INFORMA

William Mathis

308-222-0110

william.mathis@nebraska.gov

Accessing InformaOne

URL:

NLETCInforma.nebraska.gov

- Use Chrome or Edge
- Default Login
    - **USER**: Officer ID Number
    - **PASSWORD**: Pass "ID Number" !

- On first login an officer will be prompted to change their password
    - Requires an Upper Case, Lower Case, Number and Special Character (!@#$%^&*)

NLETC PROD

Login

Password

Submit

Forgot Your Password? Click Here!

Officer Landing Page

| My Calendar | Transcripts | Account Tab | Home - Tab | My Training | | 👤 Mathis William | (Officer) ▼ |

☑ **To Do**   ☐ **Completed / Retake**

Required Courses

Online Courses

Course Number	Name	Course is part of	Cut Off1	Status	Action
▼	▼	Select ▼	📅	▼	
RTR	**RADAR Training Recertification** **Description :** the RADAR Training Recertification course is designed to renew your existing certification in patrol vehicle RADAR operation. The course us...			Started Completions Allowed : Unlimited	❯
RRDV	**Reciprocity-Reactivation 403 - Domestic Violence** **Description :** Reciprocity-Reactivation online component for domestic violence course work.			Enrolled Completions Allowed : Unlimited	❯
RRDI	**Reciprocity-Reactivation 417 - Introduction to Drug Investigation** **Description :** The purpose of this course is to introduce the policing, legal, and human factors of drug investigation in the state of Nebraska. It will review the ...			Started Completions Allowed : Unlimited	❯
RRCAPA	**Reciprocity-Reactivation 421 - Assault** **Description :** Reciprocity-Reactivation			Enrolled Completions	❯

Roles

Choosing the "role" drop down lets you change roles

- Officers can have multiple roles at an organization
- Each role has different rights and abilities within their organization

The "Officer" role is the default role

- Officer includes the personal records of the current officer
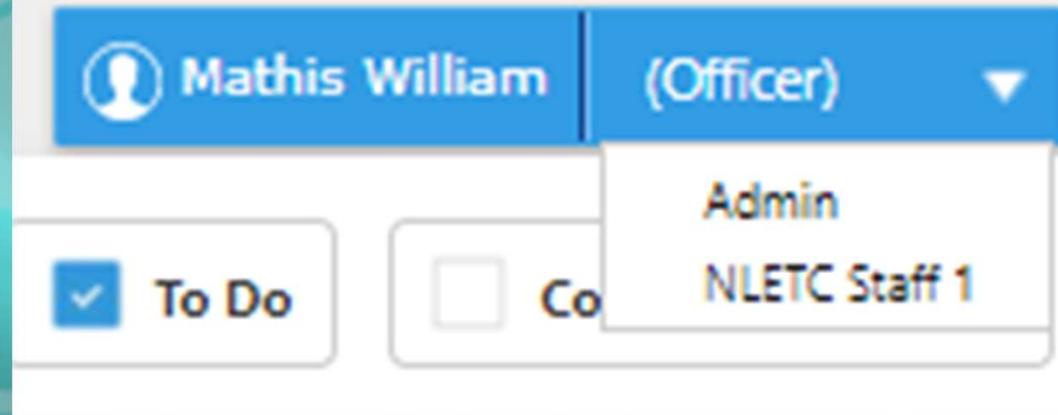
My Calendar

The "My Calendar" displays a calendar of any scheduled training or course work assigned to the officer

- NLETC Live courses will appear here

- NLETC Online courses will appear in a separate box below the calendar

Transcripts

The "Transcripts" tab lists all courses, training, certs, and qualifications an officer has ever taken

- Officers can view their education history here along with any documentation issued by the trainer, their organization, or NLETC.

Select the left side "Transcript Menu" button to select different types of training completed

- Transcript information may be filtered by name and date within their category.
- **NOTE**: not all officers will have all types of training.

