

How to Register for the FOIA/OMA Training Portal

The FOIA and OMA electronic training created by the Public Access Counselor for FOIA officers, elected and appointed officials, and Open Meetings Act designees, is available on the website of the Office of the Illinois Attorney General:

<https://illinoisattorneygeneral.gov/open-and-honest-government/pac/pac-training/>

Individuals who are taking FOIA or OMA training for the first time since December 2021 must first register an account on the training portal. To do so, click the arrow following “Register for FOIA/OMA Training.”

The screenshot shows a web browser window with the URL <https://illinoisattorneygeneral.gov/open-and-honest-government/pac/pac-training/>. The page features a header with a banner image containing a magnifying glass over a document, a microphone, and the text "Honest and Open Government". Below the banner is a breadcrumb trail: Home > Open and Honest Government > PAC > PAC Training. The main content area has a section titled "How to register for FOIA/OMA Training Portal" with a sub-section "Register for FOIA/OMA Training" and a right-pointing arrow circled in red. Below this is another section titled "FOIA/OMA Training Portal" with a right-pointing arrow. At the bottom, there is a "Get Connected:" section with contact information for Leah Bartelt, Public Access Counselor, Office of the Attorney General, 500 S. 2nd Street, Springfield, Illinois 62701. Contact details include Phone: (877) 299-3642, Fax: (217) 782-1396, E-mail: public.access@ilag.gov, and Training portal technical support: pactechnicalsupport@ilag.gov. The footer includes a "Contact Us" link and the date 10/1/2024.

On this registration page, you will be asked to provide your email address, select a password for the training portal, select your own security question and answer (if you need to reset your password in the future), and provide your title, position, name, and contact information.

The screenshot shows a web browser window with the URL <https://illinoisattorneygeneral.gov/open-and-honest-government/pac/pac-training/>. The page features a navigation breadcrumb: Home > Open and Honest Government > PAC > PAC Training. Below this is a header image with the word "Government" and a navigation arrow pointing left. The main content area is titled "How to register for FOIA/OMA Training Portal" and contains a "Register for FOIA/OMA Training" form. The form is divided into three sections: "Account Information" with fields for Email, Password, and Confirm Password; "Security Information" with fields for Security Question and Security Answer; and "Registration Information" with fields for Title and Position, Name (First Name, Initial, Last Name), Public Body Name, Street Address, City, State (dropdown menu set to Illinois), Zip Code, and Phone Numbers (Primary and Alternate). A blue "Register your account" button is located at the bottom of the form. Below the form is a section titled "FOIA/OMA Training Portal" with a navigation arrow pointing left. The Windows taskbar at the bottom shows the search bar, task view, and various application icons, with the system tray displaying the time as 11:23 AM on 10/1/2024.

PAC Training

https://illinoisattorneygeneral.gov/open-and-honest-government/pac/pac-training/

Home > Open and Honest Government > PAC > PAC Training

How to register for FOIA/OMA Training Portal

Register for FOIA/OMA Training

Account Information

Email * Email Address

Password * Password * Confirm Password

Security Information

Security Question * Question

Security Answer * Answer

Registration Information

Title and Position * Title * Select Positions

Name * First Name Initial * Last Name

Public Body * Public Body Name

Address * Street Address

City, State, Zip * City Illinois * Zip Code

Phone Numbers * Primary Phone Alternate Phone

[Register your account](#)

FOIA/OMA Training Portal

Account Information

- Email: We recommend you use the email address issued by your public body. If you do not have a public body email address, you may use a personal email address.
 - If you receive the message “Email is already registered” then you or someone has already created an account on this portal.
- Password: Passwords must be
 - At least 8 characters long
 - Include at least one upper case letter, one lower case letter, one number, and one special character (!, @, \$, etc.)
 - Cannot include first name, last name, or part of email address

Security Information

- Security Question: Your question to yourself must be at least 4 characters long and can include spaces and a question mark.
 - ➔ Your question cannot include an apostrophe (’), such as “Mother’s maiden name?” or “First dog’s name?” You will receive the message that your question has an Invalid Format. Please reword your question.
- Security Answer: Your answer must contain at least 4 characters, and can include uppercase letters, lower case letters, and numbers.
 - If your security question is “Name of first dog?” and your first dog’s name was “Max,” your answer is too short, so you must choose a different answer, or different question and answer combination.

Registration Information

- Title: This is your title with your public body. Examples include:
 - Clerk, Deputy Clerk, Records Manager, Administrative Assistant
 - Trustee, Commissioner, Alderperson, Board Member, Mayor, President
 - These are just examples – list whatever title you hold with your public body.
- Position: Select FOIA Officer, OMA Designee, Public Body Member, or General Public
 - An OMA Designee is someone who has been designated by the public body to receive annual training on OMA. If you are an elected or appointed official for your public body but you have not been told that you are the OMA designee, select “Public Body Member” as your position.

Registration Information

- Name: Enter your first name, middle initial (optional), and last name
 - Public Body: Enter the name of the public body for which you are the FOIA officer or an elected or appointed official. Examples include:
 - City of Westfield; Village of Southland; Town of Lakeside
 - East Township; North County; Westside Sanitary District
 - River Community College Board of Trustees; Westlake School District 618 Board of Education
 - City of Westfield Zoning Board of Appeals; Town of Lakeside Advisory Board for Community Affairs
- If you are taking this training as a member of the general public, please enter “general public.”

Registration Information

- Address/City/State/Zip: Enter the contact information for your public body
- Phone numbers: If you have a phone number for a phone issued by your public body, enter that number. If not, you may enter a personal phone number

Click “Register”

- If any of your entries do not meet the requirements of the field, a yellow arrow will pop up and notify you that the format is invalid. A blue box labeled “Need Help?” will also appear. Click that box to read the requirements for each field.

