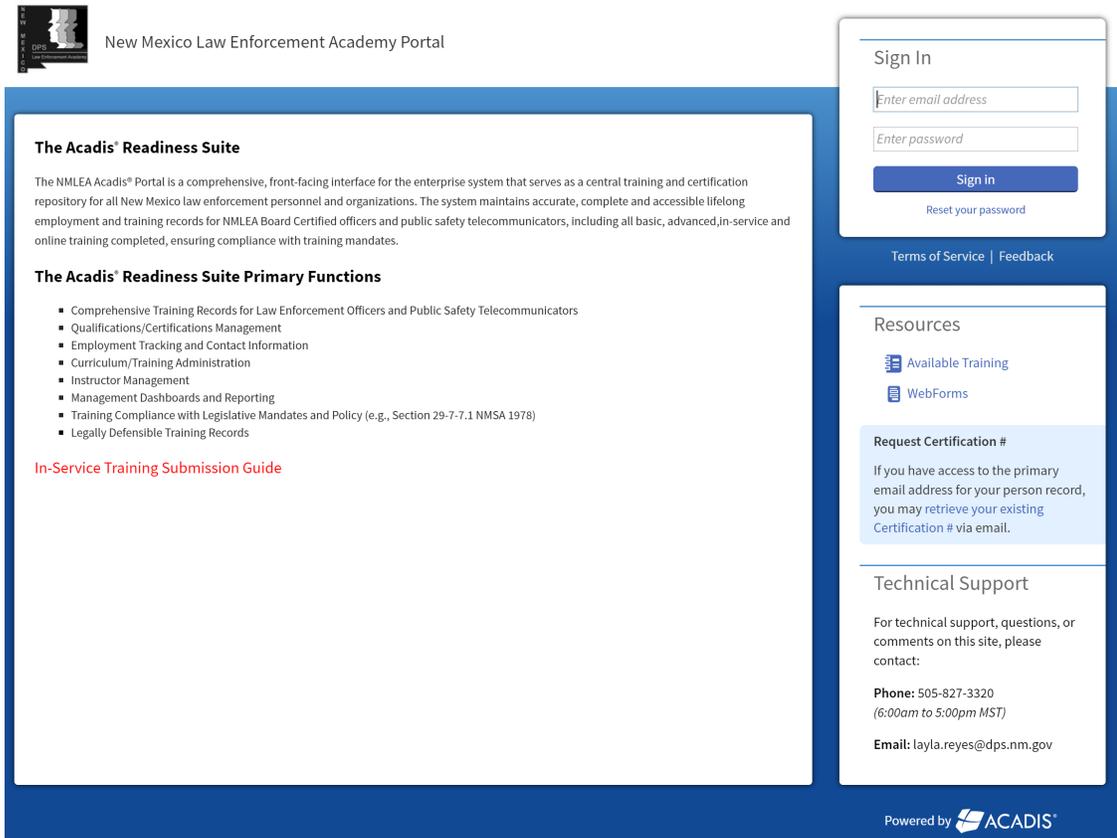


# How To Use Acadis® Portal to Sign-up for Advertised Training as a Training Coordinator

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.



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

The screenshot shows the New Mexico Law Enforcement Academy Portal. The navigation bar includes Home, Dashboard, Training and Events, Registration, Organization, Personnel, Workflow, and Academy Resources\*. A user profile for Reyes, Layla D is visible in the top right. A dropdown menu is open under 'Registration', with 'Browse or Sign up for Training' selected. Below the menu, a table lists available training courses with columns for Hours, Dates, Open Seats, and Status. Each row includes a 'Register' button.

| Hours   | Registration Dates      | Open Seats | Status |
|---------|-------------------------|------------|--------|
| 40h 0m  | 09/05/2023 - 11/29/2023 | 10         | ● Open |
| 8h 0m   | 09/02/2023 - 11/26/2023 | 19         | ● Open |
| 80h 0m  | 08/06/2023 - 11/20/2023 | 24         | ● Open |
| 130h 0m | 08/06/2023 - 11/04/2023 | 30         | ● Open |

*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 [layla.reyes@dps.nm.gov](mailto:layla.reyes@dps.nm.gov) to review your account permissions.*

- Select the class you would like to attend from the list of offerings and click the **Register** button.

