TBILearn: Getting Started

LAW ENFORCEMENT ACCESS RIGHT NOW

TBI LEARN provides access to online training to all TBI employees and law enforcement across the state.

Each user will receive their login credentials via email.

1) Follow the link provided in your welcome letter to start your account setup. This is a one time use link.

2) A browser will open and you'll be prompted to create a password.

3) Select "I agree" to the User Acceptance Policy, Rules of Behavior, and set your accessibility options.

TBI LEARN / Acadis Welcome Information

TS   TBI LEARN Acadis Administrator <tbi.learn@tbi.tn.gov>
To ○ km1@macy.test.envisagenow.com

Welcome to the TBI Sandbox Acadis Portal!

Follow the link below to finish setting up your account.   (1)

https://acadisTraining07-portal.envisagenow.com/AcadisViewer/ChangePassword.aspx?g=b40f39fb-bd73-4a5b-9502-18c695ef4611&t=JroRaO8vQto3xl.woYt1DoBvuMYbp5rowTAlJ5yULLg-
Your username to access the portal is km1@macy.test.envisagenow.com

Once signed in, the TBI Sandbox Acadis Portal will allow you to:

- See your personal information and training record
- Take assigned training
- Sign up for available training

If you experience issues with sign in or access, please contact your TBI administrator.

Create New Password   (2)

Username   km1@macy.test.envisagenow.com

* New Password

* Confirm New Password

(3)   I Do Not Agree   I Agree

4) Agreeing to the terms logs you in and takes you to the home page for the first time.

Once you've logged in, bookmark this page for future access. tbi.acadisonline.com/AcadisViewer/Login.aspx

(4) **ACADIS**   TBI LEARN: Law Enforcement Access Right Now   (6)   UN

🏠 Home

📋 Training

Training Overview

Training Library ← (5)

Submit Training

Training Submissions

View Class* Discussions

📋 Registration

👥 Academy Resources*

Training in progress

No tests or online content are currently available.

Next 5 Workflow Tasks

No current tasks are assigned to you or your roles

New Discussions   View All

No new discussions are available in your classes*.

UN

Users Name
Users.Name@tbi.tn.gov

ⓘ Change Password

🖥 Display Settings

Logout

5) Navigate to "Training" on the left sidebar and choose "Training Library" from the dropdown to start exploring TBI Learn's training catalog.

6) Note: You can change your password or log out anytime by clicking the dropdown arrow next to your initials in the upper right corner.

L★E★A★R★N

TBILearn: Selecting a Training

1) Select the "Take Training" button for the desired course to begin your training.

2) Click "Launch Now" in the Assign Event Box, to open the training.

After finishing the course, close the window.

3) If you're not ready to launch the training, select "Assign and Launch Later." This will display the training on your homepage as "In progress."

Note: Adding a "Due Date" triggers reminder emails for trainings.

(4) **Home**   Dashboard   Catalog   Registration   Academy Resources*

4) Access the homepage anytime by choosing "Home" in the top-left bar.

5) View completed, unfinished, ongoing, and unconfirmed trainings in your Training History.
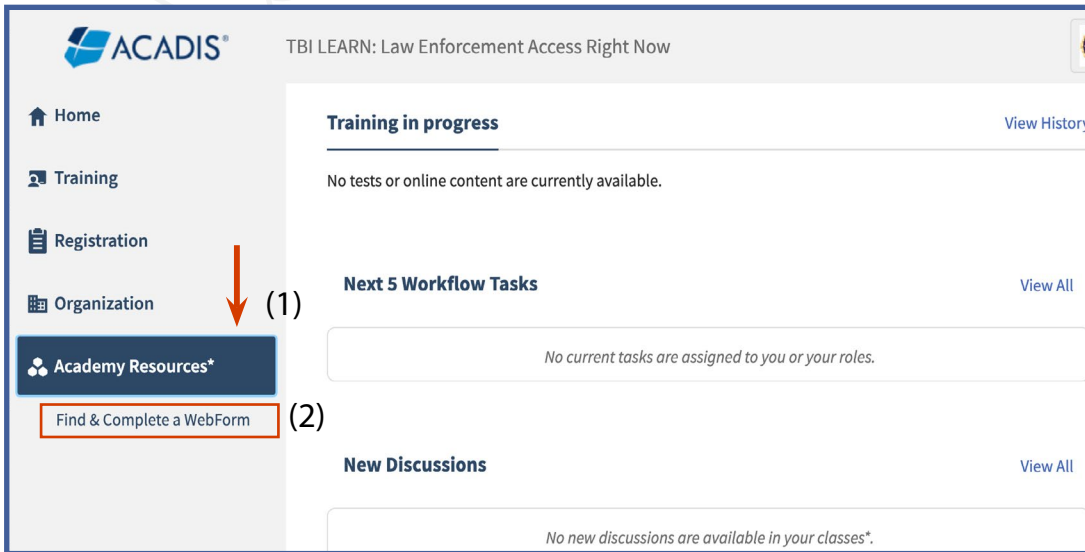
5) Click the arrow on the "Current Calendar Year" box to access a comprehensive list of the completed trainings.

You can review training content multiple times if the training permits it.

9.28 Hours   (5)
Current Calendar Year
01/01/2023 - 12/31/2023
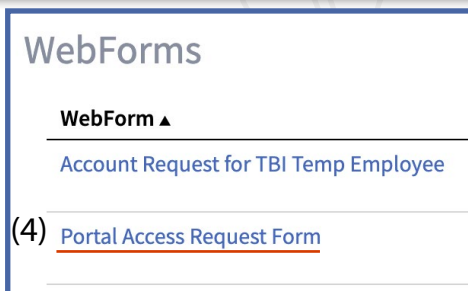
L ★ E ★ A ★ R ★ N

TBILearn: Adding a New User

LAW ENFORCEMENT ACCESS RIGHT NOW

1) Click the "Academy Resources" button on the homepage sidebar.

2) Click on "Find and Complete WebForm"

3 You can also access WebForms on any page by clicking the "Academy Resources" option located in the top bar.

WebForms

WebForm ▲

Account Request for TBI Temp Employee

(4) Portal Access Request Form

4) Click the appropriate WebForm for your request. Be sure to read the description.

5) Enter all of the new user's information.

6) Click the "Submit" button located at the bottom to complete the form.

This form is used to request an account for persons NOT employed by the Tennessee Bureau of Investigation. You must complete all required fields to submit the request.

* Requesting Organization — Enter organization name... (5)

Name (First Middle Last, Suffix) — First | Middle | *Last | Select an opt... | Suffix

* Work Email Address (5)

* Employment Status — Select an option... (5)

(6)

* Required Information — Cancel | Finish Later | Submit

New users will receive an email confirming that the request has been submitted.
Once the request has been reviewed and approved, the users will then receive a welcome letter containing their login credentials.

L★E★A★R★N

TBILearn: Getting a Certificate

LAW ENFORCEMENT ACCESS RIGHT NOW

1) Upon selecting the Current Calendar Year box, you'll access a list of completed trainings.

2) Click the "ellipsis" icon next to the Review button of your desired training. Then, select "Diploma" to access your completion certificate.

3) A browser window will open, providing you with the option to download or print your certificate.

CONTACT US

TBI.Learn@tbi.tn.gov

TBILearn Team

TBI Technology and Innovation Division

Please contact us if you need assistance.

If you encounter any questions or technical issues, feel free to get in touch with us. We're here to help ensure a smooth experience throughout your training journey.