ILEA In-Service Training Reporting Instructions

ILEA is requesting that agencies now report via the Acadis® portal all training received for all officers as it occurs, and not just mandatory annual in-service training. This will allow the ILEA/IDHS consolidated database (Acadis®) to provide accurate, up-to-date readiness data valuable in emergency response situations.

* Note: Instructors may currently report up to 4 hours of in-service training each year for time spent teaching any in-service classes. Please see Step 23 below for special instructions on how to report these hours in the Acadis® portal.

1. ILEA will create an account for the Acadis® portal for you. You will receive your account information in email. The ILEA has been collecting email addresses for Indiana police departments. If you have not notified ILEA of your CEO's email please do so as soon as possible.

Indiana Public Safety Personnel Portal Welcome Information

Indiana Public Safety Personnel Portal Administrator to me — show details 1:09 PM (0 minutes ago) — Reply

This message is to confirm that an Indiana Public Safety Personnel (IPSP) Portal account has recently been created for you. The IPSP Portal provides public safety personnel with an easy, web-based method of accessing information published to them by the Indiana Department of Homeland Security (IDHS) or the Indiana Law Enforcement Academy (ILEA). The IPSP Portal also allows users to submit real-time updates in order to maintain current, accurate records.

For IDHS personnel, the portal (once active and available for IDHS use) may provide user access to the following:

- Viewing the current status of IDHS certifications
- Registering for Emergency Management Administration (EMA) courses
- Renewing Emergency Medical Services (EMS) certifications online

For ILEA personnel, the following handy quick links are provided *(bookmark these!)*:

- Report New Hire (all officers new to your agency)
- Report Employment Change (retirement, resignation, death, leave, termination, promotion/demotion, reactivation)
- Read instructions for reporting in-service (NEW: report all training received -- see instructions)
- Read instructions for online registration

The ILEA portal provides access for law enforcement agency CEOs to the following:

- Reporting in-service training hours and events.
- Registering agency officers online for all Law Enforcement training at ILEA.
- Reviewing reporting instructions for new hires and employment changes.

Click the following link to access the Indiana Public Safety Personnel Portal login page:

https://acadisportal.in.gov/

Use the login information below to access your account:

Username: Agency.CEO@gmail.com
Password: EJU@EK^rEN

NOTE: you will be required to change your password on first login.

FOR ALL PORTAL USERS:

PLEASE ENSURE THAT YOU HAVE READ ALL INSTRUCTIONS IN THIS EMAIL AND ON THE PORTAL HOME PAGE PRIOR TO LOGGING IN. You should **print out** any instructions you may need from the portal home page prior to logging in.

For IDHS users:

The portal is not available for IDHS users at this time. A separate announcement will be sent once the portal is active for IDHS use.

For ILEA users:

If you have difficulty logging in, please contact ILEA at (317) 837-3245 or dheald@ilea.IN.gov.

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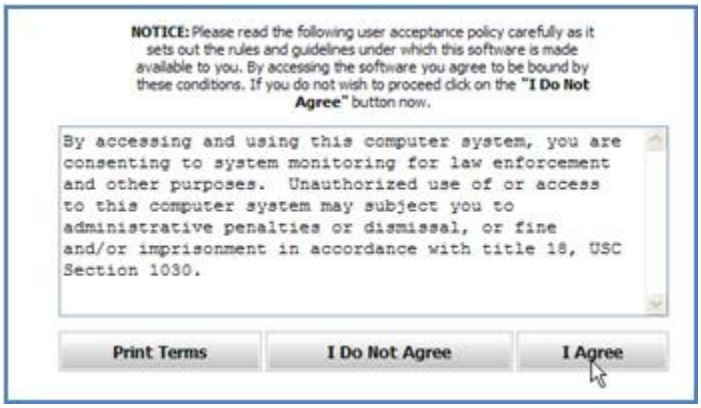
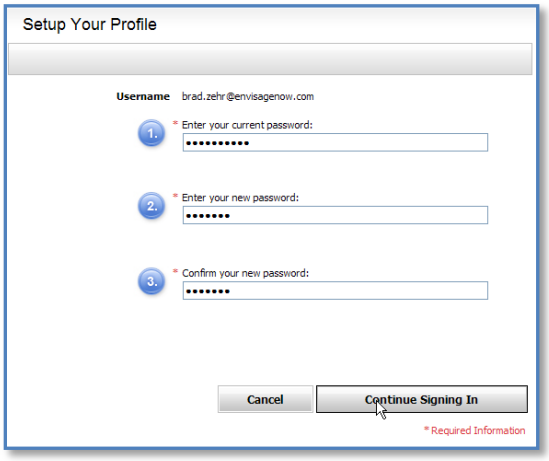
2. Log into the Acadis® portal: https://acadisportal.in.gov with the username and password provided to you in email. If you have not received an email from the ILEA, contact Darlene Heald at (317) 837-3245.

