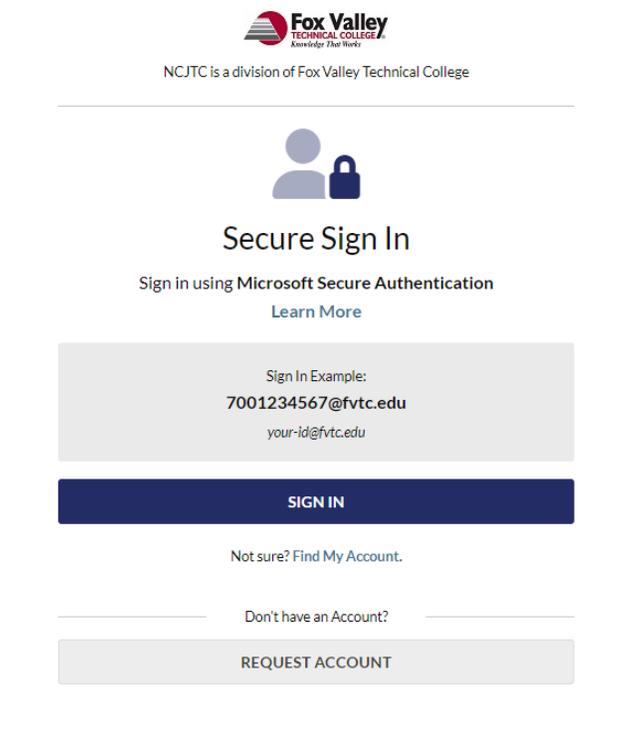


Instructions to Create/Access an FVTC Account

You MUST have an account and be signed in to register for our training. Please note that Chrome works best, and we recommend using a personal device to avoid firewalls that are sometimes put in place on agency equipment.

To Create an Account:

1. Go to the [NCJTC website](#)
2. Select "Sign In" in the upper right corner of the webpage.



The screenshot shows the NCJTC Sign In page. At the top, there is the Fox Valley Technical College logo and the text "NCJTC is a division of Fox Valley Technical College". Below this is a "Secure Sign In" section with a "Sign in using Microsoft Secure Authentication" prompt and a "Learn More" link. A sign-in example is provided: "7001234567@fvtc.edu" and "your-id@fvtc.edu". A dark blue "SIGN IN" button is visible. Below the button, there is a link for "Not sure? Find My Account." and a "Don't have an Account?" prompt with a light grey "REQUEST ACCOUNT" button.

3. Select the Request Account option.
4. Follow the prompts to create an account. When entering your agency name, please do not use any abbreviations (i.e., "PD" for police department). If your organization name does not populate automatically, please type the name of your organization in and hit enter.

Request Account

Request an account in order to register for NCJTC training.

About You
Organization
Position
Approving Authority

About You

We need some general information to begin the account request process.

First Name

MI (optional)

Last Name

Date of Birth

Ethnic Group

Select One
▼

Gender

Select One
▼

Why do we need this?

NCJTC is a division of Fox Valley Technical College



NEXT

Shortly after submitting your account request, you will receive an email from NCJTC (ncjtctraining@ncjtc.org) with a link to set your password. The email should be received within 2 to 7 minutes, but may take up to 20 minutes.

If you have any difficulty accessing your account or have not received the email with the password reset option, please contact the Fox Valley Technical College Help Desk at 920-735-5644.

To Access your account:

**If you already have an account but cannot access it, please try these steps for troubleshooting:

- Cannot recall your 9-digit ID? You can find it here - <https://account.fvtc.edu/find>
- Cannot recall your password? You can reset it here - <https://account.fvtc.edu/recover/find>
- Confirm you are including @fvtc.edu after your 9-digit ID for your user ID (i.e., 700123456@fvtc.edu).
- If none of the above steps work for you, please contact us at (855) 866-2582.