



OPOTA Portal Guide

Contents

How do I create an account? 2

What is the required password strength? 7

What is the verification code and how does it work? 8

How do I setup my account profile? 8

How does my Portal account link to OPOTA training records? 8

What do I need to include for proof of private security employment? 8

How do I log in? 9

What if I get locked out of my account? 9

What all can I do on the Portal page? 9

How do I use OPOTA Registration? 10

How do I use the course listing to find the training I need? 10

How do I register and pay for in-person courses? 10

How do I see my pending registrations? 12

How can I view my training history and re-print certificates? 12

How do I view my basic training records? 13

How do I view my employment history? 14

I am a billing administrator; how do I pay invoices? 15

I am an agency course authorizer, where do I find pending approvals? 15

What if OPOTA cannot find my officer record? 15

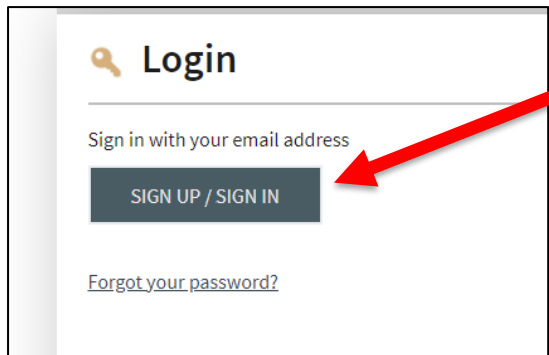
How do I change my password? 16

How do I update my account information? 16

How do I create an account?

OPOTA Portal accounts are restricted to approved users based on requirements set forth by OPOTA. These requirements allow access to most approved peace officers, law enforcement officers, private security officers, and other government officials.

To sign up for an account, click on the “Sign Up/Sign In” button, then choose “Sign Up Now.”



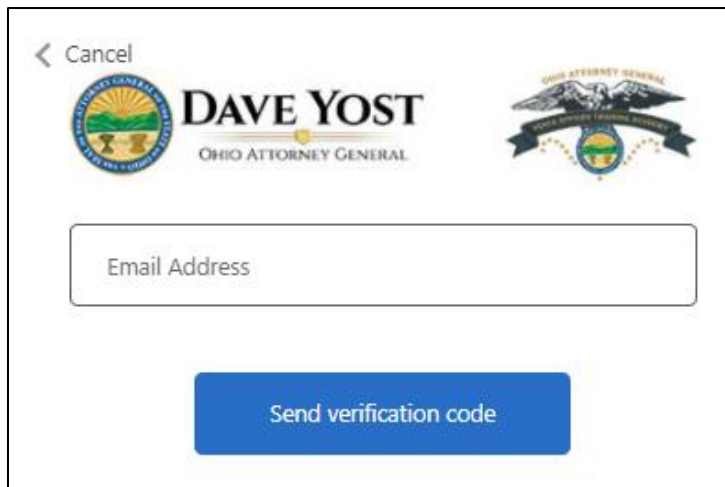
The screenshot shows a 'Login' page with a key icon. Below the title, it says 'Sign in with your email address'. A dark grey button labeled 'SIGN UP / SIGN IN' is highlighted with a red arrow pointing to it. Below the button is a link that says 'Forgot your password?'.



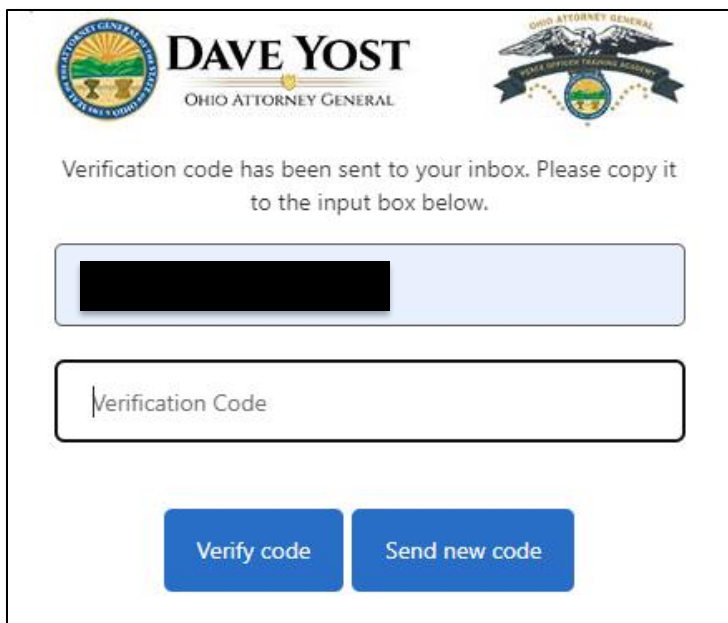
The screenshot shows a 'Sign in' page for Dave Yost, Ohio Attorney General. It features the state seal and the text 'DAVE YOST OHIO ATTORNEY GENERAL'. Below the header, it says 'Sign in with your email address'. There are two input fields: 'Email Address' and 'Password'. Below the fields is a link that says 'Forgot your password?'. A blue button labeled 'Sign in' is highlighted with a red arrow pointing to it. At the bottom, it says 'Don't have an account? Sign up now'.

