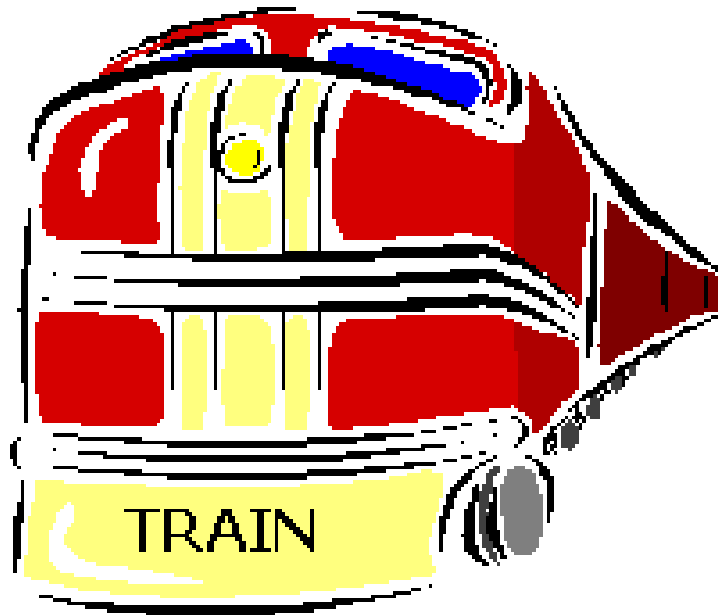




WISCONSIN TIME SYSTEM

Training Materials



Training Resources Available on the Internet

What is TRAIN?

TRAIN - Training Resources Available Internet is the Department of Justice initiative that makes TIME System training available online. TRAIN was developed to help agencies meet the federally mandated training for TIME System access. TRAIN allows agency staff to obtain initial TIME certification via the Internet and allows personnel to re-certify at any location with Internet access. TRAIN also makes individual training records available online for each agency to access as needed. We encourage agencies to utilize the various functions of TRAIN that meet their needs to the fullest extent.

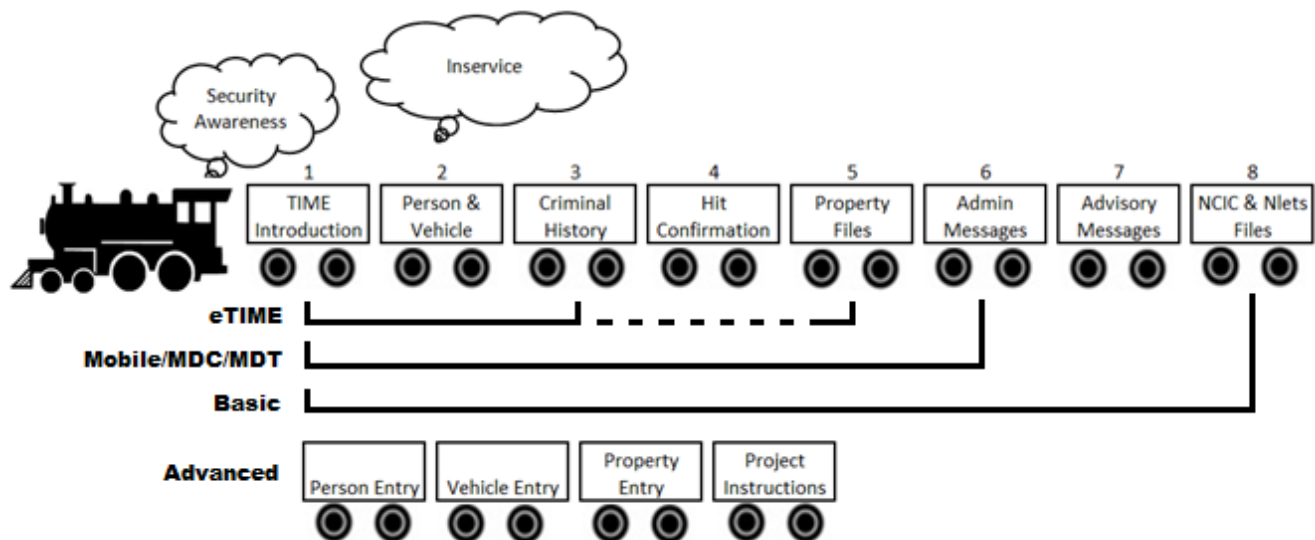
All persons holding any TIME System certification are in the TRAIN database and identified as a user, also referred to as a learner. *Agency personnel not in the TRAIN database will need to be added prior to online registration.* This can be accomplished by sending an e-mail to cibtrain@wisdoj.gov and must include the following: the person's complete last name, first name, middle initial, agency, and job/certification level. Also include any alias, maiden or former names the person has used, and include the agency names of any other Wisconsin criminal justice agency that the user is working/has worked at. Each agency that wishes to become involved with TRAIN must assign at least one TRAIN administrator. These local agency administrators will have authorization to register for training, generate reports and assign training. Your agency's TIME Agency Coordinator (TAC) can assign a TRAIN administrator by sending a request to cibtrain@wisdoj.gov.

New Terms for Existing Concepts

The TRAIN software uses some new terms for some established TIME System training concepts. Each person is referred to as a *learner*. Learners must achieve a level of TIME System certification which reflects their use of the system: eTIME, MDT/MDC, Basic, Advanced, etc.

Certifications are obtained in one of two ways. Learners may either attend a class or they may complete an online module. In either case, a learner must demonstrate their knowledge by passing an exam. If they successfully do so, the knowledge they have demonstrated is documented in this database as a certification they have acquired. Online certifications acquired mirror the topics covered in TIME System training. Certifications acquired expire biennially, two years from the date they were acquired. TIME System Validation and TIME Agency Coordinator (TAC) certifications are non-expiring. Agency Assigned Instructor certification expires when the individual's Basic or Advanced certification expires. Security Awareness Training and Local Agency Security Officer (LASO) expire annually.

Initial MDC and Basic Training is available via TRAIN. Basic and MDC certification training has been broken down into individual modules. Each module covers a specific topic in detail, and includes test questions about the material covered. Once the user successfully completes a module they acquire the associated certification. eTIME Certification requires the completion of Modules 1, 2, 3, and 5. Users may certify in only the modules applicable to their job duties. Additional modules will be required for eTIME as additional transactions are added. To successfully achieve MDC certification using TRAIN, personnel must complete modules 1-6. Basic certification is achieved by successfully completing modules 1-8.



Advanced Time System Training is also available via TRAIN and consists of three instructional modules and one project module. These modules are for personnel who have successfully attained Basic TIME System certification and will perform entry, modify, supplement and cancel transactions.

Offering TIME System certification via TRAIN provides agencies with another way to comply with federal regulations and policy. TRAIN also allows agency personnel to take recertification exams online for the eTIME, MDC, Basic or Advanced level certifications.

In summary, an employee accessing the TIME System requires specific certifications to be acquired. The certifications are obtained when the employee completes the required courses. The courses are broken down into individual classes or modules.

Accessing TRAIN

TRAIN may be accessed directly at <https://ealotin.justice.wisconsin.gov>.

TRAIN can also be accessed via www.wilenet.widj.gov. Click on the Crime Information Bureau link under Resources. On the CIB page, click on the first option “TIME System Training Materials-Manuals-Forms” and scroll down until you see the blue “TRAIN website>>” button. Click on it. This will take you to a page titled "TRAIN – Training Resources Available Internet". You do **not** need to log onto WILEnet to access TRAIN.

Scroll to the bottom of the page and click on the hyperlink in the sentence “To access the TRAIN logon click [here](#)”



[Home](#) > [Crime Information Bureau](#)

TIME System Training Materials-Manuals-Forms

TIME System Audits

Newsletters

eTIME Browser

TIME System Worksheets

TIME System Rates

Contact List

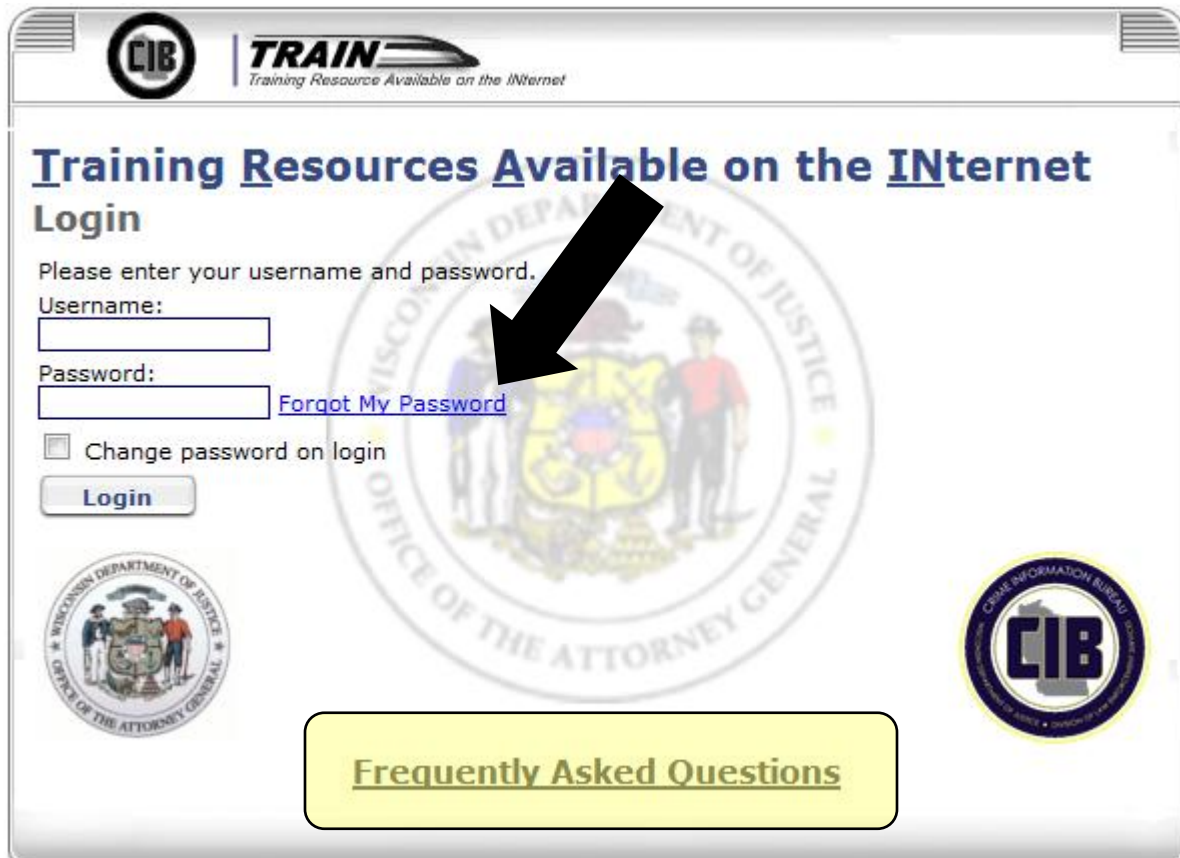
Crime Information Bureau

The Crime Information Bureau (CIB) is responsible for four primary statewide programs: Transaction Information for the Management of Enforcement (TIME) System, Handgun Hotline, Carry Concealed Weapons, and the statewide criminal history repository. CIB's mission is to provide access to these programs and data to our users in a timely and accurate manner. CIB consists of four separate work units plus the Director and Deputy Director. The work units include: TIME & Technical, TIME System Control Center (TSCC), Criminal History, and Firearms.