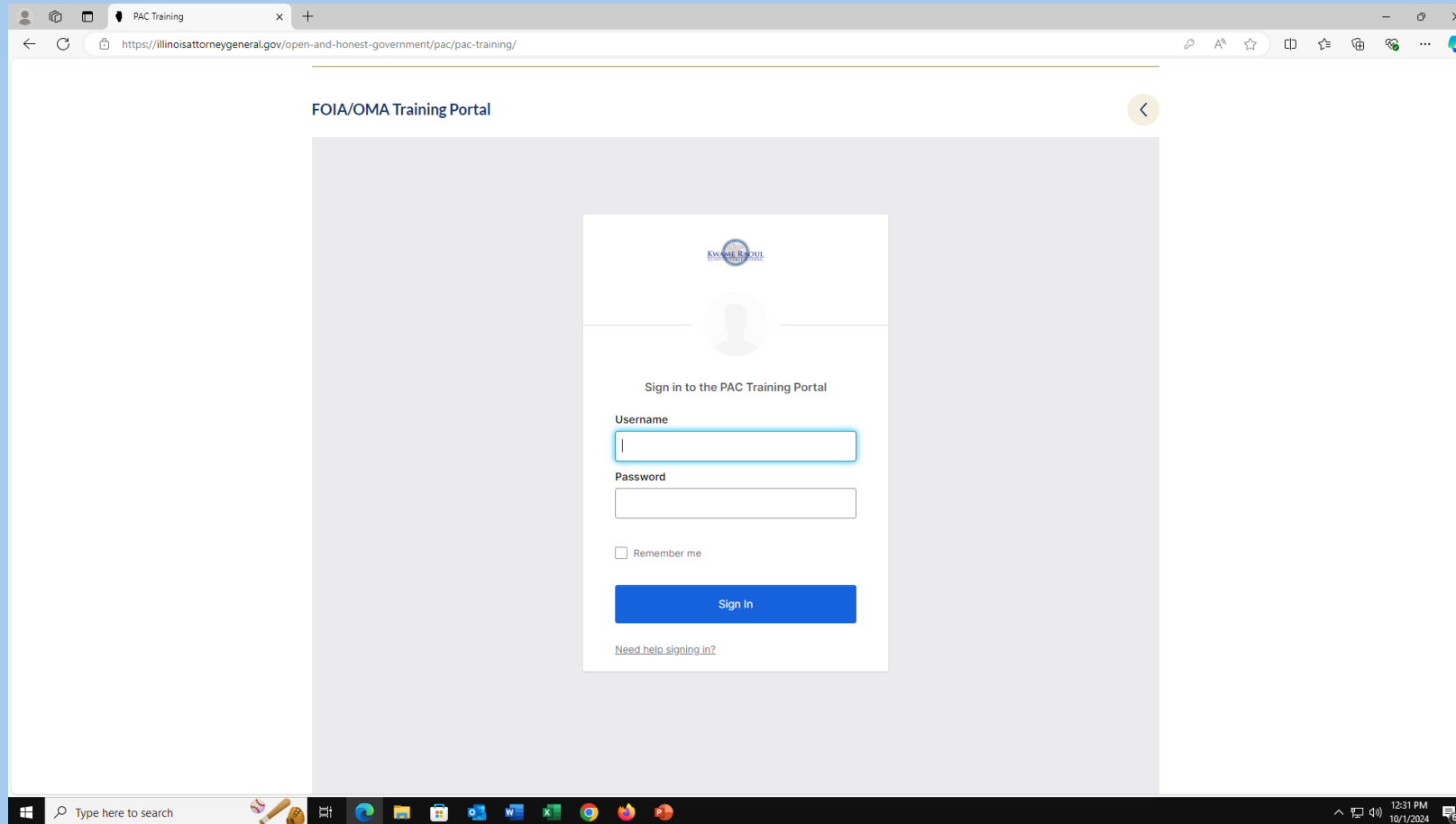
Once you have successfully completed registration, a confirmation box will appear that displays your name, email address, public body, and the title you selected.

The screenshot shows a web browser window with the URL <https://illinoisattorneygeneral.gov/open-and-honest-government/pac/pac-training/>. The page features a header with a navigation menu: Home > Open and Honest Government > PAC > PAC Training. Below the header is a section titled "How to register for FOIA/OMA Training Portal". The main content area displays a confirmation message: "You have successfully registered with the Office of the Illinois Attorney General." This message is enclosed in a box with a green checkmark icon. Below the message, there is a "Registration Information" section with a placeholder for a profile picture and the text "Your info here!". Underneath, it says "Registered as:" followed by a blank space. A "Login to the portal to:" section follows, containing a list of actions: "Take the FOIA and OMA training", "Review your past training", "Edit your registration information", and "Reset your account password". At the bottom of the page, there is a footer with the text "FOIA/OMA Training Portal". The Windows taskbar is visible at the bottom of the screen, showing the search bar and various application icons. The system tray in the bottom right corner displays the time as 12:23 PM on 10/1/2024.

The next step is to use the email address and password you entered at registration to login to the portal. Click the arrow following “FOIA/OMA Training Portal” to proceed.

The screenshot shows a web browser window with the URL <https://illinoisattorneygeneral.gov/open-and-honest-government/pac/pac-training/>. The page features a header with a banner image containing a magnifying glass over a document, a microphone, and the text "Honest and Open Government". Below the banner is a breadcrumb trail: Home > Open and Honest Government > PAC > PAC Training. The main content area includes a section titled "How to register for FOIA/OMA Training Portal" with a sub-section "Register for FOIA/OMA Training" and a left-pointing arrow. Below this is another section titled "FOIA/OMA Training Portal" with a left-pointing arrow circled in red. At the bottom, there is a "Get Connected:" section with contact information for Leah Bartelt, Public Access Counselor, Office of the Attorney General, 500 S. 2nd Street, Springfield, Illinois 62701. Contact details include Phone: (877) 299-3642, Fax: (217) 782-1396, E-mail: public.access@ilag.gov, and Training portal technical support: pactechnicalsupport@ilag.gov. The footer contains a "Contact Us" link. The Windows taskbar at the bottom shows the search bar, taskbar icons, and system tray with the time 11:31 AM on 10/1/2024.