You will then create your OPOTA Portal username. Usernames must be an email address that you have access to. The OPOTA Portal requires multi-factor authentication (MFA) via email.

Once you have selected the email address you will use for your account, enter it in the “Email Address” field and then select “Send Verification Code.”



This screenshot shows the registration interface for the OPOTA Portal. At the top left is a back arrow and the word "Cancel". The header features the "DAVE YOST OHIO ATTORNEY GENERAL" logo on the left and the official seal of the Ohio Attorney General on the right. Below the logos is a text input field labeled "Email Address". At the bottom center is a blue button labeled "Send verification code".



This screenshot shows the verification step of the registration process. The header is identical to the previous screen. Below the header, a message reads: "Verification code has been sent to your inbox. Please copy it to the input box below." There are two input fields: the top one is a light blue box with a black redaction bar, and the bottom one is a white box with a black border labeled "Verification Code". At the bottom are two blue buttons: "Verify code" and "Send new code".

An email will arrive in the inbox of the email address you provided with a one-time verification code. Copy and paste the code into the “Verification Code” box. Once entered, click “Verify Code.”

Once verified, the system will ask you to provide basic information about yourself to build your new OPOTA Portal profile. All fields listed on the form are required to be completed accurately as this will associate and verify your identity with OPOTA’s internal records system.

The screenshot shows a mobile application interface for creating a profile. At the top, there is a back arrow and the text 'Cancel'. Below this are two logos: the official seal of the Ohio Attorney General and the name 'DAVE YOST OHIO ATTORNEY GENERAL'. A message states 'E-mail address verified. You can now continue.' Below the message is a redacted email address field. A blue button labeled 'Change e-mail' is positioned below the email field. The form then contains several input fields: 'New Password', 'Confirm New Password', 'First Name', 'Middle Name', 'Last Name', 'Date of Birth', and 'Personal Phone'. The 'First Name', 'Last Name', and 'Date of Birth' fields are highlighted with a red border, and a red message 'This information is required.' is placed above each of these three fields. A 'Gender' dropdown menu is located below the 'Date of Birth' field. At the bottom of the form is a large blue button labeled 'Create'.

Once complete, select “Create.”

Users will be redirected to the OPOTA Portal main page. Once there, login with the username and password you just created. A second one-time authentication code will be generated and sent to your email on file. Enter this code into the verification box to verify your account identity.

Upon successful authentication, users will be provided a terms of use. If you agree, select “Agree” at the bottom, otherwise please close your browser.

WARNING

This system is restricted to authorized users ONLY. Unauthorized access, use, misuse, or modification of this computer system or of the data contained herein or in transit to / from this system may violate local, state, and / or federal law, and may subject the individual to criminal and civil penalties. This system and equipment are subject to monitoring to ensure proper performance of applicable security features or procedures. Such monitoring may result in the acquisition, recording, and analysis of all data being communicated, transmitted, processed, or stored in this system by a user. If monitoring reveals possible evidence of criminal activity, such evidence may be provided to Law Enforcement Personnel.

ANYONE USING THIS SYSTEM EXPRESSLY CONSENTS TO SUCH
MONITORING.

AGREE

User will be asked to complete additional profile information. Items marked with a ‘*’ are require fields.