[TRAIN Website>>](#)

You will then be presented with the TRAIN logon screen. You must enter your unique user name. If you do not know your user name, contact your agency TRAIN administrator to obtain it. First time users should enter the password provided by their agency TRAIN administrator or TIME Agency Coordinator in the password field and click on 'Log On'. You will then be prompted to assign your own password.

If you have forgotten your password, you must click on the “**Forgot My Password**” link shown below and correctly answer your challenge question



The screenshot shows a web browser window with the title bar "CIB | TRAIN Training Resource Available on the iNternet". The main heading is "Training Resources Available on the Internet". Below this is a "Login" section with the instruction "Please enter your username and password." The form includes a "Username:" label and a text input field, a "Password:" label and a text input field, and a blue hyperlink "Forgot My Password" to the right of the password field. Below the password field is a checkbox labeled "Change password on login" and a "Login" button. A large black arrow points from the top right towards the "Forgot My Password" link. At the bottom center is a yellow button with the text "Frequently Asked Questions". The background features a large, faded seal of the Wisconsin Department of Justice, Office of the Attorney General, and a smaller CIB logo on the right.

If you answer your challenge question correctly, you will be allowed to change your password.

There is also a link on the logon screen (shown above) for “Frequently Asked Questions” which may provide help if you are having problems accessing the TRAIN System.

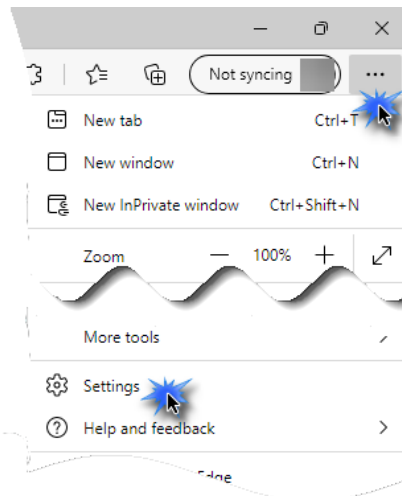
NOTE: Your user name and password for TRAIN are the same as those assigned for access to the Portal XL software and the eTIME browser. They may **not** be the same as those assigned for access to WILEnet.

TRAIN and the Internet

In order for Portal and TRAIN to function properly, they need to run in Internet Explorer (IE). Microsoft has replaced Internet Explorer with Edge and no longer supports IE. This guide shows you how to change settings in Edge to enable IE mode so that TRAIN and Portal functions properly. **NOTE:** This setting expires automatically after 30 days. You will need to repeat these steps every 30 days.

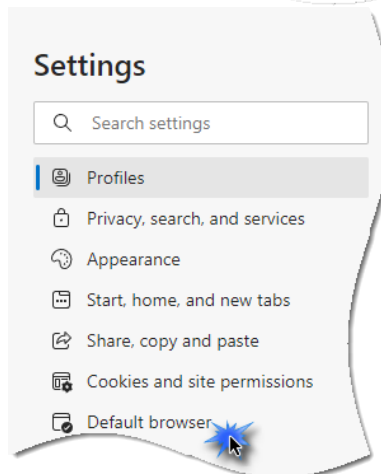
SET EDGE TO INTERNET EXPLORER MODE

1. Open Edge
2. Click the ... button on the far right of the tool bar

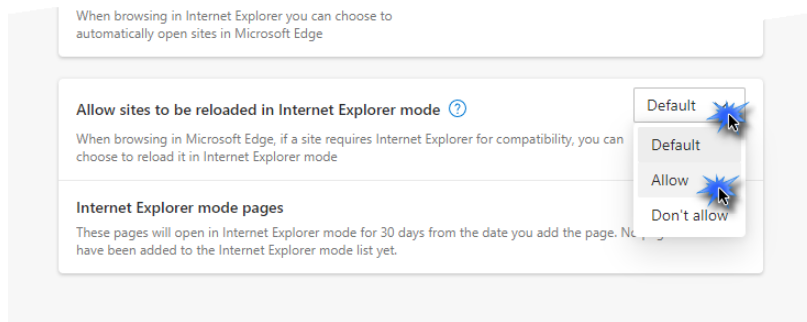


3. Click **Settings**

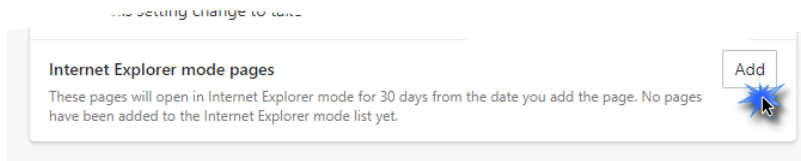
4. Click **Default Browser** in the left navigation bar



5. Click the drop-down arrow for **Allow sites to be reloaded in Internet Explorer mode**



6. Click **Add** next to **Internet Explorer mode pages**



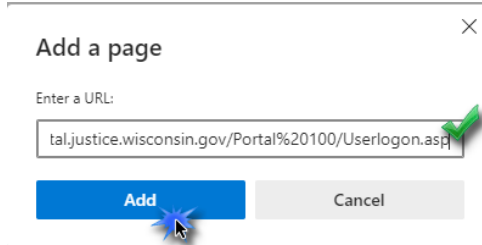
7. Copy the URL to the right

TRAIN- <https://ealogin.justice.wisconsin.gov/>

Portal-

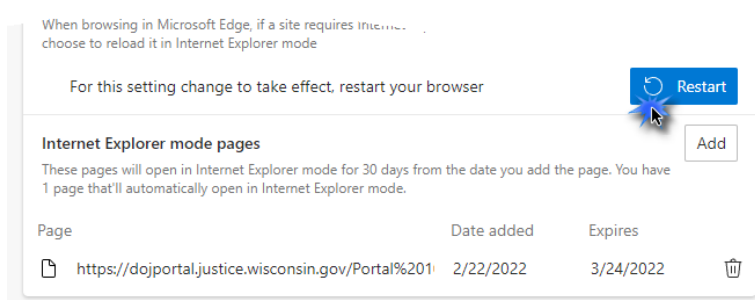
<https://dojportal.justice.wisconsin.gov/Portal%20100/Userlogon.asp>

8. Paste the copied URL in the text field



9. Click **Add**

10. Click **Restart** to apply these settings

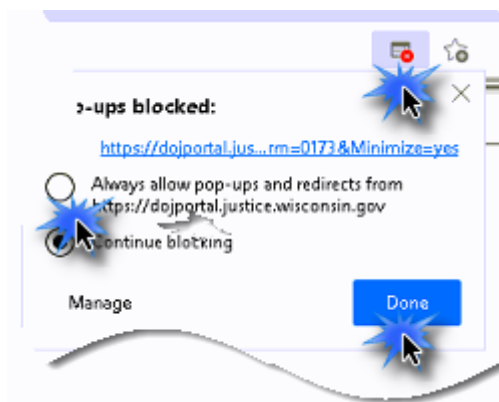


NOTE: This setting expires automatically after 30 days. You will need to repeat these steps every 30 days.

ACCESS PORTAL AND TRAIN AND ENABLE POP-UPS

Edge has a built-in pop-up blocker which may interfere with the logout process and other messages from Portal and TRAIN. It is important to always allow pop-ups and redirects. To allow pop-ups and redirects:

1. After successfully logging into Portal or TRAIN, try to log out using the log off menu option on the left side of the screen
2. Click the pop-up blocker icon on the far right of the address bar
3. Choose **Always allow pop-ups and redirects from...**
4. Click **Done**



If the above steps do not work, please contact the **TSCC at 608-266-7633** and the **TSCC operator may be able to provide you with advanced technical support.**

Home Page/News

Upon successfully logging in the learner's home page will be displayed. This home/news page allows CIB to provide users with current information and updates without waiting for the next training class or newsletter. This page may also list reminders regarding upcoming classes, current training classes, or certification expiration dates. These reminders only appear as the significant date nears. Current registrations listed here would be courses an employee has been registered for and has not yet completed.

Home >

Search: [Advanced Search](#) [Search Tips](#)

Quick Links

- Getting started
- [Edit Preferences](#)
- [Learn more...](#)
- Manage Training
- [Training Transcript](#)
- [Training Schedule](#)
- [Training Analysis](#)

Favorites

Current Registration

Learning activity structures the user is registered.

Catalog

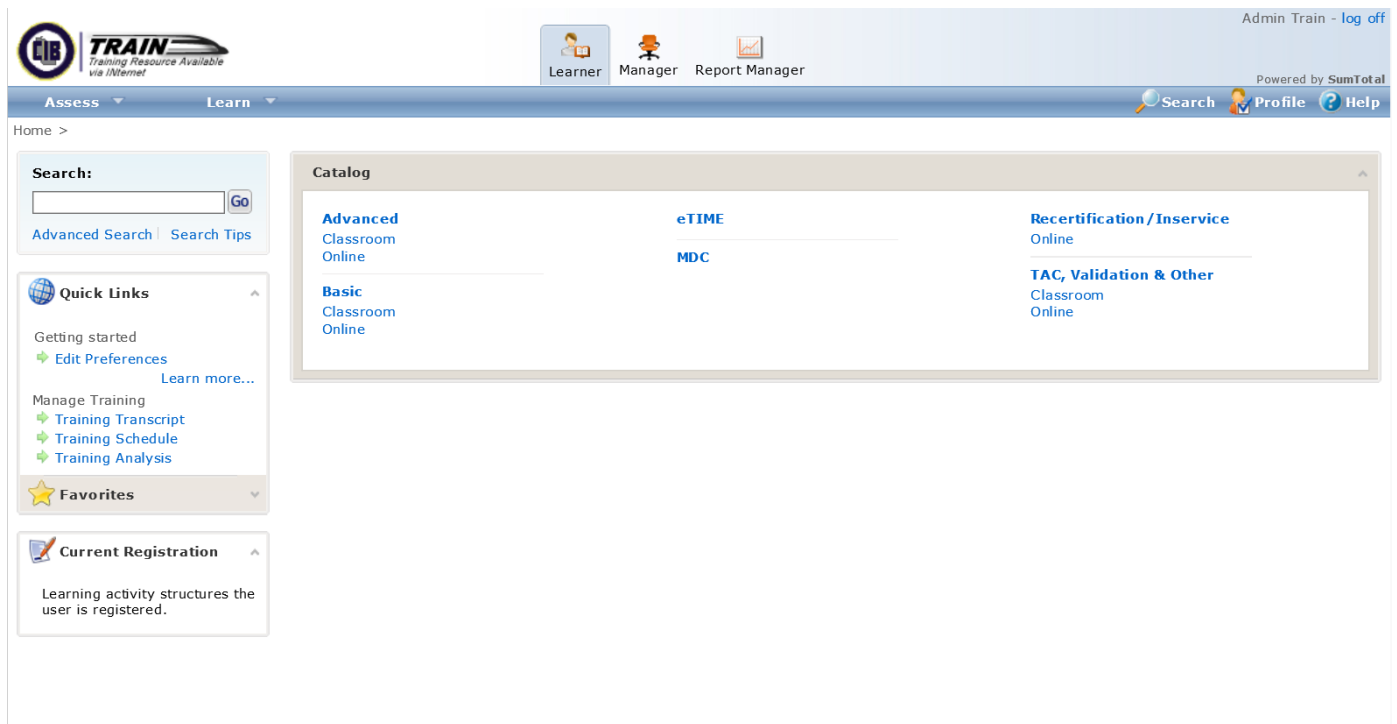
Advanced Classroom Online	eTIME MDC	Recertification/Inservice Online
Basic Classroom Online		TAC, Validation & Other Classroom Online