New Mexico Law Enforcement Academy Portal

Home Dashboard Training and Events **Registration** Organization Personnel Workflow Academy Resources\*

Registration  
Browse Training

Available Training Filters

All published current and future training matching filter criteria is displayed.

| Training  | Dates                   | Hours   | Registration            | Open Seats | Status |
|---|-------------------------|---------|-------------------------|------------|--------|
| Advanced Training Course - NMLEA Hosted - Instructor Development (NMLEA) - NM230522 - December 2023<br>New Mexico Law Enforcement Academy   | 12/04/2023 - 12/08/2023 | 40h 0m  | 09/05/2023 - 11/29/2023 | 10         | ● Open |
| Advanced Training Course - NMLEA Hosted - Instructor Development Refresher (NM220169) - December 2023<br>New Mexico Law Enforcement Academy | 12/01/2023 - 12/01/2023 | 8h 0m   | 09/02/2023 - 11/26/2023 | 19         | ● Open |
| Certification by Waiver - Law Enforcement - CBW #114<br>New Mexico Law Enforcement Academy  | 12/04/2023 - 12/15/2023 | 80h 0m  | 08/06/2023 - 11/20/2023 | 24         | ● Open |
| Satellite Academy Basic Public Safety Telecommunicator Program - SJCCJTA PST #7<br>San Juan County Criminal Justice Training Authority      | 12/04/2023 - 12/22/2023 | 130h 0m | 08/06/2023 - 11/04/2023 | 30         | ● Open |

Showing 4

- 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 **Select from personnel roster** link to the right of the box to select from your agency's current active roster.

New Mexico Law Enforcement Academy Portal

Home Dashboard Training and Events **Registration** Organization Personnel Workflow Academy Resources\*

Registration  
Request Enrollment for Training Event

Request Enrollment

Please supply the following information to request enrollment. Requests will be reviewed prior to final enrollment except when prerequisites are auto-fulfilled during initial registration. The Privacy Act of 1974 may apply to this form. [Additional Details](#)

**STUDENT INFORMATION**

Class\* Advanced Training Course - NMLEA Hosted - Instructor Development (NMLEA) - NM230522 - December 2023 ⓘ

\* Student  [Select from personnel roster](#)

Available to Register  
Doe, Jane V  
Doe, Jane (00-0000-PST)

\* Required Information

**STUDENT INFORMATION**

Class\* Advanced Training Course - NMLEA Hosted - Instructor Development (NMLEA) - NM230522 - December 2023 ⓘ

\* Student  [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.*

Home Dashboard Training and Events Registration Organization Personnel Workflow Academy Resources\*

 **Registration**  
Request Enrollment for Training Event

### Request Enrollment

Please supply the following information to request enrollment. Requests will be reviewed prior to final enrollment except when prerequisites are auto-fulfilled during initial registration. The Privacy Act of 1974 may apply to this form. [Additional Details](#)

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**STUDENT INFORMATION**

**Class\*** Advanced Training Course - NMLEA Hosted - Instructor Development (NMLEA) - NM230522 - December 2023 ⓘ

**\* Student** Doe, Jane (00-0000-PST) x ▾

**Sending Organization** New Mexico Law Enforcement Academy (prim... ▾

**Student Supervisor** No supervisor is assigned

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**ENROLLMENT PREREQUISITES**

|   |   |                                    |
|---|---|------------------------------------|
| Employment: Applicant must have a minimum of 2.5 years of certified service. (Certified years of service must be equal to or greater than 2.5 years). |  This prerequisite is not fulfilled.   | <a href="#">Update Fulfillment</a> |
| Certification: Must have obtained LEO or PST certification.   |  This prerequisite is not fulfilled. | <a href="#">Update Fulfillment</a> |

8. 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** must 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-82 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.”*

**CONTACT INFORMATION**

Please enter or update information below that will be used to contact the student or their emergency contact.