Account Profile

* Required

*Have you been or are you a Peace Officer in Ohio? Yes No

*Have you ever taken a course with OPOTA? Yes No

*First Name:

Middle Name:

*Last Name:

*Date of Birth:
MM/DD/YYYY

*Personal Phone:

*Username/Email:

*Employer:

Student id:

Business Email:

Mailing Address

*Address 1:

Address 2:

*City:

*State:

*Zip:

+ Supporting documents

*What type of training are you required to take?

- Peace Officer/Trooper
- Other Law Enforcement/Corrections
- Corrections
- Private Security
- Other Government Employee Training

Once complete, click “Submit.” Users will then be logged into the OPOTA Portal. The OPOTA Portal landing page contains various applications to assist users. These applications currently include the OPOTA In-Person Registration Application; however, additional applications will be added in the future.

DAVE YOST
OHIO ATTORNEY GENERAL


OPOTA Portal FAQ [REDACTED] SIGN OUT

Courses

OPOTA courses provided at the London main academy, the Tactical Training Center and regionally around the state are available for registration. New courses are added as developed so check back frequently for the latest in new offerings.

Be advised that the dorms and cafeteria are closed at the London campus. Lodging at the Government rate is available at hotels in the London, Springfield and Hilliard areas. Except for occasional use as a regional training site, the Richfield campus is permanently closed.

You can view the course catalog and conveniently register online. For assistance with course registration, please email OPOTARegistration@OhioAGO.gov.



OPOTA Registration Application

OPOTA London Main Campus
1650 State Route 56 SW
P.O. Box 309
London, OH 43140
Phone: 740-845-2700

Tactical Training Center
1960 U.S. Route 42 SW
London, OH 43140
Phone: 740-845-6300

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What is the required password strength?

Passwords require industry standard complexity. That includes:

- Between 12 and 64 characters
- A lowercase letter
- An uppercase letter
- A digit
- A symbol

What is the verification code and how does it work?

The OPOTA Portal requires multi-factor authentication. Therefore, each time a user logs into the OPOTA Portal, the system will generate a one-time security code which will be emailed to the email address the user provided when registering for their account. Users can then re-type the code, or copy and paste the code, into the OPOTA Portal when requested to do so. Multi-factor authentication ensures only authorized users access the OPOTA Portal.

How do I setup my account profile?

During the account creation process, you will be prompted to provide information about yourself, prior use of OPOTA in-person training, and employment information. OPOTA gathers this information to help match your OPOTA Portal account to existing OPOTA records.

For additional information on how to setup a profile, see the **How do I create an account?** section for step by step instructions.

How does my Portal account link to OPOTA training records?

OPOTA uses the information provided during registration to associate accounts with existing OPOTA training records and certifications. In the event of a duplicate entry or unmatched record, these will be handled by OPOTA staff on a case by case basis. Upon successful association of an OPOTA Portal account to OPOTA training records, users will receive an email confirmation. If users do not receive a confirmation email within 24 hours, please contact OPOTARegistration@OhioAttorneyGeneral.gov for assistance.

What do I need to include for proof of private security employment?

It is recommended you upload a document with company letterhead to assist OPOTA in verifying your employment. For additional information on how to setup a profile, see the **How do I create an account?** section for step by step instructions.

How do I log in?

Once users have created an OPOTA Portal account, users can sign in by using the email address and password created during registration. Users will be required to complete the multi-factor authentication process as described in the **What is the verification code and how does it work?** section of this document.

For additional information on how to setup a profile, see the **How do I create an account?** section for step by step instructions.

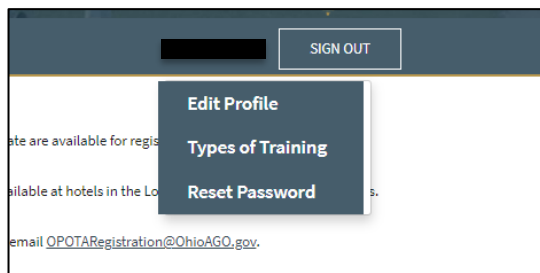
What if I get locked out of my account?

Users who attempt to log in and are unsuccessful three (3) times in a row, will receive an account lockout notice. The users account will remain locked for 30 minutes. If this occurs, it is recommended the user reset their password after the 30 minutes has elapsed.

For additional information on how to change your password, please see the **How do I change my password?** section of this document.

What all can I do on the OPOTA Portal?