Click this arrow to expand or shrink section

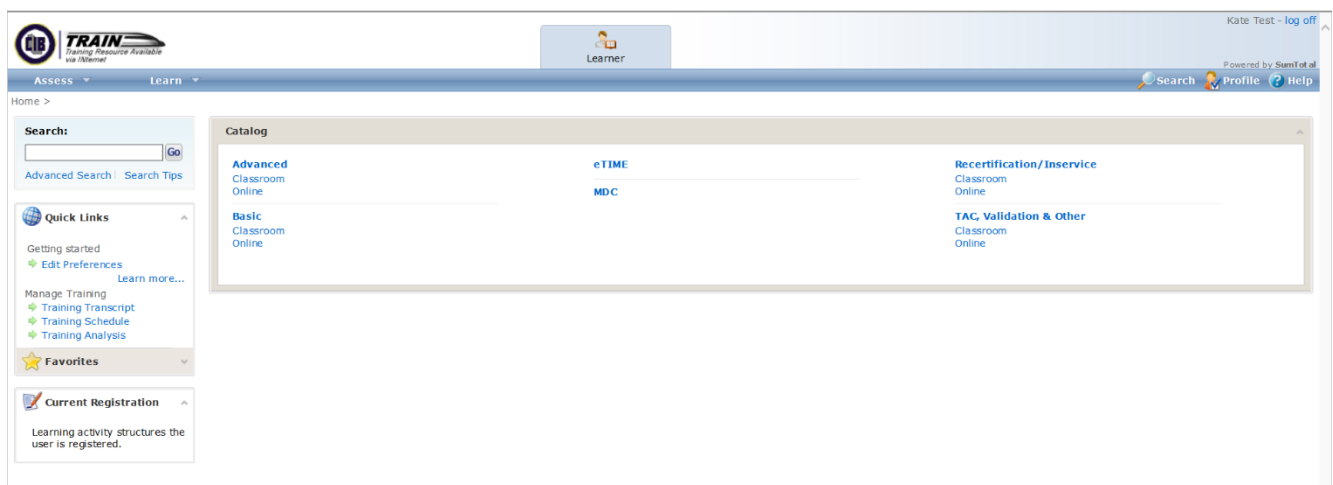
The left-hand side of the screen lists a variety of options, including Search, Quick Links, Favorites and Current Registration. Which choices are displayed here may vary if the learner has changed their display preferences as described later. Quick Links provides shortcut links to many common tasks in TRAIN. The Favorites feature allows learners to designate various TRAIN pages or courses as favorites and provides a shortcut to the favorite page. Current Registration lists what courses you currently have in progress and/or upcoming. Each of these lists may be expanded to display more information or shrunk, as the learner desires, by clicking on the arrow icon in the corner. When you are finished with the TRAIN system click on 'Log Off' in the upper right hand corner.

Training

TRAIN users may use the system to locate information on TIME System training offered by CIB, presented either online or in a classroom format. The Catalog provides a list of the various categories of TIME System training available. Some of the categories are further broken down to better describe offerings as either classroom or online courses.



If you wish to view offerings for a specific course, click on the type of course (classroom or online) you prefer to see the offerings. For Advanced classroom course offerings, click on “Classroom” under the Advanced heading.



A page appears that lists the Advanced Certification course offerings. For further information and class locations, click on the arrow to the left of the title and a list of class dates and locations will appear.

Admin Train - log off

Assess Learn

Search Profile Help

Home > Catalog > Advanced > Classroom

Search: Go

☒ Search this category and sub-categories only

Advanced Search Search Tips

Filter by:

Classroom

Advanced > Classroom

Add category to favorites Print Export

Activity Name	Activity Type	End Date	Start Date	Code
Advanced	ILT Course			
Advanced (10/15/2025-10/16/2025) Green Lake County Sheriff's Office	ILT Class	10/16/2025	10/15/2025	
Advanced (10/8/2025-10/9/2025) Mount Pleasant Police Department	ILT Class	10/9/2025	10/8/2025	
Advanced (3/26/2025-3/27/2025) La Crosse County Sheriff's Office	ILT Class	3/27/2025	3/26/2025	
Advanced (4/23/2025-4/24/2025) Door County Communications	ILT Class	4/24/2025	4/23/2025	
Advanced (6/18/2025-6/19/2025) Rock County Sheriff's Office	ILT Class	6/19/2025	6/18/2025	
Advanced (7/16/2025-7/17/2025) Minocqua Police Department	ILT Class	7/17/2025	7/16/2025	
Advanced Handout	Document			
Supplemental Training 2024 Advanced PowerPoint	Document			

(1-9) of 9 records

1+1 Advanced

Register View Details Other Actions

Description: A two-day (8:30 a.m. - 4 p.m.) session designed for personnel who have successfully attained Basic TIME System Certification and will perform entry, modify, supplemental and cancel transactions. Trai...

Categories: Advanced > Classroom

Training Organization: Global

Status: Not Registered

Cost Information: View Details

Admin Train - log off

Assess Learn

Search Profile Help

Home > Catalog > Advanced > Classroom

Search: Go

☒ Search this category and sub-categories only

Advanced Search Search Tips

Filter by:

Classroom

Advanced > Classroom

Print Export

Activity Name	Activity Type	End Date	Start Date	Code
Advanced	ILT Course			
Advanced (10/15/2025-10/16/2025) Green Lake County Sheriff's Office	ILT Class	10/16/2025	10/15/2025	
Advanced (10/8/2025-10/9/2025) Mount Pleasant Police Department	ILT Class	10/9/2025	10/8/2025	
Advanced (3/26/2025-3/27/2025) La Crosse County Sheriff's Office	ILT Class	3/27/2025	3/26/2025	
Advanced (4/23/2025-4/24/2025) Door County Communications	ILT Class	4/24/2025	4/23/2025	
Advanced (6/18/2025-6/19/2025) Rock County Sheriff's Office	ILT Class	6/19/2025	6/18/2025	
Advanced (7/16/2025-7/17/2025) Minocqua Police Department	ILT Class	7/17/2025	7/16/2025	
Advanced Handout	Document			
Supplemental Training 2024 Advanced PowerPoint	Document			

(1-9) of 9 records

1+1 Advanced (10/15/2025-10/16/2025) Green Lake County Sheriff's Office

Register View Details Other Actions

Description: A two-day (8:30 a.m. - 4 p.m.) session designed for personnel who have successfully attained Basic TIME System Certification and supplemental and cancel transactions. Trai...

Categories: Advanced > Classroom

Locations: Green Lake County Sheriff's Office (Green Lake County Sheriff's Office)

Instructor: Ben Brändner, Sarah M Cook, Matthew E Woodrum

Start Date: Wednesday, October 15, 2025 8:30:00 AM CDT

End Date: Thursday, October 16, 2025 4:00:00 PM CDT

Show schedule in my time zone

Training Organization: Global

Status: Not Registered

Cost Information: View Details

Register Others View Activity Details Add To Favorites

When registering yourself, choose the class in which you wish to enroll and then click Register. The next page will confirm the course for which you registered. Click submit. A new screen will appear with "Activity Details and show the course and status. If the status says "Registered," the process was successful. You can begin your course from this page by clicking on the green start arrow.

Activity Details

Module 1 TIME System Intro (rev 16)

		Name	Status
Start →	CBT Course: Module 1 TIME System Intro (rev 16)		Registered
<div>Done</div>			

Viewing Your TIME System Certifications

The TRAIN System stores information regarding the TIME System classes you have taken and the TIME System certifications you have attained. You can log on to the TRAIN System at any time to review these records and see what certifications have been attained, and more importantly, when they expire.

Once logged on to the TRAIN System, certification information may be found by clicking on the 'Assess' menu in the upper left and choosing 'Training Analysis'.

The screenshot shows the TRAIN System LMS Learner Home page. The 'Assess' menu is expanded, and 'Training Analysis' is highlighted. The page includes a search bar, quick links, and a catalog of courses.

Assess ▾ **Learn** ▾

Training Analysis

Search: [Go](#)

[Advanced Search](#) | [Search Tips](#)

Quick Links

- Getting started
- [Edit Preferences](#)
- [Learn more...](#)
- Manage Training
 - [Training Transcript](#)
 - [Training Schedule](#)
 - [Training Analysis](#)
- Favorites** ▾
- Current Registration** ▾
 - Learning activity structures the user is registered.

Catalog

- Advanced**
 - [Classroom](#)
 - [Online](#)
- eTIME**
 - [MDC](#)
- Recertification/Inservice**
 - [Online](#)
- TAC, Validation & Other**
 - [Classroom](#)
 - [Online](#)

Choose 'Certifications History' in the drop-down 'Views' menu.

← ↻ 🔒 Not secure | train.doj.state.wi.us/train/app/management/LMS_TrainRequired.aspx?UserMode=0 🔍 ☆ 📄 ⌵ 🔄 ⌵ ⌵ ⌵ ⌵ ⌵ ⌵

TRAIN
Training Resource Available via Internet

Assess ▾ Learn ▾

Admin Train - log off

Powered by SumTotal

Search 🔍 Profile 🧑 ? Help

Home > Assess - Training Analysis

Training Analysis

This is a list of your required and recommended training. Use the View list to filter the activities that you see below.

Search: [Help](#)

Filter by: Required and recommended ▾ View: All assigned training ▾

View:

- All assigned training
- Training assigned by job
- Training assigned by organization
- Training assigned directly
- Training certifications
- Assigned training requiring registration
- Completed assigned training
- Certifications history

	Name ^	Code	Priority	Assigned Date	Due Date	Last Completed Date	Expiration Date	Delivery Method	Recommendation	Status
<input type="checkbox"/>	Certification:Administrative Messages Certification Certification	21		8/27/2009					Recommended	Assigned
<input type="checkbox"/>	Certification:eTIME Operator Certification Certification	14		8/28/2009		2/9/2010			Required	Acquired

[Delivery Method Legend](#)

The system will now display a list of your certifications, which may be sorted by Name, Acquired Date, Expiration Date, etc. Remember, this is a certifications *history*, so the list will include *all* certifications, old or new, expired or not. If you have attained a certification multiple times, it will be listed multiple times here. This information may be exported to an Excel spreadsheet and saved by clicking on the 'Export to Excel' icon.

