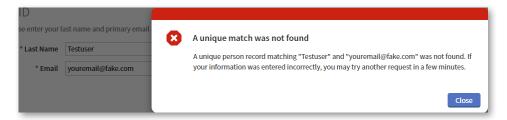## PSID LOOKUP USAGE

The intent of the PSID Lookup is for an individual to verify their own PSID. No other person can look up someone else's PSID. The email generated from the PSID Lookup will only be sent to the owner of the PSID.

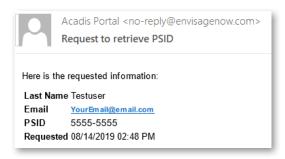## PSID LOOKUP INSTRUCTIONS (ONLY FOR LOOKING UP/VERIFYING YOUR OWN PSID)

1. Go to the Retrieve My PSID page: https://indiana.acadisonline.com/AcadisViewer/RetrieveAcademyID.aspx
2. Enter your last name and primary email address into the required fields, then click the Send button.
   a. The email address and PSID should match what is in the Acadis system.

   b. If your last name, email, or both are misspelled or not in the Acadis system, you will receive an error message after you click [send].

3. If your request was successful, you will receive an email from Acadis Portal <no-reply@envisagenow.com> with the email subject of "Request to retrieve PSID". It will look like the example below.
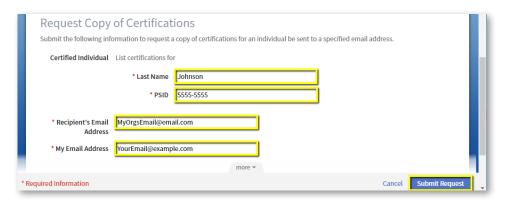
CERTIFICATION VERIFICATION USAGE

The intent of the Certification Verification Request is for an individual or organization to verify a person's certification(s) and the certification's corresponding status. This can only be done if the individual or organization knows the person's last name and PSID.
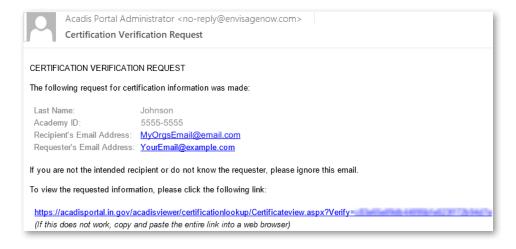
CERTIFICATION VERIFICATION INSTRUCTIONS

1. Go to the Request Copy of Certifications page: https://indiana.acadisonline.com/acadisviewer/CertificationLookup/default.aspx
2. Enter the last name and PSID into the required fields, as well as the recipient and requestor email addresses; then click the Submit Request button.
   a. Only the email address entered into the "Recipient's Email Address" field will receive the requested information. You can enter the same email address into both fields.

NOTE: It is important to note that if the last name and PSID are entered incorrectly in the request form, the system will respond the same as if all information is correct. This is to prevent data 'phishing' and to increase the security of our data for all users. Please ensure all data is entered correctly, which includes using the hyphen when entering PSID numbers, as shown in the example above.

3. If all information was entered correctly in the request form, you will receive an email like the one below.

4. Once you have received this email, click the link at the bottom of the email. If you cannot click the link, copy and paste it into your web browser.
5. This will complete your request. The link will take you to a web page with information that looks similar to the information shown below.

Certifications

Individual Johnson, Jim
PSID 5555-5555

Name ▲	Other Cert. No./ID	Issued	Expiration	Status
ALL HAZARDS PHYSICAL FITNESS - MEDIUM		09/01/2017	09/01/2018	Expired (Inactive)
EMS - EMERGENCY MEDICAL RESPONDER		04/04/2018	06/30/2020	Active (Active)
FIREFIGHTER I/II		08/30/2018	Never	Active (Active)
HAZMAT 1ST RESPONDER AWARENESS		08/30/2018	Never	Active (Active)
HAZMAT 1ST RESPONDER OPERATION - IFSAC		08/30/2018	Never	Active (Active)
IS-100 Introduction to Incident Command System		01/27/2018	Never	Active (Active)
IS-200 ICS for Single Resources and Initial Action		01/27/2018	Never	Active (Active)
LMS Course: Anaphylaxis & Epinephrine Administration for the EMT		10/09/2018	Never	Active (Active)
TECHNICAL RESCUE AWARENESS		08/30/2018	Never	Active (Active)

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