

How To: Report Completed Training through the Acadis® Portal

To report completed training, please click the **Report Completed Training** menu on the left side of the screen (shown below).

The screenshot shows the 'Personal Profile' page for Jane Doe. The page includes a navigation menu on the left with options like Home, My Work, Training and Events, Workforce, Organization, Planning, and Academy Resources*. The main content area displays personal information such as Certification # (00-0000-PST), Mailing Address (4491 Cerrillos Rd, Santa Fe, NM 87507), Primary Phone, Primary Email (jane.doe@yourmailagency.gov), and Emergency Contact (Janie Doe, Mother, (555) 555-5555 - primary phone). Below this, there is a section for 'Applications*' with a table showing 'Layla's Test Certification' with a 'Portal Renewal' action and a progress bar. A 'Request Certification' button is visible. At the bottom, there is a 'Certifications' table with columns for Name, Type, Issue Date, Expiration, and Status. The table lists several certifications, including 'Crash Investigation', 'Firearms Range Operator', 'Law Enforcement Officer', 'Layla's Test Certification', and 'Public Safety Telecommunicator', each with its respective status and a 'Print Certificate' button.

Next you will search for the Accreditation Number in the *Select a course title or class** drop-down. If a matching course is found, you will select the course and then click the **“Continue”** button.

The screenshot shows the 'Report Completed Training' page. It prompts the user to 'Indicate how you will submit event information.' There are two radio button options: 'Starting with a pre-approved course or course material' (selected) and 'Entering'. Below the 'Starting with a pre-approved course or course material' option, there is a search box for 'Training*' with a dropdown menu showing 'NM220008' and '2022-2023 Interactions with Persons with Mental Impairments Training (NM220008)'. There is also a 'Default Roster' section with an 'Add the' button. At the bottom, there is a '* Required Information' label and 'Cancel' and 'Continue' buttons.

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If the course is not accredited or cannot be found, you will select **Entering my own course information** and click the **“Continue”** button.

The screenshot shows the ACADIS portal interface for reporting completed training. The page title is "Report Completed Training" under the "Training and Events" section. A sidebar on the left lists various navigation options, with "Report Completed Training" highlighted. The main content area contains a form with the following elements:

- Header: "Training and Events" and "Report Completed Training".
- Instruction: "Indicate how you will submit event information."
- Radio buttons for "I will submit my event by":
 - Starting with a pre-approved course or course material
 - Entering my own course information
- Checkbox for "Default Roster": Add the students from a previous training roster to the new training roster.
- Buttons: "Cancel" and "Continue".
- Red text: "* Required Information".

You will complete the next page by filling out as much information as possible, as shown below. Please note that **Training Category** is **critical** and if the course has a NM Accreditation number, but does not match a specified topic from the drop-down menu (Child Abuse, Hate Crimes, Legal, etc.), then **Mandatory Retraining (Biennium)** should be selected to allow the hours to count towards biennium compliance. Only use **“Advanced Skills”** for courses that are NOT accredited in New Mexico. Select the matching **Training Category** for all other required biennium topics. Click **“Add Students”** button.

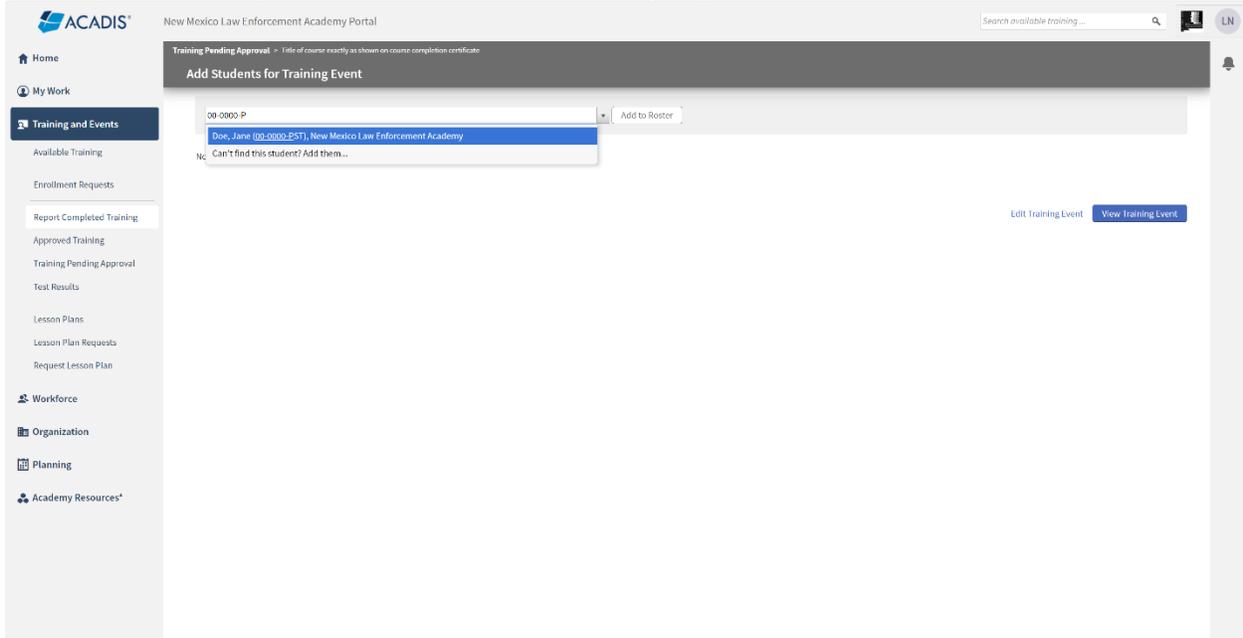
The screenshot shows the ACADIS portal interface for adding a training event. The page title is "Add a Training Event" under the "Training Pending Approval" section. The sidebar on the left is the same as in the previous screenshot, with "Add a Training Event" highlighted. The main content area contains a form with the following elements:

- Header: "Training Pending Approval" and "Add a Training Event".
- Text: "The Privacy Act of 1974 may apply to this form. [Additional Details](#)".
- Form fields:
 - * Course Title: Title of course exactly as shown on course completion certificate
 - Course No.: NM Accreditation Number, if applicable
 - Description
 - * Start Date: 12/26/2023
 - * End Date: 12/26/2023
 - Training Category:
 - All attendees will have the same training category
 - * Category: Mandatory Retraining (Biennium)
 - Each attendee may have a different training category
 - Hours:
 - All attendees will have the same number of hours
 - * Training Hours: 2
 - Each attendee may have a different number of hours
 - * Report Training To: New Mexico Law Enforcement Academy
 - Event Comments: "If the event was a multi-agency training and there are attendees that are from other agencies that you wish to report, please include a comment here to NMLEA reviewing staff that states "Multi-Agency Training, please add additional students from roster."
- Form sections:
 - INSTRUCTION PROVIDER
 - * Type: Official Provider/Certified Instructor, Virtual Academy, Other
 - INSTRUCTOR CONTACT
 - Instructor Name: Jane Doe
 - Email
 - Phone: Choose... () - . Ext.
- Buttons: "Cancel", "Save As Draft", "Add Students".

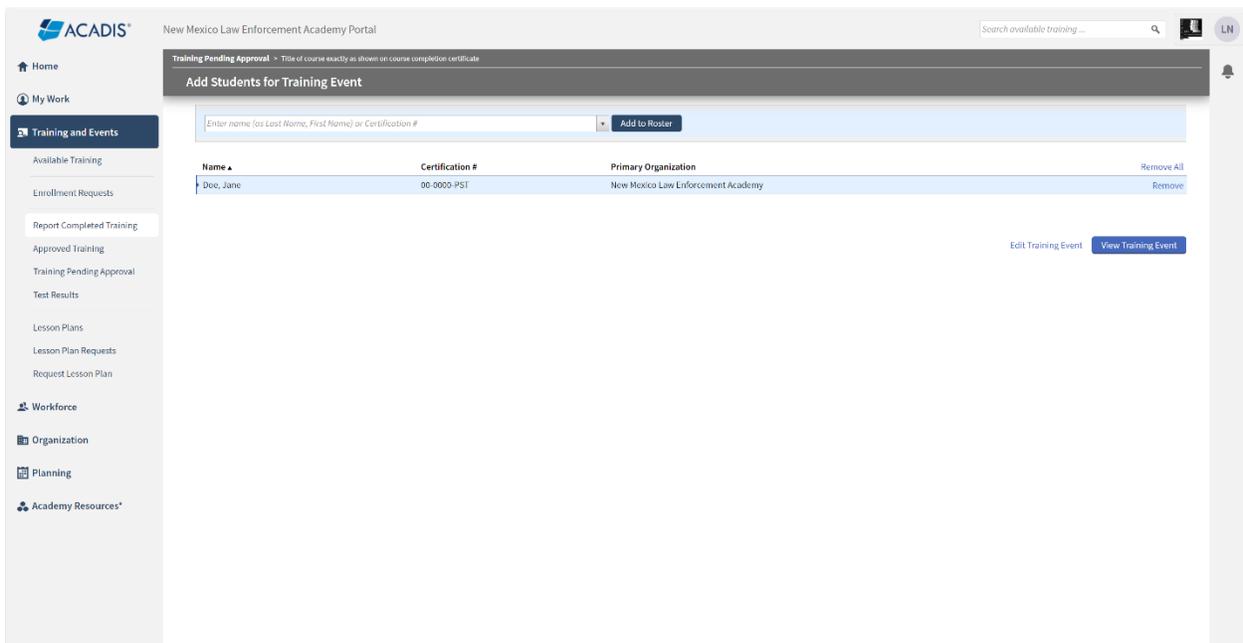
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Add the students to the class you wish to report by either typing in their name (Last, First) or their Certification Number (as shown). You will NOT be able to add students that cannot be found. Once all the students have been selected to add, click **“Add to Roster”** button.

