

# Acadis Portal User Guide – TIME System Training



Wisconsin Department of Justice ~ Training & Standards Bureau

## LESB Certification System

The Training and Standards Bureau assists the Law Enforcement Standards Board in promoting and supporting quality training and in establishing and maintaining professional standards for Wisconsin law enforcement, jail and secure detention officers and instructors. The LESB Certification system maintains accurate, complete and accessible lifelong employment and training records for officers, including all basic, advanced, in-service and online training completed, ensuring compliance with training mandates.

### The LESB Certification System Primary Functions

The Wisconsin Department of Justice is adopting the LESB Certification System because it provides them with the important benefits listed below:

- Comprehensive Training Records for Law Enforcement Officers
- Qualifications/Certifications Management
- Employment Tracking and Contact Information
- Curriculum/Training Administration
- Instructor Management
- Management Dashboards and Reporting
- Training Compliance with Legislative Mandates and Policy (e.g., HR-218)
- Legally Defensible Training Records

### Guides

(You must be logged into WILENET to access documents.)

[Acadis Portal Officer Guide](#)

[Acadis Portal Administrator Guide](#)

## Sign In

Sign In to Portal

[Reset password](#) | [Sign up](#)

OR

Sign In with TIME Credentials

[Terms of Service](#) | [Feedback](#)

## Resources

[Available Training](#)

[WebForms](#)

### Request Credential ID

If you have access to the primary email address for your person record, you may retrieve your existing Credential ID via email.

## Technical Support

For technical support, questions, or comments on this site, please contact:

*Richard Williams, Thessa Phillips,  
or Katie Maule*

608-266-8800

[wi-acadis@doj.state.wi.us](mailto:wi-acadis@doj.state.wi.us)

Powered by ACADIS

## Sign In

Sign In to Portal

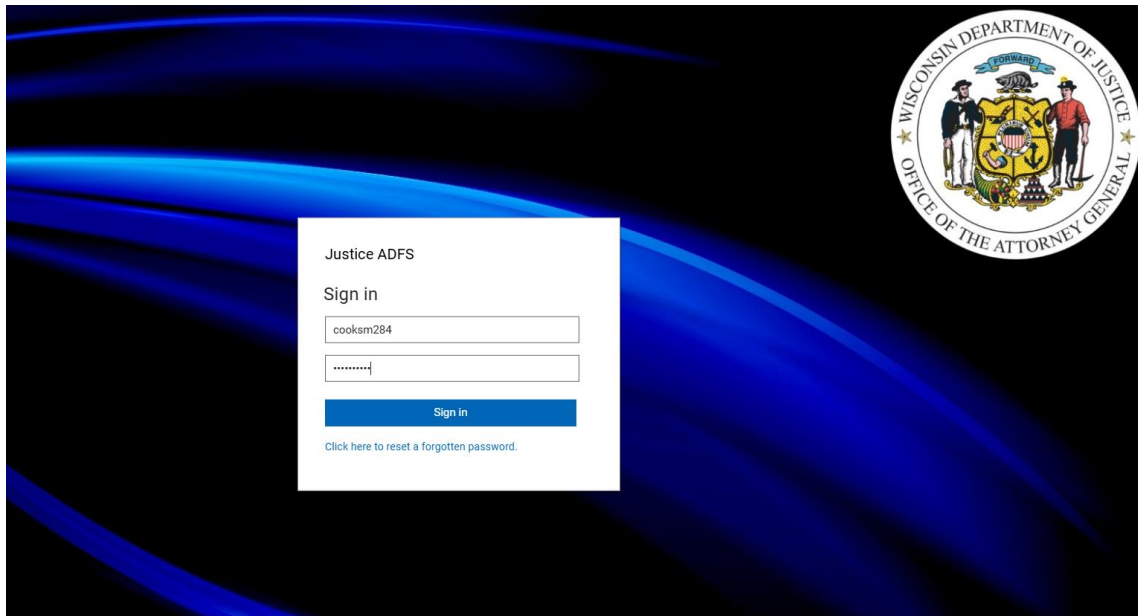
[Reset password](#) | [Sign up](#)

OR

Sign In with TIME Credentials



There is an option to log in via your email address or your TIME System username.