TRAIN
Training Resource Available via Internet

Assess ▾ Learn ▾

Stan Dardman - log off

Powered by SumTotal

Search 🔍 Profile 🧑 ? Help

Home > Assess - Training Analysis

Training Analysis

This is a list of your acquired certifications.

Search: [Help](#)

1 2 3 4 5 6 NEXT >

Export to Excel icon

View: Certifications history ▾

Records: 53

	Name ^	Code	Acquired Date	Expiration Date	Certification Status
<input type="checkbox"/>	Certification:Additional NCIC & NLETS Files Certification	27	1/15/2008	1/14/2010	Expired
<input type="checkbox"/>	Certification:Additional NCIC & NLETS Files Certification	27	11/9/2009	11/9/2011	Expired
<input type="checkbox"/>	Certification:Additional NCIC & NLETS Files Certification	27	11/9/2009	11/9/2011	Expired
<input type="checkbox"/>	Certification:Additional NCIC & NLETS Files Certification	27	11/9/2009	11/9/2011	Expired
<input type="checkbox"/>	Certification:Administrative Messages Certification	21	1/15/2008	1/14/2010	Expired
<input type="checkbox"/>	Certification:Administrative Messages Certification	21	9/19/2010	9/18/2012	Expired
<input type="checkbox"/>	Certification:Administrative Messages Certification	21	11/9/2009	11/9/2011	Expired
<input type="checkbox"/>	Certification:Administrative Messages Certification	21	11/9/2009	11/9/2011	Expired
<input type="checkbox"/>	Certification:Administrative Messages Certification	21	11/9/2009	11/9/2011	Expired
<input type="checkbox"/>	Certification:Advisory Messages Certification	25	1/15/2008	1/14/2010	Expired

Records: 53

1 2 3 4 5 6 NEXT >

[Delivery Method Legend](#)

Taking the Online Course

Once you have registered for an online class, the class information appears on your Home/News page as Current Registration. Before beginning your online class, ensure your Compatibility Settings are set properly following the guidelines on page 6. To begin taking the course, click on the class title.

The screenshot shows the TRAIN Learning Management System interface. The top navigation bar includes 'Assess' and 'Learn' tabs. The left sidebar contains a 'Current Registration' section with a list of courses. An arrow points from a box labeled 'Class title' to the 'eTIME Operator Online...' entry in the list.

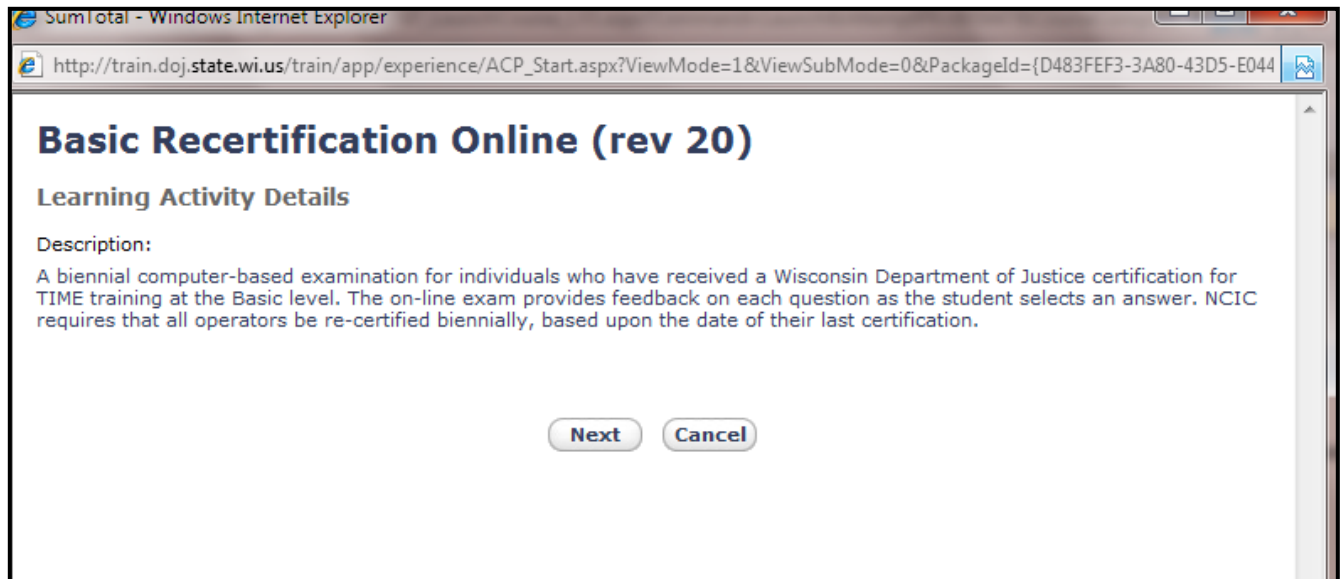
Class title
eTIME Operator Online...

An Activity Details screen appears for the class. To begin, click on the green arrow/start button.

The screenshot shows the 'Activity Details' screen for the 'Basic Recertification Online 2023 v1' course. The 'Start button' is highlighted with a green arrow.

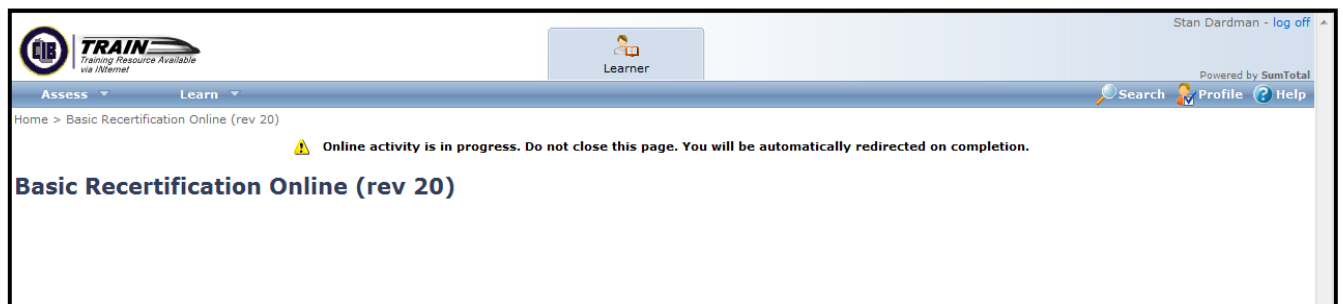
Name	Status	Scheduled Date and Time	More Information	Required by Parent	Actions
CBT Course: Basic Recertification Online 2023 v1	Registered		Summary		Start (green arrow)

Several windows will begin to appear, and a course confirmation screen recaps what class you will be taking. If it is the correct class, click on next.



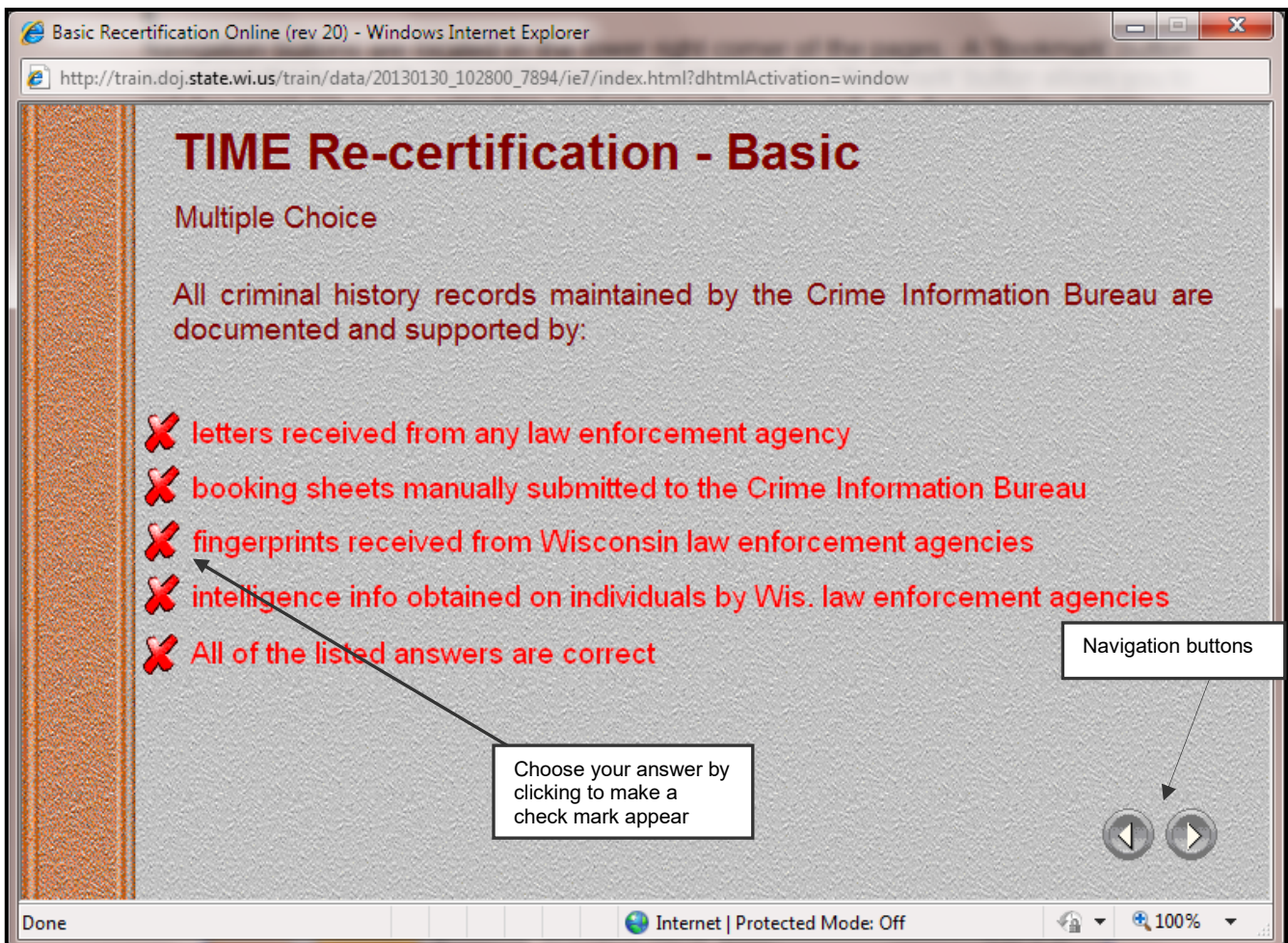
The online course will launch in a separate window.

One of the windows that appear will contain the text "Online course in progress. Please do not close this page. You will be automatically redirected on completion." ***It is very important that upon completion of the online course you follow the instruction and do not close this window.*** Closing the window, rather than waiting as directed, may result in the loss of your class information from the TRAIN system. Be patient - it may take a minute for the window to finish processing and display further information.



Navigation buttons are located in the lower right corner of the pages. A 'Bookmark' button may appear in the lower left corner of the pages. Clicking on this 'Bookmark' button allows you to exit the event, return at a later time, and pick up where you left off. If you exit by clicking on the X in the upper right hand corner, when you return you may have to start over from the beginning of the course.

