



## Commission on Peace Officer Standards and Training

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Subject: Electronic Data Interchange (EDI) Now Accessed Using POST PASS Accounts

Beginning July 12, 2016, Electronic Data Interchange (EDI) will use POST PASS accounts for system access.

PASS simplifies access to POST's online services, including the POST Website, Electronic Data Interchange (EDI), Learning Portal, Course Catalog, and more. With PASS, a single user name and password may be used to access any POST systems for which the user is authorized. PASS also improves technical security, and allows POST to deliver content of interest to specific users.

In addition to stronger security measures, PASS makes EDI access more convenient for individuals who use more than one EDI account. These users may now switch between accounts with a simple click, rather than logging in with a different account (see graphic below).

Technical help for EDI and PASS is available by contacting the POST Help Desk at (916) 227-4357 or (877) 275-5872, or emailing [EDI@post.ca.gov](mailto:EDI@post.ca.gov).

General questions regarding EDI and PASS may be directed to Computer Services Bureau Chief Colin O'Keefe at (916) 227-1439.

The screenshot shows the POST EDI website interface. At the top, there is a navigation bar with the POST EDI logo and a user profile for 'mhouston AGENCY TEST AGENCY'. Below the navigation bar, there are several menu items: Home, Personnel, Certificates, Reports, SBSLI, and CP. On the left side, there is a 'GENERAL QUICK LINKS' section with a list of links: Appointments, Department Head, Terminations, Certs Apps to Submit (1), Agency Roster, Hours Cap Status Report, Profile, Compliance Analysis, Presenter Course Report, SBSLI, and Active User Accounts at Your Agency/Presenter. The main content area features a 'Welcome to EDI' section with a sub-heading 'EDI - Electronic Data Interchange'. Below this, there is a paragraph explaining that EDI provides authorized users with access to process records within the POST database on behalf of their agency or course presenter. Another paragraph states that agencies have the ability to perform online transactions and reports related to appointment notices, training compliance, profiles, reimbursement and SBSLI. A third paragraph mentions that the functions available to course presenters focus on course certification, along with the course presentation and roster entry. For basic academies, the AICP section is available to track instructor certifications. A final paragraph notes that contact information is available for EDI technical support, your POST re AICP and SBSLI by selecting Contact Us. On the right side, there is a 'YOUR EDI ACCOUNTS' overlay. It contains the text: 'Once you've linked your EDI account(s) with PASS, you can switch among them to change your site privileges:'. Below this, there are two account entries: 'mhouston PRESENTER COMMISSION ON PEACE OFFICER STANDARDS AND TRN - 9180' with a 'Switch »' button, and 'mhouston AGENCY TEST AGENCY - 55555'. At the bottom of the overlay, there is a '+ Link more of your EDI accounts' link. Below the overlay, there is a 'POST PASS' section with the text: 'sample@email.com', 'POST ID: C06-D74', 'Your PASS Account', and 'Sign Out'.

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