# How to Print a Report of Completed Training

Printing this report will provide you with an itemized list of training and training hours completed by each individual on your personnel roster within the selected timeframe.

To Print a Report of Completed Training

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

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

3. Under **Training & Events**, find and click **Print a Report of Completed Training.**
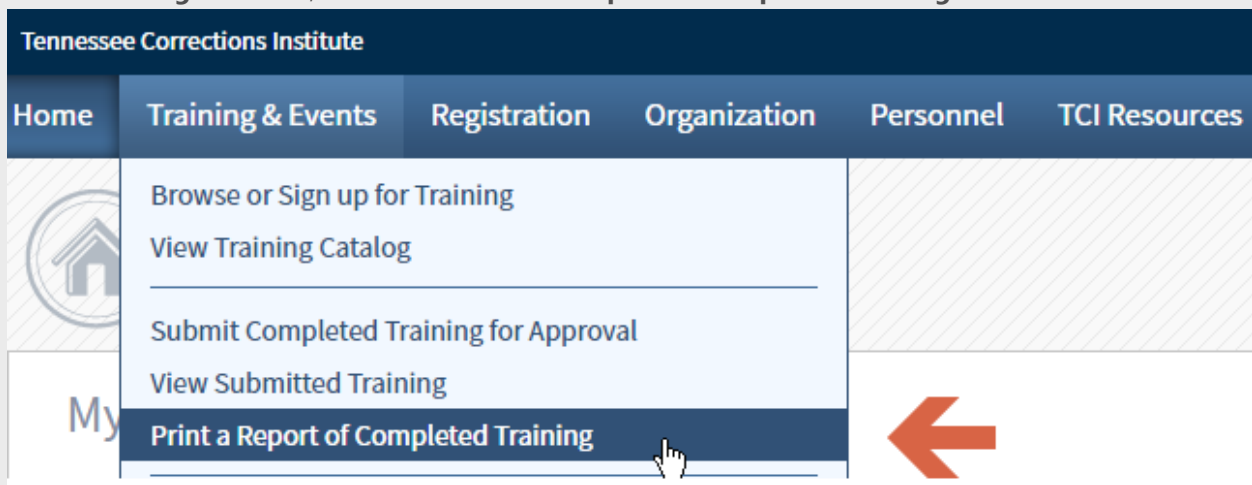
4. Enter desired dates as the **Timeframe** and then click **Continue.**
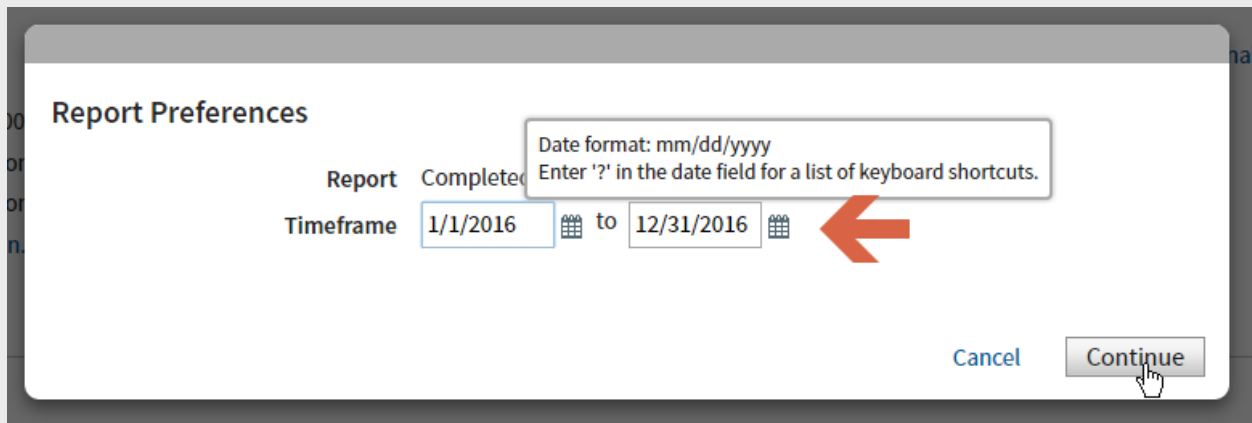
5. A window will popup displaying a report for everyone one the personnel roster. These reports can be downloaded or printed by clicking the icons in the upper right hand corner of the popup window.