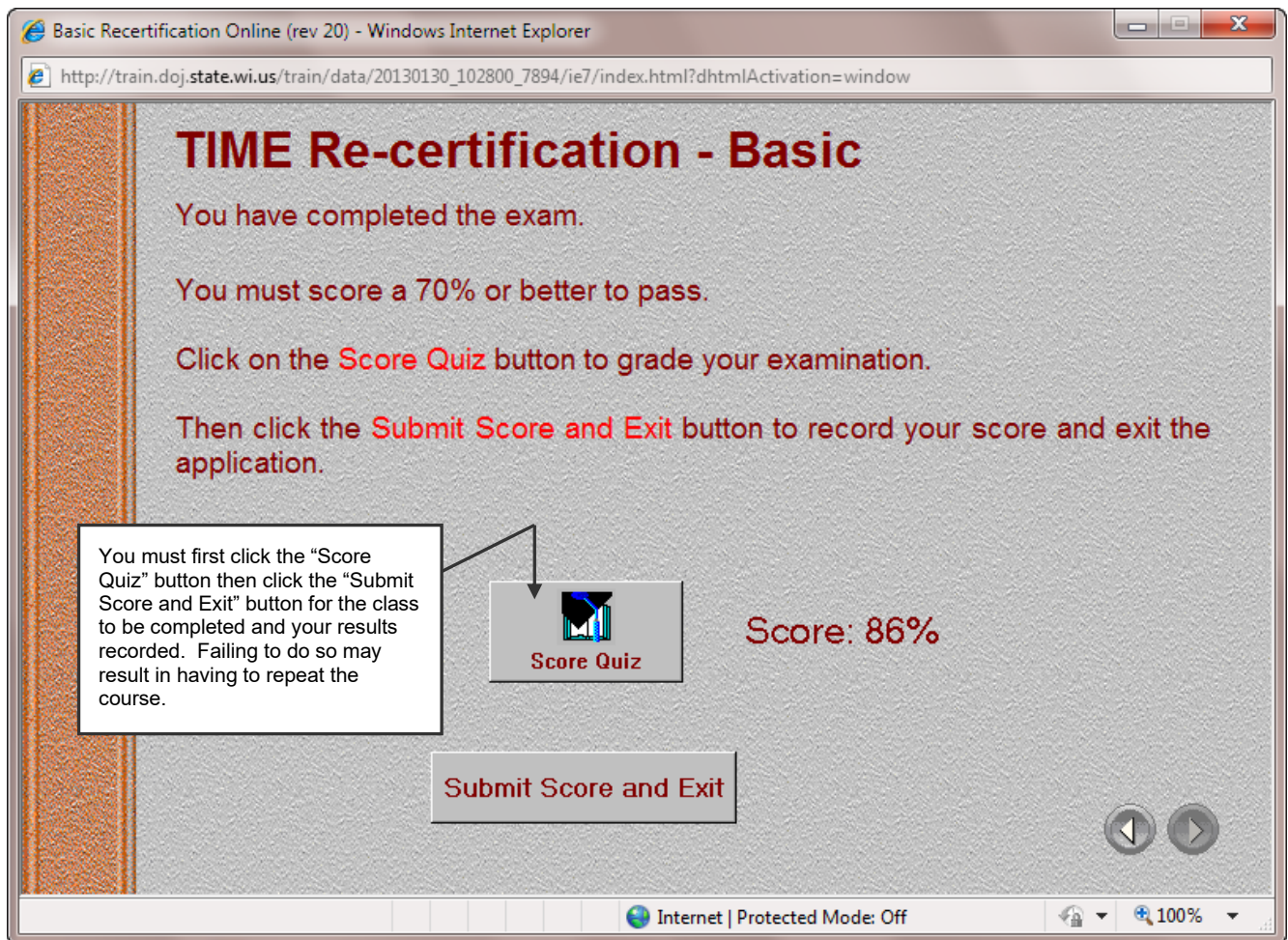
Courses may contain test content, requiring the employee to answer true/false or multiple choice questions. Choose your answer for true/false and multiple choice questions by clicking on the desired answer using your mouse button. The X will change to a checkmark. All questions will provide immediate feedback indicating whether the answer you chose was correct or incorrect.



The last page of the course will require you to complete the event. First click on the 'Score Quiz' button to calculate your score, which will appear to the right of this button. The calculation process may take a few moments, please wait for the score to appear.

Once your score has been displayed, you must click on the 'Submit Score and Exit' button to complete the event. TRAIN will record your score and test details in the training database. **You must click on both the “Score Quiz” and the “Submit Score and Exit” to complete the course.**

If a failing score is received (less than 70%), you must have your TRAIN Administrator register you again for the event and retake the course. Once you have completed the course and submitted your score, you will return to the main TRAIN pages.



Complete test results are now included in your training record. In fact, after completion of the course you are presented with a 'Class Progress Detail Page' which includes class status information, elapsed time, score, etc. You may even view the details of what questions you answered correctly and incorrectly by clicking on the icon in the center of the page that looks like a magnifying glass.

Stan Dardman - log off

Assess Learn

Home > Learning Activity Progress Detail

Learning Activity Progress Detail

Basic Recertification Online (rev 20)

A biennial computer-based examination for individuals who have received a Wisconsin Department of Justice certification for TIME training at the Basic level. The on-line exam provides feedback on each question as the student selects an answer. NCIC requires that all operators be re-certified biennially, based upon the date of their last certification.

General

Content type: SCORM 1.2
 Total score: 86%
 Completion date: Tuesday, July 02, 2013 9:30:25 AM CDT
 Percent complete: 100%

First launch date: Tuesday, July 02, 2013 9:13:29 AM CDT
 Grade: pass 86
 Elapsed time: Minutes: 14, Seconds: 50

Name	Topic Status	Score %	Time in Topic
Basic Recertification Online (rev 20)	Completed	86%	Minutes: 14, Seconds: 50

OK

The class you completed is now listed as previous training. You may access all types of training information by clicking on the 'Learn' menu option at the top of the page, then clicking on training schedule. Remember that you may have to switch the view, depending on what type of information you wish to access.

Stan Dardman - log off

Assess Learn

Home > Learn - Training Schedule

Training Schedule

This is a list of learning activity structures that you have completed. To view individual learning activities, go to the completed activities view.

Search: [Help](#) [Go](#)

1 2 NEXT >

View:

- Completed registrations
- Current registrations
- Completed registrations (selected)
- Current activities
- Upcoming activities
- Completed activities
- Canceled activities
- Online activities with fixed duration
- Calendar view
- Waiting list or pending approval
- Express interest

Clicking on this icon provides detailed class information

Click on 'Learn' to access menu including the 'Training Schedule.'

You may need to switch views to see the desired information

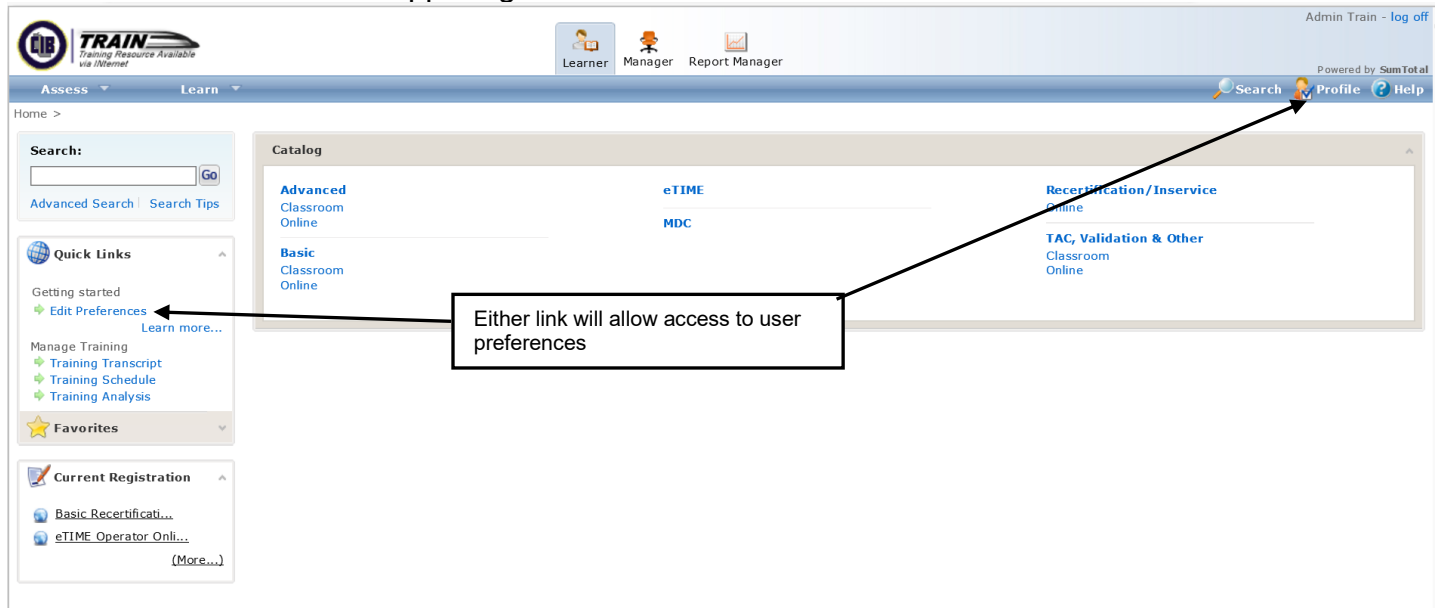
Name	Code	Region	Start Date	Completed Date	Score	Attended	Passed
Certification: Additional NCIC & NLETS Files Certification	27		1/15/2008	1/15/2008			
Certification: Criminal History Query Certification	18		1/15/2008	1/15/2008			
Certification: eTIME Operator Certification	14		4/10/2007	4/10/2007			
CBT Course: eTIME Operator Online Agreement (rev 12)			12/8/2009	12/8/2009	99.00	pass 99	Attended Passed
CBT Course: eTIME Operator Online Agreement (rev 15)			4/8/2013	7/2/2013	0	fail 0	Attended Failed
Certification: Hit Confirmation Certification	19		1/15/2008	1/15/2008			Attended Passed
Certification: NCIC Property Files Certification	20		1/15/2008	1/15/2008			Attended Passed