Once authenticated, users can update their profile information, edit their types of training, and reset their password by clicking their name at the top right of the OPOTA Portal page.



Users can then select from a listing of available applications. To view in-person training options, select the “OPOTA Registration Application” tile.



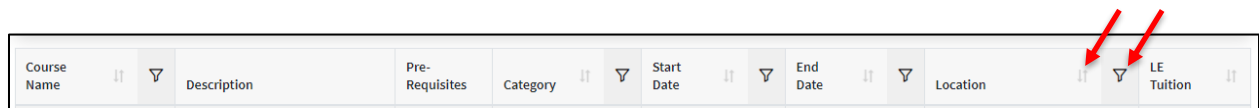
How do I use the OPOTA Registration Application?

From the OPOTA Portal, users can select the “OPOTA Registration Application” tile to view in-person training options. Users will be allowed to register for training classes that match their pre-authorized student type. OPOTA uses the training preferences users selected when they created an account to display classes the user is eligible to attend. Training preferences can be modified from the OPOTA Portal page. For more information on how to change your training preferences, see the **What all can I do on the OPOTA Portal?** section of this document.

Courses with prerequisites are noted as such in the course listing. OPOTA validates prerequisites based on the training records on file in OPOTA’s record management system.

How do I use the course listing to find the training I need?

Various fields in the course listing are filterable or sortable. To filter, click the funnel icon on the column heading. To sort, click the up and down arrows on the column heading.



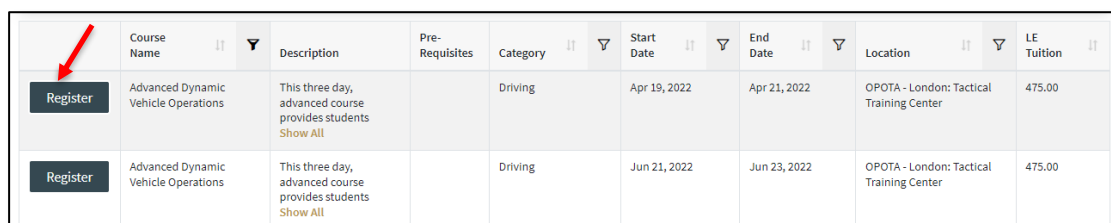
Course Name	Description	Pre-Requisites	Category	Start Date	End Date	Location	LE Tuition
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
How do I register and pay for in-person courses?

Users who have successfully logged into the OPOTA Portal can select “OPOTA Registration Application” tile to view in-person training options.



After reviewing the list of available courses, users can click the “Register” button to review the course description, cost, date, and location of a course.



	Course Name	Description	Pre-Requisites	Category	Start Date	End Date	Location	LE Tuition
	Advanced Dynamic Vehicle Operations	This three day, advanced course provides students Show All		Driving	Apr 19, 2022	Apr 21, 2022	OPOTA - London: Tactical Training Center	475.00
	Advanced Dynamic Vehicle Operations	This three day, advanced course provides students Show All		Driving	Jun 21, 2022	Jun 23, 2022	OPOTA - London: Tactical Training Center	475.00

Course Registration

Student Name:	[Redacted]	Course:	05-569-22-01 Advanced Dynamic Vehicle Operations OPOTA - London: Tactical Training Center
Agency:	[Redacted]	Agency Contact:	[Redacted]
Agency Approver:	--Select One--	Course Date:	4/19/2022 - 4/21/2022
		Cost:	\$ 475.00
		PO Number:	[Empty Field]

This three day, advanced course provides students with the knowledge, skills and behaviors unique to the emergency response and pursuit situation. Students will be trained and tested on numerous steering and braking applications, collision avoidance, skid recovery, line-of-travel driving, cornering/apexing methods, appropriate communications behaviors, and emergency/pursuit driving across multiple events encompassing the entire driving facility. Students will participate in actual pursuit driving and emergency response scenarios at speed. Additionally, students are trained in liability/legal aspects of law enforcement driving along with human/physiological factors involved in responding to emergencies. Students will use OPOTA vehicles that are equipped with added safety features to perform dynamic and advanced practical exercises. These vehicles will include police utility vehicles (SUV) if the students drive them on duty. Students may be asked to assist with movement and placement of cones and events. Note: This course is not recommended for remedial or corrective driving students. It is recommended that all attendees be in good physical condition. Helmets will be provided, however students may bring their own DOT certified helmet if desired (no full face or over ear helmets). Foul weather and hot weather equipment is recommended. All students must bring a current driver's/operator's license. Shoes or boots which lace and completely cover the entire foot are mandatory. Students will not be permitted to drive with sandal type footwear. Face coverings may also be required as directed.

