

INSTRUCTIONS TO JOIN AN NCJTC ON DEMAND COMMUNITY

If You **Do Not Have** an FVTC/NCJTC Student Account

Follow the steps below to create an FVTC student account & register for an NCJTC Community:

1. Click [Criminal Justice Professionals Catalog](#) or [Community Training Catalog](#)
 - If you work for a criminal justice agency, be sure to register for the **Criminal Justice (CJ) Catalog**. This catalog will give you access to all courses in both the CJ and the Community catalog.
2. Select the **Create New Account** button and follow the prompts
 - National ID is a Social Security Number (Not required)
 - Please use your work phone & business email address
 - You have now set up an FVTC/NCJTC student account
 - SAVE your student ID number and password in a secure location for future reference
3. Select **Check Out** from My Cart on the left side of your screen to complete the community registration process
4. Select **Register All**
5. Complete required fields then select **Register**
6. Your registration is now complete*

If You **Have** an FVTC Student Account

Follow the steps below to register for an NCJTC Community:

1. Click [Criminal Justice Professionals Catalog](#) or [Community Training Catalog](#)
 - If you work for a criminal justice agency, be sure to register for the **Criminal Justice (CJ) Catalog**. This catalog will give you access to all courses in both the CJ and the Community catalog.
2. Log in using your NCJTC/FVTC student ID number and password
 - If you forgot your password, select **Identify Your Account** and follow the prompts
3. Select **Check Out** from My Cart on the left side of your screen
4. Select **Register All**
5. Complete required fields then select **Register**
6. Your registration is now complete*

Next Steps: Receive your Confirmation Email, log into the Blackboard System to Access Content

All student registrations are reviewed or vetted by NCJTC staff within **24 hours**. If approved, an email will be sent with a link to the online (Blackboard) NCJTC Community, where you can access all self-paced courses and recorded webinars included in that community. **After you receive your confirmation email:**

1. Once you have your approval email for the NCJTC Criminal Justice Catalog, go to the FVTC Blackboard System at <https://fvtc.blackboard.com>
2. **Log into Blackboard and find and access courses and webinars:**
 - Click the 'Student/Faculty' button and enter your 9-digit FVTC student ID, along with the password you created when setting up your FVTC student account
 - On your community welcome page scroll through to locate your desired course or recorded webinar.
 - Next to the course or webinar, click the **Enroll** button, then click **Submit** in the bottom right corner of the confirmation screen to instantly add that course, which now displays in your 'My Courses' box at the top of the Blackboard home page.
 - Click the course/webinar title to begin.