

Welcome to the NMLEA Acadis® Portal! This guide will give you a quick tour of how to navigate through the Portal to view your personal details, employment record, certification record, training history, and how to browse for upcoming training.

First, on the log-in page you will need to sign into your account using the login information (email address where you received this notification and password you created). This is indicated by the **RED** boxed area in the screenshot below. Click the Sign In button to continue.

New Mexico Law Enforcement Academy Portal

**Effective 12/12/2023: Acadis® Portal update and user interface changes to expect.**

- Optimized for mobile and tablet devices
- **New Navigation menu on the left-side of the screen with collapsible menus**
- Quick search for training coordinators with self-registration permissions
- Menu label renaming "Submit Completed Training" is changing to "Report Completed Training"
- Menu label renaming "Personnel" is changing to "Workforce"

New help guides with updated screenshots will be made available to assist in adapting to the updates and will be posted as soon as available.

**The Acadis® Readiness Suite**

The NMLEA Acadis® Portal is a comprehensive, front-facing interface for the enterprise system that serves as a central training and certification repository for all New Mexico law enforcement personnel and organizations. The system maintains accurate, complete and accessible lifelong employment and training records for NMLEA Board Certified officers and public safety telecommunications, including all basic, advanced, in-service and online training completed, ensuring compliance with training mandates.

**The Acadis® Readiness Suite Primary Functions**

- Comprehensive Training Records for Law Enforcement Officers and Public Safety Telecommunicators
- Qualifications/Certifications Management
- Employment Tracking and Contact Information
- Curriculum/Training Administration
- Instructor Management
- Management Dashboards and Reporting
- Training Compliance with Legislative Mandates and Policy (e.g., Section 29-7-7.1 NMSA 1978)
- Legally Defensible Training Records

[In-Service Training Submission Guide](#)

**Sign In**

Enter email address

Enter password

**Sign In**

[Reset your password](#)

[Terms of Service](#) | [Feedback](#)

**Resources**

- [Available Training](#)
- [WebForms](#)

**Request Certification #**

If you have access to the primary email address for your person record, you may retrieve your existing Certification # via email.

**Technical Support**

For technical support, questions, or comments on this site, please contact:

**Phone:** 505-827-3320  
(6:00am to 5:00pm MST)

**Email:** [layla.reyes@dps.nm.gov](mailto:layla.reyes@dps.nm.gov)

Powered by **ACADIS®**

The Acadis® Readiness Suite is a comprehensive public safety training solution developed by Envisage Technologies, LLC. The company provides the Acadis® software and training modernization consulting to premier training organizations throughout the US.

To find out more, please visit the Envisage web site at [www.envisagenow.com](http://www.envisagenow.com).

If you forgot your password, please note that for security reasons your account will lock after **THREE** failed attempts. To reset your password *prior* to being locked out and having to wait for NMLEA staff to unlock your account, click the **Reset your password** link, indicated by the **YELLOW** box in the screenshot above. On the following screen, you will enter your email account that is your login to receive a reset token. **Passwords expire EVERY 90 DAYS!**

**Reset Your Password**

In the field below, enter the email address that you use to sign in. After you click Continue, a link to reset your password will be emailed to you. If you do not receive a reset email within 30 minutes, please try again. The link will be valid for 1 hours.

\* Email Address

[Cancel](#) [Continue](#)

Once logged in, you will be on your **Home** page. On this page is where most of the information you will reviewing will be found. **Navigation Menus** are found on the left-side of the page and are indicated by the **GREEN** box in the screenshot below.

The screenshot shows the ACADIS portal interface. The left navigation menu is highlighted with a green box. The 'My Profile' section is visible, showing personal information for Nolen, Layla R. The 'Career Role Progress' section is highlighted with a purple box. The 'Manage Profile' button is highlighted with a red box. A large purple watermark 'COMING SOON IN 2024!' is overlaid on the 'Career Role Progress' section.

Your personal information on-file with the NMLEA is shown in the **Profile Area** and will list your Certification Number, Phone, Email, Mailing Address, and Emergency Contact information. *The NMLEA Certification Board requires all certified personnel to have a valid mailing address on file per 10.29.9.8G(2) NMAC.* To update your personal information, you can click the **Manage Profile** button indicated by the **RED** box in the screenshot below.

