

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 telecommunicators, 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

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.envisageonw.com](http://www.envisageonw.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!**

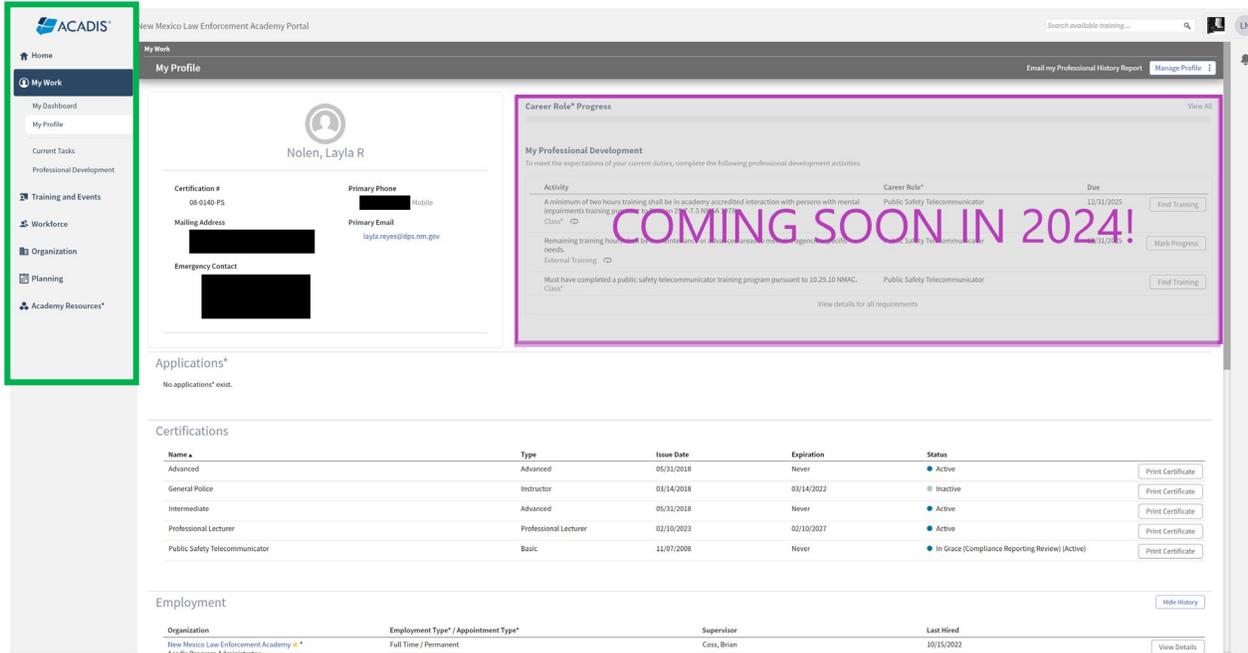
**Reset Your Password**

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.

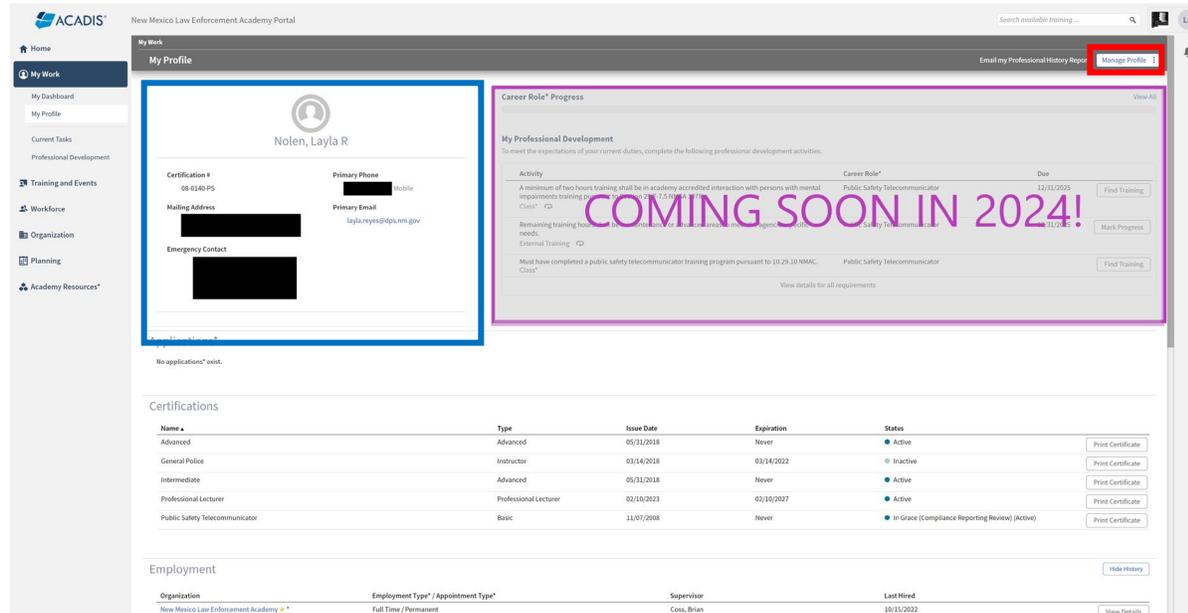
\* Email Address

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.



