

Register in the Virtual Academy

When you register for the FBI's Virtual Academy (VA), you must be affiliated with a law enforcement/criminal justice organization that also has to be registered in the VA; this means that registration in the VA has two paths. The first path registers a new organization and designates you as the new organization's training manager- the person appointed to serve as the organization's primary point of contact with regard to training issues involving the VA. The second path registers you in an existing organization. Once you (and your new organization if you created one) have been approved, you will have access to online training as well as the ability to request access to training events within the Virtual Academy and apply to the National Academy program.

Register an Organization and as the Training Manager:

1. Select the User Registration link located in the right-side pane.
2. Before creating an organization, verify that the organization does not already exist. To verify, enter the organization's name (or key words) into the Organization Name field and click the Search button.
3. Review the search results to determine if the organization is already registered.
 - If the organization already exists, select it and skip to Step 5 below.
 - If the organization does not appear in the search results and the user is the training manager for the organization, select the My Organization Wasn't Found radio button and click the Continue button.
 - If the you are not the training manager for the organization, cancel the registration process, and direct your registration issue with the Training Manager for your organization.
4. Enter your organization's information in the fields provided. Field titles in **bold** are required fields. Click the Continue button.

5. Enter your new account information in the fields provided. Field titles in **bold** are required fields. Read the privacy statement and check the box to confirm that you have read it. Click the Submit button.
6. You will receive an email with a link that you must click to verify the email address. Once you verify your email address, your new organization and account request will be sent to your organizations local FBI field office for review approval.

Note: Once the organization has been approved by the Field Office, the organization training manager approves/denies user account requests and training access requests for the organization. The organization training manager is the primary point of contact for all users registered to the organization within the Virtual Academy.

Register a User in an Existing Organization:

1. Select the User Registration link located in the right-side pane.
 2. Locate your organization by entering the organization's name (or key words) into the Organization Name field and click the Search button.
 3. Locate and select your organization.
 4. Enter your new account information in the fields provided. Field titles in **bold** are required fields. Read the privacy statement and check the box to confirm that you have read it. Click the Submit button.
 5. You will receive an email with a link that you must click to verify the email address. This does not mean that your account has been approved yet. Your new organization and/or account request will be sent to your organization's local FBI field office for review approval.
 6. Once approved by the appropriate reviewer, you will receive an email with your new account information.
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