If you choose to sign in with TIME System credentials, you will be redirected to the above page and you will enter the username that was created for you by CIB (your former TRAIN username) along with the password you created to log into Portal XL or eTIME. If you are unable to log in using your TIME System username, please contact [cibtrain@wisdoj.gov](mailto:cibtrain@wisdoj.gov) and we will make sure the account is updated properly.

Once you log in, you will be taken to the home page where your profile lives:

## My Work

Name	Type	Issue Date	Expiration	Status
Additional NCIC and NLETS Files - TIME	TIME Certification	01/16/2026	01/22/2028	Active (Active)
Administrative Messages - TIME	TIME Certification	01/16/2026	01/22/2028	Active (Active)
Advisory Messages - TIME	TIME Certification	01/16/2026	01/22/2028	Active (Active)
Criminal History Query - TIME	TIME Certification	01/16/2026	01/22/2028	Active (Active)
eTIME Operator - TIME	TIME Certification	01/16/2026	Never	Active (Active)
Hit Confirmation - TIME	TIME Certification	01/16/2026	01/22/2028	Active (Active)

The section labeled “My Profile” will display your name, your credential ID, primary phone number, primary email and any other information that is filled out for you in Acadis (mailing address and emergency contact).

The “Training in Progress” section will show training that has not been completed yet. From here, you will be able to launch modules and take tests.

Training In Progress

Assigned tests and online content will appear when available and remain until completed or hidden. [Include hidden content.](#)

[View Concluded Online Training](#)

WI DOJ CIB Training - Advanced Recertification  
CIB Advanced Recertification Test  
Required

WI DOJ CIB Training - Module 1 TIME Introduction  
CIB Module 1 TIME Introduction 2026

WI DOJ CIB Training - Module 1 TIME Introduction  
CIB Module 1 Test  
Required

Take Test

Launch

Hide Test

You should also notice the button that says, “View Concluded Online Training”, which will show you previously completed training from the Acadis Portal.

Training In Progress

Assigned tests and online content will appear when available and remain until completed or hidden. [Include hidden content.](#)

[View Concluded Online Training](#)

WI DOJ CIB Training - Advanced Recertification  
CIB Advanced Recertification Test  
Required

WI DOJ CIB Training - Module 1 TIME Introduction  
CIB Module 1 TIME Introduction 2026

WI DOJ CIB Training - Module 1 TIME Introduction  
CIB Module 1 Test  
Required

Take Test

Launch

Hide Test

Cook, Sarah M

Concluded Online Training

All concluded training for this person is displayed. Other training events with assigned tests or current training are listed under [Training In Progress](#).

