How To Use Acadis[®] Portal to Sign-up for Advertised Training as a Training Coordinator

- 1. Visit https://nmlea.acadisonline.com
- 2. Log in to your Acadis[®] Portal account.



3. Hover over the **Training and Events** tab on the top navigation menu.

New Mexi	co Law Enforcemer	nt Academy Portal						Reyes, Layla D 👻
Home	Dashboard	Training and Events	Registration	Organization	Personnel	Workflow	Academy Resources*	
		Browse or Sign up for T	raining				Email my Professional History Report	Manage Profile
		View My Professional De	evelopment					

4. From the drop-down menu that appears, select **Browse or Sign Up for Training.**

New Mexic	co Law Enforcemen	t Academy Portal								📮 Reyes, Layla D 👻
Home	Dashboard	Training and Events	Registration	Organization	Personnel	Workflow	Academy Resources*			
G	Regis Browse Train	Browse or Sign up for Tr View My Professional De View or Submit Test Res	aining evelopment ults							
Ava All pi	ailable Tra ublished current Training	View Approved Training Print a Report of Comple Request Lesson Plan Ap	Submissions eted Training proval			Registration				T Filters
	Event ▲ / Locat Advanced Traini Hosted - Instruc (NMLEA) - NM23 New Mexico Lav Academy	View Approved Lesson F View Lesson Plan Reque Plan an Event See My Planned Events	rists		40h 0m	Dates 09/05/2023 - 11/	Open Seats 29/2023 10	• Open	:	Register
	Advanced Trainin Hosted- Instructo Refresher (NM22 New Mexico Law Academy	ng Course - NMLEA or Development 0169) - December 2023 Enforcement	12/01/2	023 - 12/01/2023	8h 0m	09/02/2023 - 11/	26/2023 19	 Open 		Register
	Certification by V Enforcement - Cl New Mexico Law Academy	Naiver - Law BW #114 • Enforcement	12/04/2	023 - 12/15/2023	80h 0m	08/06/2023 - 11/	20/2023 24	Open		Register
	Satellite Academ Telecommunicat PST #7 San Juan County Training Authorit	ny Basic Public Safety tor Program - SJCCJTA y Criminal Justice ty	12/04/2	023 - 12/22/2023	130h 0m	08/06/2023 - 11/	04/2023 30	 Open 		Register
ç	Showing 4									

If you do not have the **Register** button or you receive a pop-up that instructs you to contact your Agency Training Coordinator, please contact <u>layla.reyes@dps.nm.gov</u> to review your account permissions. 5. Select the class you would like to attend from the list of offerings and click the **Register** button.

New Mexic	to Law Enforceme	nt Academy Portal							÷	Reyes, Layla D
Home	Dashboard	Training and Events	Registration	Organization	Personnel	Workflow	Academy Resources*			
F	Regis Browse Train	tration								
Ava	ailable Tra	aining							ſ	T Filters
All pi	ublished current	and future training match	ng filter criteria is	displayed.						
	Training					Registration				
	Event 🔺 / Locat	ion	Dates		Hours	Dates	Open Seats	Status		
	Advanced Train Hosted - Instruc (NMLEA) - NM23 New Mexico Lav Academy	ing Course - NMLEA ctor Development 30522 - December 2023 v Enforcement	12/04/2	023 - 12/08/2023	40h 0m	09/05/2023 - 11/2	29/2023 10	Open		Register
	Advanced Train Hosted- Instruc Refresher (NM2 New Mexico Lav Academy	ing Course - NMLEA tor Development 20169) - December 2023 v Enforcement	12/01/2	023 - 12/01/2023	8h 0m	09/02/2023 - 11/2	26/2023 19	 Open 	(Register
	Certification by Enforcement - C New Mexico Lav Academy	Waiver - Law CBW #114 v Enforcement	12/04/2	023 - 12/15/2023	80h 0m	08/06/2023 - 11/2	20/2023 24	Open	(Register
	Satellite Acader Telecommunica PST #7 San Juan Count Training Author	ny Basic Public Safety ator Program - SJCCJTA ty Criminal Justice ity	12/04/2	023 - 12/22/2023	130h 0m	08/06/2023 - 11/0	94/2023 30	 Open 	(Register
ç	Showing 4									

6. On the registration screen, request enrollment for a student by entering either their Last Name, First Name (*Doe, Jane*) or their Certification # (*00-0000-P or 00-0000-PST*) into the **Student** box. *You may also click the <u>Select from personnel roster</u> link to the right of the box to select from your agency's current active roster.*

