

## Acadis Registration Instructions

1. **To register for an event**, visit [dematraining.az.gov](https://dematraining.az.gov). This is a self-enrollment system. Participants must have their own account and self-enroll for training.
2. **To create a new account**
  - a. Click on the “WebForms” link under the resources section on the right side of the page.
  - b. Click “Request DEMA Training Portal Account”, complete the form and click submit. Your request will be reviewed within one business day. Once your account is approved, you will receive a welcome email with instructions for completing the setup process and accessing your account.
3. **If you have an existing Acadis Portal Account**
  - a. Log in with your email address and password.
  - b. If you have forgotten your password, click on the “Reset your password” link under the password field. You will need to enter the email address associated with your account. If you have forgotten your login email address, please contact us at 602-464-6225 or [training@azdema.gov](mailto:training@azdema.gov) for assistance.
4. **Search for an event**
  - a. Once logged in, click on or hover over “Training & Events” (top navigation pane) and click “Browse or Sign up for Training”.
  - b. You will see a list of all currently available training events.
  - c. Using the “Filters” button toward the top right of the screen, you may search by keyword, course number or other criteria.
  - d. To the right of each course there will be a button to register or join the waitlist (if the class is full).
  - e. Be sure to view and note the training event details by clicking on the event name.
5. **Two ways to register**
  - a. From the Training Event Details screen click on “Request Enrollment” on the bottom right. You will be brought to a screen that will confirm the event name and your contact information. To enroll, click “Submit Request” on the bottom right corner.
  - b. From the List of Available Training screen, click the link that says, “Register” on the right side of the event. You will be brought to a screen that will confirm the event name and your contact information. To enroll, click “Submit Request” on the bottom right corner.
  - c. If the class has mandatory prerequisites, you will be asked to provide documentation to fulfill the requirement. Once complete, click “Submit Request”.
6. **To cancel your registration**
  - a. Log in to your account and click “Registration” (top navigation pane). All requested training will be listed.
  - b. For training events that you have a “Pending” status for, click “Cancel Request” next to the event you wish to cancel. You’ll be asked to confirm your cancellation, and then will receive an email confirmation of your cancellation.
  - c. Training events that you have an “Enrolled” status for cannot be self-cancelled. Please call 602-464-6225 or email [training@azdema.gov](mailto:training@azdema.gov) to cancel.

Course dates and locations are subject to change. Please check your portal account prior to attending for the most current information.

DEMA/EM Training Distribution List: Click [here](#) to subscribe to our training distribution list.