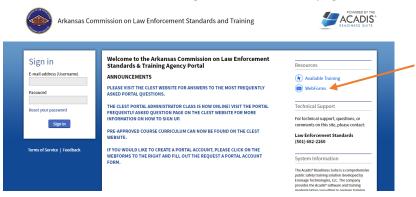# ACADIS Portal Account Information

For all Telecommunicator courses, you will need access to the ACADIS portal in order for you to take the test in the course. Please make sure you can access your portal account prior to the start of each class you will be taking. Below are the instructions on how to set up your portal account and/or reset your password.

(Please note: this is not the initial set up your agency does to get you set up in the system, this is for you to have access to your account after they have it set up. You will also need your CLEST ID number. If you do not know your CLEST ID number, ask your supervisor or contact the CLEST office for assistance).
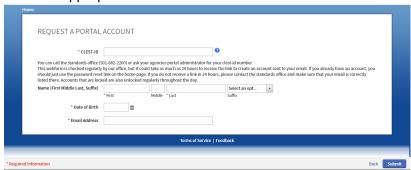
1. Create your ACADIS portal account
    a. Go to Https://portal.clest.org
    b. Click on the Webforms on the right-hand side of the page

    c. Click on Request a portal account

    d. Fill in the appropriate information

e. When you are finished, click Submit.
    i. You will get a confirmation for the submission

f. You should receive an email with a link to create your portal account.
    i. If you do not receive an email within 24 hours, contact CLEST for assistance.

2. Forgotten Password
    a. If you already have an ACADIS Portal account and cannot remember your password, use the password reset link on the home page.