Enter your email address as your username, and the password you entered at registration, then click “Sign In.” Please make sure you have typed your password in the password box.

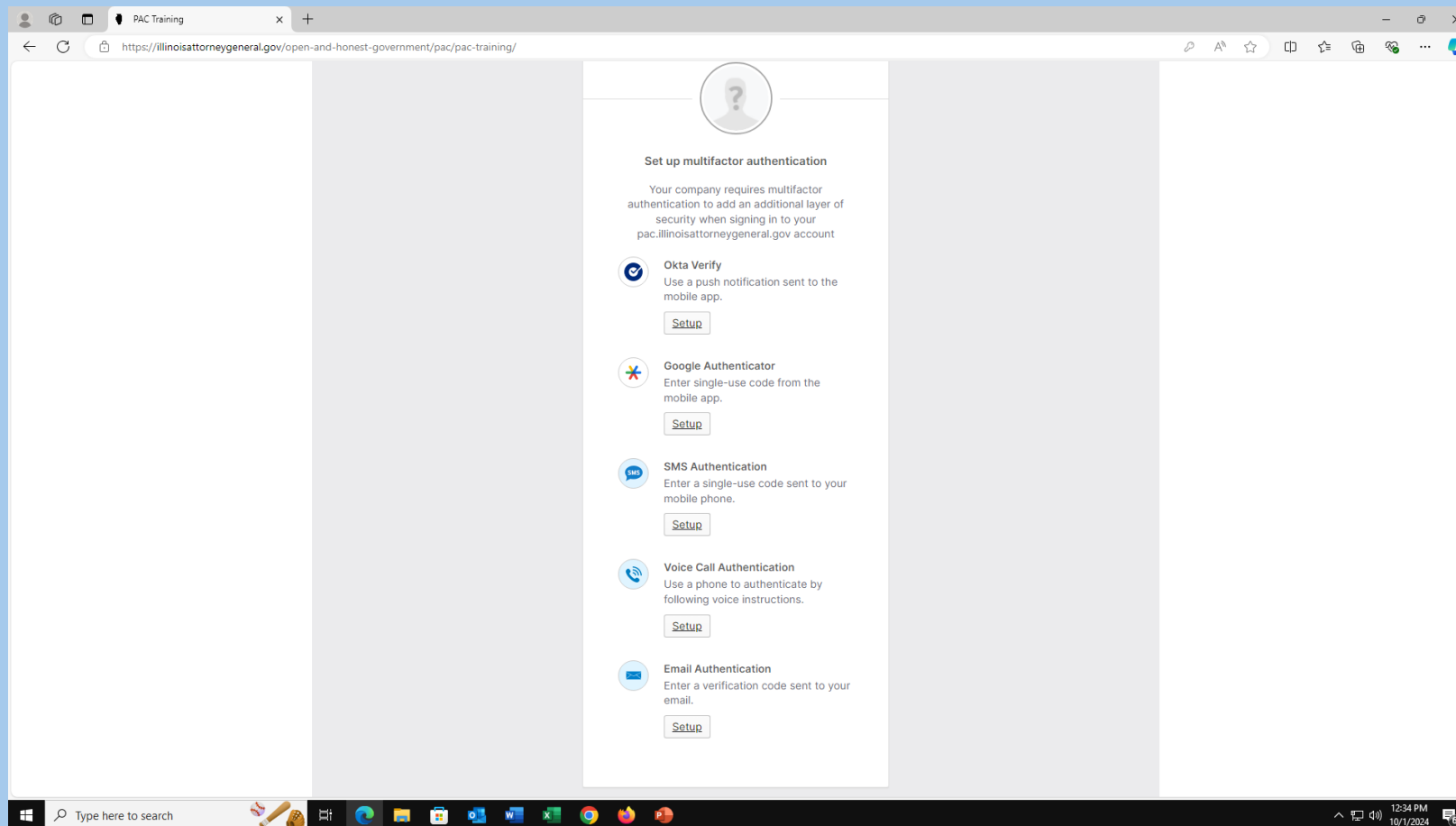


The screenshot shows a web browser window with the URL <https://illinoisattorneygeneral.gov/open-and-honest-government/pac/pac-training/>. The page title is "FOIA/OMA Training Portal". The main content is a sign-in form with the following elements:

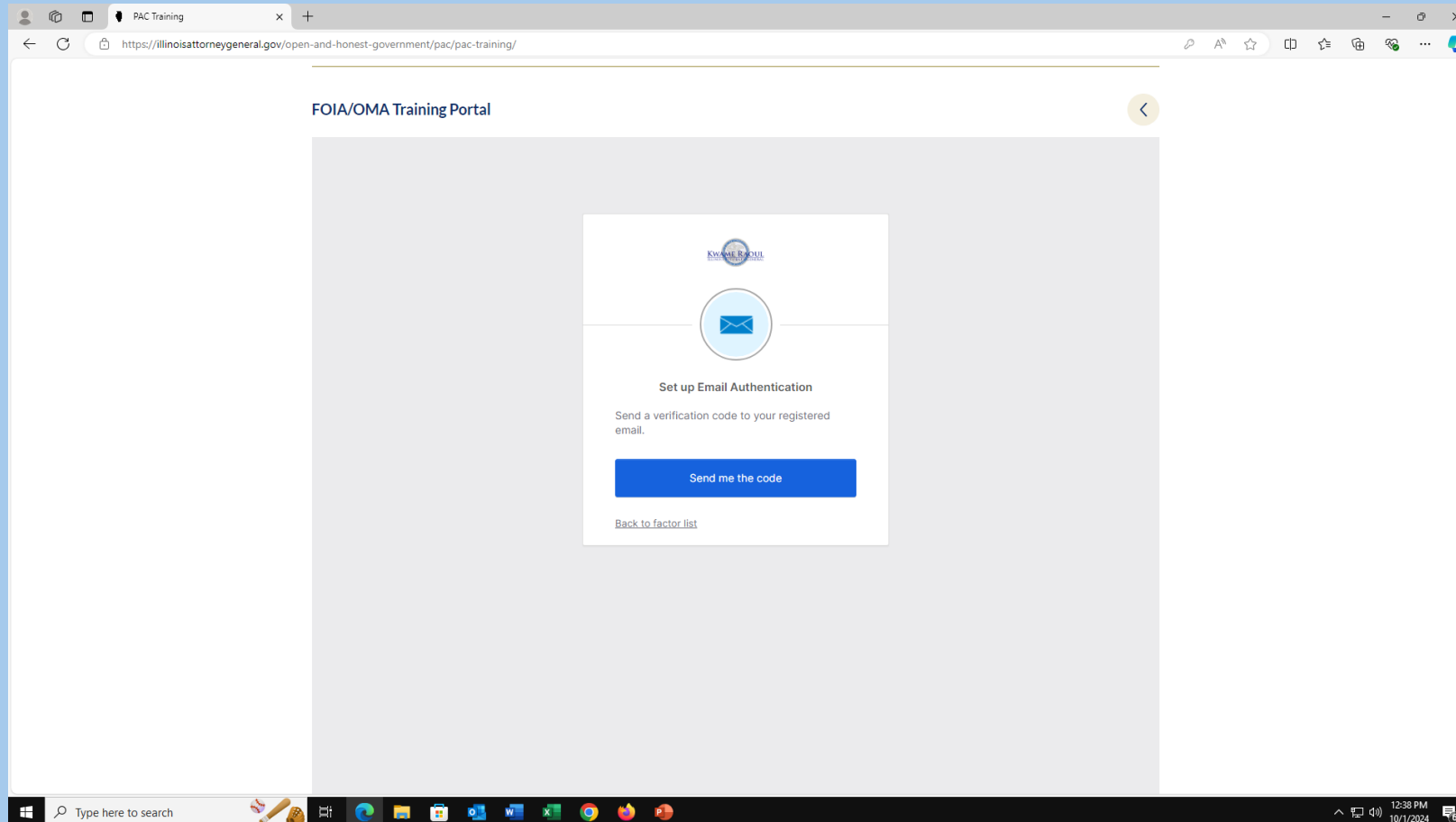
- Logo: A circular logo with the text "KNOWLEDGE IS POWER" around a central emblem.
- Text: "Sign in to the PAC Training Portal"
- Form fields:
 - Username**: A text input field with a blue border.
 - Password**: A text input field with a white border.
- Checkbox: Remember me
- Button: A blue button labeled "Sign In"
- Link: [Need help signing in?](#)

The Windows taskbar at the bottom shows the search bar with "Type here to search", several application icons, and the system tray with the time "12:31 PM" and date "10/1/2024".

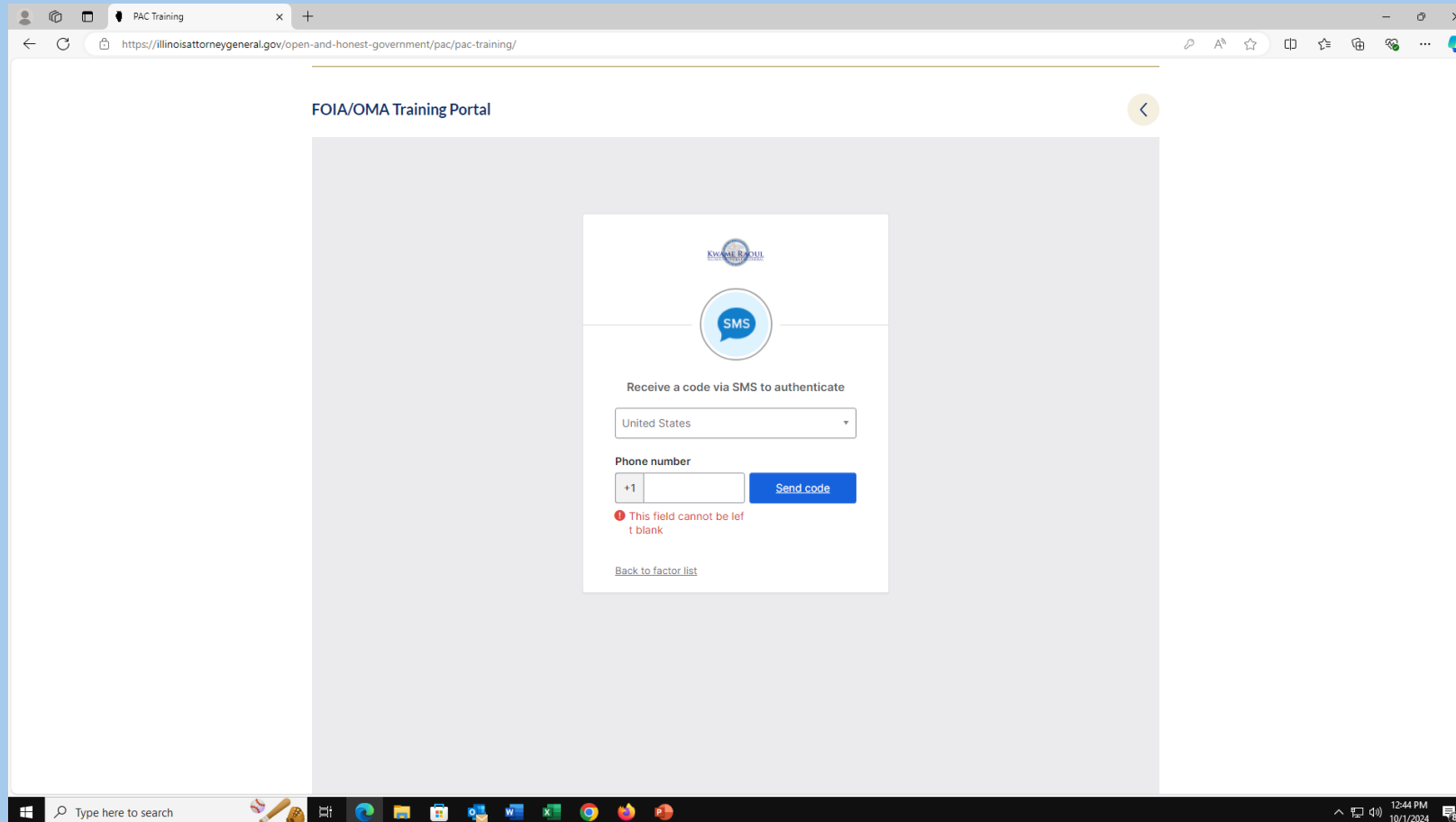
The system will prompt you to set up multifactor authentication. This process protects your data and our system. You can select one of five methods. We suggest using SMS Authentication, which will send a code to your mobile phone, or Email Authentication, which will send a code to your registered email address. Click the “Setup” box under your selected factor.