WI DOJ CIB Training - Module 1 TIME Introduction CIB Module 1 TIME Introduction 2026 Completed 01/16/2026 <a href="#">Review</a>	WI DOJ CIB Training - Module 8 Additional NCIC and NLETS Files CIB Module 8 Additional NCIC & Nlets Files 2026 Completed 01/16/2026 <a href="#">Review</a>	WI DOJ CIB Training - Enter Other Property Records CIB Enter Other Property Records 2026 Completed 01/16/2026 <a href="#">Review</a>
WI DOJ CIB Training - Security Awareness Limited, Physical Access CIB Security Awareness Limited Access 2026 Completed 01/16/2026 <a href="#">Review</a>	WI DOJ CIB Training - Enter Person Records CIB Enter Person Records 2026 Completed 01/16/2026 <a href="#">Review</a>	WI DOJ CIB Training - eTIME Online Agreement CIB eTIME Online Agreement 2026 Completed 01/16/2026 <a href="#">Review</a>
WI DOJ CIB Training - Enter Other Property Records CIB Enter Other Property Records 2026 Completed 01/21/2026 <a href="#">Review</a>	WI DOJ CIB Training - Enter Person Records CIB Enter Person Records 2026 Completed 01/22/2026 <a href="#">Review</a>	WI DOJ CIB Training - Enter Vehicle Records CIB Enter Vehicle Records 2026 Completed 01/22/2026 <a href="#">Review</a>
WI DOJ CIB Training - Module 7 Advisory Messages CIB Module 7 Advisory Messages 2026 Completed 01/22/2026 <a href="#">Review</a>	WI DOJ CIB Training - Module 6 Administrative Messages CIB Module 6 Administrative Messages 2026 Completed 01/22/2026 <a href="#">Review</a>	WI DOJ CIB Training - Module 5 NCIC Property Files CIB Module 5 NCIC Property Files 2026 Completed 01/22/2026 <a href="#">Review</a>
WI DOJ CIB Training - Module 4 Hit Confirmation CIB Module 4 Hit Confirmation Process 2026 Completed 01/22/2026 <a href="#">Review</a>	WI DOJ CIB Training - Module 3 Criminal History Query CIB Module 3 Criminal History Query 2026 Completed 01/22/2026 <a href="#">Review</a>	WI DOJ CIB Training - Module 2 Person and Vehicle Query CIB Module 2 Person and Vehicle 2026 Completed 01/22/2026 <a href="#">Review</a>

more

Back

“Certifications” is the next section on the home page, which will show you a list of all the completed modules (with their expiration date and status).

### Certifications

Name ▲	Type	Issue Date	Expiration	Status
Additional NCIC and NLETS Files - TIME	TIME Certification	01/16/2026	01/22/2028	● Active (Active)
Administrative Messages - TIME	TIME Certification	01/16/2026	01/22/2028	● Active (Active)
Advisory Messages - TIME	TIME Certification	01/16/2026	01/22/2028	● Active (Active)
Criminal History Query - TIME	TIME Certification	01/16/2026	01/22/2028	● Active (Active)
eTIME Operator - TIME	TIME Certification	01/16/2026	Never	● Active (Active)
Hit Confirmation - TIME	TIME Certification	01/16/2026	01/22/2028	● Active (Active)
Local Agency Security Officer (LASO) - TIME	TIME Certification	01/23/2026	02/09/2027	● Active (Active)
NCIC Property Files - TIME	TIME Certification	01/16/2026	01/22/2028	● Active (Active)
Other Property Entry - TIME	TIME Certification	01/19/2026	01/19/2028	● Active (Active)
Person and Vehicle Query - TIME	TIME Certification	01/16/2026	01/22/2028	● Active (Active)
Person Entry - TIME	TIME Certification	01/19/2026	01/19/2028	● Active (Active)
Security Awareness - TIME	TIME Certification	01/16/2026	01/23/2027	● Active (Active)
TIME Intro - TIME	TIME Certification	01/16/2026	02/05/2028	● Active (Active)
Vehicle Entry - TIME	TIME Certification	01/19/2026	01/19/2028	● Active (Active)

“Employment” section shows different organizations you work for or have worked for along with when you were hired. There’s a view details button to see additional information.

### Employment

Organization	Employment Type / Appointment Type	Supervisor	Last Hired	
WisDOJ Crime Information Bureau ★ Civilian Employee Active	Civilian Employee / No appointment type	Schuh, Katie R	██████████	<a href="#">View Details</a>

“Training History” section shows your logged training hours (both TIME System training and external training that your Acadis Administrator logs).

### Training History

View By:  Fiscal Year  Calendar Year [Reports](#)

<b>5 Hours</b> Upcoming, Ongoing & Unconfirmed	<b>29.08 Hours</b> Current Calendar Year 01/01/2026 - 12/31/2026	<b>156 Hours</b> Previous Calendar Year 01/01/2025 - 12/31/2025	<b>225.83 Hours</b> All Completed Training
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“Upcoming, Ongoing & Unconfirmed” shows all training that you have not completed yet along with the status. You will be able to see upcoming in-person classes that you are registered for here:

**UPCOMING, ONGOING & UNCONFIRMED**

All training that has not been completed or requires approval is displayed.

