INFORMA

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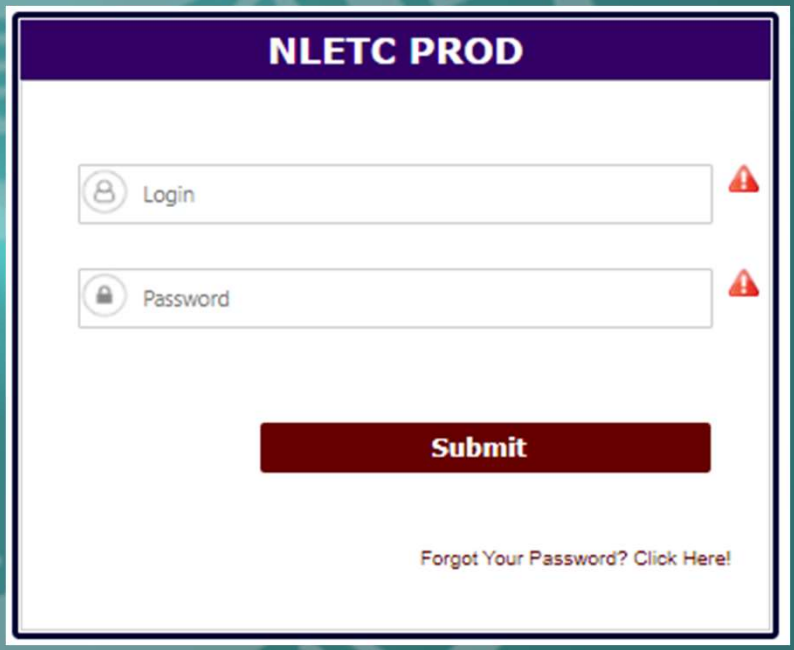
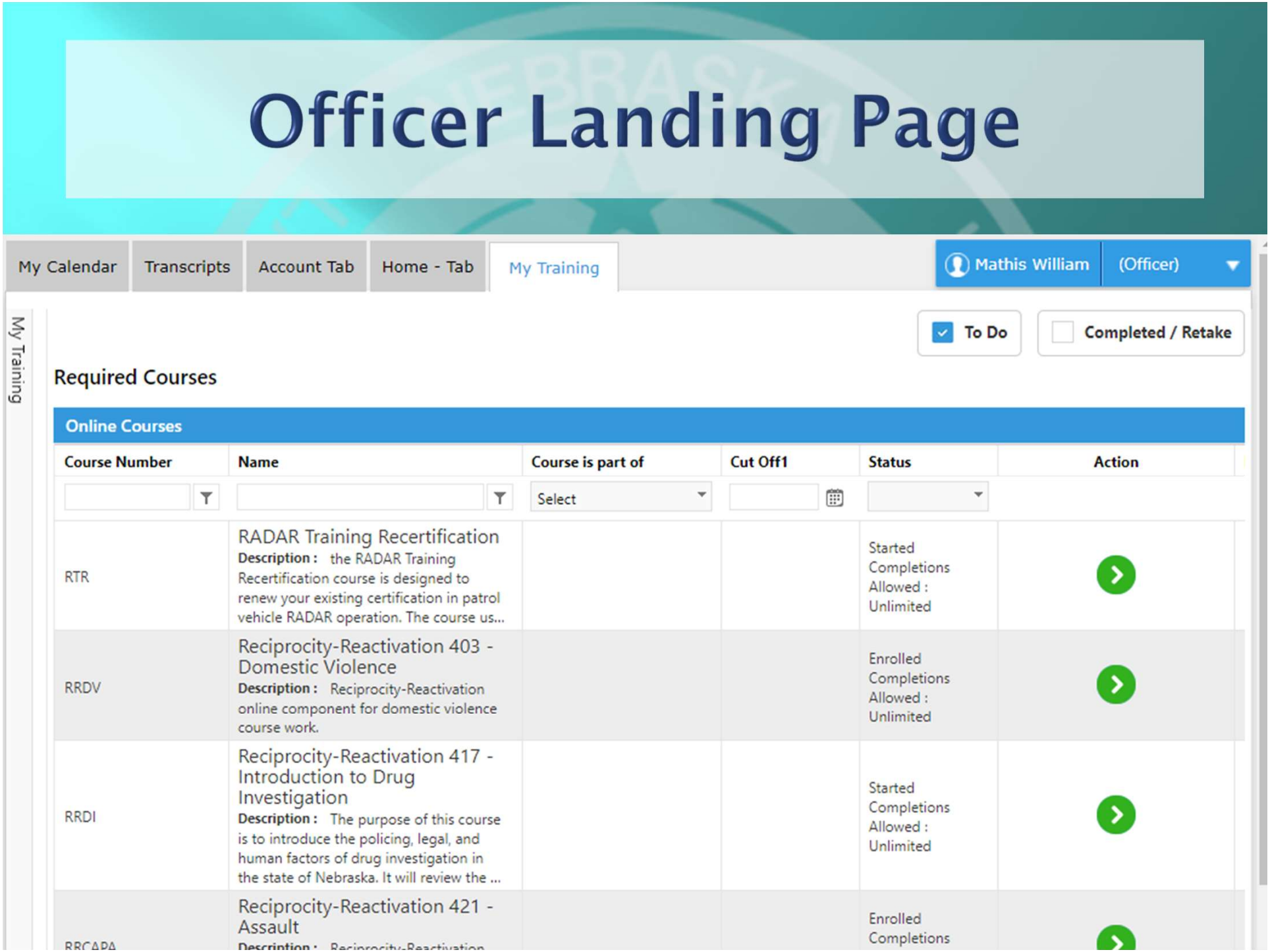
Accessing InformaOne

