

Instructions for Employee Registration with the FBI Virtual Academy

Our agency has been approved for registration to the FBI Virtual Academy. Before I can enroll you in any courses (either self-paced or traditional classroom-based at the FBI Academy), you will need to register on the site as a User. Please go to the FBI Virtual Academy at the following web address:

<https://fbiva.fbiacademy.edu/>

Registration Instructions

The following steps will take you through the tour and registration process:

1. At the “Login” screen, click on the word “Tour” in the top navigation bar to take a quick tour of the FBI Virtual Academy. This will orient you to functions housed within the various “buildings” on the campus map, giving you an idea of the Virtual Academy’s broad capabilities.
2. Close out the “Tour” screen by clicking on the words “Click here to close this screen” (in the burgundy bar near the top of the box).
3. Back on the “Login” screen, click on the word “Register” in the top navigation bar.
4. Complete the 5 boxes on the “Establish Login & Password” screen, and then click the “Submit” button. There is no required format for these entries. ***You will need to remember both your Login ID and your Password for later use!***
5. On the “Select Organization” screen, choose the kind of organization your agency is by clicking on the box or drop down arrow next to “Type of Organization.” Click on the correct type.
6. Do the same to choose your state. If your agency has multiple locations, choose the state in which your office is located.
7. After choosing a state, click the “View Agencies” button and select your agency and click the “Submit” button.

NOTE: If your agency’s name does not appear in the drop-down list, it will be for one of two reasons:

1. the agency type you chose differs from the one your agency registered under
or
2. the state you chose differs from the state listed on your agency’s application.

If this happens, you can make corrections by clicking on the “Reset Form” link and reselecting your organization type and state. If you still do not see your agency listed and are sure you’ve made the proper selections, abort the registration process by closing your Internet browser and contact a Virtual Academy Training Coordinator at trainingcoordinator@fbiacademy.edu for assistance.

After choosing your agency and clicking submit, a User Profile screen will appear. Please complete all information on the User Profile to the left of the screen. All fields are required.

Also, please note the default setting for sharing your information with other users in the User Directory. If for some reason you cannot do this (i.e., per agency policy), please click in this box to uncheck it.

Before clicking “Submit,” please check the agency information to the right of the screen for accuracy. If you believe any of it to be inaccurate, please use the above e-mail address for the Training Coordinator to notify us of any necessary changes. The FBI will have to verify and make the changes to that information.

Finally, you must click “Submit” at the bottom of the User Profile screen to submit your registration. You will be notified when your Training Manager has validated your registration. You will not have access to the Virtual Academy until he or she has validated your registration.

Once you receive the notification, you can Login to the FBI’s Virtual Academy and take the seminar, “**Course Enrollment & Approval Tutorial.**” This will explain the process of enrolling in and getting approved to take a course listed in the *Course Catalog*. To view the seminar:

- 1) Click on the Learning Center building on the campus map.
- 2) Click on “Course Catalog & Enrollment.”
- 3) Do a keyword search on “Enroll.”
- 4) Click on the INFO button next to the seminar title.
- 5) Click on “Take Seminar.”

Enjoy!