How to Register for an NDCAC Class

If you do not have an NDCAC account, but do have a LEEP account:

1. Go to www.cjis.gov and sign into LEEP.
2. In the search bar labeled "Enter terms to search services", search "NDCAC" and click on the resulting entry.
3. Complete the ensuing form.
4. Wait to be granted access to the NDCAC LE Portal (may take a few days). The acceptance email will come from noreply@mail-ndcac.fbi.gov, be sure to check your Junk/Spam folder. To ensure you do not miss any communications, consider whitelisting that email address.
5. Once notified your NDCAC account has been validated, sign back into LEEP.
6. Search NDCAC and click on the resulting entry to enter the NDCAC LE Portal.
7. Click on the Training tab at the top of the screen.
8. Select the class for which you wish to register.
9. Click the register button in the top right corner of the screen.
10. Complete the registration form.*

If you do not have an NDCAC account or a LEEP account:

1. Go to www.cjis.gov.
2. Click "Apply for an Account"
3. Click "Go to LEEP".
4. Review and accept the disclaimers.
5. Complete the ensuing forms.
6. Review and accept the Rules of Behavior.
7. Wait to be granted access to LEEP. This process may take several days. Therefore, it is recommended you request access to LEEP ASAP in order to avoid missing any course registration deadlines.
8. Once granted access to LEEP, go to www.cjis.gov and sign in.
9. In the search bar labeled "Enter terms to search services", search "NDCAC" and click on the resulting entry.
10. Complete the ensuing form.
11. Wait to be granted access to the NDCAC LE Portal (may take a few days). The acceptance email will come from noreply@mail-ndcac.fbi.gov, be sure to check your Junk/Spam folder. To ensure you do not miss any communications, consider whitelisting that email address.
12. Once notified your NDCAC account has been validated, sign back into LEEP.
13. Search NDCAC and click on the resulting entry to enter the NDCAC LE Portal.
14. Click on the Training tab at the top of the screen.
15. Select the class for which you wish to register.
16. Click the register button in the top right corner of the screen.
17. Complete the registration form.*

Registration does not guarantee enrollment. You will be notified of your enrollment status by the date listed in the class posting. If you have any questions, please contact the Technical Resource Group at askNDCAC@fbi.gov or by phone at 855-306-3222.