URL: NLETCInforma.nebraska.gov

- All Active Officers Have an Account
  - **For details contact William.Mathis@Nebraska.gov or 308-218-6628**
- On first login an officer will be prompted to change their password
  - Requires an Upper Case, Lower Case, Number and Special Character (!@#$%^&*)



Officer Landing Page



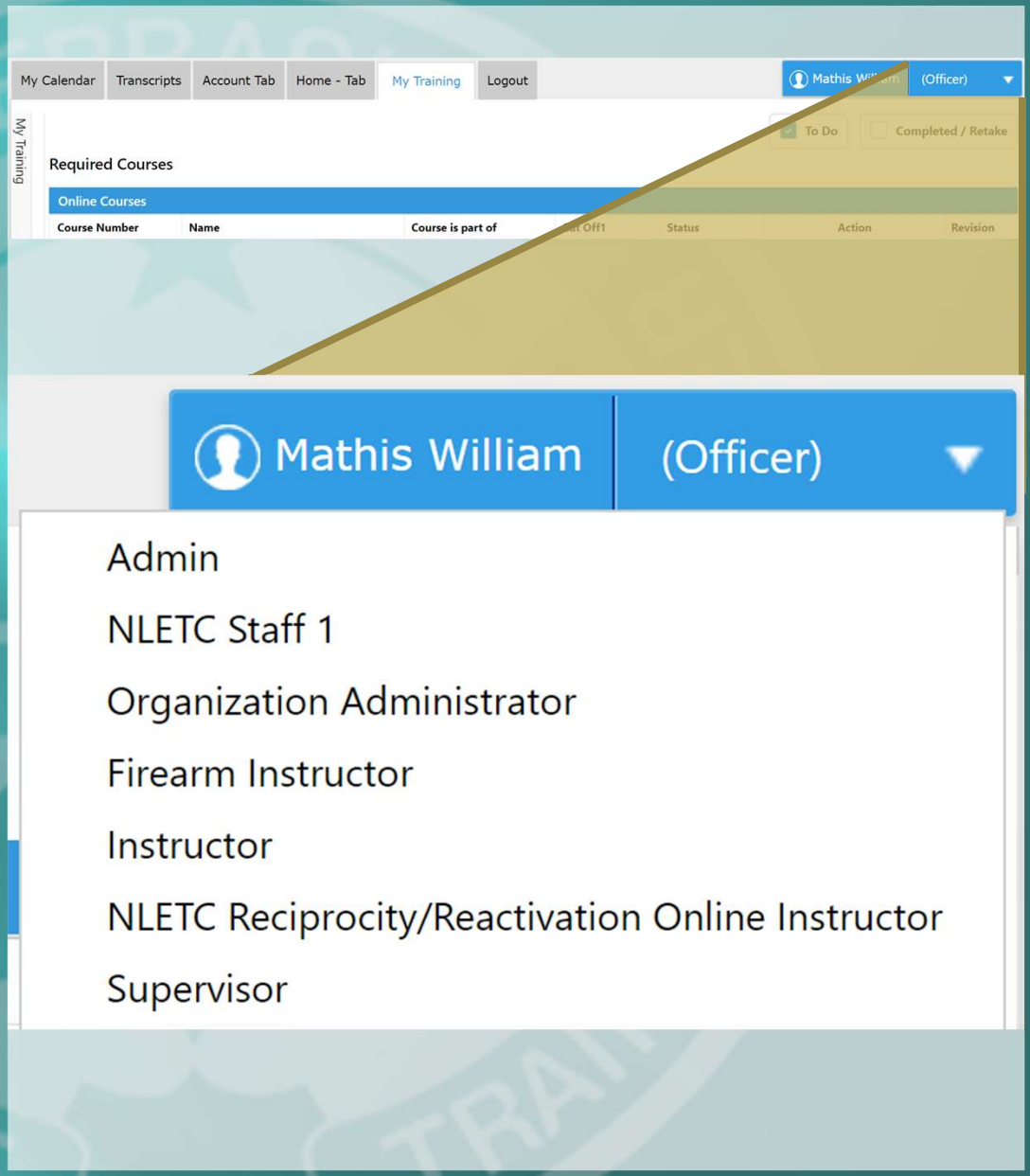
Roles

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

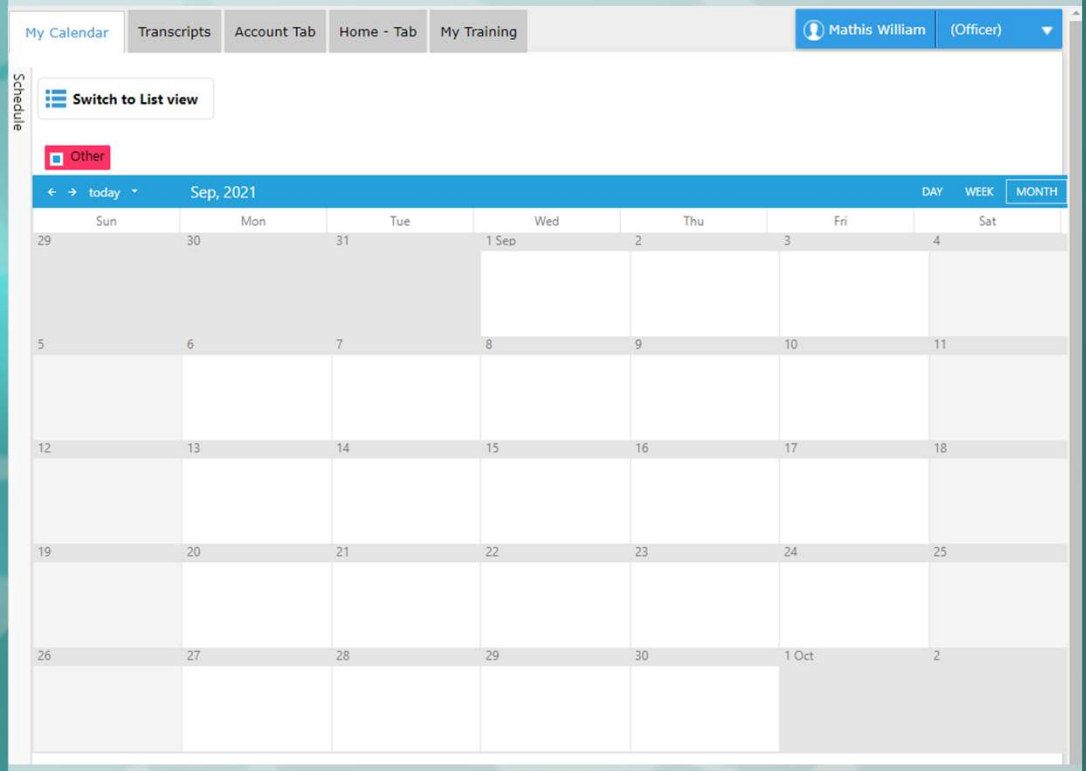
- Officer includes the personal records of the current officer