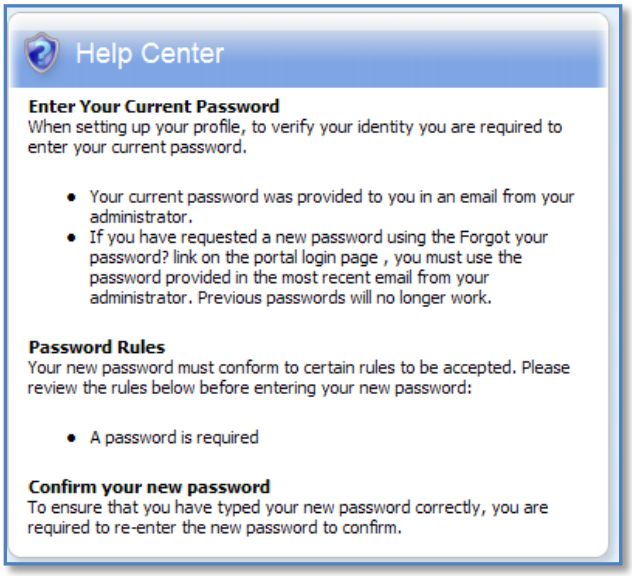
3. On first login, you will be required to accept a 'Terms of Use' agreement:



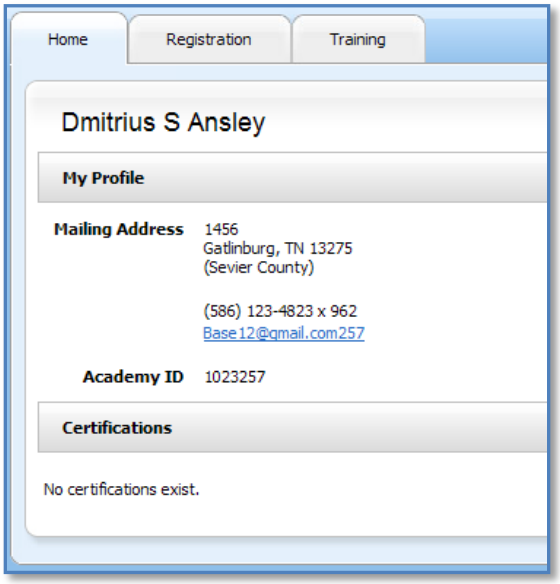
4. You will also be required to change your password:



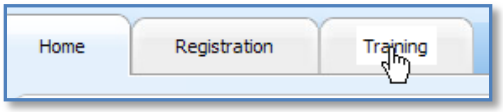
5. A 'Help Center' in the portal can guide you through the login process:



