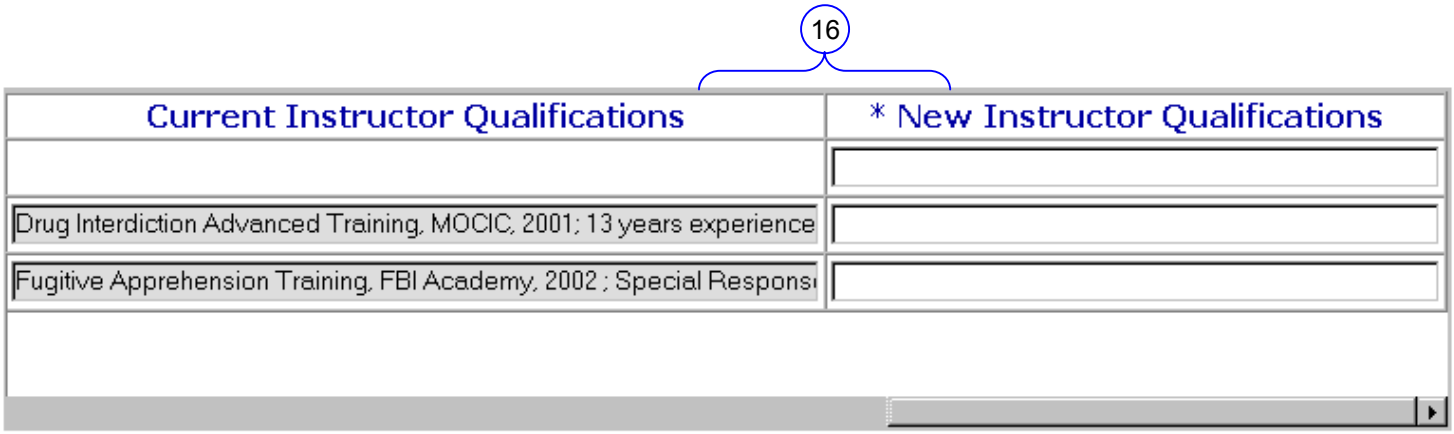
The Contact Information can be changed at any time when the course is submitted or registered.

Instructor Information

Because of the limited space on a web page, the Instructor Information rows can not all be seen at one time. There is a scroll bar on the bottom to move left or right to see more of the row.



Left View



Right View

15. Instructor Name
At least one instructor and their qualifications must be initially submitted with a course. Instructors can be added to a course at any time, along with their qualifications, even after a course is registered. Instructors can not be removed. If an instructor no longer teaches the course, then they would simply not be assigned to a course offering.

The instructor's name is typed into the top New Instructor Name row. Once received by MCOLES, the instructor will be moved to the Current Instructor Name box.

16. Instructor Qualifications
A course's Instructor Information entries showcase the instructors' qualifications to teach *that particular* course. This is not meant to be a full resume for the instructor. Although instructors may have qualifications, instructor certifications, and extensive experience in many areas, the entry for a course should focus on those that directly relate to the course.

This would include instructor development courses, topic-specific instructor training courses, law enforcement experience related to the course (such as specialized assignments), and other appropriate information.

Instructor Qualifications must be added at the same time as the Instructor Name. As with the Instructor Name, the New Instructor Qualifications will move to the Current Instructor Qualifications box.

17. The Add Button

The Add button is on the left side of the top row, where a new instructor is added. The Add button must be clicked on for each instructor added. The instructor just added will move down one row, and make a new blank row at the top.

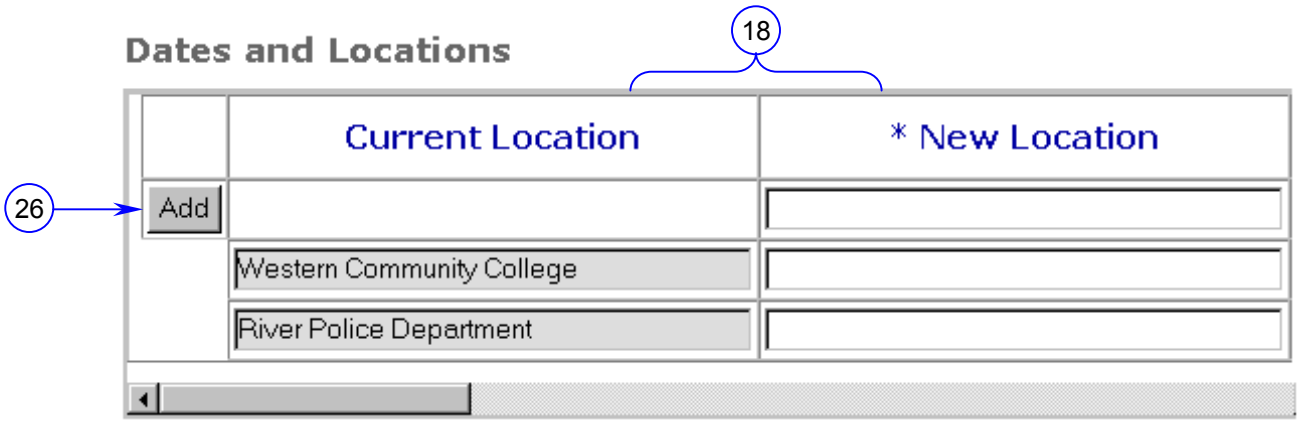
Sometimes, depending on your web browser, pressing the Add button will refresh the page and put you back at the top of the Course Information Detail page. You will have to move back down to the Instructor Information area to continue. This does not save the new instructor; any changes made to the Course Information Detail will only be saved when the Save button at the bottom of the page is clicked on. The Save button will be explained more on page 32.

Dates and Locations

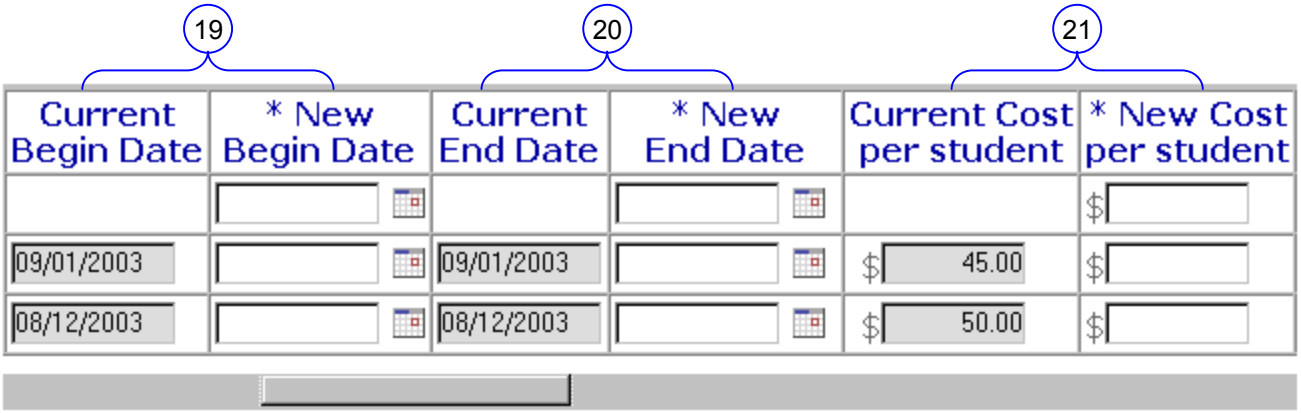
The Dates and Locations information block can be updated throughout a course's registration period. This allows upcoming and new offerings of a course to be posted on the Course Registry. A single instance of training (on a particular time and location) entered on this list is referred to below as a "course offering." This also is where student attendance will be recorded on the In-Service Training Roster, which will be explained starting on page 33.