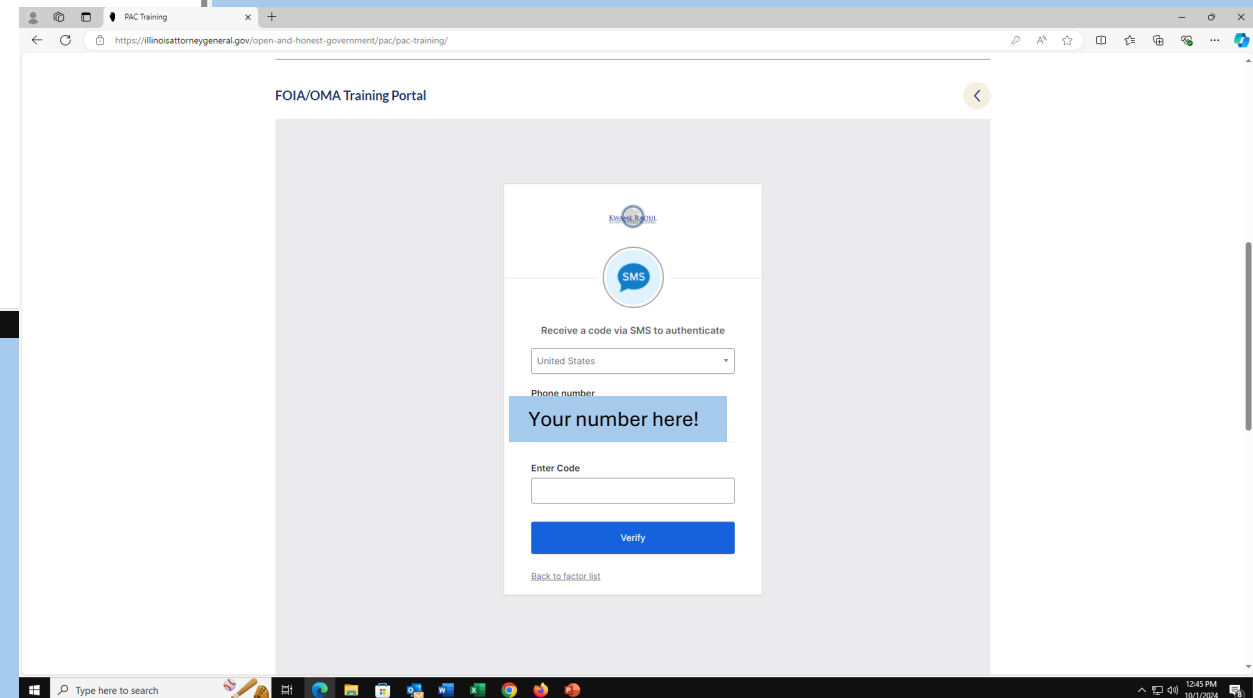
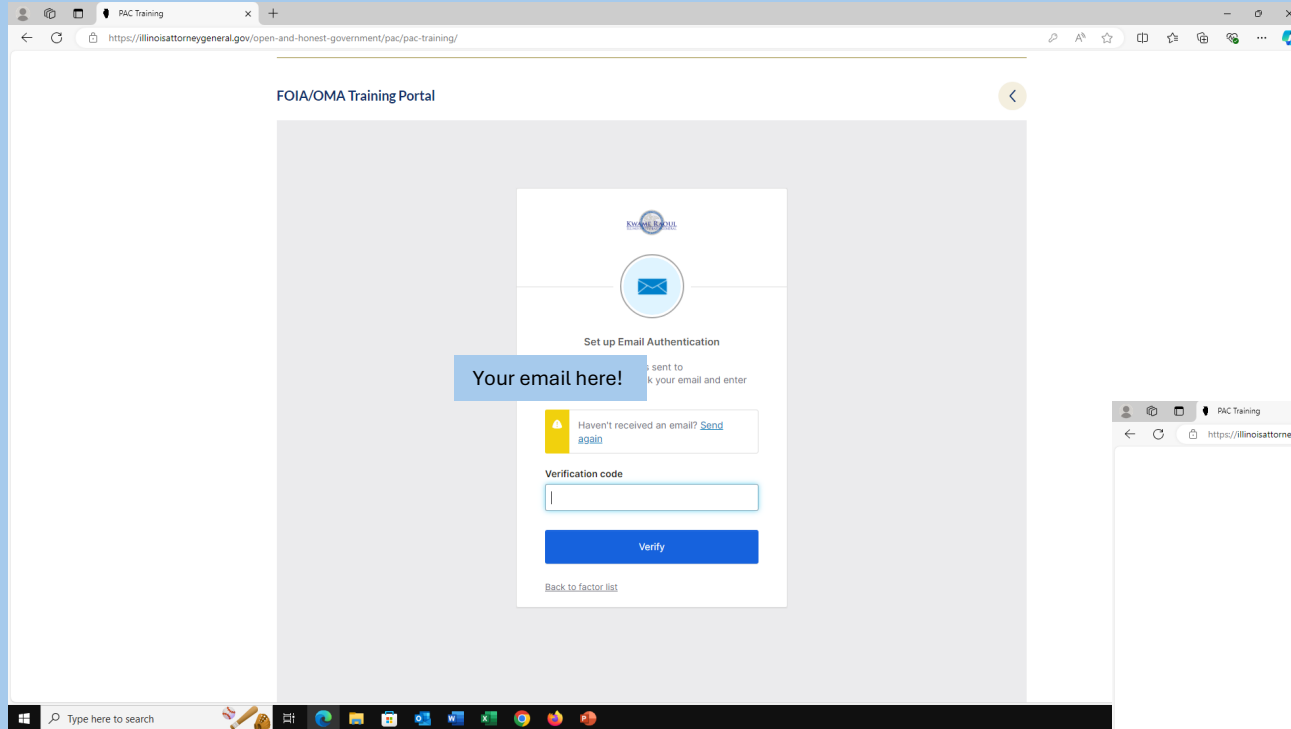
The next screen will confirm your selection (SMS Authentication, Email Authentication, or another choice). If you selected Email, you will see this screen. Click “Send me the code.”