Records: 15

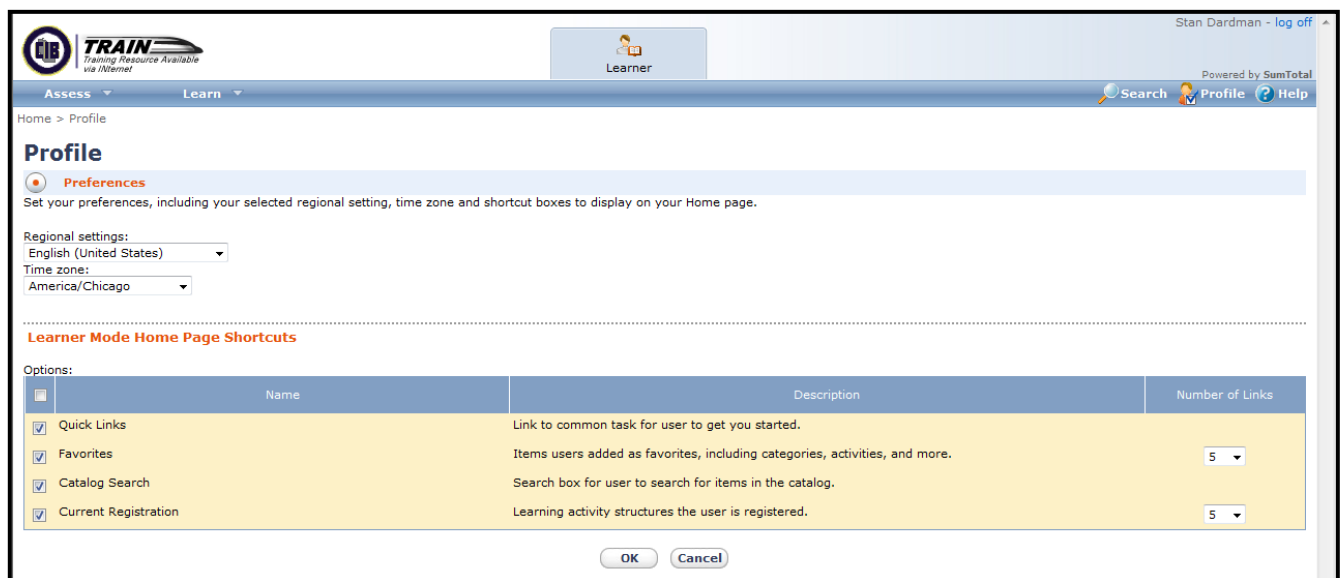
1 2 NEXT >

Personalize Your Home/News Page

Each learner may personalize the appearance of this page to suit their personal preferences. To do so, simply click on the 'Edit Preferences' link in the Quick Links section on the left, or click the 'Profile' link in the upper right hand corner.



The learner is then presented with a screen that allows them to choose what items appear on their home page, and how many items are displayed. Add or remove check marks to indicate what options you wish to display on your Home/News page.



Registration (Administrators/Managers Only)

TRAIN allows only agency administrators to register for events.

To locate information on TIME System training offered by the CIB, presented either online or in a classroom format, simply go to the catalog where you will find an area listing the various categories of TIME System training available. Some of the categories are further broken down to better describe offerings as either classroom or online courses. The categories provide a shortcut to specific training topics.

The screenshot displays the TRAIN web application interface. At the top, the header includes the CIB logo, the text "TRAIN Training Resource Available via Internet", and navigation links for "Learner", "Manager", and "Report Manager". On the right, it shows "Admin Train - log off" and "Powered by SumTotal". Below the header, there are tabs for "Assess" and "Learn". The main content area is divided into a left sidebar and a central "Catalog" section. The sidebar contains a "Search" box with a "Go" button, "Advanced Search" and "Search Tips" links, a "Quick Links" section with links like "Getting started", "Edit Preferences", "Learn more...", "Manage Training", "Training Transcript", "Training Schedule", and "Training Analysis", a "Favorites" section, and a "Current Registration" section listing "Basic Recertification..." and "eTIME Operator Onli..." with a "(More...)" link. The "Catalog" section lists various training categories: "Advanced Classroom Online", "eTIME MDC", "Recertification/Inservice Online", and "TAC, Validation & Other Classroom Online".

Click on the title of the information you wish to access. If you want to locate a classroom recertification to attend, click on 'Classroom' under 'Recertification'. TRAIN will then take you to a page providing basic information about the training. As always, users may have to scroll down to view all available information.

A page appears that lists the types of classroom recertification courses that are available: MDT, Advanced and Basic. For further information, click on the “View Details” button at the bottom.

Home > Catalog > Recertification/Inservice > Online

Search: Go

☒ Search this category and sub-categories only
[Advanced Search](#) | [Search Tips](#)

Filter by:

- Online
 - Advanced Recertification
 - Basic Recertification
 - Inservice
 - MDC Recertification

Recertification/Inservice > Online

Activity Name	Activity Type	End Date	Start Date	Code
MDT Recertification Online 2023 v1	CBT Course			statsmrecert
Inservice 2023 v1	CBT Course			stats23
Inservice 2021 v1	CBT Course			stats 21
Inservice 2020 v1	CBT Course			stats 20
Basic Recertification Online 2023 v1	CBT Course			statsbrecert
Advanced Recertification Online 2023 v1	CBT Course			statsarecert
2025 Inservice Handout	Document			
2024 Inservice Handout	Document			

(1-8) of 8 records

MDT Recertification Online 2023 v1

[Register](#) [View Details](#) [Other Actions](#)

Description: A biennial computer-based examination for individuals who have received a Wisconsin Department of Justice certification for TIME training at the MDC level. The on-line exam provides feedback on each ...

Categories: Recertification/Inservice > Online

Training Organization: Global

Content Type: Internet

Media Type: Web-based

Publish Date: Tuesday, December 17, 2024 3:40:25 PM CST

Status: Not Registered

Cost Information: [View Details](#)

To register yourself for the class, click on the ‘Register’ button. To register other department members for the class, click on the ‘Other Actions’ button and select ‘Register Others’ from the menu that appears.

Home > Catalog > Recertification/Inservice > Online

Search: Go

☒ Search this category and sub-categories only
[Advanced Search](#) | [Search Tips](#)

Filter by:

- Online
 - Advanced Recertification
 - Basic Recertification
 - Inservice
 - MDC Recertification

Recertification/Inservice > Online

[Add category to favorites](#) [Print](#) [Export](#)

Activity Name	Activity Type	End Date	Start Date	Code
MDT Recertification Online 2023 v1	CBT Course			statsmrecert
Inservice 2023 v1	CBT Course			stats23
Inservice 2021 v1	CBT Course			stats 21
Inservice 2020 v1	CBT Course			stats 20
Basic Recertification Online 2023 v1	CBT Course			statsbrecert
Advanced Recertification Online 2023 v1	CBT Course			statsarecert
2025 Inservice Handout	Document			
2024 Inservice Handout	Document			

(1-8) of 8 records

MDT Recertification Online 2023 v1

[Register](#) [View Details](#) [Other Actions](#)

Description: A biennial computer-based examination for individuals who have received a Wisconsin Department of Justice certification for TIME t...

Categories: Recertification/Inservice > Online

Training Organization: Global

Content Type: Internet

Media Type: Web-based

Publish Date: Tuesday, December 17, 2024 3:40:25 PM CST

Status: Not Registered

Cost Information: [View Details](#)

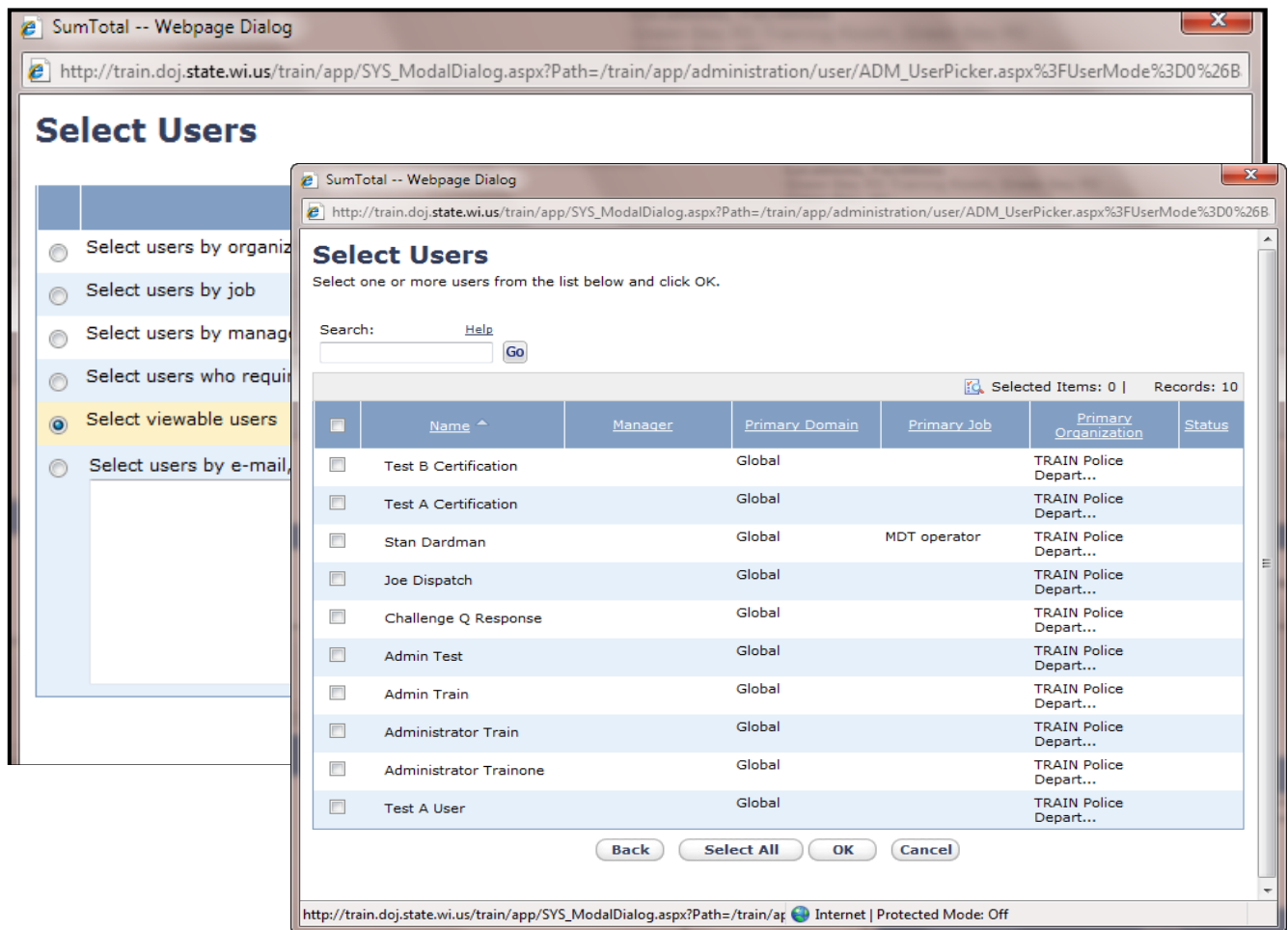
Click on desired button to register yourself or others