As with the Instructor Information, rows can not all be seen at one time. There is a scroll bar on the bottom to move left or right to see more of the row.

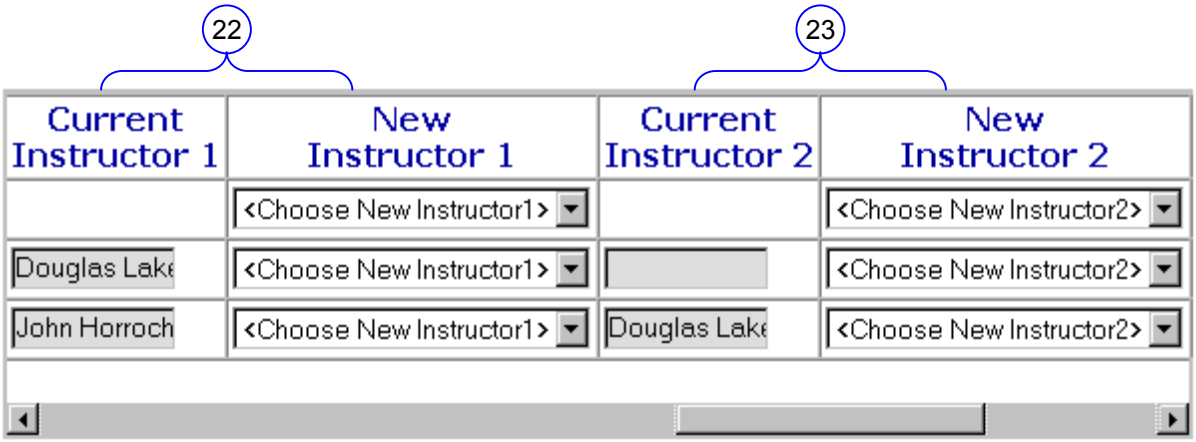
When a course offering is entered, the information should be entered on the top row, which will initially be blank. The Location, Dates, Costs and Instructor fields must be entered in their "New" areas. There will be no "Current" information on this row. Once a course offering has been entered and added (see # 26), the information will move to the Current field. The New Location field will be blank. The course offering information can be changed at any time up until the date the course has been presented by entering any changes in the New field and submitting the change to MCOLES.



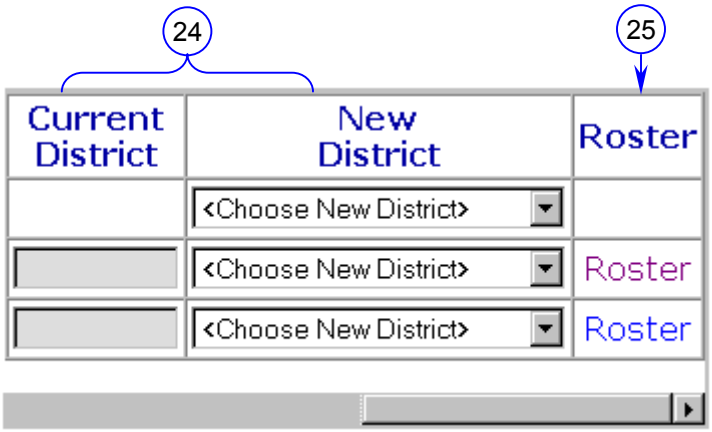
Left View: Locations



View 2: Dates and Costs



View 3: Instructor Assignments



Right View: Districts and Rosters

18. <u>Current Location / New Location</u>
The location of a course offering is required, but it can be entered how you want it to appear, such as "River Police Department Training Room," or "Cobo Hall, Detroit, Room 201."

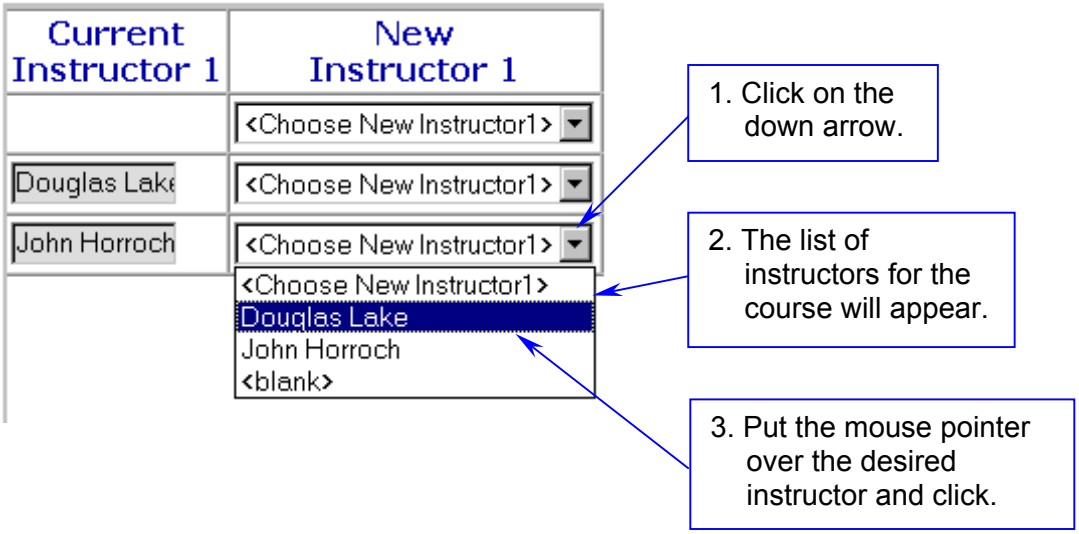
19. / 20. <u>Course Offering Dates</u>
Course dates must be entered for each offering. If the course is over more than one day, the appropriate starting and ending dates should be entered. If the course is only one day, the End Date still needs to be entered and would be the same as the Begin Date.

21. <u>Cost per Student</u>
The cost of the training must be entered here. If there is no charge, then $0.00 must still be entered. The Cost per Student is for the course tuition only; travel cots, meals, lodging, or other expenses are not to be included here.

22./ 23. Instructor 1 and Instructor 2

Although many instructors may be entered who can or will be teaching the course, the Dates and Locations section allows for up to two primary instructors to be associated with any one course offering. If more than two instructors are used for a single course offering, MCOLES recommends that you keep records of all instructors with your other documentation of the training, but still enter two instructors, such as those presenting a majority of the course material.