Training	Start Date	End Date	Hours	Training Category	Student Status	
WI DOJ CIB Training - Basic Recertification	01/21/2026		1h 0m	CIB Time System – imported	Assigned	View Activities
WI DOJ CIB Training - Advanced Recertification	01/21/2026		1h 0m	CIB Time System – imported	Assigned	View Activities
WI DOJ CIB Training - Advanced TIME System Training 3/18/26-3/19/26 Steven's Point PD	03/18/2026	03/19/2026	11h 0m		Enrolled	Cancel

Showing 11 - 13 of 13 (change)      12      Go to

## My Dashboard

This is an alternative way to view your training in progress and either launch a module or take a test.

By clicking on the View History button, you can see your entire training transcript to include all training that has been logged in your Acadis profile.

Training	Start Date	End Date	Progress	Hours	Training Category	Status	
NamUs – A Vital Resource for Missing, Unidentified and Unclaimed Person Cases (NamUs – A Vital Resource for Missing, Un)	12/13/2022	12/13/2022	N/A	1h 0m		Completed	Print
WI DOJ CIB Training - Advanced Project 2026	01/01/2026	01/01/2026	0.00%	4h 0m		Graduated - 01/19/2026	Print
WI DOJ CIB Training - Basic Recertification	01/16/2026	01/16/2026	98.00%	1h 0m	CIB Time System – imported	Completed - Passed	View Activities
WI DOJ CIB Training - Enter Other Property Records	01/16/2026	01/16/2026		1h 0m	CIB TIME System	Completed	Review
WI DOJ CIB Training - Enter Other Property Records	01/21/2026	01/21/2026		1h 0m	CIB TIME System	Completed	Review
WI DOJ CIB Training - Enter Person Records	01/16/2026	01/16/2026		1h 0m	CIB TIME System	Completed	Review
WI DOJ CIB Training - Enter Person Records	01/22/2026	01/22/2026		1h 0m	CIB TIME System	Completed	Review
WI DOJ CIB Training - Enter Vehicle Records	01/22/2026	01/22/2026		1h 0m	CIB TIME System	Completed	Review
WI DOJ CIB Training - Enter Vehicle Records	02/06/2026	02/06/2026		1h 0m	CIB TIME System	Completed	Review
WI DOJ CIB Training - eTIME Online Agreement	01/16/2026	01/16/2026		0h 5m	CIB Time System – imported	Completed	Review

## Training and Events

“Available Training” provides a list of training that is available to users. In order to only view what classes CIB has to offer, the user must filter the program to WI DOJ CIB Training.

Event / Location	Dates	Hours	Registration Dates	Open Seats	Status
WI DOJ CIB Training - Advanced TIME System Training 11/11/26-11/12/26 Minocqua PD Minocqua Police Department	11/11/2026 - 11/12/2026	11h 0m	11/11/2025 - 11/08/2026	22	Open
WI DOJ CIB Training - Module 1 TIME Introduction Online		1h 0m	02/01/2026 - 02/01/2027		Open

End users will not be able to register themselves for in-person training, but they will be able to see what is available.

Advanced TIME System Training for users requiring the ability to enter, modify, cancel records a day and a half (Day 1 8:30 a.m. - 4:30 p.m. and Day 2 8:30 a.m. - 12:00 p.m.) session designed for personnel who have successfully attained Basic TIME System Certification and will perform entry, modify, supplemental and cancel transactions. Training includes record entry and cancel procedures for the Warrant/Wanted and Missing Person File, Stolen Vehicle File, Stolen Part File, Violent Gang and Terrorist Organization File, Protection Order File, Identity Theft File, NICB Impound File, Detainer File, and NCIC Stolen Property Files. Modifying and adding of additional data to these files is also covered. Upon successful completion of a “take back to your agency” project, students will receive Advanced Certification. Students must have successfully completed Basic Certification within the preceding (12) months of attending Advanced training.