New Mexi	co Law Enforceme	nt Academy Portal							Reyes, Layla D 👻
Home	Dashboard	Training and Events	Registration	Organization	Personnel	Workflow	Academy Resources*		
G	Regis	tration							
Re	quest Enr	ollment							
Plea Priv	ise supply the foll acy Act of 1974 m	owing information to requ ay apply to this form. <u>Ado</u>	iest enrollment. F <u>ditional Details</u>	equests will be rev	riewed prior to fi	nal enrollment e	except when prerequisites are auto-fulfilled during i	nitial registrati	on. The
S	TUDENT INFO	RMATION							
			Class*	Advanced Trainin	g Course - NMLE	A Hosted - Instru	ictor Development (NMLEA) - NM230522 - Decembe	r 2023 🍙	
			* Student	Doe, Jane			Q Select from personnel roster		
				Available to Registe	èr.				
* Requi	red Information			<u>Doe, Jane</u> (00	-0000-PST)		ancel Finish Later Submit & Request	t Another S	Submit Request
ST	rudent info	RMATION							
			Class*	Advanced Trainin	g Course - NMLE	A Hosted - Instru	ictor Development (NMLEA) - NM230522 - Decembe	er 2023 🗐	
			* Student	Enter Name (Last,	, First) or Certific	ation #	▼ Select from personnel roster		

7. Once a student has been selected, you will be taken to a screen where you will need to complete the registration request. *If there are prerequisites, you will have to provide supporting documentation or attestation to their fulfillment. Failure to provide required information will result in delay or forfeiture of seat reservation/enrollment in the class.*

lome	Dashboard	Training and Events	Registration	Organization	Personnel	Workflow	Academy Resources*
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Re	quest Enr	ollment					
Plea Priva	se supply the follacy Act of 1974 m	lowing information to requary apply to this form. Add	uest enrollment. Re ditional Details	equests will be rev	iewed prior to fi	nal enrollment e	except when prerequisites are auto-fulfilled during initial registration. The
s	TUDENT INFO	RMATION					
			Class*	Advanced Training	g Course - NMLE	A Hosted - Instru	ructor Development (NMLEA) - NM230522 - December 2023 🛞
			* Student	Doe, Jane (00-000	00-PST)		× ×
		Sendi	ng Organization	New Mexico Law	Enforcement Ac	ademy (prim	· ·
		Stud	dent Supervisor	No supervisor is a	ssigned		
E	NROLLMENT	PREREQUISITES					
	Employment years of certi must be equa	: Applicant must have a mi fied service. (Certified year al to or greater than 2.5 yea	inimum of 2.5 rs of service ars).	🚺 This prerequ	iisite is not fulfi	lled.	Update Fulfillment
	Certification: certification.	Must have obtained LEO c	or PST	🔳 This prerequ	iisite is not fulfi	lled.	Update Fulfillment

 Please review and verify all information shown on the screen is current and valid. If changes need to be made, please click the "Change" hyperlink to the right of the information that needs to be updated. Student Mailing Address <u>must</u> be the student's personal mailing address pursuant to 10.29.1.8 G(2) NMAC which states

"The law enforcement academy will maintain a database of all certified law enforcement officers and public safety telecommunicators that will reflect a valid mailing address for each individual. It will be incumbent on each certified individual to provide the law enforcement academy a current and valid mailing address for the purpose of board communications, notices of hearing, notices of action, and other official means of notification listed within the scope of this rule. Each certified law enforcement officer and public safety telecommunicator will provide notice of change of address in writing by use of the law enforcement academy LEA-82A form within 30 days of any change of address. If an address change is due to termination, resignation, or retirement of a certified individual from a New Mexico public safety agency, the agency may provide a valid mailing address for the individual on the law enforcement academy LEA-822 form. Reporting and notification to the law enforcement academy of valid mailing address information is a requirement of certification maintenance and is the sole responsibility of the certified individual."

		and and a she to an an an an an and a she			
Please enter or update information below that will be used to	contact the s	student or their emergency contact.			
Student Primary Email	jane.doe@y	youremailagency.gov (change)			
Student Mailing Address	4491 Cerrillo	os Rd Santa Fe, NM 87507 Home <mark>(cha</mark>	nge)		
Emergency Contact	Janie Doe 🕴	Mother			
	(555) 555-55	555 primary phone			
	(-1				
	(change)				
antification					
					Update Fulfillment
Contact information w	vill be char	nged			
Contact information v Changes to address informati	vill be char ion will immed	nged diately update the person record. If sp	ecified, t	he physical address will become the	
Contact information w Changes to address informati new primary address on the p	vill be char ion will immed person record.	nged diately update the person record. If sp	ecified, t	he physical address will become the	
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Contact information w Changes to address informati new primary address on the Please enter or update inform	vill be char ion will immed person record. ling Address	nged diately update the person record. If sp Home	ecified, t	he physical address will become the	
CONTACT INFORMATIO Please enter or update inform	vill be char ion will immed person record. ling Address	nged diately update the person record. If sp Home 123 ABC Street	ecified, t	he physical address will become the	
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CONTACT INFORMATIO Please enter or update inform * Student Mail	vill be char ion will immed berson record. ling Address	nged Jlately update the person record. If sp Home 123 ABC Street Address 2 Somewhere	ecified, t	he physical address will become the	
CONTACT INFORMATIO Please enter or update inform * Student Mail	vill be char ion will immed berson record. ling Address	nged Jlately update the person record. If sp Home 123 ABC Street Address 2 Somewhere New Mexico	ecified, t	he physical address will become the	
CONTACT INFORMATIO Please enter or update inforr Student Mail	vill be char ion will immed oerson record. ling Address	hged diately update the person record. If sp Home 123 ABC Street Address 2 Somewhere New Mexico	ecified, t	he physical address will become the	
CONTACT INFORMATION CONTACT INFORMATION CONTACT INFORMATION Changes to address information Ch	vill be char ion will immed oerson record. ling Address	hged diately update the person record. If sp Home 123 ABC Street Address 2 Somewhere New Mexico 12345 + Select a county	ecified, t	he physical address will become the	

* Required Information

Cancel

 If you wish to be notified about the status of the registration request as the Training Coordinator or Supervisor, please enter a valid email where you would like the notifications to be sent.