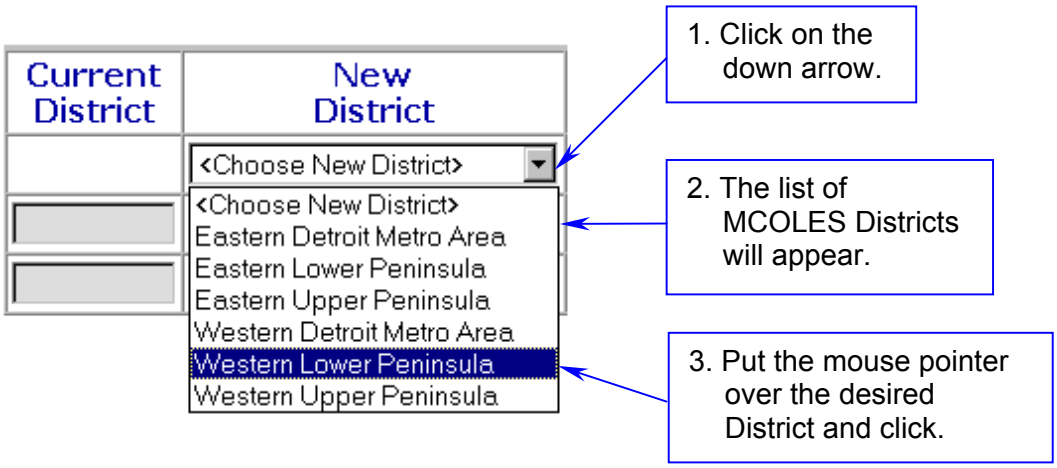
The instructors submitted to MCOLES will be shown in a drop-down list next to the Instructor 1 and Instructor 2 fields.



When a course is initially entered and submitted to MCOLES, the list of instructors will not show in the list until the course is registered. This is so that MCOLES can review the instructors' qualifications before they can be assigned by you to a course offering. You can still enter as many course offerings as you like when submitting the course initially, but you will have to add the instructors later. Once a course is registered, you can add as many course offerings as you will be presenting, and the instructors will be available for any of these offerings.

24. District

To help agencies and officers search for training in their area, you may enter a district. The district assignments are those used by the MCOLES Field Representatives. The list of districts is broken into parts of the state. A map of the districts is available on the MCOLES web site at www.mcoles.org. The District field is not required to be entered. If you choose to enter an MCOLES district for your training, it can be selected from a drop-down list the same way as the instructors.



25. Roster

The Roster link appears at the end of each row of a course offering. This link is to the In-Service Training Roster page where the enrollment and attendance is recorded. The In-Service Training Roster is described starting on page 33.

26. The Add Button

The Add button is on the left side of the top row, where a new course offering is added. The Add button must be clicked on for each offering added. The course offering just added will move down one row, and make a new blank row at the top.

MCOLES-only Information

The MCOLES-only Information area contains information is for numbers and statuses assigned by MCOLES. Some of this information will be shown on the Training Course Registry with the general course information.

MCOLES-only Information

27	MCOLES Registration # :	649002	Course Status :	Initial Registration	29
28	Continuing Education Category :		Status Date:	04/17/2003	30
31	Category :	Patrol Activities	Sub-category :	High Risk Traffic Stops	32
33	LED Approved :	Yes	LED Approval # :		34
35	ETSC Approved :				

27. MCOLES Registration Number
This number is assigned by MCOLES for the purposes of LED reporting.

28. Continuing Education Category
At this time, MCOLES does not require continuing education credits. Some colleges and universities allow in-service training courses to count towards degree credits. The school must make their own determination if the training course can be counted for credit.

29. Course Status
This shows the current status that MCOLES has for a course. The statuses are discussed on page 10 as part of the Training List Page. The status type assigned will determine if offering dates and locations can be added to the course.

30. Status Date
This is the date that MCOLES assigned the course's current status.

31./ 32. Category / Sub-category
MCOLES has determined a list of categories that can be assigned to training courses. Within each category, there are several sub-categories. This is used for the MCOLES Course Registry when someone is searching for a training course. The MCOLES Course Registry is described starting on page 40.

The course category and sub-category are initially assigned by MCOLES so that there is consistency for the Course Registry. For a listing, see the table starting on the next page. If you do not agree with the category or sub-category that MCOLES assigned, you can contact the Career Development Section at (517) 322-6627, or send an e-mail to msp-mcoles@michigan.gov.

33. LED Approved
This shows if the course meets the requirements so that Law Enforcement Distribution funds can be used for this course.

34. LED Approval Number
If the course requires additional review, such as an Out-of-State Special Use Request, a specific approval number will be assigned for LED reporting.

35. ETSC Approved
For courses submitted for use of the Emergency Telephone Services Committee's Dispatcher Training Funds, this shows if these funds can be used for this course.

Course Categories and Sub-Categories

Accident Investigation

Accident Investigation	Accident Evidence Collection	Railroad Crossing

Communication Skills

Communications	Court Functions	Public Relations
Courtroom Testimony	Expert Witness	Report Writing
Conflict Resolution	Languages	Telephone

Community Policing and Problem Solving

Community Policing	Crime Analysis	Crime Prevention Against Elderly Persons
Community Relations	Crime Prevention	
Conflict Resolution		Public Perception of Police

Computer and Technology Use

Computers	Computer Skills	LEIN

Correctional Officer Training

Corrections	Jail	Lockup Training
In Custody Death	Prison	

Critical Incident Response

Aircraft Disaster	Emergency Management	Rail Disaster
Bombs/Explosives	Executive Protection	Search and Rescue
Chemical Agents	Floods	Sniper
Critical Incident Debriefing	Fugitive Apprehension	Security
Critical Incident Response/ Rapid Deployment	Hazardous Materials	Tactical/SWAT
	Homeland Security	Terrorism
Crowd Control	Hostage Negotiation	Violence in the Workplace
Dive Rescue	Incident Management	Weapons of Mass Destruction
Domestic Terrorism	Mobile Field Force	

Cultural Diversity

Cultural Diversity	Native American Issues	Racial Issues
Racial Profiling	Spanish Issues	

Domestic Violence

Domestic Violence	Personal Protection Orders	Elderly Abuse

ETSC

Basic	Management	LEIN
Operational	Supervision	

Evidence/Forensics

Blood Spatter Patterns	Fingerprints	Photography
Crime Scene Processing	Forensic Pathology	Physical Evidence
Evidence/Property Management	Forensic Science	

Course Categories and Sub-Categories (Continued)

Field Training Officer

Basic Field Training Officer	Advanced Field Training	FTO Program Supervision

Firearms

Firearms	Long Guns	Shotguns
Handguns	Select-Fire Weapons	Weapons

First Aid

Air and Bloodborne Pathogens	CPR	First Responder
Automated External Defibrillators	First Aid	Trauma/Triage