Register Others
 View Activity Details
 Add To Favorites

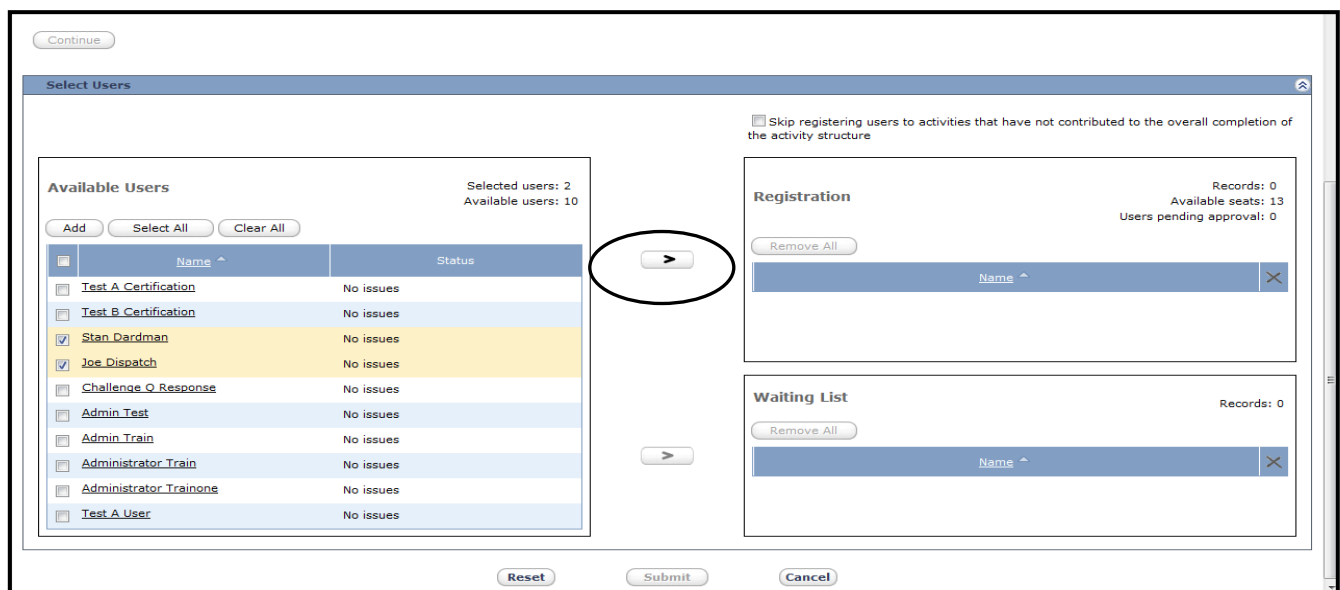
A registration screen will appear. Choose the class you wish to register users for. Select the class by clicking on the radio button to the left of the class name, then click on the 'Continue' button located further down on the screen. You may have to use your scroll bar to make this button visible.

The registration screen now expands. Once again, you may need to scroll to see the lower portion of the screen. Now you need to construct a list of users. To add users to this list click on the 'Add' button in the 'Available Users' box.

Another screen appears asking what method you would like to use to select users. 'Select Viewable Users' will present a list of all users you are authorized to view, so click on 'Next'. A list of users appears. Select those you wish to add to your list by clicking and adding a check in the box to the left of their name, and click on 'OK'.



Your list of employees reappears and now contains the names of those you added. You may continue to add employees as needed. To continue with the registration process, select those you wish to register by clicking to place a check mark in the box to the left of their name. The entire list of employees may be selected by placing a check mark in the box to the left of the 'Name' column label. If the box is not checked, they will not be registered.



Click on the arrow (>) button in the center of the screen. TRAIN will check to see, if the class selected is full, if the registration deadline has passed, etc. If no problems are found, the names will be moved to the Registration list on the right.

When you are certain the list in the Registration section contains those you wish to register, click on the submit button down below. TRAIN will process the registrations and if registration is successful, TRAIN will return you to a class listing screen. TRAIN has built in measures that prohibit a TRAIN administrator from registering a learner for the same class or module more than once. If the learner does not appear as a choice in the list of, it is likely because they are already registered for that particular class.

Is My Employee Registered? (Administrators/Managers Only)

Agency administrators can also check to see if their employee is registered for a particular class. While in the manager mode, locate the user whose training you wish to review. You may search for a user by either clicking on the 'Select Another User' link in the Quick Links area on the left, or, in the upper right hand corner, click on 'Change View' link.

SumTotal -- Webpage Dialog

http://train.doj.state.wi.us/train/app/SYS_ModalDialog.aspx?Path=/train/app/management/LMS_EmpSelect.aspx%3FUserMode%3D1

Select User

Select the user whose information you would like to view, and click OK. To view information for all your viewable users, select the Workgroup option.

Search: [Help](#)

☒ Workgroup of all viewable users

To find a user account, enter a first or last name in the Search box and click GO.

Depending upon the user identifier column configured, you may be able to also search by user number or e-mail address.

For more information about searching, click the Help link located near the Search box.

No matter which option you choose a 'Select User' screen appears, allowing you to search for the user you wish to view. If you wish to view a listing of all users you are allowed to view, ensure the button to the left of 'Workgroup of all viewable users' is marked and click the 'Go' button. Once the listing appears, select the user you wish to view and click 'OK'.

A summary screen appears, listing basic information about the user. To view training details, click on the 'Learn' menu in the upper left and select 'Training Schedule'.

Profile

Position:	Manager:	User number: dardms949
Username: dardms949	Start date: 5/18/2004	NT account:
Primary job: MDT operator	Address:	URL:
Primary organization: TRAIN Police Department	Phone 1:	E-mail:
Code:	Phone 2:	Notes:
Internal user: Yes	Language: English (United States)	Fax:
Status:		Company code:
Time zone: America/Chicago		

Organization

Organization Name	Hierarchy Name	Primary
TRAIN Police Department	State of Wisconsin DOJ	Yes

Job

Job Name	Primary
MDT operator	Yes

Catalog

Advanced	eTIME	Recertification
Classroom		Classroom
Online	MDC	Online

Training information is listed on the screen that appears. Details of current, upcoming, completed and cancelled training are available depending on what view you are in. To change the view click on the downward facing arrow for the view field, as shown above.

Training Schedule

This is a list of learning activity structures for which you are registered. To view individual learning activities, go to the current activities view.

Search: [Help](#) [Go](#)

Task: [Cancel registration](#) [Go](#)

	Name ^	Code	Region	Start Date
<input type="checkbox"/>	CBT Course: Advanced Recertification Online 2023 v1	statsarecert		

Delivery Method Legend

View:

- Current registrations
- Completed registrations
- Current activities
- Upcoming activities
- Completed activities
- Cancelled activities
- Online activities with fixed duration
- Calendar view
- Waiting list or pending approval
- Express interest

Canceling Registration (Administrators/Managers Only)

With access to TRAIN's online registration functions, agency administrators have the ability to cancel a registration for department personnel. This may be necessary due to scheduling changes, employee illness, etc. From the screen, on the previous page listing the employee's training, select the class by placing a check mark in the box to the left of the class title. Then click on the 'Go' button located to the right of the 'Task' box.

Search: [Help](#) [Go](#) View: [Current registrations](#)

Task: [Cancel registration](#) [Go](#) Records: 1

	Name	Code	Region	Start Date	End Date	Status
<input checked="" type="checkbox"/>	CBT Course: Advanced Recertification Online 2023 v1	statsarecert				Registered

Delivery Method Legend

The 'Cancellation Confirmation' screen gives an option to cancel the marked class. Click on the 'Cancel Marked' button and the registration will be removed.

Please review the list of activities below. Some activities may be included for cancellation automatically because of the registration option requirements. You can choose to cancel your registration for only the marked activities or for all the activities on the page. Note: If you have paid a fixed price for the group of activities and do not cancel from all of them, you will still pay the fixed price. If you cancel from all the activities, you will only pay the applicable fees.

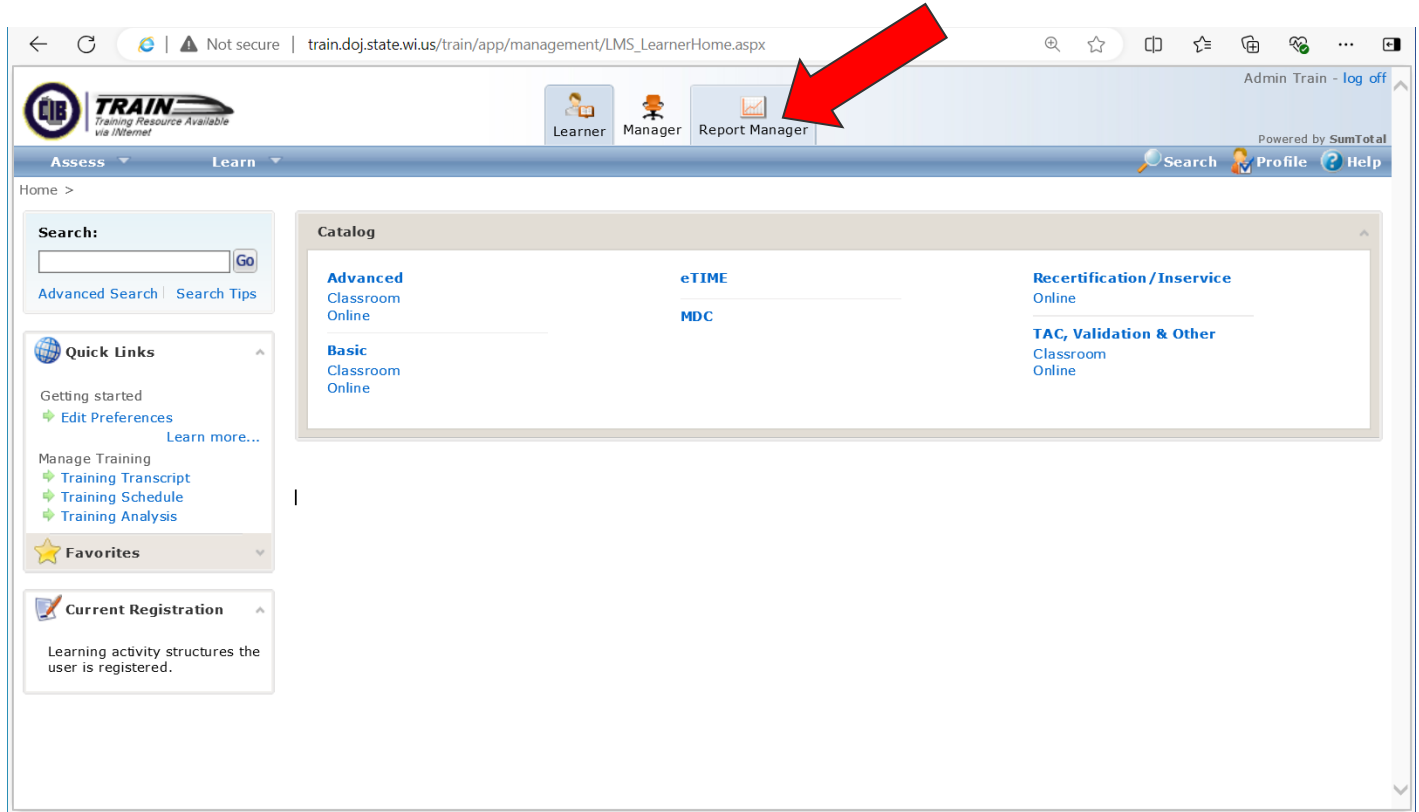
Total cancellation cost of the activities below: 0
Total value of refunds: 0

[Cancel Marked](#) [Select All](#) [Back](#)

Name	Code	Activity Date	Current Status	Actual Price	Cancellation Fee	Refund	Notes
CBT Course : Advanced Recertification Online 2023 v1	statsarecert		Registered	0.00 USD	0.00 USD	0.00 USD	Cancellation fee

