### State of California - Department of Justice

# LEARNING PORTAL (LP) ADMINISTRATOR REQUEST

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18. AUTHORIZED SIGNATURE

Commission on Peace Officer Standards and Training (POST) 860 Stillwater Road, Suite 100 West Sacramento, CA 95605-1630 • 916 227-3909

19. DATE

**INFORMATION PRIVACY ACT:** Pursuant to the Federal Privacy Act (*Public Law 93-579*) and the Information Practices Act (IPA) of 1977 (*Civil Code Sections 1798*, *et seq.*), notice is hereby given for the request of personal information. Failure to provide all or any part of the requested information may delay processing of this form or result in an incomplete record. No disclosure of personal information will be made unless permissible under Article 6, Section 1798.24 of the IPA of 1977. Each individual for whom personal information is collected has the right to inspect that information in any record maintained by POST. Inquiries may be directed to the POST Information Practices Act Coordinator at the address listed above. Contact POST for instructions on requesting records.

Coordinator at the address listed above. Contact POST for instructions	on requesting rec	ords.		
PART A. APPLICANT INFORMATION				
1. APPLICANT NAME (LAST, FIRST, MI)			2. POST I	.D. NUMBER
				-
3. DEPARTMENT NAME	4. JOB TITLE			
5. DEPARTMENT MAILING ADDRESS (STREET / P.O. BOX)	6. CITY		7. STATE	0 7ID
3. DEFARTMENT MAILING ADDRESS (STREET / F.O. BOX)	O. CITT		I. STATE	O. ZIF
a BUOINEGO ENAN ABBBEGO				
9. BUSINESS EMAIL ADDRESS FOR POST USE ONLY				
10. BUSINESS CONTACT NUMBER	11.BUSINESS F	AX NUMBER (OPTION	NAL)	
( Ext.	( )			
PART B. REQUEST				
12. This request is to:				
•	Remove existing	LP Administrator(s)		
If removing, provide name(s) and POST ID(s):	tomovo oznomi	, 21 / (41111111111111111111111111111111111		
1)	2)			
	,			
3)	4)			
PART C. APPLICANT ATTESTATION				
I understand and agree to the following conditions:				
The LP Administrator need <u>not</u> create user accounts for personnel with a Notice of Appointment (NOA) already on file in				
EDI, or for instructors on an Academy Instructor Certificate F accounts directly at LP.POST.CA.GOV	Program (AICP) I	nstructor List. These pe	rsonnel cre	eate their own
<ul> <li>The LP Administrator can create Non-Peace Officer accounts for the following individuals with my agency/academy:</li> </ul>				
<ul> <li>Employees, or volunteers, who have cleared an agency-level background, and are currently assigned functions or tasks</li> </ul>				
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).  o 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 account in the second se		ce with POST policy.		
<ul> <li>Access to the Learning Portal is a privilege; entering anyone</li> </ul>	who does not q	ualify can result in susp	ending my	access.
13. APPLICANT SIGNATURE	14. DATE			
<b>&gt;</b>				
PART D. EXECUTIVE APPROVAL OR AUTHORIZED DES	IGNEE (At leas	t one rank above a	onlicant)	
My signature confirms the following:	IONEE (At load	t one rank above ap	эрпсанс	
<ul> <li>I agree that the above-named applicant(s) have/has permiss</li> </ul>	sion to access the	e Learning Portal admin	istrative fe	atures,
including adding and maintaining Non-Peace Officer users of	on behalf of my a	gency/academy accordi	ng to the p	orivileges
indicated above.				
I agree to <b>notify POST</b> whenever the above individual's acc	•	be removed.	17 DCC	
15. PRINT AUTHORIZED NAME	16. JOB TITLE		17. POS	T I.D. NUMBER

## LEARNING PORTAL (LP) ADMINISTRATOR REQUEST

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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

### 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.

How to submit: Return your signed application via:

Email (preferred) <u>support@postportal.atlassian.net</u>

-or-Mail

Commission on POST Attn: LP Support (LTR) 860 Stillwater Road, Suite 100

West Sacramento, CA 95605-1630

Return to Form