

How To Upload Prerequisites When Registering For A Class

When enrolling in a class that requires documents (pre-requisites) to be uploaded prior to being approved for enrollment, please follow the example below:

1. Click on “Update Fulfillment” button

The screenshot shows the 'Request Enrollment' form for the 'BASIC TELECOMMUNICATIONS - test 01202022' class. The form is divided into three main sections: REGISTRANT INFORMATION, REGISTRANT PREREQUISITES, and CONTACT INFORMATION. In the REGISTRANT INFORMATION section, the Registrant is 'Moulter, Opal Reagan (105C44ED596A4C)' and the Sending Organization is 'COMMISSION ON LAW ENFORCEMENT STAND...'. In the REGISTRANT PREREQUISITES section, there is a requirement for a 'Document: Waiver of liability' which is marked as 'This prerequisite is not fulfilled.' A blue arrow points from this message to the 'Update Fulfillment' button located at the bottom right of the prerequisite section. The CONTACT INFORMATION section includes fields for the Registrant's primary email, mailing address, and emergency contact details.

Registration
Request Enrollment for Training Event

Request Enrollment
Please supply the following information to request enrollment. Requests will be reviewed prior to final enrollment. The Privacy Act of 1974 may apply to this form. [Additional Details](#)

REGISTRANT INFORMATION

Class: BASIC TELECOMMUNICATIONS - test 01202022

* Registrant: Moulter, Opal Reagan (105C44ED596A4C)

Sending Organization: COMMISSION ON LAW ENFORCEMENT STAND...

Student Supervisor: ARMSTRONG, Leon Rylan

REGISTRANT PREREQUISITES

* Document: Waiver of liability

This prerequisite is not fulfilled.

[Update Fulfillment](#)

CONTACT INFORMATION
Please enter or update information below that will be used to contact the student or their emergency contact.

Registrant Primary Email: shannon.mccuin@arkansas.gov (change)

Registrant Mailing Address: 6860 SW. Third Avenue Bloomington, IN 98877 (Monroe County) Home (change)

Emergency Contact: Parker Kayden Husband
(827) 368-2160 primary phone
474 SW. Shady Circle
Bloomington, IN 98877
(change)

2. Click “Attach a document” button

The screenshot shows the 'Update Prerequisite' form for the 'Waiver of liability' requirement. The form is divided into three main sections: REQUIREMENT, DOCUMENTATION OF FULFILLMENT, and FULFILLMENT. In the REQUIREMENT section, the requirement is 'Waiver of liability' with a link to 'Instructions'. In the DOCUMENTATION OF FULFILLMENT section, there is a prompt to 'Attach or upload documents as necessary to fulfill the requirement. Additional options are listed below.' A blue arrow points from this prompt to the 'Attach a document' button located at the bottom right of the documentation section. The FULFILLMENT section includes three radio button options: 'I want to finish later' (selected), 'The requirement has been met or exceeded (requires information above)', and 'Request waiver (requires clarifying comments above)'. At the bottom of the form, there is a 'Cancel' button and a 'Save' button.

Registration
Request Enrollment for Training Event with Prerequisites

Update Prerequisite

REQUIREMENT
Waiver of liability [Instructions](#)

DOCUMENTATION OF FULFILLMENT
Attach or upload documents as necessary to fulfill the requirement. Additional options are listed below.

[Attach a document](#) | [Provide other clarifying comments](#)

FULFILLMENT

☒ I want to finish later

☐ The requirement has been met or exceeded (requires information above)

☐ Request waiver (requires clarifying comments above)

* Required Information

[Cancel](#) [Save](#)

3. Browse your documents to locate the document needed. Double click to add it, then in the empty box, name the file, and then click attach.
 - a. Please note that the file size could cause a rejected attachment. To prevent that from happening:
 - i. documents can be scanned separately,
 - ii. upload as a pdf document, or
 - iii. using the snipping tool, add snippet to a word doc, if uploading a picture.

Attach Document(s)

Select an existing document or upload a new one.

<input type="checkbox"/> * Description	* File	Uploaded
<input type="checkbox"/> obfuscated	obfuscated.pdf	04/13/2021 09:14 AM by Moulter, Opal Reagan

☒ No file selected.

☐ This document contains one or more Social Security Numbers and should be restricted.

[Attach another document](#)

4. This will redirect you back to the “Update Prerequisite” page.
 - a. Fulfillment
 - i. Click “I want to finish later” if you don’t have all the documents needed to fulfill the prerequisite.
 - ii. Click “The requirement has been met or exceeded” if you have all needed documents uploaded to fulfill the prerequisite.
 - iii. Click “Request Waiver” if there is a circumstance where a waiver is needed (clarifying comments will have to be added if this is selected).
 - b. Click save to attach your document to the prerequisite.

Update Prerequisite

REQUIREMENT

Waiver of liability [Instructions](#)

DOCUMENTATION OF FULFILLMENT

Attach or upload documents as necessary to fulfill the requirement. Additional options are listed below.

Documents

test doc ([remove](#))

[Attach or change documents](#)

[Attach a document](#) | [Provide other clarifying comments](#)

FULFILLMENT

☒ I want to finish later

☐ The requirement has been met or exceeded (requires information above)

☐ Request waiver (requires clarifying comments above)

* Required Information