**Training Dates** 11/11/2026 - 11/12/2026  
**Prerequisites** None Specified  
**Registration Dates** 11/11/2025 - 11/08/2026  
**Available Seats** 22  
**Hours** 11h 0m  
**Fee** None Specified  
**Training Location** Minocqua Police Department  
 418 E Chicago Ave  
 Minocqua, WI 54548 (Oneida County)  
**Reporting Instructions** None Specified

Online module-based training can be launched by end users from the Available Training, but they should verify what training they should be taking with their training administrator at their agency. If your training administrator did not assign it, then you should not assume you need to take it.

### Launching a module

When you are ready to start taking modules, you will notice that modules 1-8 will have a separate test that goes with them that are built outside of the module. This will make each of your modules appear to be two separate trainings. The first part will be reviewing the content within the module by clicking “launch” on the module.

WI DOJ CIB Training - Module 1 TIME Introduction  
CIB Module 1 TIME Introduction 2026

Launch

WI DOJ CIB Training - Module 1 TIME Introduction  
CIB Module 1 Test  
Required

Hide Test

As you can see in the snip above, there is a test listed below the module. You will not have the option to take the test until you have completed the module. Once you click the “launch” button, the module will immediately open.

If your TAC chooses to register you for bundled modules, such as MDC Online Training, the training will appear slightly different in your Dashboard. Instead of each of the modules showing up right away, you will only see module 1 to launch initially and then will see all the tests that will have to be completed after each individual module. You will not be able to take any of the tests until after you complete the content. Once you successfully complete the content, you can take the test for that module. Note that it will say the number of the module you are working on. As seen in the snip below, it says 1 of 6.

My Dashboard

Training In Progress [View History](#)

WI DOJ CIB Training - MDC Online Training  
Module 1  
1 of 6

Launch

WI DOJ CIB Training - MDC Online Training  
CIB Module 1 Test  
Required

Hide Test

WI DOJ CIB Training - MDC Online Training  
CIB Module 2 Test  
Required

Hide Test

WI DOJ CIB Training - MDC Online Training  
CIB Module 3  
Required

Hide Test



## TIME Introduction

Introduction







Welcome to the Wisconsin TIME System! We are glad to have you join us in the use of this important law enforcement tool. This course will help familiarize you with the TIME System operations and is REQUIRED as part of TIME System training.

Your agency's TIME Agency Coordinator (TAC) should review this information with you, demonstrate basic TIME System terminal operation, and answer any questions you may have. You will be tested during this course and will be asked to acknowledge and agree to policies that govern TIME/NCIC System usage. All questions contained in the module must be answered and passed with a minimum score of 70% for you to fulfill the course requirements.

To continue, click on the > button below.




There's a course completion page at the end of the module, which explains that there is a test you must take and receive a minimum passing score of 70% on to receive the certification for the module. You must click on the "click here to complete the module" button.

 **TIME Introduction**  
Course Completion   

You have reached the end of the TIME System introduction training module. To successfully complete this course, please proceed to the assigned test in your Acadis training portal. You must score a 70% or better. If you score less than 70%, your TIME agency coordinator may register you to take this course again. Additional information and TIME System training handouts can be found on the CIB section of WILENET at <https://wilenet.widoj.gov>.



To review the content of this module click the "Home" button to return to the first page.

 WI DOJ CIB Training

Once you click the button, you will be returned to your home page where you will now see an option to “Take Test.”

### Training In Progress

Assigned tests and online content will appear when available and remain until completed or hidden. [Include hidden content.](#)

 WI DOJ CIB Training - Advanced Recertification CIB Advanced Recertification Test Required	 WI DOJ CIB Training - Module 1 TIME Introduction CIB Module 1 Test Required
<input type="button" value="Take Test"/>	<input type="button" value="Take Test"/>

You will need to confirm your identity and that you are ready to take the test.