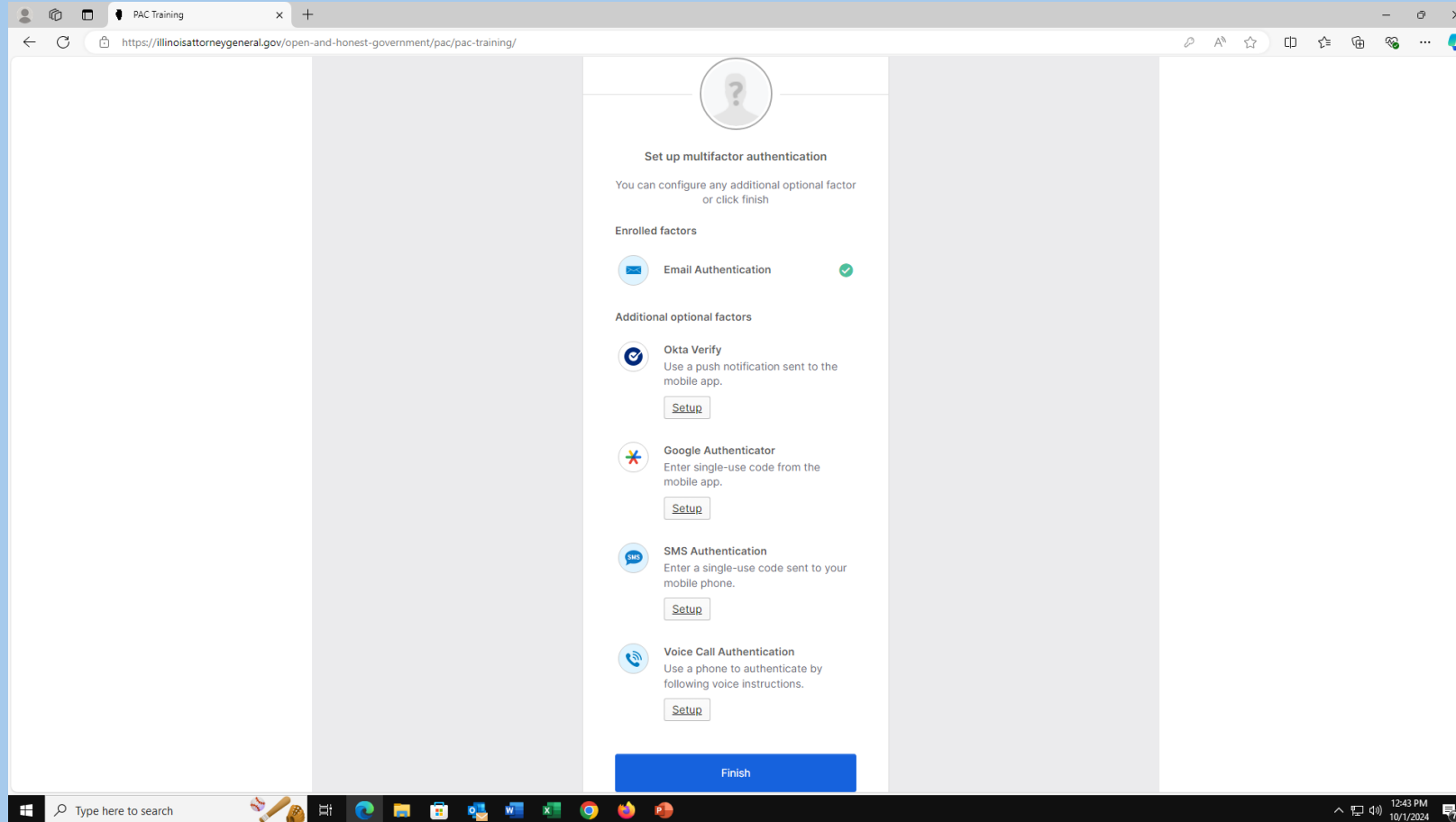
If you selected SMS, you will see this screen. Enter your mobile phone number, then click “send code.”