First Line Supervision

	First Line Supervision	

Instructor

Instructor Development	Presentation Skills	Train-the-Trainer

Investigation Techniques

Confidential Informants	Interview and Interrogation	Surveillance
Criminal Profiling	Polygraph	Undercover

Investigation - Crimes Against Persons

Assault	Hate Crimes	Stalking
Crimes Against Children	Homicide/Deaths	Suicide
Crimes Against the Elderly	Robbery	Violent Crimes
Criminal Sexual Conduct	Serial Killers	Violent School Incident

Investigation - Crimes Against Property

Arson/Fire	Documents and Forgery	Larceny
Breaking and Entering	Financial	White Collar Crime
Computer Crime	Fraud	Vehicle Theft
Credit Card Fraud		

Investigation - Crimes Against the State

Computer Crime	Environmental	Narcotics
Contraband	Gambling/Games	Vice
Drug Enforcement	License Violations	

Investigation - Organized Crime

Cults	Gangs	Organized Crime
Drugs	Gambling/Games	

Juveniles

Juveniles	RAVES	School Violence/
Juvenile Gangs	Schools	Violent School Incidents
Juvenile Violence	School Liaison Officer	Student Mentoring

Course Categories and Sub-Categories (Continued)

Legal Issues

Americans with Disabilities Act	Forfeiture	Prosecution
Civil Liberties	Information/FOIA	Search and Seizure
Criminal Law	Legal Issues	Victim Rights
Criminal Procedures	Legal Updates	Warrantless Vehicle Searches
Entrapment	Liability	

Management/Executive

Budget/Fiscal	Liability Control	
Discipline/Ethics	Management	Problem Employees / Early Warning System
Grant Management	Management/Supervision	
Grant Writing	Media Relations	Public Safety Manager
Harassment/Discrimination	Personnel Selection/Oral Boards	Records Management
Internal Affairs	Policy/Planning/Research & Development	Supervision
Labor Relations		Time Management
Leadership	Promotion Evaluation	Vehicle/Fleet Management

Motor Carrier

	Motor Carrier Enforcement	

Patrol Activities

Advanced Patrol Techniques	In Custody Death	Patrol Tactics
Advanced Police Officer Training	Mentally Ill	Severe Weather Observation
Autism	Mobile Video Training	Suicide Prevention
Crisis Intervention	Mountain Bike Patrol	Street Psychology
High Risk Traffic Stops	Officer Safety (Survival)	

Personal Development

Attitudes and Behavior	Physical Training	Stress Management
Employee Substance Abuse	Post Incident Trauma	Time Management
Health/Wellness	Self Improvement	

Specialized Assignments

Airport Security	Court Security	Motorcycle Operator
Aviation	Dive Rescue	Mounted Patrol
Bailiff	Industrial Security	Transit Security
Canine (K-9)	Marine Patrol	

Speed Measurement

Basic Radar	LIDAR Operator	

Support Operations

Audio Visual	Chaplains	Graphic Arts
Auxiliary	Dispatch	Police Reserves

Traffic Enforcement

Highway Traffic Safety	OUIL/OUID Enforcement and Detection	Traffic Stops

Course Categories and Sub-Categories (Continued)

Use of Force

Chemical/Aerosol Sprays	Impact Weapon Training	Restraint Instruments
Decision Making	Less-Lethal Weapons	Subject Control

Vehicle Operations

Defensive Driving	Emergency Vehicle Operation	Specialized Vehicles

Goals & Objectives and Course Outline

The Goals & Objectives (36) and Outline (37) fields are text fields where their respective information should be entered. These fields allow for existing text to be copied from a word-processing program. Examples are available by clicking on the “Click to see example” link (38).

Since these fields are large, they are located lower down on the In-Service Course Information Detail page. There are links from the basic information block at the top of the page that take you down to the Goals & Objectives and Outline.

Goals & Objectives Click to see example (38)

(36)

```
Learning Goal:
To better prepare officers with the dangers of traffic stops involving felons
or other known dangerous persons.

Training Objectives:
At the conclusion of training, the officer will be able to:

1. Demonstrate a knowledge of indicators that may warrant the use of a high-
risk traffic stop.

2. Demonstrate a knowledge of legal precedent for the seizure and detention of
vehicle occupants during a traffic stop.

3. Demonstrate a knowledge of factors to be weighed in conducting a high-risk
stop, including location, other traffic, prior knowledge of the offender,
number of officers available.

4. Demonstrate appropriate tactics used for set-up and initial vehicle stop.

5. Demonstrate appropriate tactics for the removal and securing of vehicle
occupants.

6. Demonstrate follow-up tactics to clear the vehicle.
```

Outline Click to see example

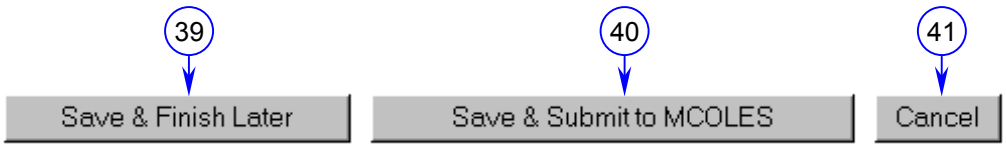
(37)

```
8:00 - 8:30  Introductions; completion of necessary paperwork

8:30 - 9:00  Review of legal issues relating to traffic stops, search and
seizure of individuals

9:00 - 10:00 Indicators of situations that may necessitate use of high-risk
traffic stop procedures

10:00 - 10:10 Break

10:10 - 10:30 Other considerations in when to and not to effect a high-risk
traffic stop

10:30 - 11:00 Video presentations:
                   "Nevada Drug Interdiction"
                   "River City Fugitive Stop: What went Wrong?"
                   "Officer Safety: The High-Risk Traffic Stop"

11:00 - 12:00 The set-up and vehicle stop

12:00 - 1:00  Lunch (On own)

1:00 - 2:00   Securing occupants and the vehicle

2:00 - 4:00   Practical Scenarios

4:00 - 4:30   Critique of scenarios

4:30 - 5:00   Written Exam, wrap-up.
```

Saving and Submitting a Course to MCOLES

There are three buttons at the bottom of the In-Service Course Information Detail page. These allow new courses to be entered, new instructors or course dates and locations to be added to a registered course, or to cancel changes you started to make to a course. You must save and/or submit changes for any added or changed information stored.

For the instructors and the dates and locations fields that have the Add button, the Add button does not save the changes, only adds the information like any other field. One of the save options described below must still be selected.



39. Save & Finish Later
When you are entering a new course, you can stop and return to the course to finish entering the information or make any changes before submitting the course to MCOLES. The Save & Finish Later button will keep any information you have entered, but will not be reviewed by MCOLES at this point. There will be no course status listed while it is in this stage.

Once the course has been submitted to MCOLES, this button will still appear but will no longer be available to you, but you will still be able to make changes as described below.

40. Save & Submit to MCOLES
When you are entering a training course, you can choose to submit it to MCOLES even if you are not done entering the information yet, or you can wait until you have filled in all of the required information. The new course will have a status of Submitted, and you can continue to make any changes while it is in this status.