## Confirm identity and begin the test

**Student** Sarah M Cook

**Class** WI DOJ CIB Training - Module 1 TIME Introduction

**Block of Instruction** CIB Module 1 TIME Introduction 2026

**Test** CIB Module 1 Test

[This is not me or it is the wrong test](#)

[Confirm to continue](#)

The page will populate with your test questions for that module. You will notice to the left of the question number, there is a flag, which you can mark if you aren't sure what the answer is to a question and if you want to come back to it.

Cook, Sarah M

CIB Module 1 Test

 1. Another name for NCIC Agency Identifier is:

- A.  Mnemonic
- B.  ORI
- C.  NIC number
- D.  PSN

 2. The Crime Information Bureau (CIB) database contains entries by Wisconsin criminal justice agencies for:

- A.  Wanted persons
- B.  Stolen vehicles and license plates
- C.  Missing persons
- D.  All of the above

If you attempt to submit the test for grading, you will receive a notice if you either have a flag in place or if you have any unanswered questions.



### This test is not complete

Some questions may need attention:

**Flags Remaining** 3

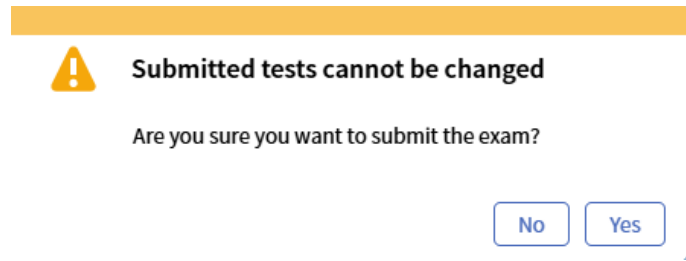
**Unanswered Questions** 1

If you want to submit the test anyway, click "Submit Test for Grading" or click "Return to Test" to review your test.

[Return to Test](#)

[Submit Test for Grading](#)

If there are no flags or unanswered questions and you hit submit test, you will have another option to confirm you are ready to submit the test.

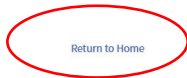


After you submit the test, you will be provided with your test grade percentage.



**Thank you.**  
Your test has been submitted and graded.

Your total test grade is 100.00 %



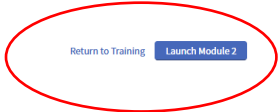
Click "Return to Home" to get back to your Portal Home page.

If you have been registered for bundled modules, you will have a button appear to launch the next module right away (if you passed) or you can click to return to training, which will take you back to your dashboard.

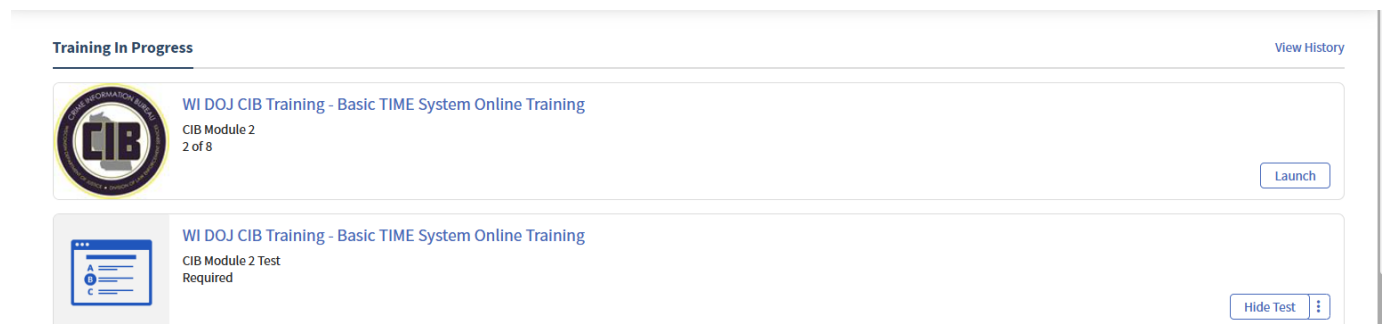


**Thank you.**  
Your test has been submitted and graded.

Your total test grade is 100.00 %



If you choose to return to training, you will see the next module is available.