Please note that all included students must have the same training dates on the course completion certificate or roster to be added to the same event. If you are submitting course completion certificates with different dates, a separate entry will be required for each DATE. If you are reporting from an online training vendor, an alternative reporting option may be available to you to help ease data entry. Please call 505-827-3320 to discuss eligibility and criteria.



Click, **“View Training Event”** button to continue.



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Review the entry for accuracy and completeness. If all the information is verified as accurate, provide the supporting documentation by clicking **“Attach a Document”** button. Attach either the Course Completion Certificate(s) or the completed and signed Roster (LEA-86B). Each Course Completion Certificate document must have the following information included for required verification: **Course Title, Course Number (if accredited), Class Date(s), Hours of Course, Instructor Name (legible or printed under signature line), Student Name**. For Rosters (LEA-86B) all of the following must be completed: **Course Title, Accreditation # (if applicable), Instructor (legible), Course Date(s), Course Hours, Signed “Submitted by” and Date (of submission)**.

The screenshot displays the ACADIS portal interface for the New Mexico Law Enforcement Academy. The main content area shows a training entry titled "Training Pending Approval" with the following details:

- Title of course exactly as shown on course completion certificate:** [Blank field with "Delete" and "Edit" buttons]
- Course No.:** NM Accreditation Number, if applicable
- Status:** Draft
- Description:** [Blank field]
- Training Date(s):** 12/26/2023
- Hours:** 2
- Reported To:** New Mexico Law Enforcement Academy
- Instruction Provider:** Virtual Academy
- Event Comments:** "If the event was a multi-agency training and there are attendees that are from other agencies that you wish to report, please include a comment here to NMLEA reviewing staff that states "Multi-Agency Training, please add additional students from roster."

Below the training details is a table for students:

Students (1)			Edit
Name	Certification #	Training Category	
Doe, Jane	00-0000-PST	Mandatory Retraining (Biennium)	

At the bottom, there is a "Documents" section with an "Attach a Document" button and a message: "No documents have been provided. Attach a document". A yellow warning banner at the bottom right states: "Once a training event is submitted for approval, editing is prohibited. Please ensure that all information is complete and accurate before submitting for approval." with "Back" and "Submit for approval" buttons.

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When attaching a supporting document, please include in the **Document Description** the *type* of document (Course Completion Certificate or Roster). If the supporting document is a class Roster, please also include the Course Title and the Instructor's Name. The description for a roster should be formatted like, "Roster for Acadis® Portal Training – Jane Doe". *Do not include the brackets shown in the screenshot below, they are only there to indicate where in the description you would enter the required information.* If the Roster includes Social Security Numbers (SSNs), please check the box to protect the document. Click **"Save"** button then click **"Submit for approval"** button.

The screenshot displays the ACADIS portal interface. A modal window titled "Attach Document" is open, prompting the user to upload a document file and specify its description. The "Document File" field is currently empty, showing "Choose File: No file chosen". The "Document Description" field contains the text: "Course Completion Certificate" or "Roster for | Enter Course Title | - | Enter Instructor Name |". Below this, there is a "Document Protection" checkbox, which is currently unchecked, with the text: "This document requires additional permissions to view because it contains Social Security Numbers (SSNs)". The modal has "Cancel" and "Save" buttons. In the background, the "Training Pending Approval" screen is visible, showing a table of students and a "Documents" section. The table has columns for "Name", "Certification #", and "Training Category". The "Documents" section indicates that no documents have been provided and includes an "Attach a Document" button. A warning message at the bottom of the page states: "Once a training event is submitted for approval, editing is prohibited. Please ensure that all information is complete and accurate before submitting for approval." and includes "Back" and "Submit for approval" buttons.

Please allow 24-72 business hours for review and processing. If there is anything wrong with the submission or more information is needed, the submission will be "Rejected" to allow it to be edited/corrected and resubmitted and a reason for the "rejection" will be provided along with how to resolve the issue and who to contact if you have questions.