Account

The "Account" tab allows an officer to adjust their account information

Left hand expansion menu
- Change Password
- Address
- Contact Details
- Misc Details
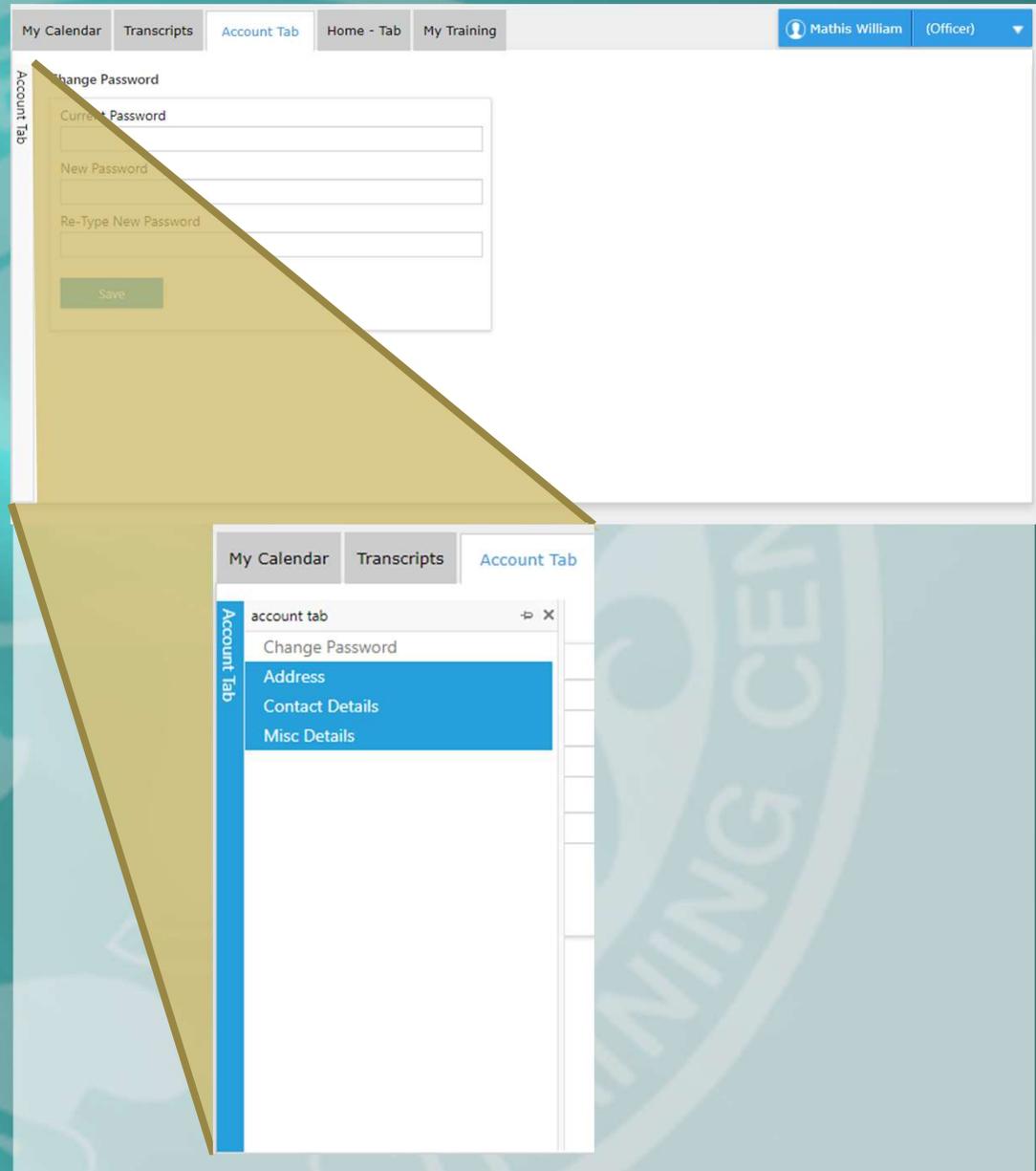
Home

The "Home Tab" displays the NLETC home page and links to current information for training and the Crime Commission.

- Mirrors NCC.Nebraska.gov

My Training

The "My Training" tab displays all the training the officer is scheduled in

- You may toggle between Scheduled training and completed training by checking the box in the right hand side of the page
- Online Courses are Online classes provided remotely by NLETC
- Live Courses are In Person classes at NLETC

Online Courses

Go to the "My Training" tab

- Default tab on login. Displays all the training the officer is scheduled in

- In the "Online Courses" section find your course entry

- Click the green arrow button to launch your course in a new window

- The Course Player will launch, to begin your course press the play button.

Online Courses

- Once the course begins type your name in the Enter Name field and select "Start Course"

- The course is untimed but do not close the course window or progress may be lost

- You may navigate to sections of the course in any order but cannot skip the blue colored quiz slides

Online Courses

- Material is provided in order with Quiz slides pertaining to each section provided at the end of each subject area

- Navigate using the section and forward & back buttons

- Course completion

- After completing all 47 blue quiz slides your progress will be scored and a results page will be displayed

Online Courses

- Any score over 80% is passing and will display the completion certificate

- Scores under 80% will not pass and will not display the completion certificate

- You may retry the course indefinitely until you receive a passing score by closing and relaunching the course

- Number of retakes is not graded but is tracked by InformaOne

Online Courses

- InformaOne automatically documents completion
- Certificates may be printed for agency documentation
- The completed course will move from the "My Training" tab to the "Transcripts" tab showing it is completed.
- You may review completed courses by pressing the magnifying glass icon in the review column