

## PART A. APPLICANT INFORMATION


## PART B. REQUEST

## PART C. APPLICANT ATTESTATION

- The LP Administrator need not create user accounts for personnel with a Notice of Appointment (NOA) already on file in EDI, or for instructors on an Academy Instructor Certificate Program (AICP) Instructor List. These personnel create their own accounts directly at **LP.POST.CA.GOV**
- The LP Administrator can create Non-Peace Officer accounts for the following individuals with my agency/academy:
  - Employees, or volunteers, who have cleared an agency-level background, and are currently assigned functions or tasks normally or previously performed by sworn peace officers or their activities are in support of sworn officers.
  - Students (enrolled as non-sponsored) in the Regular Basic Course (RBC) intensive, extended or modular format (III, II, or I), or the Specialized Investigator Regular Course (SIBC).
  - Instructors currently employed in the RBC intensive, extended, or modular format (III, II, or I), or the SIBC, and who are not in an Academy Instructor Certificate Program Instructor List.
- It is my responsibility to update Non-Peace Officer user accounts in compliance with POST policy.
- Access to the Learning Portal is a privilege; entering anyone who does not qualify can result in suspending my access.

**PART D. EXECUTIVE APPROVAL OR AUTHORIZED DESIGNEE (At least one rank above applicant)**

- I agree that the above-named applicant(s) have/has permission to access the Learning Portal administrative features, including adding and maintaining Non-Peace Officer users on behalf of my agency/academy according to the privileges indicated above.
- I agree to **notify POST** whenever the above individual's access rights are to be removed.

15. PRINT AUTHORIZED NAME	16. JOB TITLE	17. POST I.D. NUMBER
		-
18. AUTHORIZED SIGNATURE		19. DATE
		

## LEARNING PORTAL (LP) ADMINISTRATOR REQUEST

POST 2-339 (05/2024)

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► **Complete ALL portions of this application in order to:**

(1) Request authorization for a new Learning Portal Administrator account, or (2) remove existing Learning Portal Administrator accounts.

► **After your application has been reviewed, POST will notify you by email or by phone to complete the process.**

► **For questions, please contact Learning Portal Support:** (916) 970-4650 or [support@postportal.atlassian.net](mailto:support@postportal.atlassian.net)

**Please note the following:**

**PART A**

The applicant is the person applying to receive administrative privileges in the POST Learning Portal. The POST ID is required for initial verification.

**PART B**

The request can be to add a new account and/or remove existing accounts. POST IDs are needed to positively identify existing accounts to be removed.

**PART C**

POST considers all users to be acting on behalf of their agencies/academies when accessing the Learning Portal.

**PART D**

The Authorized signature must be from the applicant's manager and be at least one rank above.

Keep in mind:

- Learning Portal Administrators are provided the ability to access all agency/academy Learning Portal user accounts, including the ability to add/update Non-Peace Officers user accounts. The agency is expected to archive Non-Peace Officer accounts when the associated personnel no longer work for their organization.
- Learning Portal Administrators are provided the ability to enroll/assign and view the status of user training activity. *Note:* Peace officers and dispatchers with a Notice of Appointment (NOA) on file in EDI and instructors in an academy's Academy Instructor Certificate Program Instructor List in EDI can and should create their own Learning Portal user accounts.

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**How to submit:** Return your **signed** application via:

**Email (preferred)** [support@postportal.atlassian.net](mailto:support@postportal.atlassian.net)

**-or-**

**Mail**

Commission on POST  
Attn: LP Support (LTR)  
860 Stillwater Road, Suite 100  
West Sacramento, CA 95605-1630

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[Return to Form](#)