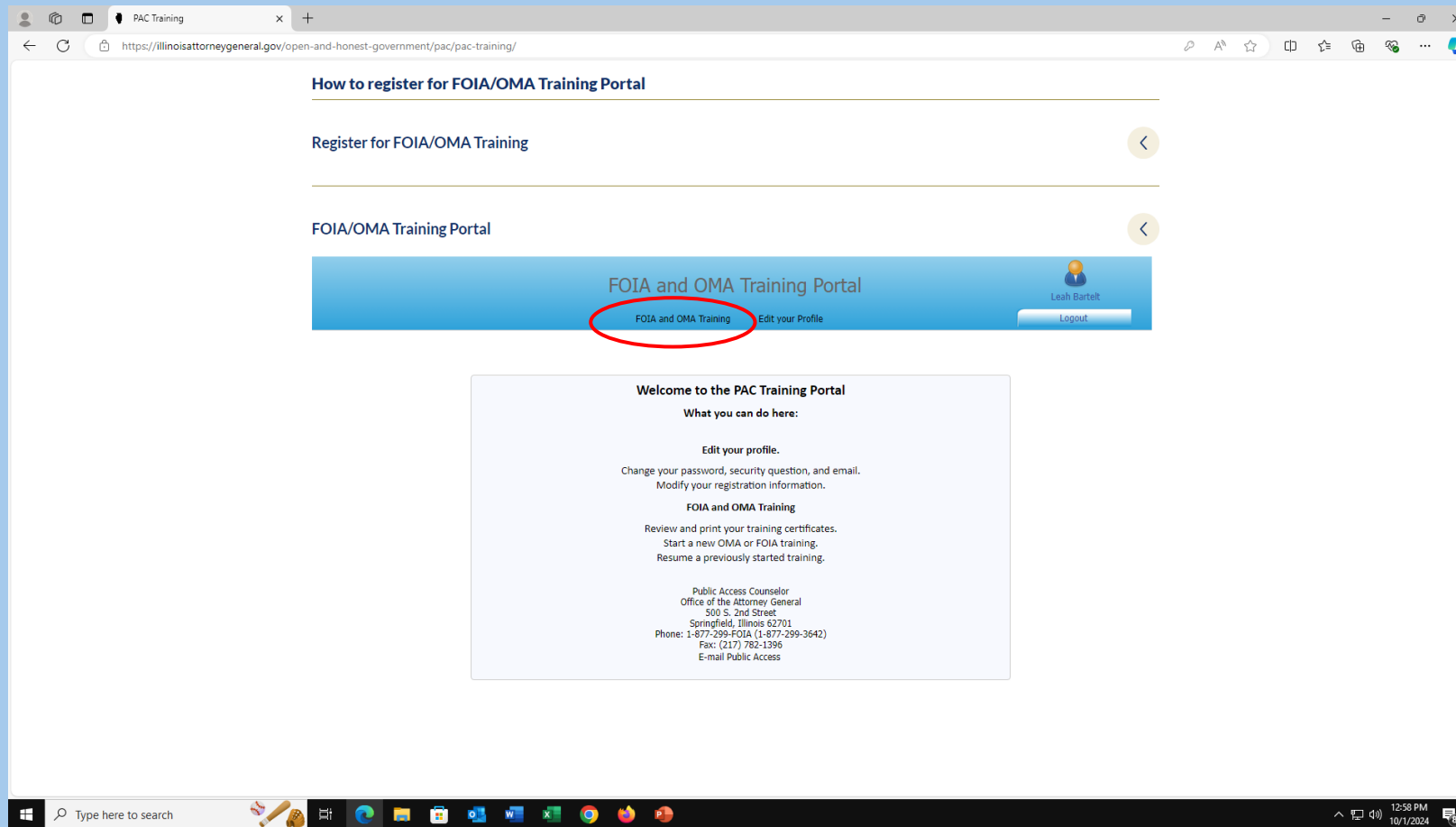
The screen will then ask you for the verification code you received via text or email. Check your texts or email account for a message from Okta Verify. Enter the code you received in the “Verification Code” or “Enter Code” box, and then click “Verify.”



The next screen will confirm your selection. Click “Finish.”



You are now in the FOIA/OMA Training Portal. To start training, click “FOIA and OMA Training” in the blue bar.



If the system did not automatically send you to this screen, then click the arrow following the FOIA/OMA Training Portal, enter your username/email address and password again, click “send me the code,” enter the verification code, and you will access the portal.

The next screen will ask whether you would like to start the FOIA Training module or the OMA Training module. Click the blue arrow under “Action” to start your selected training.

How to register for FOIA/OMA Training Portal

Register for FOIA/OMA Training

FOIA/OMA Training Portal

FOIA and OMA Training Portal

FOIA and OMA Training Edit your Profile Logout Leah Bartelt

Start a new training

Training	Published Date	Action
2024 - FOIA Training	1/24/2024	➔
2024 - OMA Training	1/24/2024	➔