Once a course has been registered, you will not be able to change any of the course details, but you can continue to submit new instructors or dates and locations at any time while the course is within it's registration period. Those areas that can not be updated once the course is registered will have a gray background. Those that can be updated will still have a white background.

41. Cancel
The Cancel button does not cancel a course or a submission. If you are entering information on the course, new instructors, or new dates and locations, the Cancel button will just stop any changes you have just made before selecting one of the save options.

In-Service Training Roster

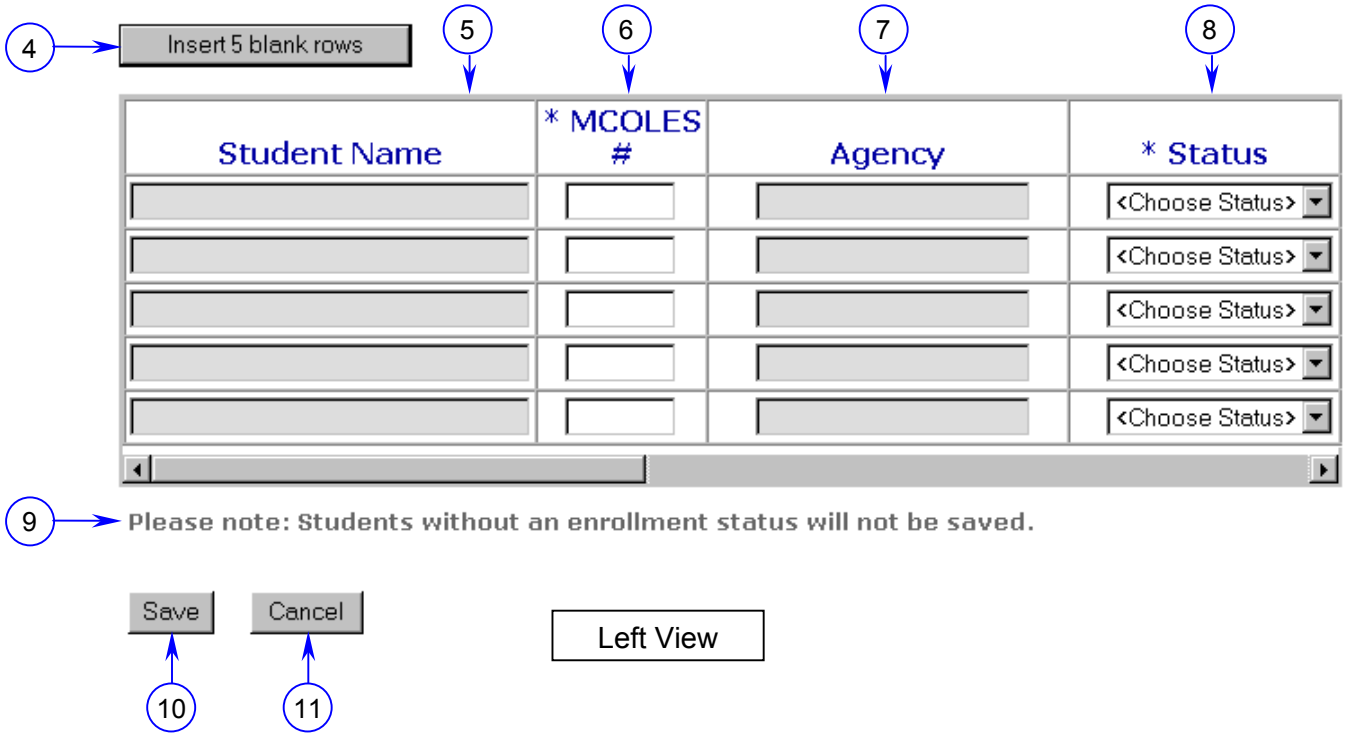
Overview:
The In-Service Training Roster page is where student attendance and grades are recorded. A roster is attached to each specific course offering. Entering the students' information on the roster automatically adds the training course to their individual training records. This allows the officers and their agencies keep track of the training attended.

To get to the In-Service Training Roster page for a particular course offering, use the link at the end of the row for it's Dates and Locations entry. See Item #25 for the In-Service Course Information Detail page on page 24.

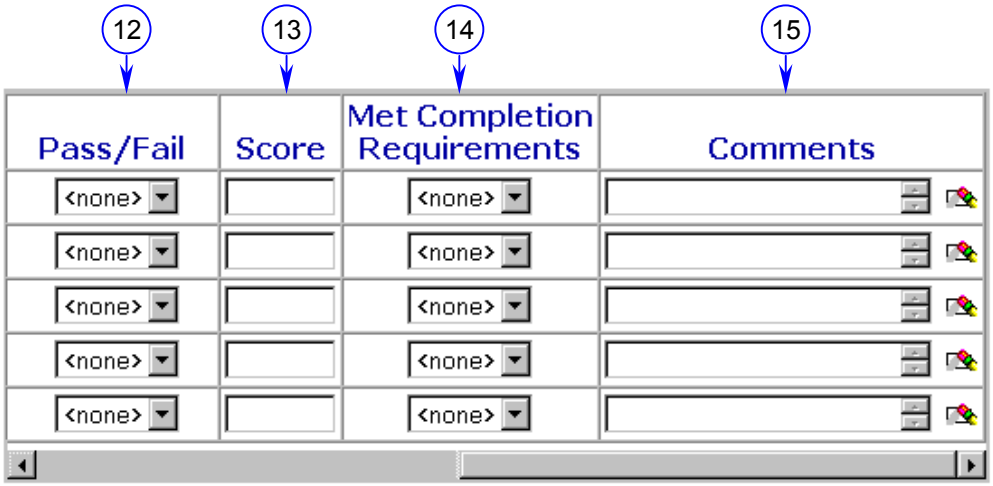
1. Basic Offering Information
   The top part of the In-Service Training Roster shows the information that was entered on the Dates and Location row for this offering. In this example, the Instructor 2 entry is blank since only one instructor was added to this offering.

2. Attendance Roster Report
   The Attendance Roster Report can be printed at any time, including student enrollment information entered before a class begins, and the actual attendance at any time following the course. An example will be given below with student information.

3. <u>Student Attendance Information</u>
   Once information on student is entered, it will appear on the bottom part of the roster page. It will be blank until any information is entered.



Left View



Right View

4. Insert Blank Rows
   To start entering roster information, the “Insert 5 Blank rows” button will add spaces for all of the student attendance information. This button can be used as many times as necessary to add more lines until all of the students can be entered.

   A simple sign-in sheet will be used at the course where students will give their name, MCOLES number, and agency. This information will be used to complete the roster. MCOLES recommends that you keep the paper roster for your training records, even though the information will be entered into MITN.

5. Student Name
   This is where the student name will be recorded; however, notice that the field is grayed out. This means that information can not be entered here. Officers will be issued their MCOLES number, which will be unique to them.