OTHER INFORMATION		
Additional Contact Email	You may specify one or more email addresses for additional people (e.g., supervisor) to receive notifications about this registration.	
Gender	Female × *	
Date of Birth	1/1/1986	
* Training Category	Mandatory Retraining (Biennium)	
Dietary Restrictions	No restrictions (change)	
Health / Medical / Vision Issues	No issues (change)	
Religious Needs	No special needs (change)	
Non-Housing Accommodations	No special accommodations (change)	
Additional Registration Comments	No additional comments (change)	
	Cancel Finish	n Later Submit & Request Another Submit Request

10. Once all information has been reviewed or updated, click **Submit Request.** *Please note* that this a request only for registration or enrollment and IS NOT a guarantee or confirmation of enrollment to attend the course. You will receive confirmation of RECIEPT of request via email, but final approval is required prior to attendance of the class. If you would like to request registration for another student, you may click on **Submit & Request another** and repeat the steps above for the new student.

Health / Medical / Vision I	sues No issues (change)									
Religious	eeds No special needs (change)									
Non-Housing Accommoda	ions No special accommodations (change)									
non nousing Accommode	to special decommodations (change)									
Additional Registration Comr	ents No additional comments (change)									
				C	ancel Finis	sh Later	Submit & R	equest Anothe	r Submi	Requ
					uncer [This	Sireacer	Submitterin	equestione		neque
[EXTERNAL] Enr	ollment requested in Advanc	ed Training Cou	rse - NMLEA	A Hosted - I	nstruct	to				
[]										
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11. To view your pending registration requests, click on the **Registration** menu on the top of the page to be taken to the Registration landing page.



By default, you will be shown all registrations and their statuses for all individuals on your agency's active roster. You can filter through results, if needed, by clicking the **Filters** button on the top right of the table.

Regis	stration				
Find Trainir Q Browse Or Sign Up for	ng Events or Training				
Enrollment	Requests			٦	Filters Request Enrollment
Class* = All classe	es* from Advanced Training Course 🗙				
By default, requests	for enrollment are shown for upcoming and curr	ent events. Completed training is shown only wh	en the registratio	n period extends beyond	the class* end date.
Event Start 🔺	Training Event	Student / Certification #	Submitted	Request Status	
10/26/2023	Advanced Training Course - Workplace Bullying & Violence 0900-1300	Lucero, Monica R (07-0050-PS) New Mexico State Police Communications Bureau	09/20/2023 12:44 PM	Enrolled	View Request
10/26/2023	Advanced Training Course - Workplace Bullying & Violence 0900-1300	Fournier, Tarah (21-0022-PST) New Mexico State Police Communications Bureau	09/21/2023 08:32 AM	Enrolled	View Request
10/26/2023	Advanced Training Course - Conflict, Stress & Time Management 1600-2000	Riley, Philip R (16-0018-PS) New Mexico State Police Communications Bureau	09/21/2023 08:34 AM	Enrolled	View Request

From here, you can filter the results by Class title (usually includes topic, date of training, and location or host).

Event Start 🔺	Training Event				
07/30/2023	Basic Police Officer Train	Filters Enrollment requests will be limited to	those matching all of the criteria provided below.		View Reques
07/30/2023	Basic Police Officer Train	Program* / Class*	Instructor De	•	View Reques
07/30/2023	Basic Police Officer Train	Sending Organization	Advanced Training Course All classes* from Advanced Training Course	*	View Reques
07/30/2023	Basic Police Officer Train	Class* Start	Advanced Training Course - NMLEA Hosted - Instructor Development (NMLEA) - NM230522 -		View Reques
07/30/2023	Basic Police Officer Train	Request Status	December 2023	•	View Reques
07/30/2023	Basic Police Officer Train		Instructor Development Refresher (NM220169) - December 2023	Apply	View Reques

Filtering will allow you to see the status of specific requests more easily.

irollment	Requests			T Filters	Request Enrollme
lass* = Advance	d Training Course - NMLEA Hosted - Instructor De	velopment (NMLEA) - NM230 🗙			
lafault vanuanta	for any all montors about for up coming and any	rent events. Completed training is shown only	when the registratio	n pariod avtands havend the class	c* and data
ielault, requests	for enroument are shown for upcoming and curr	rent events, completed training is shown one	y when the registratio	n period exterios beyond the clas	is enu uate.
Event Start 🔺	Training Event	Student / Certification #	Submitted	Request Status	s enduate.

Showing 1

Your Registration Request is complete and you can check on the status by logging into the Acadis[®] Portal.