## Requesting an MSHP Academy Portal User Account

For external agencies only

Access the MSHP Academy Portal, from the following link.

## **MSHP** Academy Portal

Once you have accessed the Portal, click on the "Webforms" link on the right side of the screen under Resources as indicated by the green arrow.



Once Webforms are open, click "Portal Account Request" to open the MSHP Academy Portal User Account Request form.



Complete all information which will be used to generate your MSHP Academy Portal Account. Your User information will be emailed to the email address submitted on the form.

Home	
Portal Account Request	
Name (First Middle Last, Suffix)	Select an opt *
	*First Middle *Last Suffix
Date of Birth	10
Phone Number	Select an option
	* Type * Phone Number Extension
Email Address	
* Organization	Enter organization name 👻
* Title/Rank	Select an option
* Hire Date	
POSTID	
* Required Information	

After the form has been completed, click "Submit" in the bottom right corner.



Account requests could take up to three days to process, if you have not received a confirmation email within three days please contact the MSHP Academy at <u>acadis.lms@mshp.dps.mo.gov</u>.

Once your account has been established, there are two additional permissions that can be added to your account. The Billing Point of Contact and Training Coordinator. The Billing Point of Contact has access to view/pay invoices for the agency. The Training Coordinator can enroll active portal account users within your agency in upcoming training. If you are the Billing Point of Contact or Training Coordinator you will need to email <u>acadis.lms@mshp.dps.mo.gov</u> to request additional access.