Training in progress and completed

Type	Training	Date	Status	Current Page	Action
No data to display					

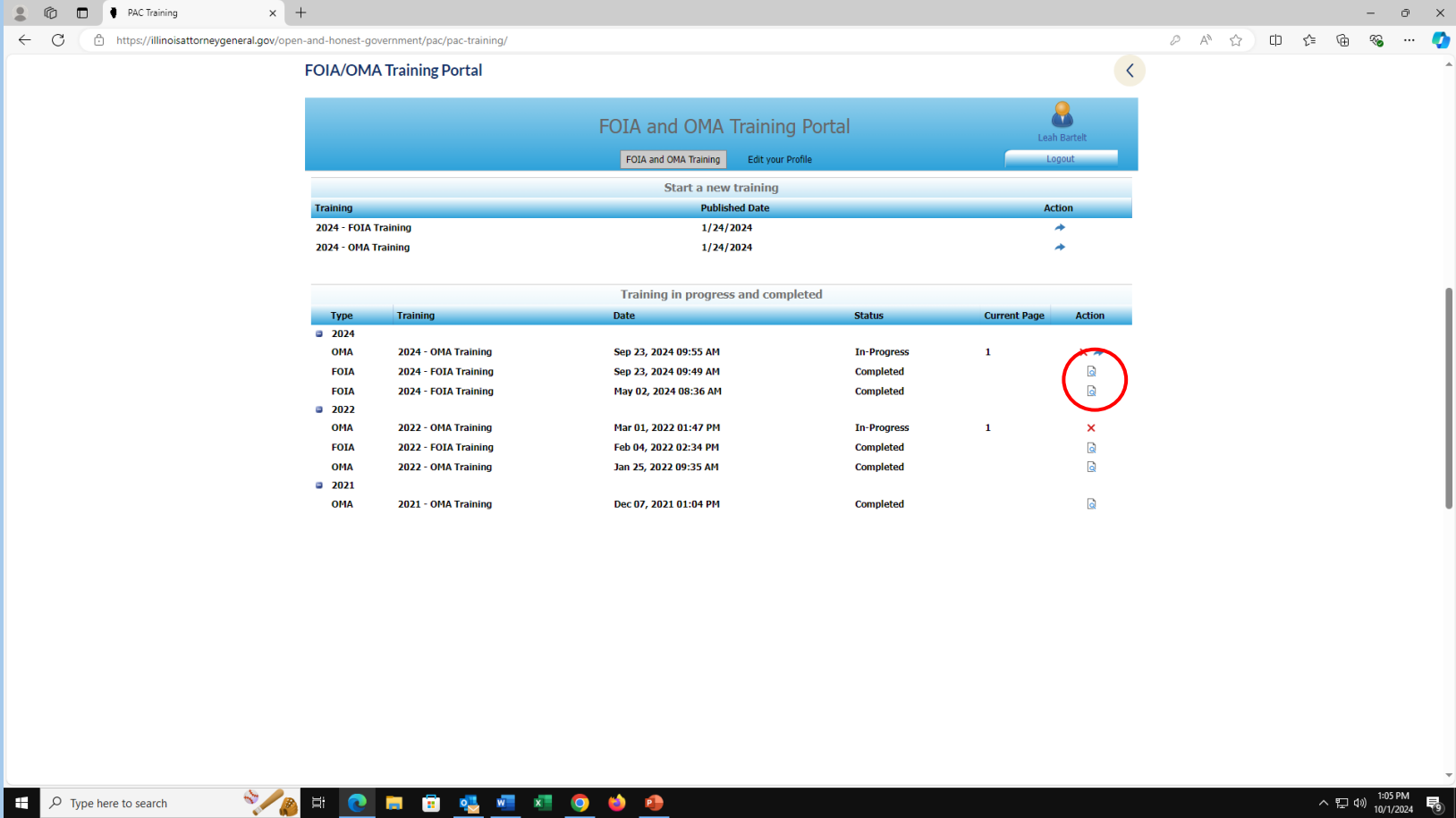
The training module you have selected will appear. Read the information and advance the training by clicking “Next.”

The screenshot shows a web browser window with the URL <https://illinoisattorneygeneral.gov/open-and-honest-government/pac/pac-training/>. The page content includes:

- A breadcrumb trail: [How to register for FOIA/OMA Training Portal](#) > [Register for FOIA/OMA Training](#) > [FOIA/OMA Training Portal](#)
- A blue header banner for the "FOIA and OMA Training Portal" with a user profile for Leah Bartelt and a "Logout" button.
- A navigation bar with "FOIA and OMA Training" and "Edit your Profile" links.
- A pagination indicator: "Page 1 of 118 (118 items) < Prev 1 Next >"
- A main heading: "2024 Freedom of Information Officers' Training"
- A sub-heading: "WELCOME"
- Two paragraphs of introductory text explaining the training program and its requirements.

The Windows taskbar at the bottom shows the search bar, task view, and various application icons. The system tray on the right indicates the time is 1:02 PM on 10/1/2024.

Once you have completed training, your certificate will be available on the FOIA and OMA Training page. Click “FOIA and OMA Training” to return to the main portal page. Under “Training in progress and completed” click the icon in the “Action” column for the applicable training certificate you wish to view.



Your certificate will appear. Click the printer icon to print or the save icon to save an electronic copy of your certificate. If you are an elected or appointed official who completed OMA training, make sure you provide a copy of your certificate to your public body for its records!

The screenshot displays a web browser window with the URL <https://illinoisattorneygeneral.gov/open-and-honest-government/pac/pac-training/>. The page title is "FOIA and OMA Training Portal". The user is logged in as "Leah Bartek" and has a "Logout" button. The main content is a certificate from the "Office of the Attorney General, State of Illinois". The certificate text reads: "Certificate of Completion", "Your name and title here!", "Has successfully completed the Freedom of Information Act training.", "Version: 2024 - FOIA Training", and "Completed: Tuesday, October 1, 2024". A red circle highlights the printer and save icons in the top right corner of the certificate area.

Thank you for completing training!

If you were unable to complete the registration and sign-in process, please contact public.access@ilag.gov or leave a voicemail message at 877-299-3642 and a member of the Public Access Bureau will respond to you.

If you have forgotten your password or your account is locked, click “Need Help Signing In?” and follow the instructions. If you are unable to resolve the problem, please contact our Technical Support team at pacttechnicalsupport@ilag.gov. Send your email from the account you used when you registered.