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



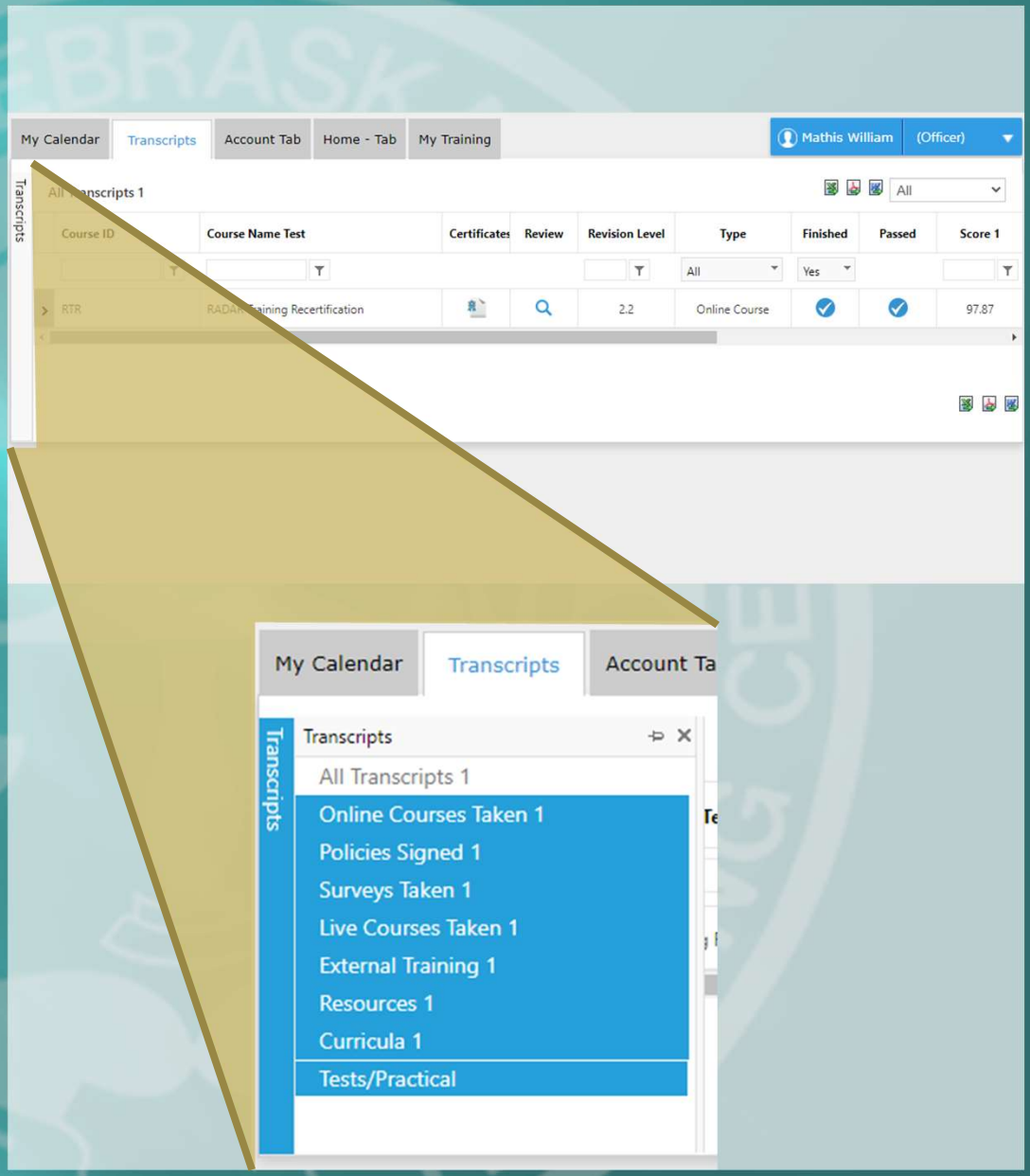
Transcripts

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.

