

In-Service Training Add a New Course

1

From the MITN Home Page, click on the Training List button

In-Service
Training List
Page is
Displayed

2

Click on the Add New Training button

In-Service
Course
Information
Detail page is
Displayed

3

Fill in the blanks for the information requested. Fields with an * are required. A Course ID is not required, it is your option to use one.

4

Fill in the following fields:

1. Your Course Title (**50 Character Limit**)
2. Course Description (**500 Character Limit**)
3. Instructional Hours
4. Objectives and Goals (**4000 Character Limit**)
5. **IF THIS COURSE INCORPORATES THE MCOLES MANDATED ACTIVE DUTY FIREARMS STANDARD, CLICK THE "YES" RADIO BUTTON**
(see note 1 on page 4)
6. Outline (**4000 Character Limit**)
7. Completion Requirements (**2000 Character Limit**)
8. Audience (**200 Character Limit**)
9. New Comment (**4000 Character Limit**)
10. New Contact Information (**100 Character Limit**)

5

NOTE: You can copy and paste to the goals/objective and outline from Word or WordPerfect.

Scroll to the Instructor Information frame. Perform the following steps:

1. In the New Instructor Information field, type in the name of the instructor.
2. Tab into the New Instructor Qualifications field and enter the qualification of the instructor to instruct this training (50 Character Limit).
3. Scroll back to the left and click on the Add button on the row that contains the new instructor information. Your screen will refresh.
4. Scroll to the Instructor Information frame. The new instructor will have moved down a row and a blank row is inserted at the top row. At this point you may add another instructor if needed. Follow steps 2-3.

Go to Step 6
Next Page



In-Service Training Add a New Course Continued

6

Scroll to the Dates & Location frame. Perform the following steps:

1. In the New Location field, type in the location where the training will occur.
2. Tab into the New begin date field and enter the date the training will start.
3. Tab into the New End date field and enter the date the training will end.
4. Tab into the New Cost Per Student field and enter the cost of the training. If it is \$0, enter 0. NOTE: You cannot leave this field blank.
5. Tab into the New MCOLES district, click on the drop down arrow and select the district that training occurs in.
6. Scroll back to the left and click on the Add button on the row that contains the new date/location information. Your screen will refresh.
7. Scroll to the Date and Location frame. The new date/location will have moved down a row and a blank row is inserted at the top row. At this point you may add another date and location if needed. Repeat these 7 steps until you have all the dates and locations entered.

7

Scroll to the bottom of the screen, Click on Save and Submit to MCOLES

8

STOP

You must wait for MCOLES to accept the data before you can add an instructor to the training dates and enter MCOLES numbers on the Roster. This may take 24 hours.

9

At this point, you may exit MITN or perform other functions as needed

10

ADDING TO OR UPDATING A ROSTER

Access MITN and click on the Training List button.

**In-Service
Training List
Page is
Displayed**

11

Locate the new course you added. Click on the course title.

**In-Service
Course
Information
Detail page is
Displayed**

Go to Step 12



In-Service Training Add a New Course Continued

12

1. Scroll down to the Dates & Location frame.
2. Scroll to the right until you locate the New Instructor column.
3. Click on the drop-down arrow and select the instructor.
4. Go to the bottom of the web page and click on save and submit
5. Scroll back to the Dates and Location Frame.
6. Scroll to the far right and click on the Roster link for the date and location you wish to enter roster information.

In-Service
Training Roster
is Displayed

13

Click on Insert 20 Blank
Rows button

20 Rows are
displayed with
the MCOLES #
available for
entry

14

Enter the MCOLES Number
for each attendee.

15

Do you have more
than 20 entries to
make?

Yes

If you have more than 20 entries, enter the first 20 MCOLES numbers and go to step 16 and complete steps 16 through 22. Repeat steps 13 through 22 until all officers are entered.

No

16

When the entries are made, click on Retrieve Student Information button at the top of the page.

The officers
names and
department will
be displayed.

17

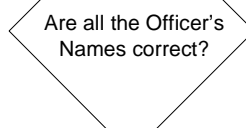
Review the officer's names and employing agency and **verify** that you have the correct information (Officer Name and Agency).

Go to Step 18



In-Service Training Add a New Course Continued

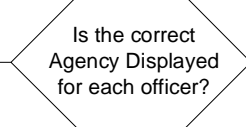
18



Review pages 42 - 43 of the User Guide & make corrections (attached)

19

Review pages 38 - 39 of the User Guide & make corrections (attached)



20

Scroll right, locate the Status Column

21

Click on the drop down arrow and select the appropriate status for each officer (enrolled, attended, etc)

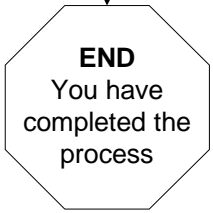
NOTE: Students without an enrollment status will not be saved.

If the training is completed, select the appropriate status. Indicate Attended (if applicable), Pass/Fail, and Met Completion Requirements. Optional columns are Score, Met Completion Requirements, and Comments.

You have the OPTION to click on the Set All Attended/Pass/Completed button (top of page) and update all the officers records to Attended, Passed, Met Attendance Requirements at one time.

22

Click on Save and Submit to MCOLES



As long as the course status has not expired, you can add a new date and location and update Rosters as often as needed.

NOTES:

- When the MCOLES numbers are entered and saved for completing the mandatory Active Duty Standard, the officer's name will be removed from the Outstanding Mandatory In-Service Training List that appears on the Agency Roster page.
- It is **critical** that the rosters are populated with the officers MCOLES license number. The use of PA 302 (Justice Training Fund) Law Enforcement Distribution (LED) funds will not be allowed to be used by the law enforcement agencies if the officer and agency are not linked to the in-service training course.
- The course will need to renewed after 1 year. You are allowed a 1st and 2nd renewal after the initial registration. After the 2nd renewal a new course must be entered. The 1st and 2nd renewal may be completed by written communication to MCOLES requesting renewal and indication that there have been no significant changes to the original course.

