

Illinois Law Enforcement Training and Standards Board (ILETSB)

Online Canine Requalification Scheduler

User's Manual



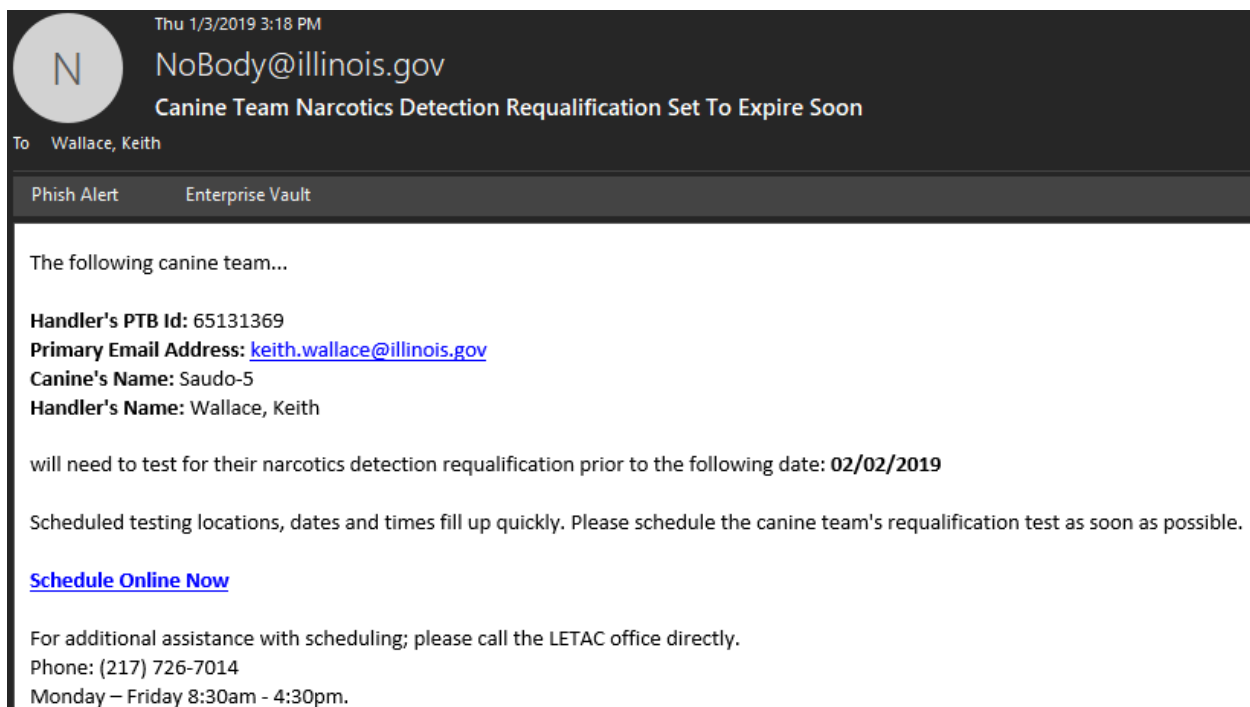
January 2019

Office of

Information Technology

1. Notification

Canine teams required to access online scheduling for Illinois Law Enforcement Training and Standards Board (ILETSB) Annual Canine Requalification testing will initially be contacted at the scheduler's e-mail address, as provided to the Law Enforcement Training Advisory Commission (LETAC). Scheduling e-mails will look similar to the following example:



Thu 1/3/2019 3:18 PM

N NoBody@illinois.gov
Canine Team Narcotics Detection Requalification Set To Expire Soon

To Wallace, Keith

Phish Alert Enterprise Vault

The following canine team...

Handler's PTB Id: 65131369
Primary Email Address: keith.wallace@illinois.gov
Canine's Name: Saudo-5
Handler's Name: Wallace, Keith

will need to test for their narcotics detection requalification prior to the following date: **02/02/2019**

Scheduled testing locations, dates and times fill up quickly. Please schedule the canine team's requalification test as soon as possible.

[Schedule Online Now](#)

For additional assistance with scheduling; please call the LETAC office directly.
Phone: (217) 726-7014
Monday – Friday 8:30am - 4:30pm.

2. Signing In

Clicking the “Schedule Online Now” link from the received e-mail will direct the user to the page shown below, located at <https://k9.ptb.illinois.gov>:

Online Canine Team Narcotics Requalification Test Scheduling

Enter your Canine Team's information to begin

Handler's PTB Id	<input type="text" value="# 65131369"/>	Please enter the Handler's PTB Id, Primary Email Address, and the Canine's Name <i>exactly</i> as it appears on your reminder email message. For assistance with scheduling, please call the LETAC office directly. Phone: (217) 726-7014 Monday – Friday 8:30am - 4:30pm. Online Canine Requalification Scheduler Manual (opens in new window).
Canine Team's Primary Email Address	<input type="text" value="keith.wallace@illinois.gov"/>	
Canine Name	<input type="text" value="Saudo-5"/>	

Note: All fields on the above page MUST be entered with the exact information provided in the e-mail, including the full canine identification (i.e. Saudo-5 in the example). Failure to properly enter all information will prevent access to the Online Scheduler.