Student Primary Email jane.doe@youremailagency.gov (change)  
 Student Mailing Address 4491 Cerrillos Rd Santa Fe, NM 87507 Home (change)  
 Emergency Contact Janie Doe Mother  
 (555) 555-5555 primary phone  
 (change)

certification. Update Fulfillment

**Contact information will be changed**  
 Changes to address information will immediately update the person record. If specified, the physical address will become the new primary address on the person record.

**CONTACT INFORMATION**  
 Please enter or update information

\* Student Mailing Address Home x v  
 123 ABC Street  
 Address 2  
 Somewhere  
 New Mexico x v Use international address  
 12345 +  
 Select a county...  
 Use a different address for physical address

**OTHER INFORMATION**

\* Required Information Cancel Save

ifications about this

9. 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

Health / Medical / Vision Issues: No issues

Religious Needs: No special needs

Non-Housing Accommodations: No special accommodations

Additional Registration Comments: No additional comments

Cancel | Finish Later | Submit & Request Another

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 RECEIPT 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 Issues: No issues

Religious Needs: No special needs

Non-Housing Accommodations: No special accommodations

Additional Registration Comments: No additional comments

Cancel | Finish Later | Submit & Request Another

[EXTERNAL] Enrollment requested in Advanced Training Course - NMLEA Hosted - Instructo...

 Acad Administrator <noreply@acad>

To:  jane.doe@youremailagency.gov

Cc:  Reyes, Layla, DPS

Thu 10/26/2023 10:45 AM

If there are problems with how this message is displayed, click here to view it in a web browser.

**CAUTION:** This email originated outside of our organization. Exercise caution prior to clicking on links or opening attachments.

This email confirms that enrollment was requested for the training detailed below. This request was either submitted by yourself or your Agency Training Coordinator through the NMLEA Acadis Portal; if you have questions, please contact your Agency Training Coordinator first before reaching out the NMLEA.

Please verify the information provided below and report any issues to the registrar as soon as possible.

You will receive a separate email when registration has been approved, waitlisted, or cancelled.

**Student** Doe, Jane (00-0000-PST)  
**Class\*** Advanced Training Course - NMLEA Hosted - Instructor Development (NMLEA) - NM230522 - December 2023 (12/04/2023 - 12/08/2023)  
**Location** New Mexico Law Enforcement Academy  
 4491 Cerrillos Rd  
 Santa Fe, NM 87507  
**Requested** 10/26/2023 (10:44 AM)  
**Requested By** Reyes, Layla D (08-0140-PS)  
**Confirmation Number** 35804

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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.

| 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)<br>New Mexico State Police Communications Bureau | 09/20/2023<br>12:44 PM | Enrolled       |
| 10/26/2023  | Advanced Training Course - Workplace Bullying & Violence 0900-1300      | Fournier, Tarah (21-0022-PST)<br>New Mexico State Police Communications Bureau | 09/21/2023<br>08:32 AM | Enrolled       |
| 10/26/2023  | Advanced Training Course - Conflict, Stress & Time Management 1600-2000 | Riley, Philip R (16-0018-PS)<br>New Mexico State Police Communications Bureau  | 09/21/2023<br>08:34 AM | Enrolled       |

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

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

| Event Start | Training Event  | Student / Certification #                                     | Submitted              | Request Status       |
|-------------|---|---|------------------------|----------------------|
| 12/04/2023  | Advanced Training Course - NMLEA Hosted - Instructor Development (NMLEA) - NM230522 - December 2023 | Doe, Jane (00-0000-PST)<br>New Mexico Law Enforcement Academy | 10/26/2023<br>10:44 AM | Pending (Registered) |

Showing 1

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