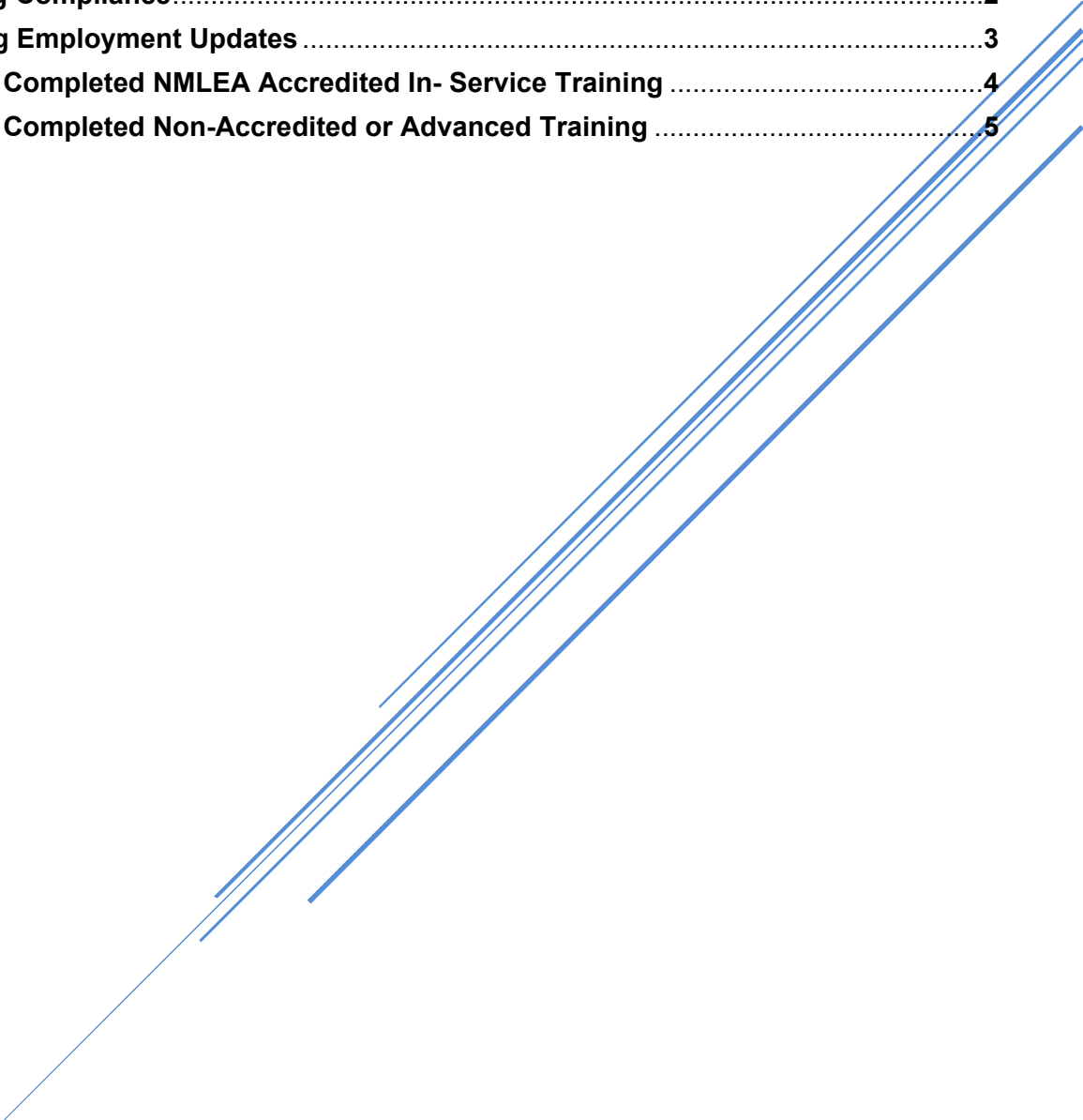


ACADIS PORTAL QUICK REFERENCE GUIDE

For Agency Training Coordinators

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■ Acadis® Portal Quick Reference Guide

■ Page 1: Registering Students for Training

1. Log In
 - Go to <https://nmlea.acadisonline.com>
 - Sign in with your account
 2. Finding Training
 - **Training and Events** → **Available Training**
 - Use **Filters** (top right) to narrow results
 3. Select Class
 - Choose the course → click **Register**
 4. Add Student
 - Enter **Last, First Name** or **Certification #**
 - Or select from **Personnel Roster**
 5. Complete Request
 - Fill required fields (upload docs if prerequisites apply)
 - Confirm **student mailing address** is correct
 - (Optional) Enter your email for status updates
 6. Submit
 - Click **Submit Request**
 - Or **Submit & Request Another** for additional students
 7. Track Requests
 - **Registration tab** → view pending requests
 - Filter by class, date, or location
- **Done** — Request submitted! Final approval is required before attendance.