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.



*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*.

The screenshot shows the 'Training History' section with three filter boxes: '0 Hours' (Upcoming, Ongoing & Unconfirmed), '16 Hours' (Current Calendar Year: 01/01/2024 - 12/31/2024), and '527.75 Hours' (All Completed Training). Below the filters, a table header is visible with columns: Training, Start, End, Hours, Training Category, and Student Status. A message below the header states: '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).

The screenshot shows the ACADIS portal with a 'Filter Training History' dialog box open. The dialog box has fields for 'Training Dates' (01/01/2022 to 12/31/2023), 'Training Time Frame' (Occurs anywhere within time frame), 'Training Category' (Select a training category...), and 'Program\*' (Select a program\*...). The background shows a table of training records with columns: Training, Start, End, Grade, Hours, Training Category, and Student Status. The table lists various training events such as '15th Annual Advocacy In Action Conference' and 'Advanced Training Course - NMSP Instructor Development Refresher'.

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

The screenshot shows the ACADIS portal with the filtered training history results. The 'Filter Training History' dialog box is closed, and the table now displays only one record: 'Advanced Training Course - NMSP Instructor Development Refresher - NM232044' with a start date of 01/27/2023, end date of 01/18/2023, 168.0m hours, and a status of 'Completed - 01/18/2023'. The table header includes columns: Training, Start, End, Grade, Hours, Training Category, and Student Status.

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.

The screenshot shows the 'My Training History' section of the ACADIS portal. It features a search bar at the top right with the text 'Search available training...'. Below the search bar, there are tabs for 'Home', 'My Work', and 'Training and Events'. The 'Training and Events' tab is active, and within it, the 'Available Training' sub-tab is selected. The main content area displays a table with the following columns: Training, Start, End, Grade, Hours, Training Category, and Student Status. A single row is visible, representing an 'Advanced Training Course - NMSP Instructor Development Refresher - NM210244' that started on 01/17/2023, ended on 01/18/2023, is 16h 0m long, and has a status of 'Completed - 01/18/2023'. There are also buttons for 'Print' and 'Clear Filters'.

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.

The screenshot shows the 'Available Training' section of the ACADIS portal. It features a search bar at the top right with the text 'Search available training...'. Below the search bar, there are tabs for 'Home', 'My Work', and 'Training and Events'. The 'Training and Events' tab is active, and within it, the 'Available Training' sub-tab is selected. The main content area displays a table with the following columns: Event / Location, Dates, Hours, Registration Dates, Open Seats, and Status. There are four rows of training events listed, each with a 'Register' button. The first row is 'Advanced Training Course - First Line Supervision & Management (Technician) - NMLEA - March 2024' with 10 open seats. The second row is 'Advanced Training Course - Mid-Management - TTCS (NM230752) - NMLEA Hosted - February 2024' with 24 open seats. The third row is 'Basic Police Officer Training - BPO7 #207' with 32 open seats. The fourth row is 'Basic Public Safety Telecommunicator Training - PST #162' with 11 open seats. There is also a 'Showing 4' indicator at the bottom of the table.

The screenshot shows the 'Training Event' details for 'Advanced Training Course - First Line Supervision & Management (Technician) - NMLEA - March 2024'. It features a search bar at the top right with the text 'Search available training...'. Below the search bar, there are tabs for 'Home', 'My Work', and 'Training and Events'. The 'Training and Events' tab is active, and within it, the 'Training Event' sub-tab is selected. The main content area displays the following information: 'See training flyer', 'Training Dates: 03/18/2024 - 03/22/2024', 'Prerequisites: None Specified', 'Registration Dates: 12/18/2023 - 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', and '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.

The screenshot shows the 'Organization Profile' section of the ACADIS portal. It features a search bar at the top right with the text 'Search available training...'. Below the search bar, there are tabs for 'Home', 'My Work', 'Training and Events', 'Workforce', and 'Organization'. The 'Organization' tab is active, and within it, the 'Organization Profile' sub-tab is selected. The main content area displays the following information for '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.', and 'Sub-Organizations: 240 (show all)'. Below this information, there is a section for 'Points of Contact (POC)' with a table listing contact roles, names, and email addresses.

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!