



Agency NIA Registration Instructions

Thank you for your interest in the National Public Safety Innovation Academy. The following steps will guide you through the process to register students for the upcoming academy. Please contact Kelly Wedley, kwedley@polk.edu, for assistance if needed.

Determine if your agency has an account in Lumens, the Polk State College non-credit registration system. Many of the agencies in Polk County have current accounts in Lumens.

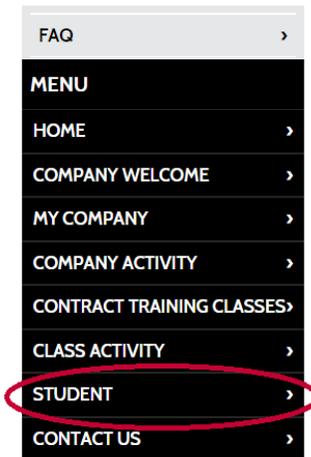
- If your agency does not have a Lumens account, please send us the following information and we will create an account for you.

Agency name, address, contact name, phone number, and email address

EIN number is required

Go to [Login - Polk State Continuing Education](#) and log in to the agency account.

Click **Student** from the menu (on left, near bottom)



- Use the search parameters to locate students (try just the first few letters of their last name).

Click the square to the left of the student's name and then

Click **Select Student(s)**

If you need to add a student,

- use the **Add New** drop down and select **SLIM Student Profile**.

The screenshot shows the 'Company Student' registration page. At the top, there is a search bar and a 'GO' button. Below the header, there are navigation links for 'BROWSE' and 'MENU'. The main content area is titled 'Company Student' and contains instructions for searching and registering students. There are three input fields: 'Last Name', 'First Name', and 'Email'. Below these fields are 'Search' and 'Reset' buttons. An 'Add New' dropdown menu is circled in red. At the bottom of the form, it says 'Showing records 1 through 10 of 351.'

- Complete the student’s first, last, email address, and date of birth. Then click **Submit**.

****Note: The email address submitted will receive all course related communications. If one email is used for all the students registered, a separate email will be received for each student. ****

- Once all students have been selected,

Click **Select Classes**.

Navigate to NIA by using the search box in the top right corner of the screen and enter the class ID located on the course announcement.

Click **Add to Cart**

Click **Checkout** in the **upper right** of the page.

Click **Agree to Policies** or **Agree to All Policies** for multiple registrations

Click **Checkout** button at the **bottom** of the page

- Type your name in Signature box and click **I Agree**
- Choose **Agency Contact** from drop down menu
- Choose **Payment Method**
 - The 3rd Party/PO/Voucher option has a required text field. Please include PO # or simply type “Invoice Us”

Click **Continue Checkout**

The registration is now complete, and you can view or print your transaction receipt from this screen. A transaction receipt is not an invoice.

Contact Information
 Kelly Wedley
kwedley@polk.edu
 863.669.2913