The screenshot shows the ACADIS portal interface. The 'My Profile' section is highlighted with a blue box. The 'Manage Profile' button is highlighted with a red box. The 'Career Role Progress' section is highlighted with a purple box. A large purple watermark 'COMING SOON IN 2024!' is overlaid on the 'Career Role Progress' section.

*1Coming soon in 2024 will be individual automated Compliance requirements listings, progress tracking, renewal eligibility. Please log in frequently to manage your profile and review your record!*

Your Certifications, Employment, and Training History are all located as you scroll down the **Home** page. Please note that the record only reflects information reported to the NMLEA and may not be a complete and accurate record. If your record is missing information or showing inaccuracies, please contact your [Agency Training Coordinator](#).

To view your Training History, please click on the correct box for the training period you wish to view. Your options are *Upcoming, Ongoing, & Unconfirmed, Current Calendar Year, Previous Calendar Year, or All Completed Training*.

Training History

View By: ☐ Fiscal Year ☒ Calendar Year [Reports](#) [i](#)

0 Hours  
Upcoming, Ongoing & Unconfirmed

0 Hours  
Current Calendar Year  
01/01/2024 - 12/31/2024

16 Hours  
Previous Calendar Year  
01/01/2023 - 12/31/2023

527.75 Hours  
All Completed Training

UPCOMING, ONGOING & UNCONFIRMED

Training	Start	End	Hours	Training Category	Student Status
No upcoming, ongoing or unconfirmed training exists.					

If you select *All Completed Training*, you can Filter the results by clicking the **Filter** button in the top right corner of the screen. In the example below, the results have been filtered to show the most recent Biennium cycle (01/01/2022 through 12/31/2023).

ACADIS®

New Mexico Law Enforcement Academy Portal

Search available training...

LN

Home

My Work

My Dashboard

My Profile

Current Tasks

Professional Development

Training and Events

Workforce

Organization

Planning

Academy Resources\*

My Training History

Filter Training History

Training History will be limited to those items matching all of the criteria provided below.

Clear All Filters

Training Dates: 01/01/2022 to 12/31/2023 Select a time period

Training Time Frame: Occurs anywhere within time frame

Training Category: Select a training category...

Program\*: Select a program\*...

Cancel Apply

Training	Start	End	Grade	Hours	Training Category	Student Status
15th Annual Advocacy In Action Conference (NM150190)						Completed
15th Annual Advocacy In Action Conference (NM150190)						Completed
15th Annual Advocacy In Action Conference (NM150190)						Completed
15th Annual Advocacy In Action Conference (NM150190)						Completed
17th Annual Advocacy In Action Conference (NM170190)						Completed
18th Annual Advocacy In Action Conference (NM180190)						Completed
18th Annual Advocacy In Action Conference (NM180190)						Completed
18th Annual Advocacy In Action Conference (NM180190)						Completed
20th Annual Advocacy In Action Conference (NM200190)						Completed
20th Annual Advocacy In Action Conference (NM200190)						Completed
21st Annual Advocacy In Action Conference (NM210190)						Completed
22nd Annual Advocacy In Action Conference (NM220190)						Completed
22nd Annual Advocacy In Action Conference (NM220190)						Completed
Academy Portal Training						Completed
Advanced Training Course - 24th Annual Advocacy In Action Conference 2019						Completed - 04/25/2019
Advanced Training Course - NMSP Instructor Development Refresher - NM210244						Completed - 01/18/2023
Bleeding Control (NM170236)						Completed
BLS Provider (CPR and AED) (MISC)						Completed
Domestic Violence (NM081136)						Completed
DPS/PST #106 (0039-08C)						Completed
DPS/PST #137 (0039-17D)						Completed
Emergency Medical Dispatch Course (MISC)						Completed
Foundations of Courtroom Testimony (MISC)						Completed
Hate Crimes (M19-07C)						Completed

Showing 1 - 25 of 31 (change)

400 Go to

Back

Applying the filter will then refresh the results screen and show only the qualifying training based on the criteria entered.

ACADIS®

New Mexico Law Enforcement Academy Portal

Search available training...

LN

Home

My Work

My Dashboard

My Profile

Current Tasks

Professional Development

Training and Events

My Training History

Filter Training History

Training History will be limited to those items matching all of the criteria provided below.

Clear All Filters

Training Dates: 01/01/2022 to 12/31/2023 Select a time period

Training Time Frame: Occurs anywhere within time frame

Training Category: Select a training category...

Program\*: Select a program\*...

