

TBI Learn: Getting Started

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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

 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.

https://acadisTraining07-portal.envisagenow.com/AcadisViewer/ChangePassword.aspx?g=b40f39fb-bd73-4a5b-9502-18c695ef4611&t=-JroRaO8vQto3xi_w0Yt1fDoBvuMYbp5rowTAJ5yULLg-

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) 

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(6)

Home

Training

Training Overview

Training Library

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

No new discussions are available in your classes*

UN

Users Name

Users.Name@tbi.tn.gov

Change Password

Display Settings

Logout

View All

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.

LEARN

TBI Learn: Selecting a Training

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Home Dashboard Catalog Registration Academy Resources*

Registration
Browse Training

Available Training
All published current and future training matching filter criteria is displayed.

Event / Location	Dates	Hours	Registration Dates	Open Seats	Status
Online Training - 2023 Governor's Task Force on Marijuana Eradication (ERAD) Online		1h 0m	08/01/2023	● Open	Take Training
Online Training - 2023 OSHA Clandestine Lab Annual Review Training (POST #23-1152) Online		2h 0m	08/01/2023	● Open	Take Training
Online Training - 2023 TBI Criminal Justice Information System Training (POST #23-603) Online		2h 0m	08/01/2023	● Open	Assign to Personnel
Online Training - 2023 TBI Fentanyl Awareness for Law Enforcement (POST #23-619) Online		2h 0m	08/01/2023	● Open	Assign to Personnel

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.

Assign Event (2)
Provide additional information as needed.

Training Category Additional Learning (No P.O.S.T. Credit)

(3) Due Date

Cancel | Assign & Launch Later | Launch Now

(4) Home Dashboard Catalog Registration Academy Resources*

Training History (5)

View By: Fiscal Year Calendar Year Reports

1 Hours Upcoming, Ongoing & Unconfirmed

9.28 Hours Current Calendar Year 01/01/2023 - 12/31/2023

0 Hours Previous Calendar Year 01/01/2022 - 12/31/2022

9.28 Hours All Completed Training

UPCOMING, ONGOING & UNCONFIRMED (5)

Training	Start	End	Hours	Training Category	Student Status
Online Training - 2023 Governor's Task Force on Marijuana Eradication (ERAD)	08/08/2023		1h 0m	Additional Learning (No P.O.S.T. Credit)	Assigned

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.

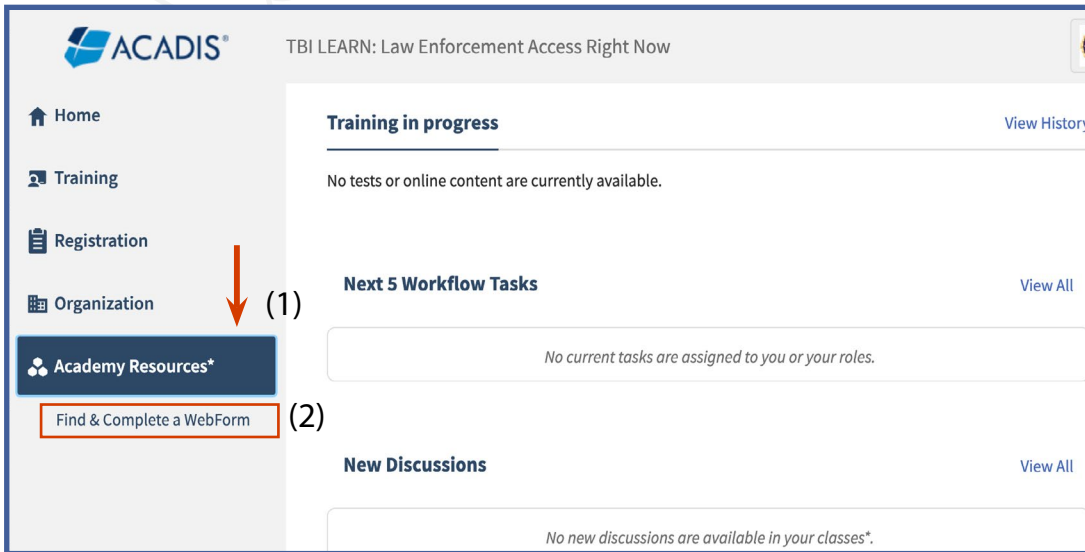
5) Click the arrow on the "Current Calendar Year" box to access a comprehensive list of the completed trainings.

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

TBI Learn: Adding a New User

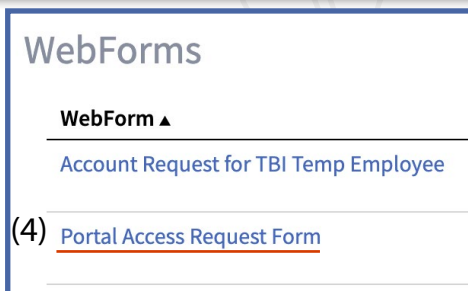
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1) Click the "Academy Resources" button on the homepage sidebar.

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.



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 (5)

Name (First Middle Last, Suffix) Select an opt... (5)

* Work Email Address (5)

* Employment Status (5)

* Required Information Cancel | Finish Later (6)

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.

TBI Learn: Getting a Certificate

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Home Dashboard Catalog Registration Academy Resources*

Name, User

Training

Ends = Current Calendar Year

Training	Start	End	Grade	Hours	Training Category	Student Status
Online Training - 2023 TBI Criminal Justice Information System Training (POST #23-603)	08/02/2023	08/02/2023		2h 0m	P.O.S.T. Approved	Completed
Online Training - 2023 TBI Fentanyl Awareness for Law Enforcement (POST #23-619)	08/02/2023	08/02/2023	100.00%	2h 0m	P.O.S.T. Approved	Completed - Passed
Online Training - 2023 TBI Meth Awareness For Law Enforcement	08/04/2023	08/04/2023	95.00%	2h 0m	P.O.S.T. Approved	Completed - Passed
Online Training - Half-face Respirator Training with N95 or R95 Filter	08/02/2023	08/02/2023		0h 15m	Additional Learning (No P.O.S.T. Credit)	Completed
Online Training - TBI Background Investigations	08/02/2023	08/02/2023		0h 45m	Additional Learning (No P.O.S.T. Credit)	Completed
Online Training - TBI OneBureau: Training Records Management	08/02/2023	08/02/2023		0h 30m	Additional Learning (No P.O.S.T. Credit)	Completed
Online Training - TBI OneBureau: Training Records Management	08/02/2023	08/02/2023		0h 30m	Additional Learning (No P.O.S.T. Credit)	Completed
Online Training - TNDMHSAS Naloxone Training "Save a Life"	08/08/2023	08/08/2023		1h	Additional Learning (No P.O.S.T. Credit)	Completed

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

Review

Print

Diploma

Transcript

Review

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.

1 / 1 | 56% + |

1

Tennessee Bureau of Investigation

Issues this certificate, thereby certifying that

Users Name

has completed a course of instruction by the Tennessee Bureau of Investigation in

2023 TBI Criminal Justice Information System Training (POST #23-603)

in order to meet and maintain standards for the performance of law enforcement duties or required by law to be performed by or under the direction of the Bureau in the furtherance of law enforcement.

Participant Signature: *Jason Wilkerson*
Date: 08/02/2023

Jason Wilkerson
Assistant Director, Training Department
TBI Director



CONTACT US

TBI.Learn@tbi.tn.gov

TBI Learn 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.