

Click on the registration link found within the training flier 'or' found within the body of the email.
 You should see this:

Registration

You have selected the following class:

Class ID: 25154
 Description: Vehicle Contraband / Drug Concealment
 Date(s): 04/11/2022 - 04/12/2022
 Time(s): 8:00 AM - 5:00 PM
 Hours: 16.00
 Location: Canadian Valley Technology Center - Chickasha Campus, 1401 Michigan Avenue, Chickasha, OK 73018
 Contact: Mike Woodruff
 Phone: 615-762-6125

Please select the option that best describes you:

I am a new student
I do not have a profile

I am a returning student
I already have a profile

New Student: If you are a new student, meaning you have never attended an MCTFT class in the past, you should select the “New Student” option and you will see this:

Fill in the blanks and click on the “Create Account” button and your registration is submitted. The computer will send you an auto-generated email confirming the receipt of your registration and providing them with their user name and password. When the registration is “approved”, the computer will send you a second email advising you that your registration is approved.

Center for Public Safety Innovation

Home
Courses
Students
Host Agencies
Agency Coordinators
Vendors
Help

New Student Account

Please note: If someone has registered you for a class, you should already have a profile. Click [here](#) for assistance.

Contact Information

User Name:

Password:

Full Name (L/F/M):

Certificate Name:

Email Address:

Phone Number: 000-000-0000

Date of Birth: * Required for some classes

Social Security: * Required for some classes

Retired:

Group Affiliation

Group:

Agency Information

Agency Type:

Agency Size:

LE - Non / Sworn:

LE - Career Level:

LE - Years:

Assignment Now:

Position Title:

Employing Agency:

Address Line 1:

Address Line 2:

Address Line 3:

Zip Code:

Phone Number: 000-000-0000

Supervisor Information

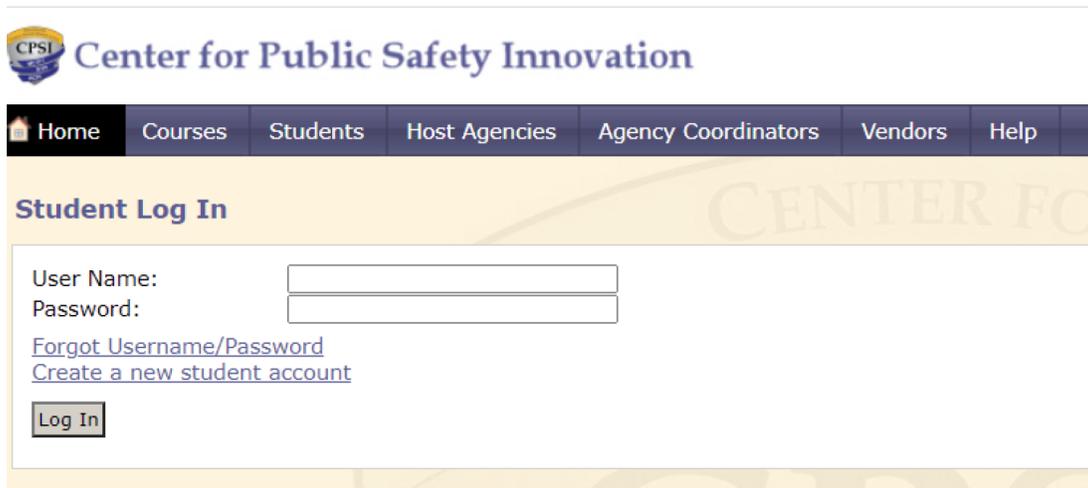
Supervisor Name:

Phone Number: 000-000-0000

Email Address:

Returning Student: If you have attended MCTFT classes in the past, you need to select the “Returning Student” option and you should see the below screen. Obviously this screen requires you to enter a Username and Password.

You may not know or remember your Username and Password. This is where the problems start. Refer to below (this screen) for further direction and assistance.



The screenshot shows the website header for the Center for Public Safety Innovation (CPSI). The navigation menu includes Home, Courses, Students, Host Agencies, Agency Coordinators, Vendors, and Help. The main content area is titled "Student Log In" and contains a login form with fields for "User Name:" and "Password:". Below the form are two links: "Forgot Username/Password" and "Create a new student account". A "Log In" button is located at the bottom of the form.

If you already have a MCTFT Username and Password, and you enter it trying register as a new student, upon entering your email address the computer will know if it is already associated with an existing student account and you will get an error message telling them to use a “unique email address”. *This should signal you, that you are actually a returning student instead of a new student. At this point you should contact Gail Walker directly, she can look up your log-in credentials. If you click on “Forgot Username/Password” it will go to one of the staff assistants who may or may not respond.

If you try to create a new student account you will need to use a different email address and this creates duplicate student accounts which is very inefficient.

In addition, officers will often make up an email just to get it done, like putting “.gov” instead of “.org” or something like that which creates problems because now we don’t have a good email address for them and all of the auto-generated emails the computer sends go into a black hole somewhere because the email address is undeliverable.

If you are a returning student, the rest of your information will auto-populate. If you are new student, the computer will create a student account for you and send you the information they need to access their student account.

Gail Walker
 Training Coordinator
 727-344-8020 (office)
 walker.gail@spcollege.edu