Reports (Administrators/Managers Only)

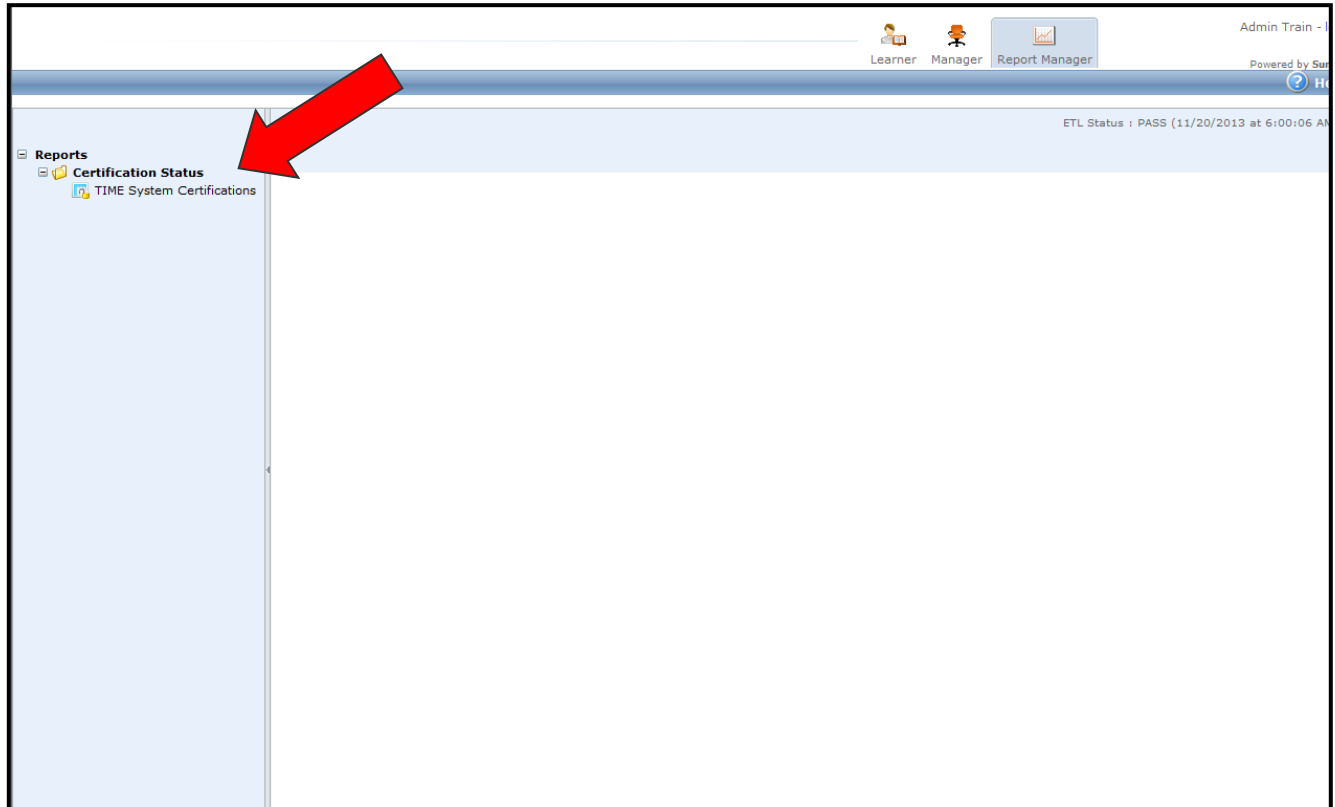
The TRAIN system allows local agency administrators the ability to access reports that provide information on the agency's TIME System trained personnel. Only agency administrators may access these reporting functions. To access these functions, administrators must click on the report manager icon.



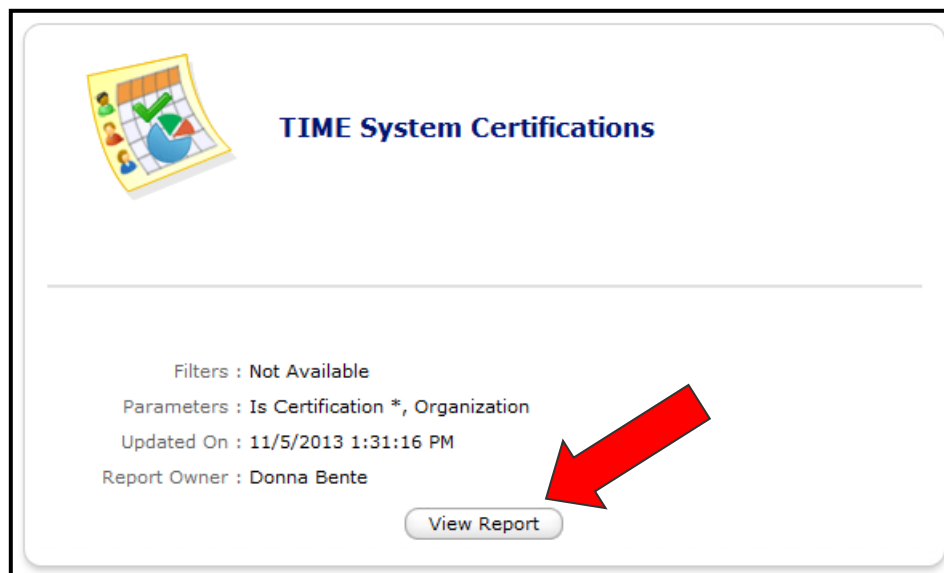
TRAIN is only compatible with the Edge browser in IE mode.

One of the more common requests received from agencies is a request for an agency roster. TRAIN allows agency administrators to access a listing of all department employees with TIME System certification, including information on certification level and expiration dates. The **current and expired** certifications will appear on the same report; be sure to be observant of the expiration dates.

The panel on the left of the report manager screen lists the report available to users. The report is listed in a topical folder – the Certifications Status folder. Click on the ‘+’ sign to the left of the folder to open the folder and view the “TIME System certification report.” Click on the report to open it.

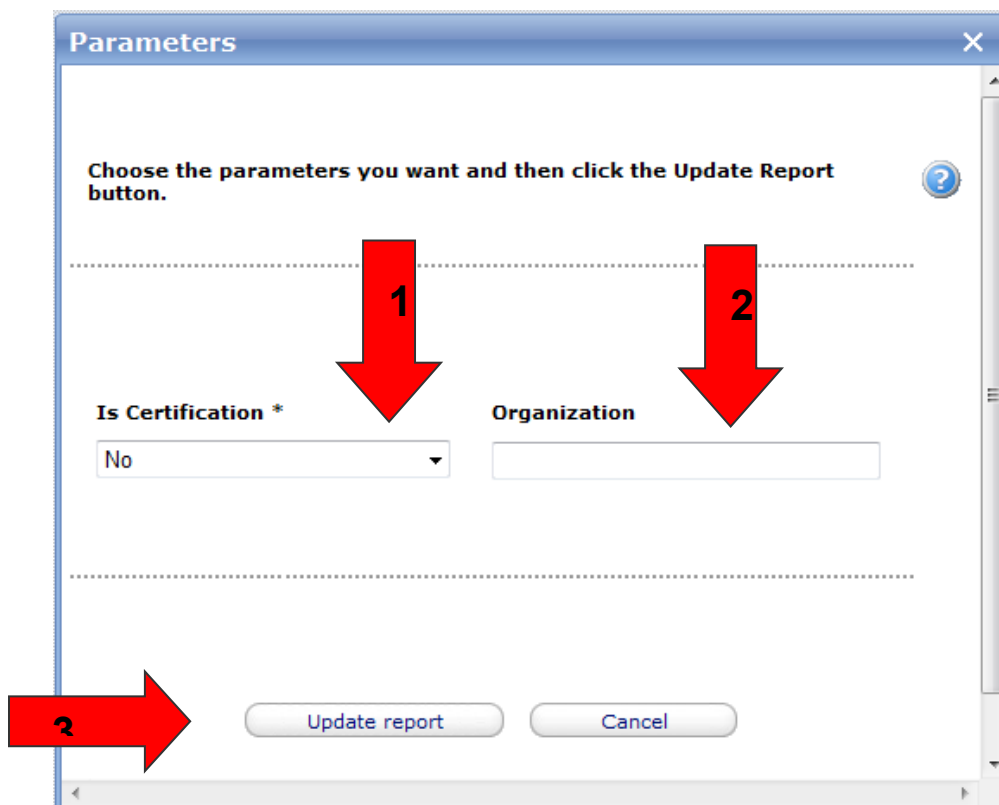


Information on the report will appear in the window on the right side of the screen. Click the “view report” icon.



A window will pop up, requesting the operator to specify two parameters for the report. The parameter for “Is Certification” should be changed to “Yes”. The agency name, such as “Madison Police,” should be entered in the “Organization” field.

Finally, click on the “Update Report” button. The report will only run if “Update Report” is clicked, simply pressing the enter key will not work.



A message indicating “Loading content please wait” should appear in the window on the right side of the screen. The number of employees in your organization may affect processing time. When processing is complete, the report will appear on the right hand half of the report manager screen.

ETL Status : PASS (11/20/2013 at 6:00:06 AM UTC)

Parameters Export Refresh Print

CIB ONLY TIME Certifications

Distinct Full Name	User Number	User Primary Organization	User Secondary Org1	Distinct Activity Name	MAX(Activity Expiration Date)
Certification, Test A					
	cert123				
		TRAIN Police Department		eTIME Operator Certification	
Dardman, Stan					
	dardms949				
		TRAIN Police Department		Additional NCIC & NLETS Files Certification	8/1/2013 12:00:00 AM
		TRAIN Police Department		Administrative Messages Certification	10/1/2015 12:00:00 AM
		TRAIN Police Department		Advisory Messages Certification	8/1/2013 12:00:00 AM
		TRAIN Police Department		Criminal History Query Certification	10/1/2015 12:00:00 AM
		TRAIN Police Department		Hit Confirmation Certification	10/1/2015 12:00:00 AM
		TRAIN Police Department		NCIC Property Files Certification	10/1/2015 12:00:00 AM
		TRAIN Police Department		Other Property Entry Certification	11/9/2011 12:00:00 AM
		TRAIN Police Department		Person and Vehicle Query Certification	10/1/2015 12:00:00 AM
		TRAIN Police Department		Person Entry Certification	11/9/2011 12:00:00 AM
		TRAIN Police Department		TIME Intro Certification	10/1/2015 12:00:00 AM
		TRAIN Police Department		Vehicle Entry Certification	11/9/2011 12:00:00 AM
Dispatch, Joe					

Page: 1 of 1

The report may be reviewed on the screen, or may be exported to an Excel spreadsheet or Adobe PDF and saved. To export the report information to an Excel spreadsheet, click on the Export icon on the task bar found above and to the right of the report.

Once you have completed all desired reporting activities, you will be forced to log out of TRAIN and will need to log back in before you will be able to use the learner or manager icons. To avoid the forced log out, you can duplicate your browser tab to have one opened to TRAIN learn/manager and one to report manager.