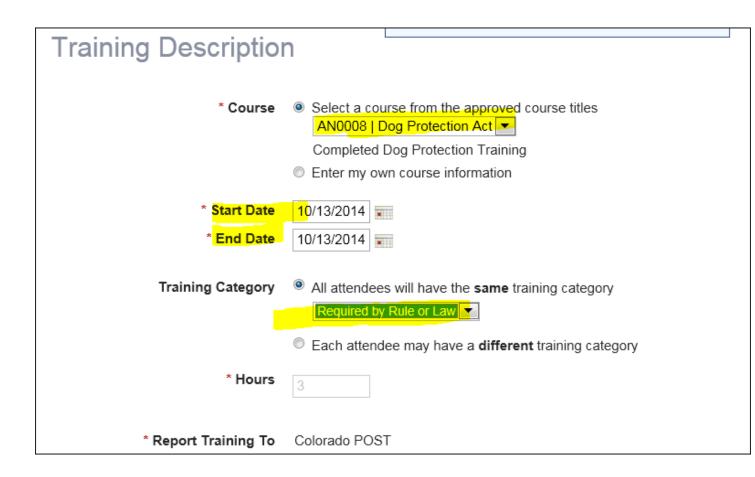
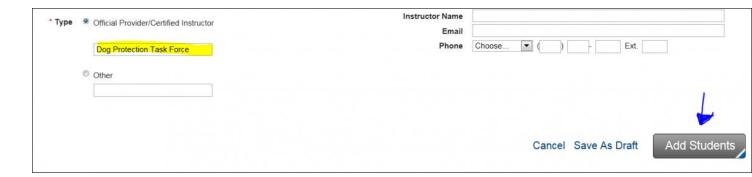
## **Submitting Dog Protection Act Training**

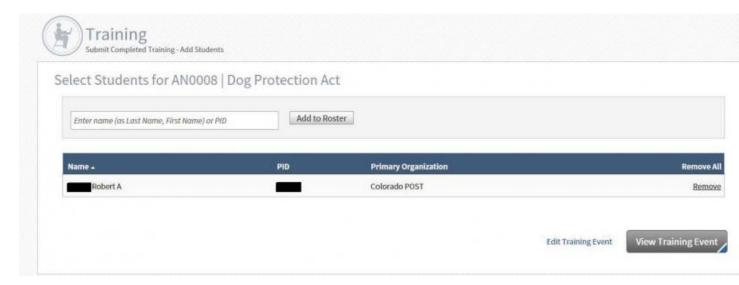
To submit required Dog Protection Act In-Service training please follow the steps below for your sworn personnel that have completed the required training.

- 1. Please log in to the Portal and select the "Training & Events" tab and then the "Submit Completed Training for Approval" button
- 2. Select "Starting with a pre-approved course or course material" option and begin typing "dog"
- 3. When the class auto-populates with Dog Protection course (only one available), select "Continue" and then fill in the required fields, ie. dates of training, comments, instructor information
- 4. Put Dog Protection Task Force as official provider, and add students.





- 5. Click in the box to "Enter name" and your roster will populate the drop down list.
- 6. Add "All active Employees", or just select officers who have completed the training one by one and then "Add to Roster"



7. Final review/approval – you can add more students, you do not have to submit any documents, and then click "Submit for Approval".