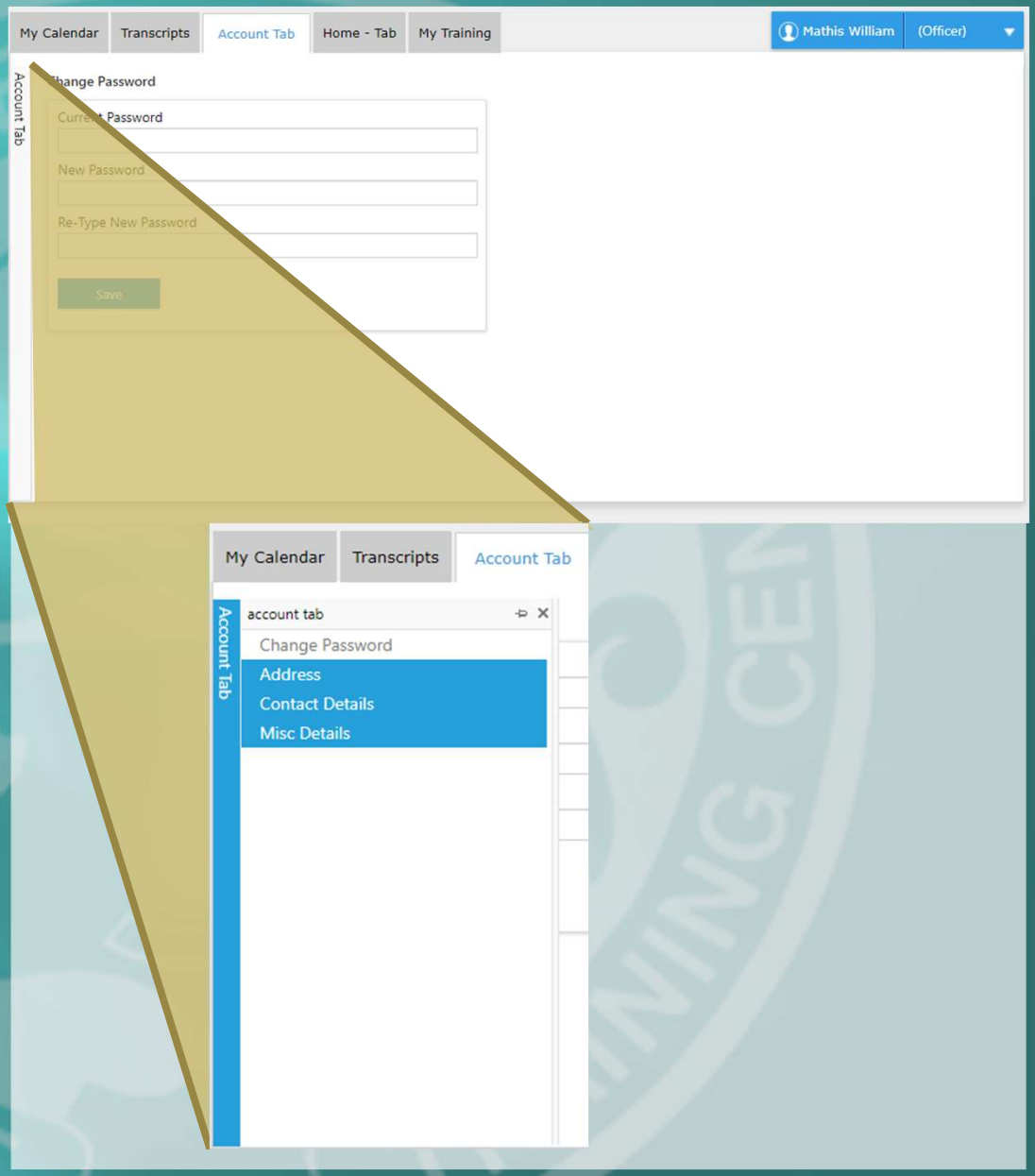


Account

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

Left hand expansion menu

- Change Password
- Address
- Contact Details
