

MCOLES Information & Tracking Network (MITN) Entering the Active Duty Firearms Standard—Quick Reference Guide

If you are not going through your agency's MITN operator, obtain a username and password from MCOLES to enter active duty training records into MITN. Go to www.michigan.gov/mcoles and click on "Online Services." Then, click on "Forms and Addendums" and "Network Operator Agreement" to get started.

1. Log On

- Log on from the MCOLES public web page at www.michigan.gov/mcoles.
- After you log on, you will see a column of blue buttons on the left side of every page.
- Use these buttons and links to navigate the page--DO NOT USE THE BACK BUTTON.

2. Register Your Course

- Click on the blue button entitled "Training List" and then the gray bar entitled "Add New Training" to **register your course** in the MITN system.
- For course title, enter "Michigan Active Duty Firearms Standard"; for course description, enter a brief description of your training.
- You do not need to enter a course ID number, unless you wish to do so; you will not be able to enter data into the *registered date* or *expiration date* boxes—those entries are for MCOLES.
- Instructional hours will be the scheduled duration of your training.
- In the Goals and Objectives section, enter: "The objective is to comply with the MCOLES mandatory firearms standard for active duty officers." Here, click the radio button entitled, "Active Duty Firearms Standard."
- The Outline section can be populated by first copying and pasting the bulleted performance standards from page one of the document entitled, "Annual Firearms Standard for Active Duty Law Enforcement Officers." Then, add detail outlining how your training will be delivered.
- For completion requirements enter "Demonstrated Compliance with the Standard."
- For audience enter "Law Enforcement Officers."

3. Record Instructors, Dates and Locations

- Enter firearms instructor name(s)—click "Add Another" after each entry.
- Enter Dates and Locations next—click "Add Another" after each entry.
- For help, contact Patrick Hutting at (hutting@michigan.gov) or by phone at 517-322-3967.
- Don't forget to click "Save and Submit to MCOLES" located at the bottom of the page when you have finished your entries. It will take a day or so to be accepted into the MITN system.

4. Record Attendance

- Once your training has been completed, **return** to the course Dates and Locations and click on the "Roster" button to record attendance and compliance.
- Here, enter **MCOLES numbers**. Officers will be listed as having met the standard in MITN.
- Don't forget to click on "Save and Submit to MCOLES" located at the bottom of the page.

Note: Your officers' names will disappear automatically from the "Outstanding Mandatory In-service Training Roster" for the year they attended training (regardless of where the training occurred). This roster can be accessed through a link located at the bottom the agency roster page.