After reviewing the course details, users can register for the course by scrolling down to select their payment method and agree to the terms of registration.

Bill My Agency Bill Me Now

Registered enrollees who do not attend and do not cancel the registration four business days prior to the course will be charged an administrative fee equal to one-half the total course fee. **Upon the conclusion of a course, invoices are processed and forwarded to the designated billing address, check or money order are acceptable forms of payment (no cash or credit cards)**. The Ohio Peace Officer Training Academy will provide instruction in the course under competent instructors and assumes no responsibility other than the opportunity to learn under supervision. The Ohio Peace Officer Training Academy, Ohio Peace Officer Training Commission, and the Office of the Attorney General are hereby relieved of all liability. All courses are subject to cancellation. Enrollment in a course constitutes an acceptance of this agreement and the conditions stated. Approval by authorized authority indicates approval for attendance, billing and agreement, as well as verification of applicant's affiliation with agency.

I understand that by registering for the Class and paying tuition that I am entering into a legal and binding Class Reservation Agreement. I understand that I may cancel/withdraw from the Class and receive full reimbursement of tuition IF I cancel the Class Reservation no later than four (4) business days before the first day of Class.

Furthermore, I understand that if I DO NOT cancel my Class Reservation by four (4) business days before the first day of Class OR I do not show-up for the Class, I am still responsible for 1/2 of the tuition cost of the Class and therefore will only be reimbursed 1/2 of my tuition payment.

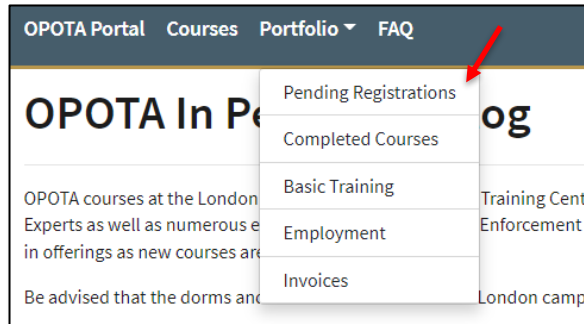
Users who select “Bill Me Now” may complete the payment for the course with a credit card or electronic check. “Bill Me Now” registrations do not require further approval from your agency.

Certain users whose agencies have been authorized for payment terms, may have the option to select “Bill My Agency.” If the user chooses “Bill My Agency” your agency authorizer must approve your registration.

In either case, once a user’s registration is complete, the user will receive an email confirmation for the course.

How do I see my pending registrations?

To view a list of pending in-person course registrations, select “Portfolio” on the navigation bar and then “Pending Registrations.”

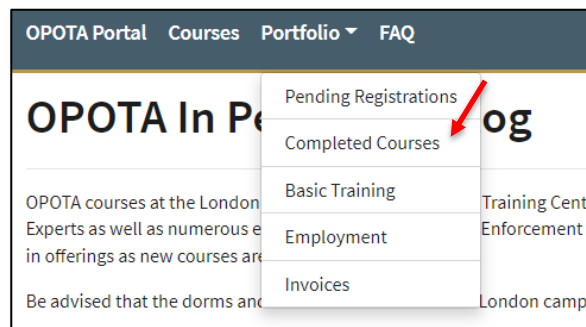


The system will display a list of pending registrations for the user and the status of each.

Pending Course Registrations							
If your registration outcome is PreRegister, you need to pay now to be registered for the course.							
Course Name	Course Number	Course Start	Course End	Registration Status	Registration Outcome	Cost	Options
Private Security Seminar	01-020-21-01	3/17/2022	3/18/2022	Cancelled by User	PreRegistered	10.00	

How can I view my training history and re-print certificates?

To view a list of completed courses, select “Portfolio” on the navigation bar and then “Completed Courses.”