- Misc Details



Home

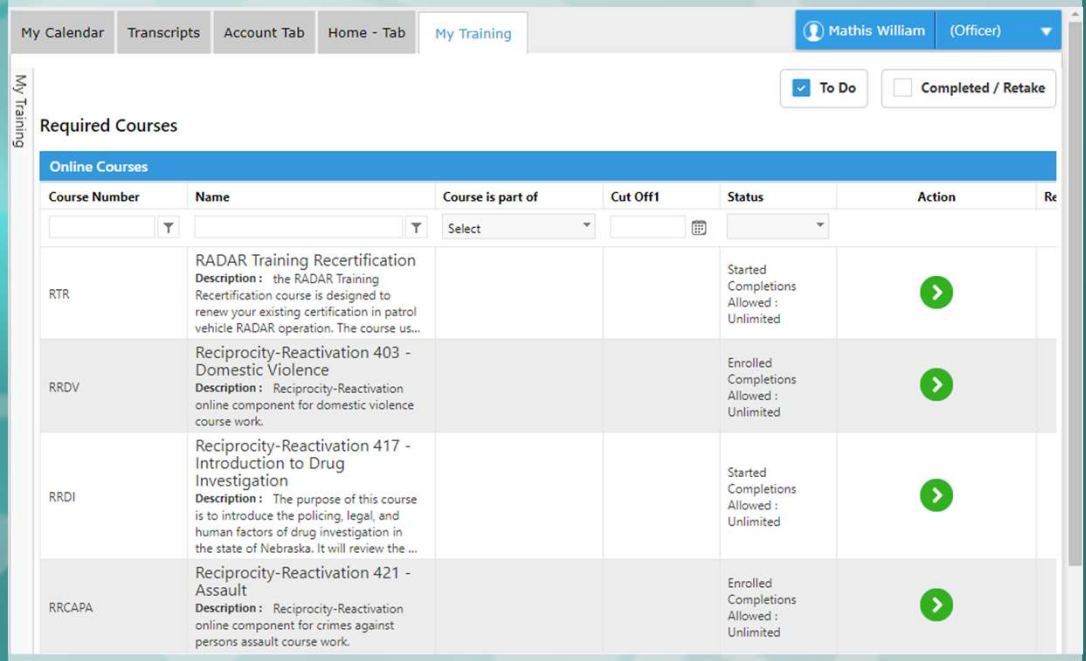
The "Home Tab" displays the NLETC home page and links to current information for training and the Crime Commission.

