

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 you and a new organization. The second path registers you as a user associated to an existing organization. Once you (and your new organization if you created one) have been approved, you will have access to online training and the ability to request access to training events and apply to the National Academy program.

1. Select the **User Registration** link in the upper right corner, opening the **Register for a Virtual Academy Account** page.
2. Enter your email address and select **Enter** and complete the Captcha. You will receive an email with a link to complete your registration.
3. When you receive that email, follow the link provided.
4. Before creating an organization, verify that the organization does not already exist. To verify, enter the organization's name (or key words) into the **Search Organization** field and click the **Search** icon.
 - a. If your organization appears in the search results, continue to the section "If Your Organization Has Already Been Registered."
 - b. If the organization does not appear in the search results, select **the My Organization was not found** button and continue to the section "If Your Organization Has Not Already Been Registered."

If Your Organization Has Already Been Registered:

1. Locate your organization by entering the organization's name (or key words) into the **Search Organization** field and select the **Search** icon. In the list that appears, select **Select** at the end of the row for your organization.
2. When the **Register for a Virtual Academy Account** page opens, enter your information in the fields provided. Field titles with an asterisk (*) are required fields. Read the privacy statement and check the box to confirm that you have read it. Select **Next** when you are finished.
3. You will receive a message that your registration is awaiting approval and you will be notified once you are an approved user.



Note: Your user registration request will be sent to your organization's local Organization Manager for approval.

4. Once approved by the appropriate reviewer, you will receive an email with your new account information.

If Your Organization Has Not Already Been Registered:

When registering a new organization:

1. Select the **My Organization was not found button**, opening the Register Your Organization page.
2. On the Register Your Organization page, enter your organization's information in the fields provided. Field titles with an asterisk (*) are required fields. Select **Next** when you are finished.
3. On the **New Account Details** page, enter your information in the fields provided. Field titles with an asterisk (*) are required fields. Read the privacy statement and check the box to confirm that you have read it. Select the **Next** button when you are finished.
4. You will receive a message that your registration is awaiting approval and you will be notified once you are an approved user.
5. Once approved by the appropriate reviewer, you will receive an email with your new account information.



Note: Based on the zip code of your new organization, it will be assigned to a parent organization whose Organization Manager will act as the Organization Manager for your organization.
