



TIME System and Acadis – FAQ

Frequently Asked Questions, July 2026

Q: What is Acadis used for?

A: Acadis is used as the starting point for obtaining TIME System access, keeping a list of authorized users, completing TIME training modules, and tracking TIME training progress or TIME certification history.

Q: How do I submit roster changes in Acadis?

A: You no longer need to email cibtrain@wisdoj.gov for roster additions, removals, or name changes. Instead, all those requests will be submitted directly through the Acadis Portal by your agency's Acadis Portal Administrator(s). For specific questions related to those requests through Acadis, you can email wi-acadis@wisdoj.gov. You may also still email cibtrain@wisdoj.gov for assistance and questions.

Q: What username do I use to log into Acadis Portal?

A: You have two options to log into the Acadis Portal, <https://wisdojportal.acadisonline.com>. You can use the regular Acadis Sign in with your Acadis username (email address) and password. Or if you select the "Sign In with TIME Credentials", you will be prompted to enter your TIME System username and password. Using the TIME Credentials will only work if DOJ has a TIME username associated with the Acadis account. If you have a TIME username but are unable to use it to log into Acadis, email cibtrain@wisdoj.gov.

Q: Can an Acadis Portal Administrator submit a roster change on behalf of other agencies?

A: No, while an Acadis Portal Administrator may see all of a user's active employment, the Acadis Portal Administrator can only submit updates for their own agency.

Q: Someone is on my roster that only uses WILENET and not the TIME System, should I remove them from my roster?

A: No, an Acadis account is required to access the secure side of WILENET.

Q: Someone at my agency no longer needs TIME Access but is still employed through us, can they stay on my Acadis roster?

A: They can remain on your roster, but their specific TIME System accounts (e.g., Portal XL, MACHBot, eTIME, etc.) should be deactivated if no longer needed. Email cibtrain@wisdoj.gov in these cases.



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Q: What is an Acadis Portal Administrator and who is my agency's Acadis Portal Administrator?

A: An Acadis Portal Administrator is the head of an agency (or their designee), responsible for maintaining the Acadis roster. If you are unable to identify your Acadis Administrator, email wi-acadis@wisdoj.gov.

Q: What is a TAC (TIME Agency Coordinator) and does my agency still need a TAC?

A: A TAC is still required and remains as CIB's main point of contact for matters related to the TIME System. TAC changes must be communicated to CIB by emailing cibtrain@wisdoj.gov. An Acadis Administrator granting a user elevated permissions, does not automatically make that person a TAC.

Q: Can one person be both the Acadis Portal Administrator and TAC?

A: Yes, someone can take on both roles simultaneously.

Q: How can I add more Acadis Portal Administrators to my account?

A: Existing Acadis Portal Administrators can complete the Webform "[DJ-LE-326 Acadis Portal Administrative Rights](#)" from within the Acadis Portal.

Q: What is a System Administrator?

A: Users may encounter an error message, stating to "contact your System Administrator" – the System Administrator in this case is DOJ. If you encounter this message and need support, email wi-acadis@wisdoj.gov and include details of what you were attempting to do prior to receiving the message.

Q: How do users get eTIME access?

A: eTIME access is still not granted automatically. First, ensure the user is on your agency's Acadis roster. Then, if this is a brand-new user, a TAC or Acadis Administrator will email cibtrain@wisdoj.gov so that the TIME and Technical Staff can create a TIME System Username for them. From there, the eTIME registration process remains the same. Questions about eTIME can be sent to eTIME@wisdoj.gov.



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Q: How do users get Portal XL access?

A: Portal XL access is still not granted automatically. First, ensure the user is on your agency's Acadis roster, then, TACs or Acadis Portal Administrators will need to email cibtrain@wisdoj.gov to request Portal XL access. Be sure to indicate which Portal XL level, 1, 4, or 9.

Q: Is the TIME System Username visible somewhere in the Acadis Portal?

A: Unfortunately, it is not. If you need that information, email cibtrain@wisdoj.gov.

Q: Is there a preferred internet browser for use with the Acadis Portal?

A: Google Chrome and Microsoft Edge are the preferred internet browsers.

Q: Are there any How-To Guides available?

A: CIB created some guides and they are located at list link here, [TIME System Training Materials-Manuals-Forms | WILENET](#). If you are unable to click on the link, navigate to WILENET, Resources, CIB, TIME System Training Materials-Manuals-Forms.

Q: What happens if I forget my TIME System password? (e.g., passwords used for Portal XL or eTIME)

A: The former TRAIN login page: <https://eallogin.justice.wisconsin.gov/> has been modified to still allow users to do some functions such as resetting your TIME System password. The TIME System Control Center (TSCC, 608-266-7633), is also a 24x7x365 resource for Portal XL or eTIME account unlocks and password resets.

Q: What happens if I forget my Acadis Portal Password?

A: The Acadis Portal login page has a Reset Password option. If that doesn't work, please email wi-acadis@wisdoj.gov

Q: Who do I contact if I still have questions?

A: Please email the Training and Standards Bureau at wi-acadis@wisdoj.gov or CIB's TIME and Technical Unit at cibtrain@wisdoj.gov.