   Rather than having to type the names and making sure the name is spelled correctly, the name field will be automatically filled in after their MCOLES number is entered and information saved (see Item #10, Save). Simply check the name on the roster against the name that appears to be sure the right MCOLES number was given by the student.

6. MCOLES Number
   In order to enter student information, the student must provide their MCOLES number on the sign-in roster and, if you prefer, prior to the course offering to enter enrollment information.

   Note: If one student does not have their number, they can provide it later. This will not prevent the entering of the remaining students’ information.

7. Agency
   As with the Student Name, notice that this field is grayed out, and can not be entered directly into the block. This is slightly different from the name though.

   If an officer attending the training works for only one department, then the agency name will be automatically filled in when the information is saved. However, if the officer currently works for more than one agency, then an additional step must be done to indicate which agency sent the officer (see Page 37). This is because of the Law Enforcement Distribution fund; the correct agency is necessary to make sure that the agency can properly use their funds.

8. / 9. Status
   There are several statuses of students that you can assign. A status must be entered for a student before the changes are saved, or none of the information will be saved for that person.

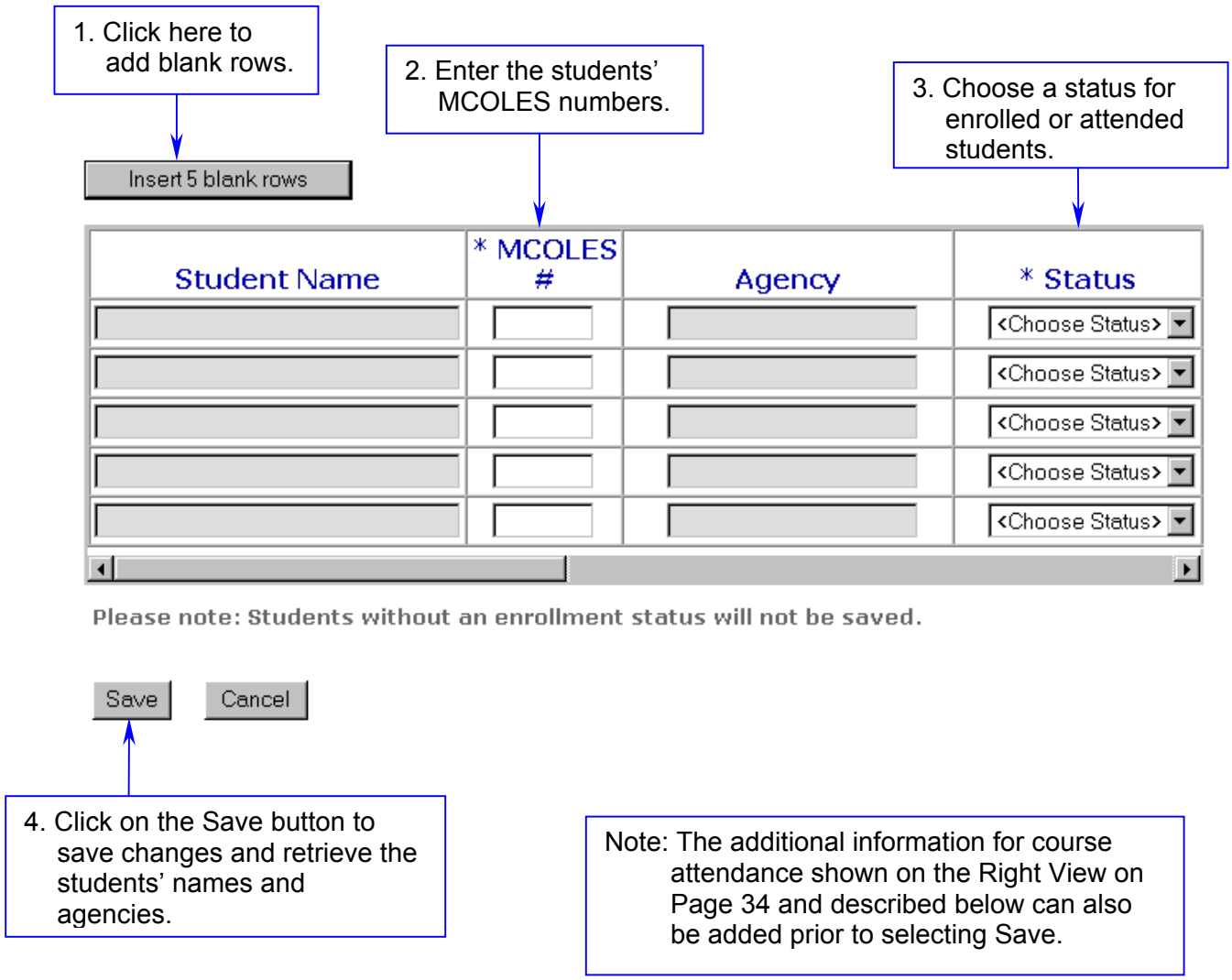
   If you want, students can be entered with a status of Enrolled prior to a course offering, although this is not a necessary step. This can be helpful if there are a limited number of spaces in the class.

After the course, students who were in the class should be changed to a status of Attended. The student information can simply be entered after the course offering if you choose not to use the Enrolled status.

10. The Save Button
When student information has been entered, including MCOLES number and a status at a minimum, the Save button can be used to submit the information you have at that time. This will bring up the name and agency information as described above. Additional information can still be entered after the Save button has been used; any new information would also have to be saved.

11. The Cancel Button
The Cancel button does not erase changes that have already been saved. It is just to clear any information you have entered at that time and not saved.

Sample Roster Screens



Note: The Eraser will clear what you have entered in a field.

Student Name	* MCOLES #	Agency	* Status
CRAWFORD, ROBERT	9230	SOUTH RANGE POLICE	Enrolled
HOWARDS, CHARLES	6302	CENTREVILLE POLICE D	Enrolled
JONES, DAVID	892		Enrolled
RODGERS, JAMES	38735	HOME TOWNSHIP POLI	Enrolled

5. After saving the information, the Student Name and Agency are filled in except for Jones. Also notice that the fifth row, that was not used, is now gone.

6. Jones works for two agencies, so the proper agency must be selected. Click on the Magnifying Glass.

7. A separate window will appear to select the agency. You can enter all or part of the agency name, or use a %, which will show all agencies the person works for.

8. Click on the Lookup button or press "Enter" on the keyboard.

9. Click on the desired agency, and you will return to the roster and that agency will be filled in.

Agency - Microsoft Internet Explorer

Search Agency Name: %

Lookup

Click on the Agency Name to bring that information back.

Agency Name
FARWELL POLICE DEPARTMENT
LINCOLN POLICE DEPARTMENT

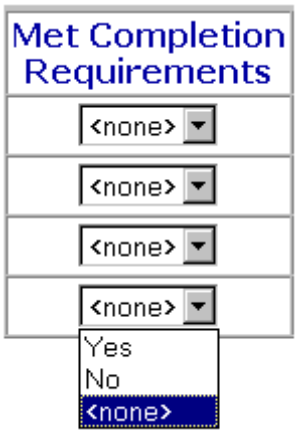
Items in List: 2

After a course offering, additional information must be added. The Status for each student should be changed to Attended, Did Not Show, or any other status listed that applies.