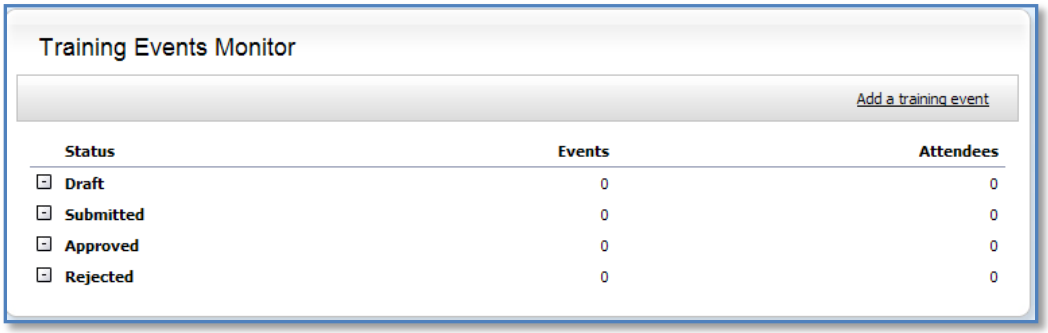
6. Your 'Home' page should display the contact information, PSID and certification information for your department's CEO:



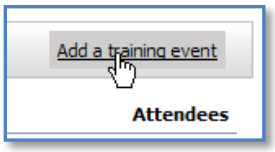
7. To report annual training, you will click the **Training** tab at the top of the page:



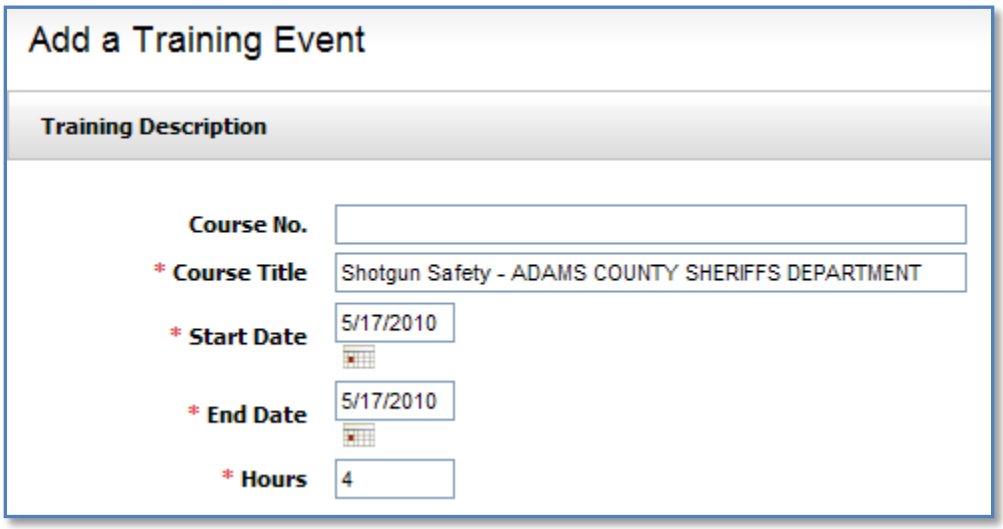
8. Initially, the page will look like this:



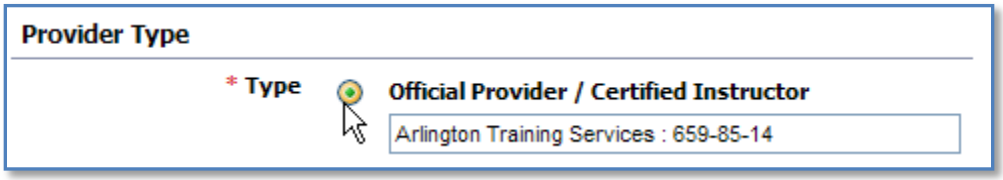
9. To add a report for training received, click on the Add a training event link above the **Attendees** column*:*



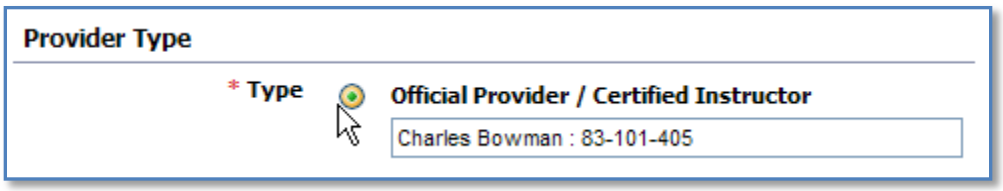
10. All fields with *red asterisks are required. **NOTE**: In the **Course Title** field enter the name of the training course followed by the *name of your agency* –this is required. Please see the example below:



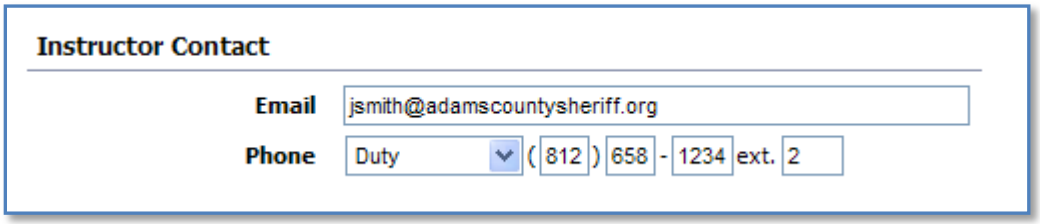
11. In the **Official Provider / Certified Instructor** field, you should enter the training organization name, followed by the provider number, or the Instructor name, followed by the certification number:



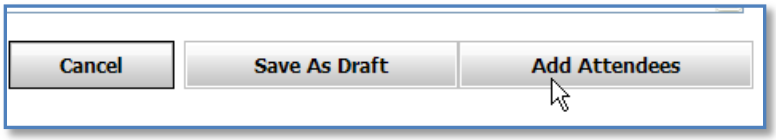
OR



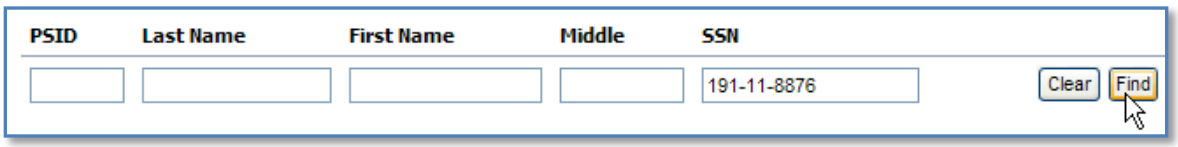
12. Include an email and phone number for your CEO or Training Officer in the **Instructor Contact** section. ILEA will use this information to communicate with you regarding questions about your agency's reported in-service events.



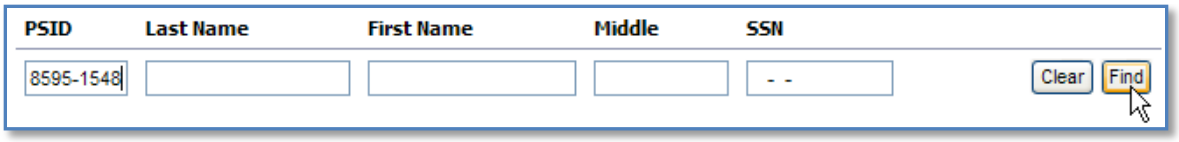
13. When finished, click **Add Attendees** at the bottom of the page:



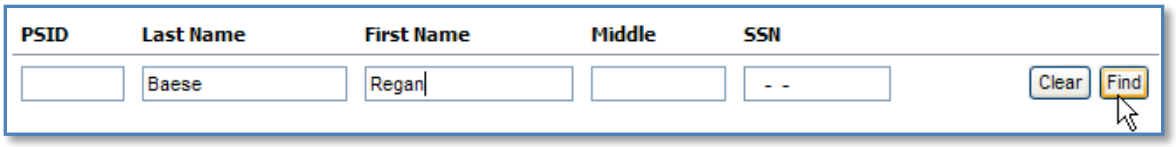
14. Enter all attendees by providing SSN or PSID ***only.*** Do not search by name:



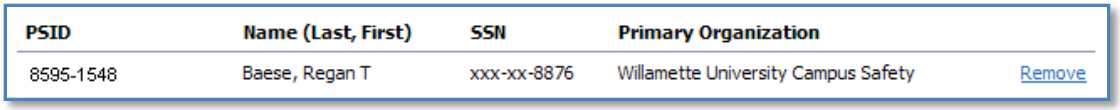
OR



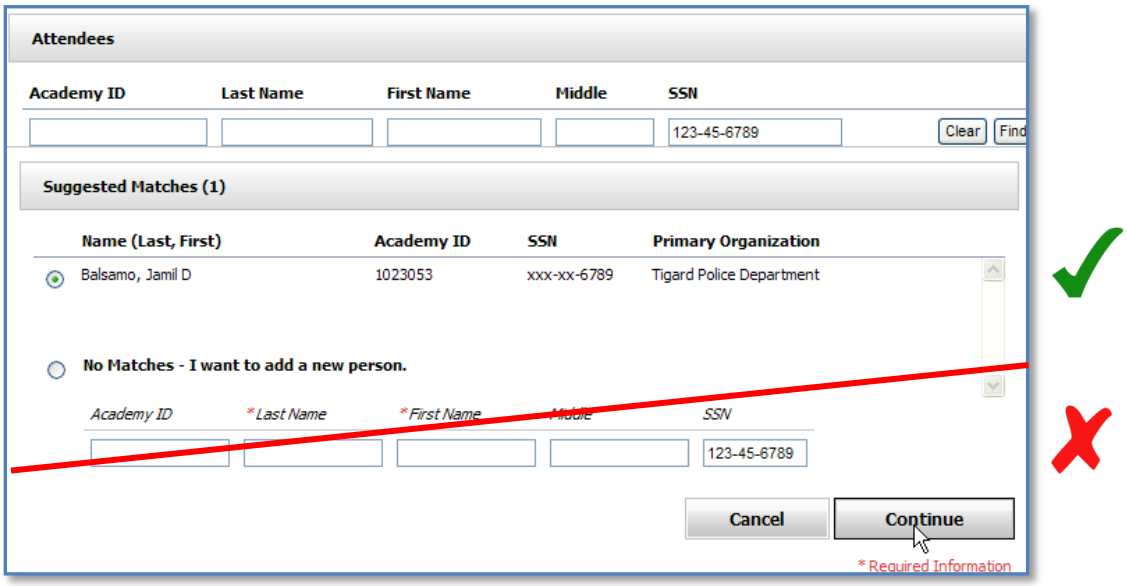
NOT



15. Exact matches on PSID will be added to the attendee list immediately:



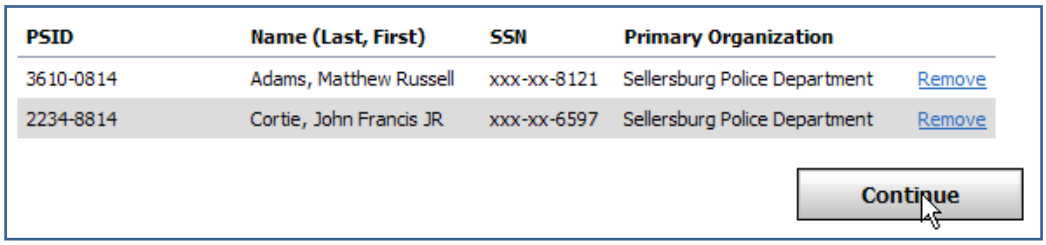
16. Exact matches on SSN will display with a radio button to the left in a **Suggested Matches** list. Select the attendee, and click **Continue**:



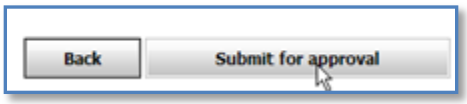
Note: Do not use the **No Matches – I want to add a new person** option. If you cannot locate the person for whom you need to add training, re-verify the PSID and/or SSN, and try again. If you are still unable to find the right individual, you must use the New Hire Report Form to report the person to ILEA for processing into Acadis®.

