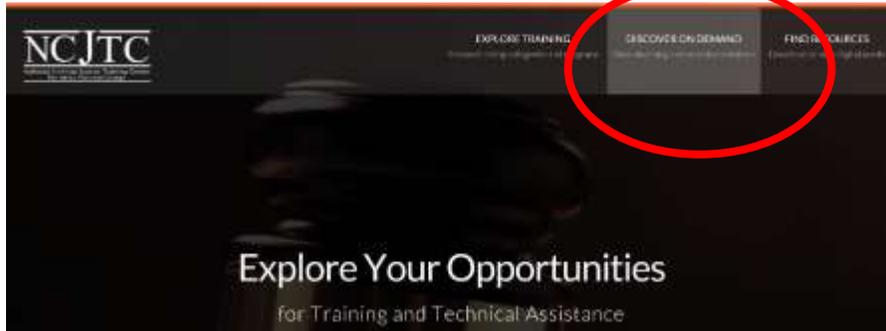


How to find and enroll in National Criminal Justice Training Center (NCJTC) Online Classes

1. Go to <https://ncjtc.fvtc.edu> (National Criminal Justice Training Center Website)
2. Click on **Discover on Demand** at the top of the page



3. Once on the **Discover on Demand** page, click to view the **Criminal Justice and Community Catalogs** to learn about all courses available
4. First, select the catalog you wish to subscribe to: (you may only subscribe for one catalog - not both)
 - If you work for an authorized criminal justice agency or for a company who is formally contracted to provide services to a criminal justice agency, **be sure to SUBSCRIBE to the Criminal Justice Catalog – this will give you access to BOTH the community training catalog courses AND the Criminal Justice catalog courses.**
 - If you do not work for an authorized criminal justice agency or are not formally contracted to provide services for a criminal justice agency, **subscribe to the Community Catalog.**



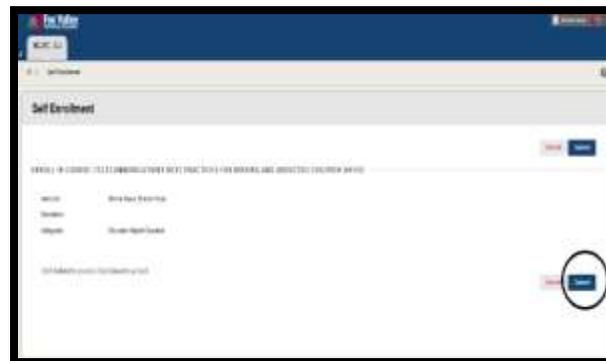
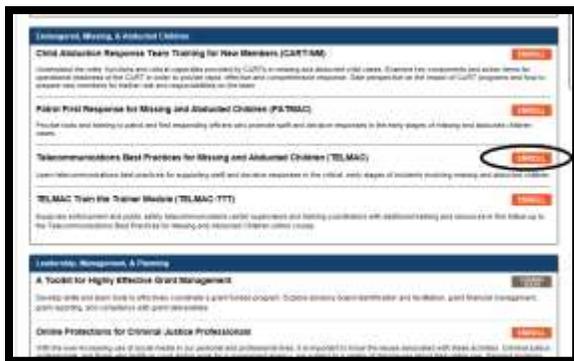
5. Click the **Subscribe** button to request access to the appropriate catalog.
 - You will be directed to our registration system where you will do the following:
 - ✓ Enter your login information if you already have an FVTC Student Account, or if this is your first time taking our training, create an account with us.
 - ✓ Follow prompts to complete your registration.
 - ✓ Proceed to check out- you will notice the NCJTC On Demand catalog registration number has already been placed in your cart to check out.
 - **Your registration will be reviewed and approved within 24 hours.**
 - Once approved, you will receive an email that provides instructions on how to log into the NCJTC Blackboard Community where you will have 1-click, instant access to any of the online courses there you would like to take – simply by clicking the ‘enroll’ button next to any online course listed in your Blackboard Community.

How to self-enroll in any course / multiple courses once logged into your Blackboard Community

1. **Log into your Blackboard Community:**
 - Go to the FVTC Blackboard System at <https://fvtc.blackboard.com>
 - Log in using your FVTC 9-digit student ID as your username, along with the password you created when setting up your FVTC student account
2. At the Blackboard Community welcome page, there are **instructions** on how to find the classes in which you are interested.
 - You can scroll down and **click on the training topic** in which you are interested – this will move you down to the area of the page that lists the available courses in this topic.
 - **Or**, you can simply **scroll down through the full page to see all classes listed** in the community catalog.



3. When you find the course you are interested in, click the **Enroll** button, and then click **Submit** in the bottom right corner of the confirmation screen to instantly add that course to your 'My Courses' cart.



Now the class is in your 'My Courses' cart. **Click the course title to enter it and begin your work.** Any time you return to Blackboard to continue your work, just login in and click the course title to return to it.