12. Pass/Fail Indicator
    The Pass/Fail field is used to indicate if a student has passed a training course. A Pass or Fail must be entered for each student attending the course. Click on the down arrow next to the Pass/Fail box and a list will appear. Click on either Pass or Fail, as applicable.

13. Score
    The Score field is optional, and can be used if a score on a test was given. This can be a number or letter grade.

14. Met Completion Requirements
    This is optional, if certain requirements had to be met to pass the class. This would include percent of class attended, practical exams, etc. Although this field is not required, if a student does not meet the completion requirements, then they have failed, and the Pass/Fail indicator should be set to Fail.



15. Comments
    The Comments field is a text field where any information can be entered. The comments can be seen by the officer, employer, or anyone given access to the officer's training records.

After the information is entered for any or all students, remember to click on the Save button. Once the Pass/Fail and Met Attendance Requirements are saved, they can not be changed unless you contact MCOLES.

* Status	Pass/Fail	Score	Met Completion Requirements	Comments
Attended	Pass	90	Yes	
Attended	Fail	63	Yes	
Attended	Fail	80	No	
Did Not Show	<none>		<none>	

The Attendance Report Roster can be printed at any time, which will show the information you have entered.

Page 1 of 1

Michigan Commission On Law Enforcement Standards
In-Service Training Roster Report

Course Title : High-Risk Traffic Stops
Course ID : ALET 102
Location : River Police Department
Instructor 1 : John Horroch
Instructor 2 : Douglas Lake
Begin Date : 08/12/2003
End Date : 08/12/2003

Student Name	MCOLES #	Agency	Status	Pass/Fail	Score	Met Completion Requirements	Comments
CRAWFORD, ROBERT	9230	SOUTH RANGE POLICE DEPARTMENT	Attended	Pass	90	Yes	
HOWARDS, CHARLES	6302	CENTREVILLE POLICE DEPARTMENT	Attended	Fail	63	Yes	
JONES, DAVID	892	FARWELL POLICE DEPARTMENT	Attended	Fail	80	No	
RODGERS, JAMES	38735	HOME TOWNSHIP POLICE DEPARTMENT	Did Not Show				

MCOLES Training Course Registry

Overview:
If you choose to have a registered course displayed on the on-line MCOLES Training Course Registry, the course information as well as dates and locations will be available to law enforcement agencies and officers.

The Training Course Registry is searchable by several criteria, including course category, subcategory, training provider, date, location, or "wildcard" search for words in the course descriptions. Any number of these criteria can be used, to widen or narrow your search.

MCOLES Course Registry Search

Please choose your search criteria, then click the Search button.

Category:	<Choose a Category>
Sub-category (must first choose a Category):	<Choose a Sub-category>
Keyword (use * for wildcard):	
Criminal Justice Entity:	
Date to begin searching:	04/29/2003
MCOLES District:	<Choose a District>
Search Clear	

A search with no criteria selected will begin with the current date and search forward. This will show all courses available.

MCOLES Course Registry List

Perform a New Search

Criteria

Category :
Sub-category :
Keyword :
Criminal Justice Entity :
Date to begin searching : 04/29/2003
MCOLES District :

Course Title	Provider	Course Category	Hours
Building Searches	TACTICAL TRAINING, INC.	Patrol Activities	12
High-Risk Traffic Stops	ACME LAW ENFORCEMENT TRAINING	Patrol Activities	8
Managing Time	ADVANCED IN-SERVICE TRAINING	Management/Executive	25
Managing the Problem Employee	ACME LAW ENFORCEMENT TRAINING	Management/Executive	14
Supervising the Field Training Program	ACME LAW ENFORCEMENT TRAINING	Field Training Officer	24

If you select one of the criteria, only those courses in the Training Course Registry will be shown. In the below example, only the category was selected. If category is selected, you do not need to use a sub-category as well. Leaving sub-category blank will return all courses within that category. The categories and sub-categories available for search are listed with the In-Service Course Information Detail on page 27.

MCOLES Course Registry Search

Please choose your search criteria, then click the Search button.

Category:	Management/Executive
Sub-category (must first choose a Category):	<Choose a Sub-category>
Keyword (use * for wildcard):	
Criminal Justice Entity:	
Date to begin searching:	04/29/2003
MCOLES District:	<Choose a District>

Search Clear

Notice that the search criteria show on the list that was returned.

MCOLES Course Registry List

Perform a New Search

Criteria

Category : Management/Executive
Sub-category :
Keyword :
Criminal Justice Entity :
Date to begin searching : 04/29/2003
MCOLES District :

Course Title	Provider	Course Category	Hours
Managing Time	ADVANCED IN-SERVICE TRAINING	Management/Executive	25
Managing the Problem Employee	ACME LAW ENFORCEMENT TRAINING	Management/Executive	14

If a category is selected, the sub-categories that will show will be only those for the category.

MCOLES Course Registry Search

Please choose your search criteria, then click the Search button.

Category:	Management/Executive
Sub-category (must first choose a Category):	Time Management
Keyword (use * for wildcard):	
Criminal Justice Entity:	
Date to begin searching:	04/29/2003
MCOLES District:	<Choose a District>
Search Clear	

MCOLES Course Registry List

Perform a New Search

Criteria

Category : Management/Executive
Sub-category : Time Management
Keyword :
Criminal Justice Entity :
Date to begin searching : 04/29/2003
MCOLES District :

Course Title	Provider	Course Category	Hours
Managing Time	ADVANCED IN-SERVICE TRAINING	Management/Executive	25

For a keyword search, it is best to use a word or short phrase, since the search will look for exactly what you entered. Surround the keyword with asterisks, e.g. *felony*.

For an entity search (an in-service training provider), click on the Magnifying Glass. This will open a second window where you can enter all or part of the training provider name.

For an MCOLES district search, a list of MCOLES field representative districts can be used.

Once a course or courses are found that meet your criteria, click on the name in the Course Title for the desired course. This will bring you to an MCOLES Course Registry Detail page, which looks very similar to the In-Service Training Course Detail page. However, no information is enterable here, since an officer or agency would be viewing a course that is not their own. An interested person would use what was provided in the Contact Information block to get more information or register for a course.