■ Acadis® Portal Quick Reference Guide

■ Page 2: Monitoring Compliance

1. Log In

- Go to <https://nmlea.acadisonline.com>
- Sign in with your account

2. Open Compliance View

- **Workforce** → **Career Role Compliance**

3. Read Dashboard

- **Assigned** = personnel required to complete training
- **Fulfilled** = requirement completed
- **Unfulfilled** = requirement not completed
- Click numbers for individual details
- Hover over **bar graph** to see percentages

4. Filter Data

- Use search bar to find specific training
- Use **Go to date** (top right) for past compliance snapshots

5. Act on Results

- Prioritize in-service training before advanced training
- Adjust schedules for those still needing courses
- Submit **LEA-84 / LEA-84B** for non-compliant personnel by **March 1**

■ ■ Non-compliance may result in loss of LEPF/LERF funding, decertification, or ineligibility to perform job duties.

■ Use this dashboard to track requirements, guide planning, and ensure compliance.

■ Acadis® Portal Quick Reference Guide

■ Page 3: Submitting Employment Updates

1. Access Workforce
 - **Workforce** → **Personnel**
 - View roster & update requests
2. Start Update
 - Click **Action** → **Update Employment**

Use for:

- Re-Hire
 - Leave of Absence (Admin / Military / Medical)
 - Promotion / Demotion
 - Update (missing info)
 - Separation (Resign / Terminate / Transfer)
3. Enter Info
 - Fill required fields
 - Verify **effective dates** with HR
 - Dates must match HR records to avoid rejection
 4. Add Documents (Optional)
 - Upload supporting docs (name change, military orders, resignation, etc.)
 - Check box if file contains **PII**
 - Non-certified new hires → use **Agency Employment Action webform** under Academy Resources
 5. Submit
 - Click **Submit Request**
 - Confirmation notice appears
 - Redirected to Personnel page (pending requests)

■ Employment Update request submitted!

■ Questions? Contact Acadis® Administrator: 505-827-3320

■ Acadis® Portal Quick Reference Guide

■ Page 4: Reporting In-Service Annual, Biennial, Firearms & NMLEA Accredited Training

1. Open Training and Events Menu
 - Go to **Report Completed Training** on the left-hand menu
2. Find the Course
 - Click **Start with a pre-approved course or course material (template)**
 - Search for the **Accreditation Number**
 - For Firearms search the year + 'day' or 'low' ex. "2026 low"
 - Day qualification scores and Low Light should be separate submissions.
 - If found → Enter dates and confirm location
 - Not found → Contact NMLEA, do not create a class.
3. Add Students
 - Search by **Name** or **Certification #**
 - Click **Add to Roster**
2. Review Training Event
 - Click **View Training Event**
 - Verify accuracy
4. Attach Documents
 - Upload **Certificates** or **Roster (LEA-86B)**
 - Certificates must show: Title, Accreditation #, Dates, Hours, Instructor's full name, Student Name
 - Rosters must show: Title, Accreditation #, Dates, Hours, Instructor's full name Signed & Dated
 - Add Document Description (e.g., 'Roster for Acadis® Portal Training – Jane Doe')
 - Check box if SSNs are included
 - Click **Save** → **Submit for Approval**
5. Processing
 - Processing times may vary based on volume. Training will be reviewed in the order received, and agencies will be notified if additional information is needed.

■ **Training successfully reported!**

■ Acadis® Portal Quick Reference Guide

■ Page 5: Reporting Advanced and Non-Accredited Training (**do not report required/accredited training with this process**).

1. Open Training and Events Menu
 - Go to **Report Completed Training** on the left-hand menu
2. Find the Course (if accredited)
 - If click **Start with a pre-approved course or course material (template)**
 - Search for the **Accreditation Number**
 - If found → Enter dates, confirm location and **Go to step 4**
 - If not found → choose **Entering my own course information** → **Continue**
3. Enter Course Details (non-accredited course)
 - Fill out as much info as possible
 - Select correct **Training Category**
 1. If accredited & no match was found from step 2→ Mandatory
 2. Advanced Skills = non-accredited only
 - Click **Add Students**
4. Add Students
 - Search by **Name** or **Certification #**
 - Click **Add to Roster**
 - Online vendor option may be available (call 505-827-3320)
5. Review Training Event
 - Click **View Training Event**
 - Verify accuracy
6. Attach Documents
 - Upload **Certificates** or **Roster (LEA-86B)**
 - Certificates must show: Title, Accreditation #, Dates, Hours, Instructor's full name, Student(s) Name(s)
 - Rosters must show: Title, Accreditation #, Dates, Hours, Instructor's full name, Signed & Dated
 - Add Document Description (e.g., 'Roster for Acadis® Portal Training – Jane Doe')
 - Check box if SSNs are included
 - Click **Save** → **Submit for Approval**
7. Processing
 - Processing times may vary based on volume. Training will be reviewed in the order received, and agencies will be notified if additional information is needed.

■ Training successfully reported!