INSTRUCTIONS TO JOIN A NCJTC ON DEMAND COMMUNITY

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

Follow the steps below to create a FVTC student account & register for a 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 a 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 a** FVTC Student Account

Follow the steps below to register for a 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 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](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.