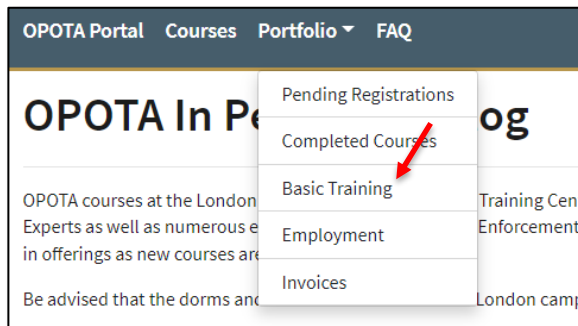
The system will display a list of completed courses for the user. Additional functionality is provided at the top to allow users to export their course history to PDF or Excel. Users may also reprint a course certificate by clicking the “Print” link in the “Certificate” column.

The screenshot shows a table titled "Completed Courses" with the following columns: Course Name, Course Description, Course Number, Course Start, Course End, Training Hours, and Certificate. At the top of the table, there are four buttons: "Print My Attended Courses Report to PDF", "Print without Course Descriptions Report to PDF", "Export Report to CSV", and "Export Report without Course Descriptions to CSV". A red arrow points to the "Print" link in the "Certificate" column of the first row.

Course Name	Course Description	Course Number	Course Start	Course End	Training Hours	Certificate
Reid Techniques for Interview and Interrogation - Advanced	This course builds on skills acquired during the three day basic Reid Techniques course. Topics include: stages of the interrogation, screening suspects for interrogation, juvenile interrogations, interrogation on guilty knowledge, playing one suspect against the other and interrogation on multiple crimes.	03-323-12-01	10/18/2012	10/18/2012	8	Print

How do I view my basic training records?

To view a list of completed basic training courses, select “Portfolio” on the navigation bar and then “Basic Training.”



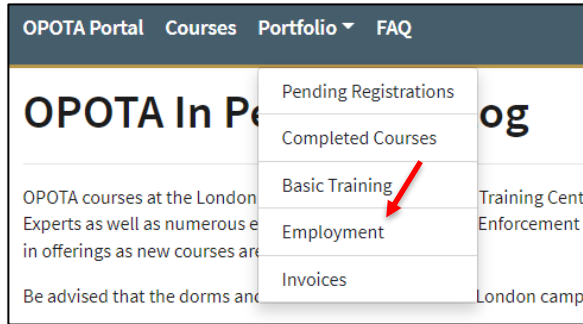
The system will display a list of basic training courses attended by the user. Additional functionality is provided at the top to allow users to export their history to PDF or Excel.

The screenshot shows a table titled "Officer Basic Training History" with the following columns: School Number, School Name, Start Date, End Date, Appointed By, Appointment Date, Exam Date, Certificate Number, and Certificate Date. At the top of the table, there are two buttons: "Export to PDF" and "Export to CSV".

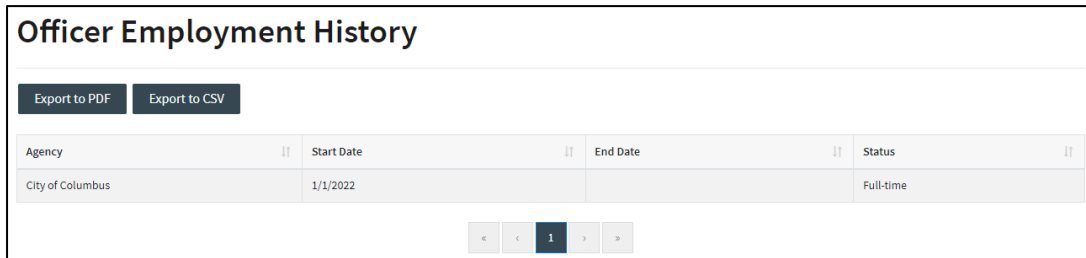
School Number	School Name	Start Date	End Date	Appointed By	Appointment Date	Exam Date	Certificate Number	Certificate Date
99-999	Ohio Peace Officer Training Academy	12/3/2009	12/3/2009	City of Columbus	1/1/2022	12/1/2021	1234	

How do I view my employment history?

To view a list of employment history, select “Portfolio” on the navigation bar and then “Employment.”



The system will display a list of agencies the user has worked for. It should be noted these are based on records received and processed by OPOTA. If employment is missing, the user should speak to their agency administrator to ensure an SF400 and/or SF401 has been filed with OPOTA. Additional functionality is provided at the top to allow users to export their history to PDF or Excel.