MCOLES Course Registry Detail

Course Information

Course Title :	High-Risk Traffic Stops		
Provider :	ACME LAW ENFORCEMENT TRAINING		
Provider Course ID :	ALET 102	MCOLES Registration # :	649002
Course Hours :	8		
Course Category :	Patrol Activities		
Course Sub-category :	High Risk Traffic Stops		
Description :	This course is designed for patrol officers to effect felony traffic stops and other traffic stops where there are suspected or known risks above and beyond traffic violation stops.		
Audience :	Certified law enforcement officers, including those responsible for daily field service operations or special response operations.		
Goals & Objectives :	View the Goals & Objectives		
Outline :	View the Outline		
Contact Information :	James Madison, Training Coordinator 123 Main Street Lansing, MI 48913 (800) 555-2525		
LED Approved :	Yes	LED Approval #:	
ETSC Approved :			

Offering Information

Begin Date	End Date	Location	Instructor 1	Instructor 2	Cost per Student	MCOLES District
08/12/2003	08/12/2003	River Police Department	John Horroch	Douglas Lake	$ 50.00	Eastern Detroit Metro Area
09/01/2003	09/01/2003	Western Community College	Douglas Lake		$ 45.00	Western Lower Peninsula

Return to List

Perform a New Search

Note: The web page continues with the Goals & Objectives and Outline that you entered below this point, so that officers or agencies can see what the course is offering.

Maintaining Your Entity Profile with MCOLES

Overview:
Just as certain information was required for MCOLES to enter you as an in-service training provider, the information needs to be current. The information you submitted is found on the Entity Profile page. Certain items can not be changed using the web page, and you would have to call MCOLES at (517) 322-6627.

Criminal Justice Entity Profile

Name :	ACME LAW ENFORCEMENT TRAINING		
ORI :			
* Entity Head :			
New Entity Head :			
E-mail :	training@acme.com		
New E-mail :			
Also Known As :	ACME LAW ENFORCEMENT TRAIN		
New Also Known As :			
FEIN :	381234567	or Social Security Number :	
Business Hours Of Operation :			
New Business Hours Of Operation :			

1

*** Business Address**

	Current	New
* Address Line 1 :	123 MAIN STREET	
Address Line 2:		
Address Line 3:		
City :	LANSING	
State :	MI	
* Zip :	48913 -	-
Phone:	(800) 555-2525	
FAX:	(800) 555-5252	

2

3

Mailing Address

4 Same as Business Address (Current)
Use the Following Address

	Current	New
* Address Line 1 :		
Address Line 2:		
Address Line 3:		
City :		
State :		
* Zip :	-	-

Save Cancel

5 Click Here to Maintain Your MITN Web Password

1. Entity Head
   If your entity head information is changed, all users with access to your web pages will be suspended until you contact MCOLES to reactivate them. This is so that the new entity head has the opportunity to ensure that those with access rights are those that he or she wants, and allow for them to be changed.

2. Street Address
   Three lines are allowed for your street address, if needed. At least the first line of the address must be filled in.

3. City/State/Zip Code
   You do not have to directly enter the city and state, only the 5-digit Zip code (you can enter the Plus-Four if you know it). The city and state will be filled in based on the Zip code.

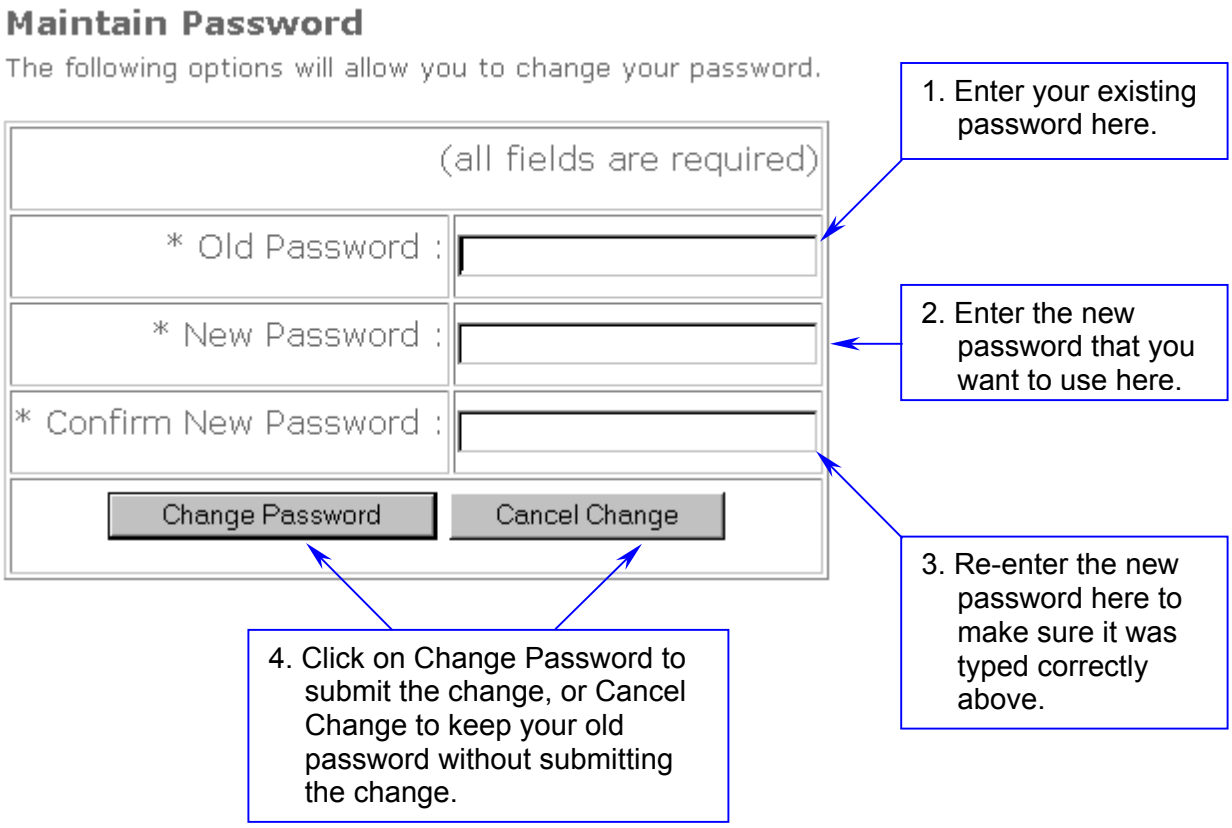
4. Mailing Address
   Your mailing address can be the same as your business address, or a separate address if you prefer, such as a P.O. Box number.

   If the mailing and business addresses are the same, the top option, “Same as Business Address (Current)” should be checked. If the mailing address is different, check the bottom option, “Use the Following Address,” and fill in the mailing address in the same manner as the business address.

5. Maintaining your MITN Password
   To change your password to access MITN, click on the link at the bottom of the Entity Profile page. This will take you to the Maintain Password page.

Maintain Password

Overview:
You can change your MITN logon password at any time through the Maintain Password web page. This page is accessed through the link on the Entity Profile page (see Item # 5 on page 45). MCOLES recommends that you change your password on a regular basis.

Passwords must be at least six (6) characters long. They must contain at least one number and one letter, but can be any mix of these. Special characters, such as $ or # can not be used in the password. Passwords are case sensitive for letters, so if you enter letters as uppercase or lowercase, these must be used when logging into MITN.

When you enter your passwords here or on the login screen, asterisks will appear instead of the letters or numbers you type. Also, MCOLES can not see your passwords. If you forget your password, MCOLES will give you a new temporary password, which must be changed immediately the next time you log into MITN. You will be taken directly to the Maintain Password page.