If you failed the training, you will not have an option to launch the next module. You will have to return to training so you can attempt a re-take of the training you failed.



**Thank you.**

Your test has been submitted and graded.

Your total test grade is 50.00 %

[Return to Training](#)

On your dashboard, the training will appear with the status of the training and a button to retake the test.

WI DOJ CIB Training - MDC Online Training  
CIB Module 2 Test Required

Failed: Retake Available

Retake Test

If you need to go back to the module before retaking the test, you will need to go into your training history to access the content again.

My Dashboard

Training In Progress

View History

WI DOJ CIB Training - Basic TIME System Online Training  
CIB Module 1 Test Required

Retake Test

WI DOJ CIB Training - Basic TIME System Online Training  
CIB Module 2 Test Required

Hide Test

If you sort by Start Date, you can choose for the most recent training to show up at the top.

My Training History

All training for this person is displayed.

Training	Start Date	End Date	Grade	Hours	Training Category	Student Status
WI DOJ CIB Training - MDC Online Training	02/17/2026	02/17/2026	0.00%	0h 0m	CIB TIME System	Completed - Failed
WI DOJ CIB Training - Security Awareness Limited, Physical Access	02/16/2026	02/16/2026		1h 0m	CIB TIME System	Completed
WI DOJ CIB Training - Security Awareness Full	02/16/2026	02/16/2026		1h 0m	CIB TIME System	Completed

Once you find the training, you can click on “View Activities” and it will show you all your activities associated with that training.

Training Hours 6h 0m  
Assigned Date 02/17/2026  
Due Date No information provided  
CEU Credits No information provided  
Training Category CIB TIME System  
Tracked Time Use first course completion

ONLINE ACTIVITIES

All online activities related to this training are displayed.

Activity	Activity Type	Time	Date Completed	Grade	Activity Pass/Fail	
Module 1	Online Content	0h 0m 39s	02/17/2026	N/A	N/A	Review
CIB Module 1 Test	Online Test	0h 0m 44s	02/17/2026	100.0 %	● Pass	
CIB Module 1 Test	Online Test					Retake Test
Module 2	Online Content	0h 0m 34s	02/17/2026	N/A	N/A	Review
CIB Module 2 Test	Online Test	0h 0m 34s	02/17/2026	50.0 %	● Fail	
CIB Module 2 Test	Online Test					Retake Test
Module 3	Online Content					
CIB Module 3	Online Test					Take Test
Module 4	Online Content					
CIB Module 4 Test	Online Test					Take Test
Module 5	Online Content					
CIB Module 5 Test	Online Test					Take Test
Module 6	Online Content					
CIB Module 6 Test	Online Test					Take Test

If you click on the “Review” button, you will be provided an opportunity to review the content in the module again.

**wisdojportal.acadisonline.com says**

You have previously been in this lesson.  
To pick up where you left off, click OK.  
To go to the beginning, click Cancel.

To start at the beginning of the module, click on the “cancel” button.

**Person & Vehicle Query**  
Introduction

Welcome! We are glad to have you join us in the use of this important law enforcement tool. One of the primary reasons that law enforcement agencies use the TIME system is to retrieve detailed information about persons and vehicles. This course will familiarize you with these searches and possible responses.

Searches on persons and vehicles are commonly connected in the TIME system. For example, a license plate query will check the vehicle's registration and stolen status, but also can determine if the vehicle is associated with a person record such as a wanted or missing person. This query may return a variety of responses which you must be able to interpret.