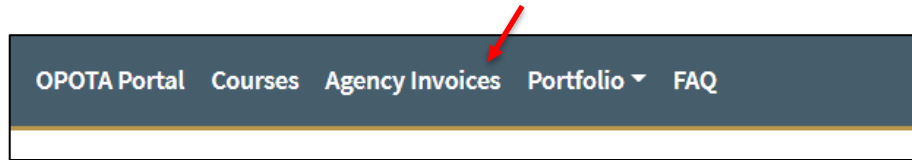


Officer Employment History			
Export to PDF		Export to CSV	
Agency	Start Date	End Date	Status
City of Columbus	1/1/2022		Full-time

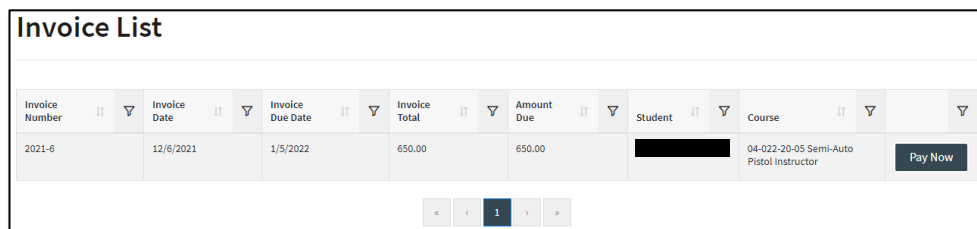
« < 1 > »

I am a billing administrator; how do I pay invoices?

If a user is listed as a billing administrator for their agency, the user will see “Agency Invoices” in the “OPOTA Registration Application.”



From here, users can select and pay agency invoices via credit card or electronic check.

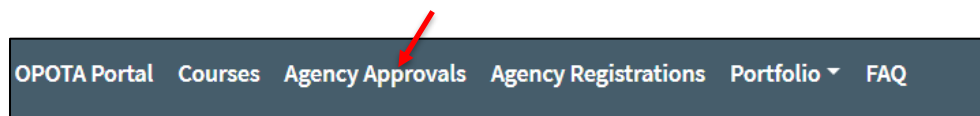


The image shows a table titled 'Invoice List'. The table has columns for Invoice Number, Invoice Date, Invoice Due Date, Invoice Total, Amount Due, Student, and Course. A 'Pay Now' button is visible at the end of the row.

Invoice Number	Invoice Date	Invoice Due Date	Invoice Total	Amount Due	Student	Course	
2021-6	12/6/2021	1/5/2022	650.00	650.00	[REDACTED]	04-022-20-05 Semi-Auto Pistol Instructor	Pay Now

I am an agency course authorizer, where do I find pending approvals?

If a user is listed as an Agency Authorizer, the user will see “Agency Approvals” in the “OPOTA Registration Application.”



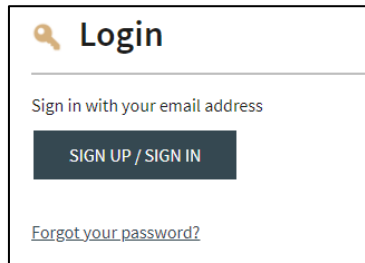
The user can select this option to approve or deny registrations made by employees of your agency where the officer chose “Bill My Agency” during the registration process.

What if OPOTA cannot find my officer record?

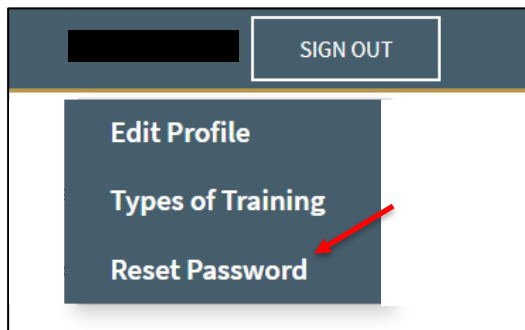
Contact OPOTARegistration@OhioAGO.gov for assistance.

How do I change my password?

If a user does not know their password, they can select “Forgot your password?” from the homepage.



If a user desires to change their password after successfully authenticating, the use can select their name in the upper right-hand of the page and select “Reset Password.”



How do I update my account information?

Once logged in, from the OPOTA Portal page a user can select their name on the upper right-hand of the page and select “Edit Profile.”

