



Revised 6/4/2015

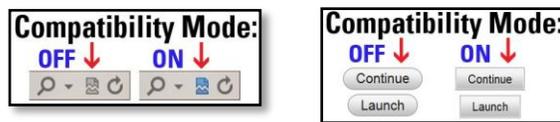
## SPECIAL NOTES CONCERNING ACADIS LMS COURSES:

-Be sure to use **Windows Internet Explorer**. (ACADIS does **NOT** work well with Firefox or Chrome.)



-Make sure your “Pop-Up Blocker” is turned **OFF** for the ACADIS website. This can be done under the “Tools” tab in Internet Explorer.

-Make sure you view the ACADIS website and videos with “Compatibility Mode” turned **ON**. You can also tell if you are in “Compatibility Mode” by the look of your “Launch” and “Continue” buttons once you have logged in.



-Some officers have run into issues when using “air-cards” for internet access to view courses in ACADIS. If an “air-card” is used for internet, be sure to be stationary while logged in or you may not receive credit for completing your course. Log totally out of ACADIS **BEFORE** becoming mobile again.

-If you receive a **“FATAL ERROR”** message anytime while viewing a course, completely close out of the ACADIS Portal and re-launch your online course. If you do not re-launch and continue to watch the course, the system will **NOT** give you credit for completing the course.



-This training is available twenty-four hours a day and can be viewed anywhere you have internet access. You can also access your online course by using the CJA website at [www.SCCJA.sc.gov](http://www.SCCJA.sc.gov).

-You do not have to view a course all at once. If you need to stop viewing, simply log out of the course. Each course is broken down into segments. When you are ready to resume, simply log back in and re-launch your course, you will be able to pick up in the segment you were last watching.

-To pause video, click on the center of the video. To resume play, click on the video again.

-Be sure you watch the course in its entirety. You will **NOT** receive credit for taking a course if the video does not end and the “The End” graphic appears. Once you have completed your course, completely close out all windows to exit ACADIS.



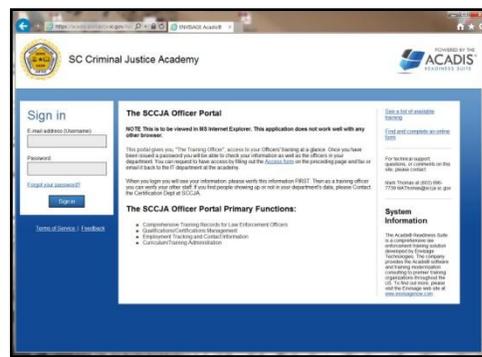
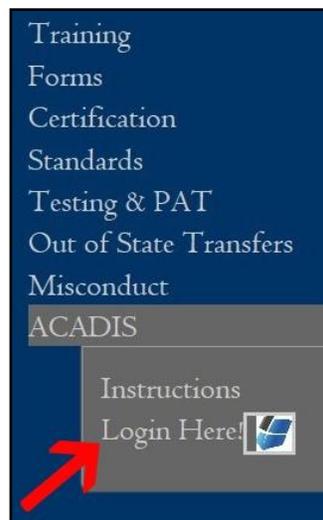
-**PLEASE NOTE:** Officers need to talk directly with their Training Officers at their agencies and **not** call the CJA Certification Department concerning discrepancies in their training files.

## INSTRUCTIONS FOR VIEWING ACADIS LMS COURSES:

-You can also access your online course by either clicking on the link provided in the email you received notifying you of being assigned a course or by going through the CJA website at [www.SCCJA.sc.gov](http://www.SCCJA.sc.gov).

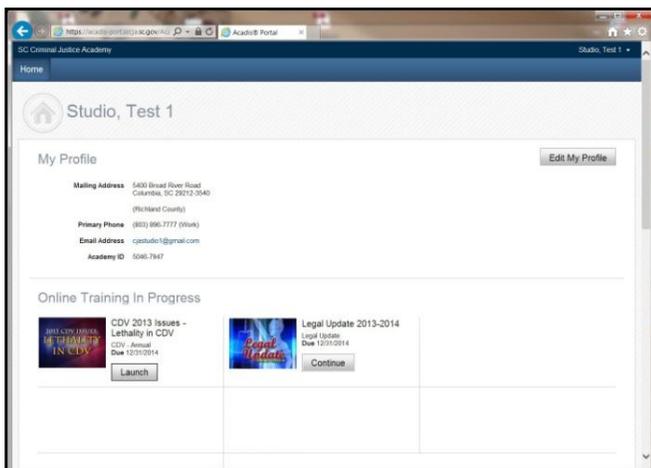


-To access ACADIS from the CJA website, look for **“ACADIS”** on the left-hand column. Hover your mouse over **“ACADIS”** and then click on **“Login Here”**. Log in using your email address and password.

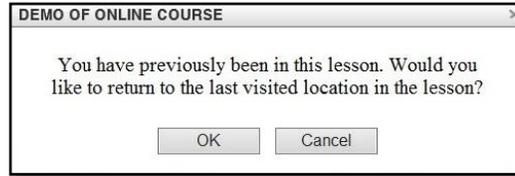


-Once logged in, you will be able to view your training record along with any assigned courses you are scheduled to view. **PLEASE NOTE:** Officers need to talk directly with their Training Officers at their agencies concerning any discrepancies in their training files. Please do **NOT** call the CJA Certification Department.

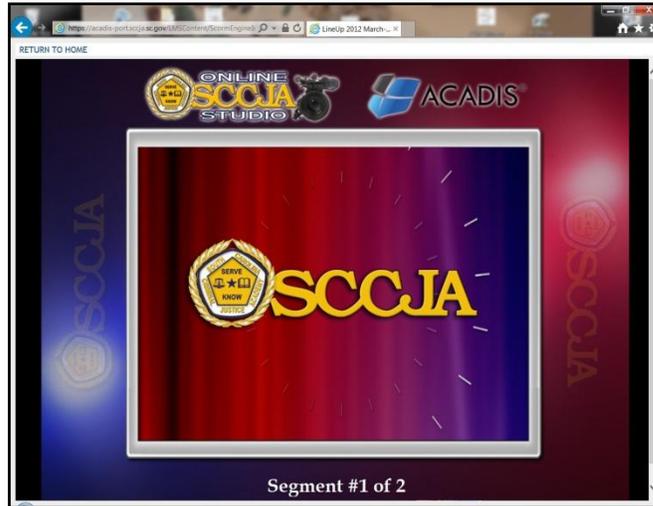
Notice, due dates for assigned courses (if a due date was used) are listed next to the online course. Click the **“LAUNCH”** or **“CONTINUE”** button to start the course.



-If you are continuing a course, you will be given the option to start at the segment you were previously viewing or you may begin the course again. Click "OK" if you wish to pick up at the segment last viewed.



-Your course will open and begin playing. To pause video, click on the center of the video. To resume play, click on the video again.



-Be sure you watch the course in its entirety. You will NOT receive credit for taking a course if the video does not end and the "The End" graphic appears.



-Once you have completed your course, close out ACADIS by either clicking on "Return to Home" in the upper left hand corner or the "X" in the upper right hand corner of the screen.



-Your training record will automatically be updated. The next time you log into your account, the word "COMPLETED" will be next to the online course.

Training	Start	End	Grade	Hours	Training Category	Student Status
Line-Up - LineUp 2013 January -February	01/08/2013	01/08/2013		1h 0m		Completed 