3. Scheduling and Verification

After signing in, the user will be presented with the option to select a requalification slot, based on location and time. Selection of a requalification slot will be followed by a page to review and confirm the requested training slot. Examples of the requalification selection, verification, and scheduled requalification follow:

Locations and Schedules

	Date and Time	Openings	MTU	Test Site	City	Zip Code	Assessor Name
Select	1/4/2019 1:00:00 PM	2	MTU 10	Macon County K9 Training Academy	Decatur	62521	Jostes, Steve
Select	1/26/2019 8:00:00 AM	4	MTU 14	Grant CCSD #110	Fairview Heights	62208	Hinson, Jeff
Select	1/30/2019 8:00:00 AM	4	MTU 4	Old National Guard Armory	Galesburg	61401	Greenlief, Matthew
Select	1/30/2019 10:00:00 AM	7	MTU 3 (Kane County)	MTU 3	South Elgin	60177	Roedel, Erik
Select	2/11/2019 8:00:00 AM	7	MTU 3 (Cook County)	Cook County	Broadview	60153	Roedel, Erik
Select	3/7/2019 8:00:00 AM	6	MTU 10	Macon County K9 Training Academy	Decatur	62521	Jostes, Steve
Select	3/13/2019 8:00:00 AM	7	MTU 16	JJC, Weitendorf Agricultural Education Center	Joliet	60433	Jostes, Steve
Select	3/19/2019 8:00:00 AM	7	MTU 2	Winnebago Co. Adjunct Building	Rockford	61102	Cunningham, Nicholas
Select	3/20/2019 8:00:00 AM	7	MTU 3 (Cook County)	Cook County	Broadview	60153	Roedel, Erik
Select	4/15/2019 8:00:00 AM	7	MTU 3 (Cook County)	Cook County	Broadview	60153	Roedel, Erik

1 2 3 >

Continue

Please verify your information

Handler's PTB Id
65131369

Handler's Last Name
Wallace

Canine Name
Saudo-5

Selected Testing Location
MTU 10

Selected Day
Thursday, March 7, 2019

Selected Time
8:00 AM

Confirm

Need to edit?
[Start over](#)

Requalification Test Scheduled

Your requalification test has been successfully scheduled for

Thursday, March 7, 2019 8:00 AM

at
MTU 10

Test Site Information
 Test Site: Macon County K9 Training Academy
 Address: 1975 Heritage Road
 City: Decatur
 Zip Code: 62521
 Assessor Name: Jostes, Steve
 Assessor Phone: 217-454-7645

Your information
 Handler PTB Id: 65131369
 Canine Name: Saudo-5
 Last Name: Wallace

Print confirmation

If you need to **cancel** or **reschedule** your requalification test, please **contact** the LETAC office directly as **soon as possible**.

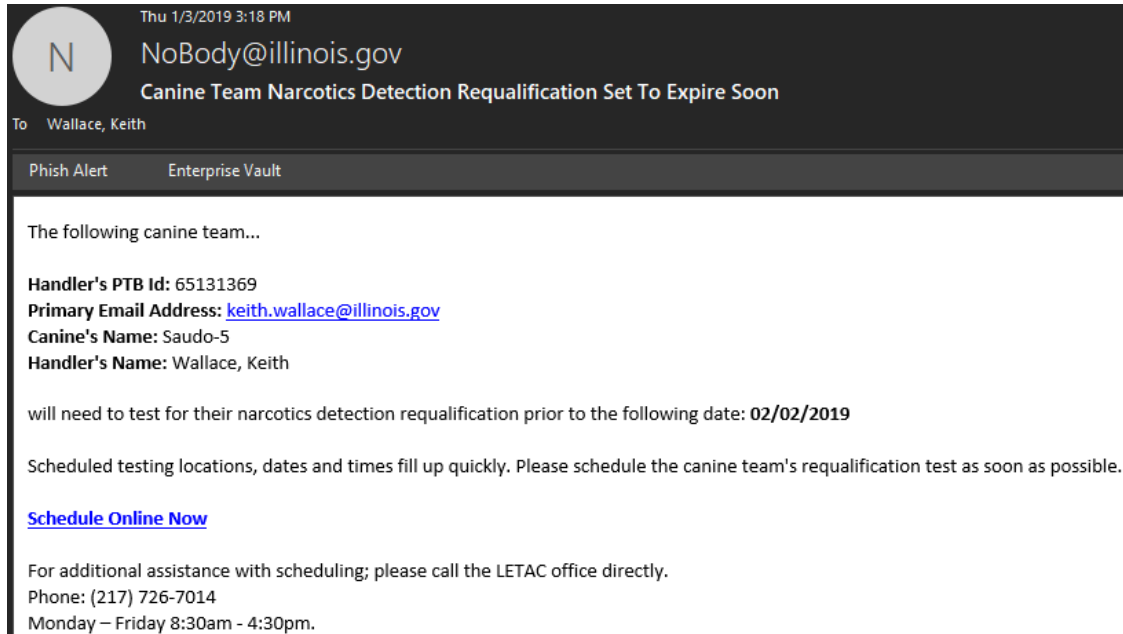
840 S. Spring, Suite B
 Springfield, IL 62704
 Phone: (217) 726-7014
 Register@letac.org
 Monday - Friday 8:30am - 4:30pm

Schedule Another Canine Team

[Return to the LETSB website](#)

4. Confirmation

Upon selection and confirmation of the requested requalification slot, a confirmation e-mail will be sent. An example of the confirmation e-mail:



This completes the online scheduling for canine requalification. Any questions related to canine scheduling, including technical assistance requests, should be sent to the LETAC office, at (217) 726-7014.

Certificates will be e-mailed to the address(es) provided during registration upon completion of requalification.