# How to Register Employees for TCI Training

You can register employees for TCI basic and in-service classes through FTACS. Once you register employees for classes you can track training dates and personnel attending.

To Register for class through FTACS

1. Open a web browser and go to the FTACS https://acadisportal.tci.tn.gov.

2. Enter username and password then click **SIGN IN**. If you have problems with your username or password use the ***forgot your password*** link.

3. Under **Training & Events,** find and click on **Browse or Sign up for Training.**
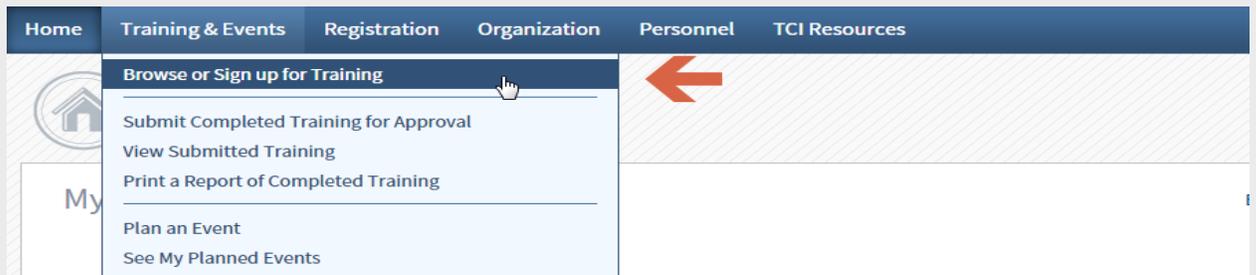
4. Find (use the filter options on the left to help find a particular class) the class you wish to register for and click **Register.**

Training Event	Location	Training Dates	Reg. Ends	Status	Avail. Seats	
Basic - Carroll 01/11/2016	Carroll County Sheriff's Office	01/11/2016 - 01/15/2016				See Signup Details
Basic - Knox 01/25/2016	Knox County Sheriff's Office	01/25/2016 - 01/29/2016	01/25/2016	Open	31	Register
Basic - Maury 01/11/2016	Maury County Sheriff's Department	01/11/2016 - 01/15/2016	01/11/2016	Full	0	See Signup Details

5. Click in the **Registrant** field and type the last name of the employee you need to register. After the first 2 letters are typed, FTACS will suggest names from your training roster. Click the desired name to select it.
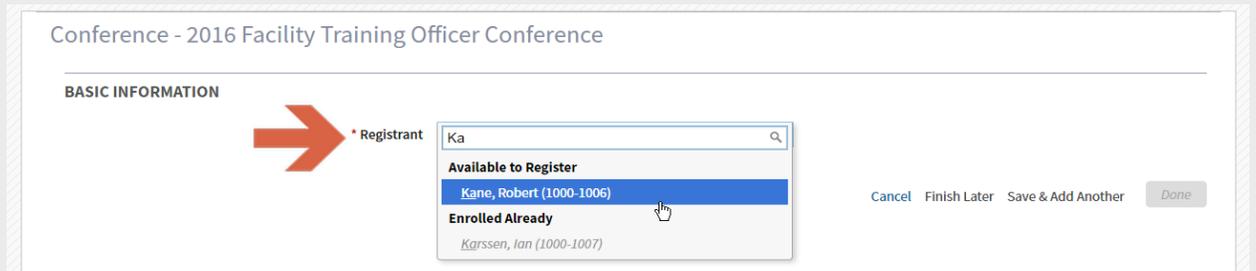
6. Review the registration confirmation, when finished, click the **Done** button.