Cancel Apply

Training	Start	End	Grade	Hours	Training Category	Student Status
Advanced Training Course - NMSP Instructor Development Refresher - NM210244	01/18/2023	01/18/2023		16h 0m	Mandatory Retraining (Biennium)	Completed - 01/18/2023

Showing 1

Back

To search for training that you would like to attend and request registration from your Agency Training Coordinator, you will click on the **Training and Events** menu. Then you will select Available Training.

New Mexico Law Enforcement Academy Portal

Search available training ...

Home

My Work

Training and Events

Available Training

Enrollment Requests

My Training History

Within 01/01/2022 - 12/31/2023

Training	Start	End	Grade	Hours	Training Category	Student Status
Advanced Training Course - NMSP Instructor Development Refresher - NM210244	01/17/2023	01/18/2023		16h 0m	Mandatory Retraining (Biennial)	Completed - 01/18/2023

Print

Here you will see a list of all NMLEA hosted available trainings. To request registration, you **MUST** go through your Agency Training Coordinator or authorized Administrative personnel. If you click on the **Event/Location** hyperlink (class name), you will be able to view additional information about the training, including training flyers (if available) and location and cost details.

New Mexico Law Enforcement Academy Portal

Search available training ...

Home

My Work

Training and Events

Available Training

Enrollment Requests

Report Completed Training

Approved Training

Training Pending Approval

Test Results

Available Training

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

Event / Location	Dates	Hours	Registration Dates	Open Seats	Status
Advanced Training Course - First Line Supervision & Management (Technician) - NMLEA - March 2024 New Mexico Law Enforcement Academy	03/18/2024 - 03/22/2024	40h 0m	12/16/2023 - 03/18/2024	10	Open
Advanced Training Course - Mid-Management - TTCS (NM230752) - NMLEA Hosted - February 2024 New Mexico Law Enforcement Academy	02/13/2024 - 02/15/2024	24h 0m	12/19/2023 - 02/13/2024	24	Open
Basic Police Officer Training - BPOT #207 New Mexico Law Enforcement Academy	02/04/2024 - 06/04/2024	759h 0m	11/06/2023 - 01/21/2024	32	Open
Basic Public Safety Telecommunicator Training - PST #162 New Mexico Law Enforcement Academy	02/12/2024 - 03/04/2024	130h 0m	10/15/2023 - 01/13/2024	11	Open

Showing 4

New Mexico Law Enforcement Academy Portal

Search available training ...

Home

My Work

Training and Events

Available Training

Enrollment Requests

Report Completed Training

Approved Training

Training Pending Approval

Test Results

Training Event

Advanced Training Course - First Line Supervision & Management (Technician) - NMLEA - March 2024

See training flyer

Training Dates	03/18/2024 - 03/22/2024
Prerequisites	None Specified
Registration Dates	12/16/2023 - 03/18/2024
Available Seats	10
Hours	40h 0m
Fee	None Specified
Training Location	New Mexico Law Enforcement Academy 4491 Cerrillos Rd Santa Fe, NM 87507
Reporting Instructions	None Specified
Documents	Training Flyer
Signup Details	Please get with your Agency Training Coordinator to sign up through the Acadis Portal.

You can view your Primary Employer Organization information by clicking **Organization** on the left side menu. This listing should have the most up-to-date information. If it does not, please contact your Agency Training Coordinator or authorized Administrative personnel to update the information.

New Mexico Law Enforcement Academy Portal

Search available training ...

Home

My Work

Training and Events

Workforce

Organization

Organization Compliance

Planning

Academy Resources

Organization Profile

New Mexico Law Enforcement Academy

Name	New Mexico Law Enforcement Academy
Mailing Address	4491 Cerrillos Road Santa Fe, NM 87507 (Santa Fe County)
Primary Address	4491 Cerrillos Road Santa Fe, NM 87507 (Santa Fe County)
Primary Phone	(505) 827-9252 (Primary)
Email Address	No email address is on file.
Parent Organization	No parent organization exists
Sub-Organizations	240 (show all)

Points of Contact (POC)

Contact Role	Name (Last, First)	Email Address	Phone
Deputy Director	Coss, Brian	BrianD.Coss@dps.nm.gov	(505) 827-9271
Director	Chavez, Sonya	sonya.chavez@dps.nm.gov	

Thank you for using the Acadis® Portal to ensure your records are up-to-date and accurate for your Certification maintenance and compliance.

Please log in frequently to manage your profile and review your record!