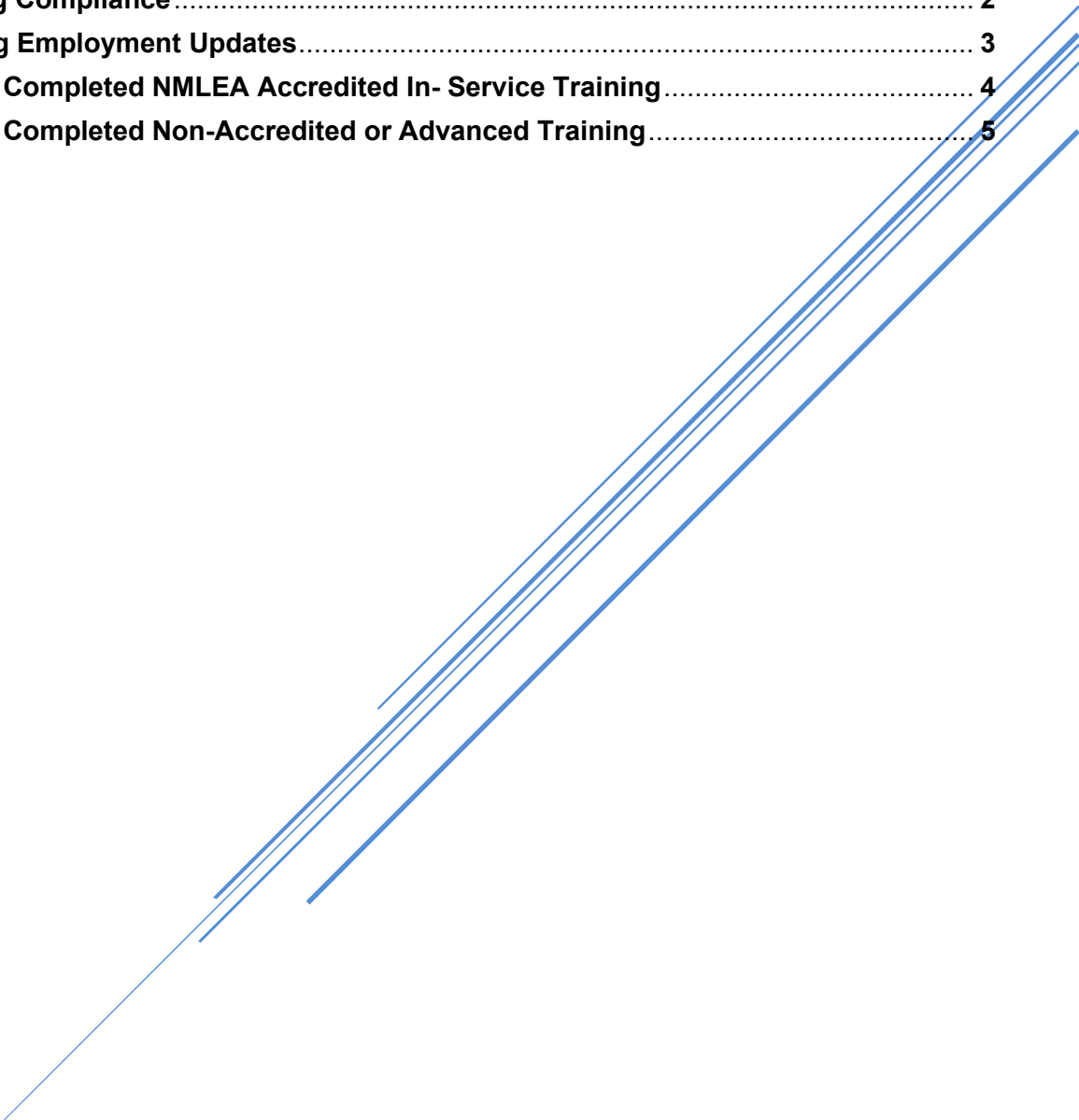


ACADIS PORTAL QUICK REFERENCE GUIDE

For Agency Training Coordinators

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A series of five parallel blue lines of varying lengths, starting from the right side of the page and extending diagonally down and to the left, positioned below the table of contents.

■ 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:

- 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**
 5. Submit
 - Click **Submit Request**
 - Confirmation notice appears
 - Redirected to Personnel page (pending requests)

New Hire and Re-Hire only

1. Academy Resources
 - **Workforce** → **Webforms**
 - Click Agency Employment Action -> Complete LEA-82

■ 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!