17. Repeat the steps 13-15 to add more attendees as necessary.

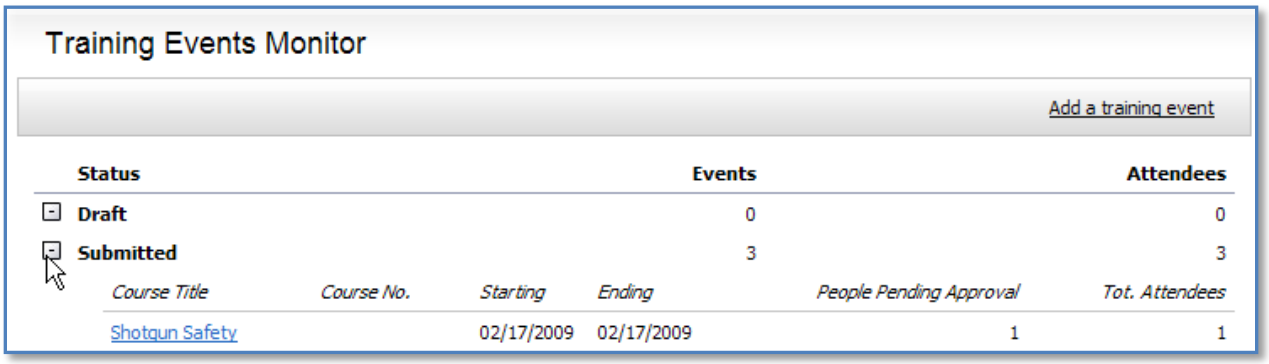
18. When finished adding all attendees for a training event, click **Continue** to move on to the submission step:



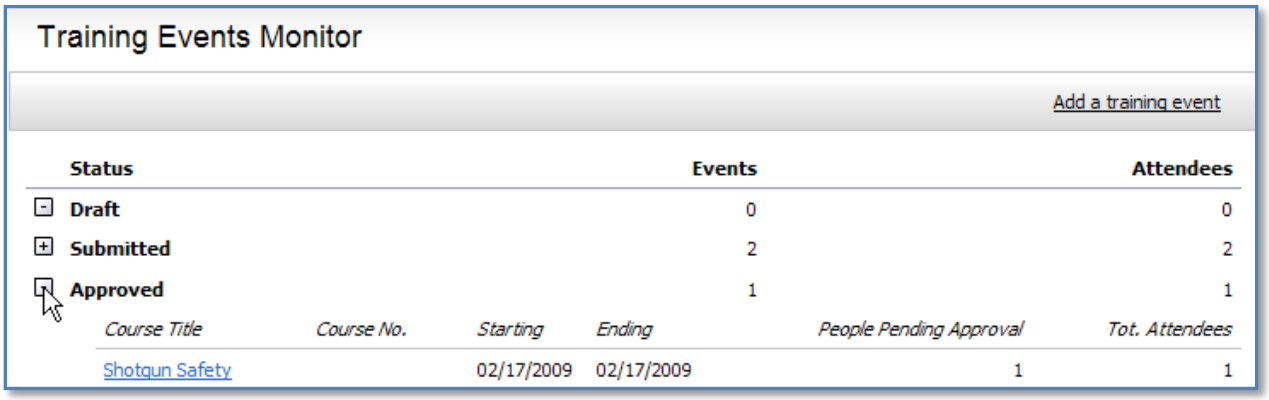
19. After reviewing all details of the Training Event Record to ensure accuracy, click the **Submit for approval** button. **Once a training event is submitted for approval, editing is prohibited. Please ensure that all information is complete and accurate before submitting for approval.**



20. You may review submitted events in the Submitted band of your Training Events Monitor. Click the "+" to open the Submitted section to review your events:

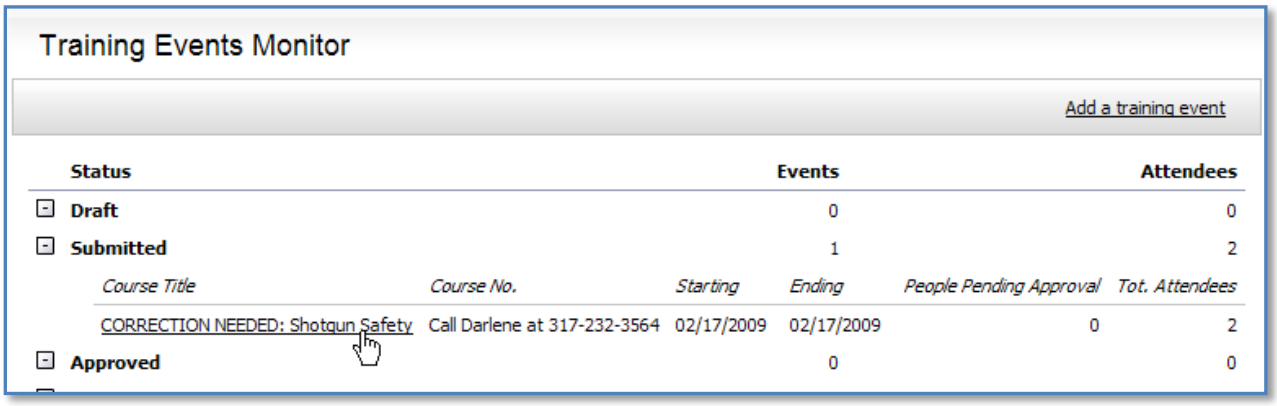


21. After a training event is approved by the Academy, it will move to the **Approved** section of your Training Events Monitor. Click the "+" to open the Approved section to review your approved events:



21. *See next page*

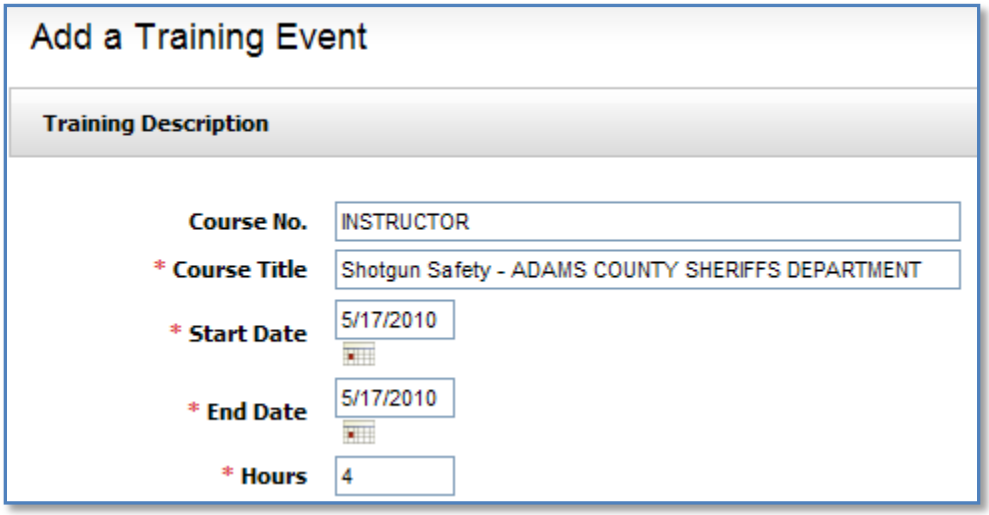
22. Should the Academy require corrections to your reported training, the event will be updated within the **Submitted** section of your Training Events Monitor. Click the "+" to open the *Submitted* section to review events periodically if they have not been approved, as further information or corrections may be required. You may be instructed to call the Academy to provide the needed information or corrections. To review further details, click the *Course Title* and read possible instructions provided in the Description by the ILEA.



Special Reporting Instructions For In-Service Instructors

Instructors may currently report up to 4 hours of in-service training each year for time spent teaching any in-service classes. These hours must be reported in Acadis® as separate training events for the instructors (that is, instructors may not be included on the student roster for classes they teach). Use the format below for reporting teaching hours as in-service training hours for the instructor.

23. Create a new and separate event for the instructor for the course (do not add the instructor to same roster as the students). Add the word "INSTRUCTOR" in the **Course No.** field above the **Course Title**.



24. Follow all other instructions in steps 7-22 above to complete the entry for the instructor hours, adding the Instructor as the only attendee to this special instructor course.