- 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



ROLES

Organization Administrators

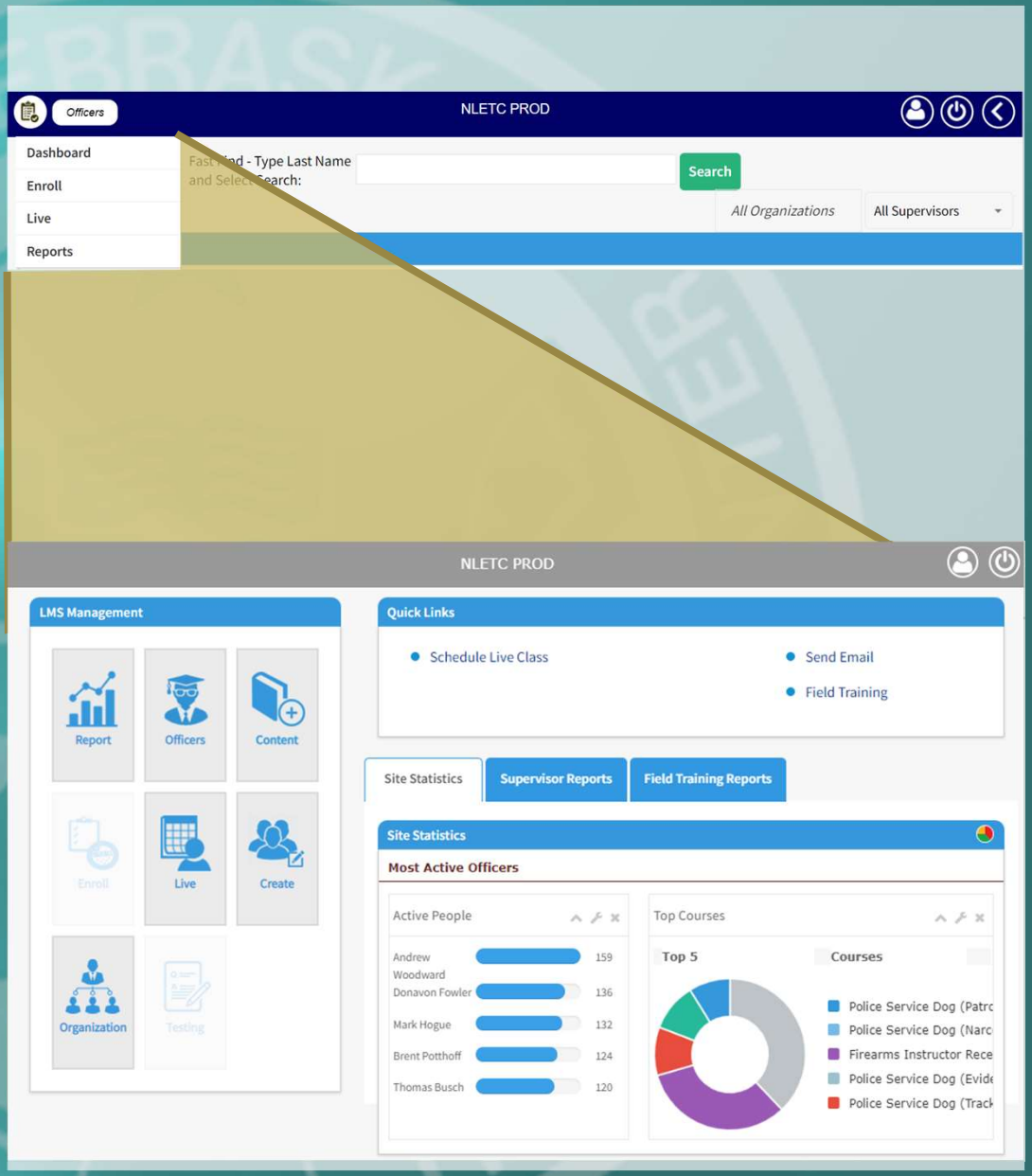
Supervisors

Qualifying Instructors

Higher Roles

Roles above “Officer” can navigate additional areas of InformaOne.

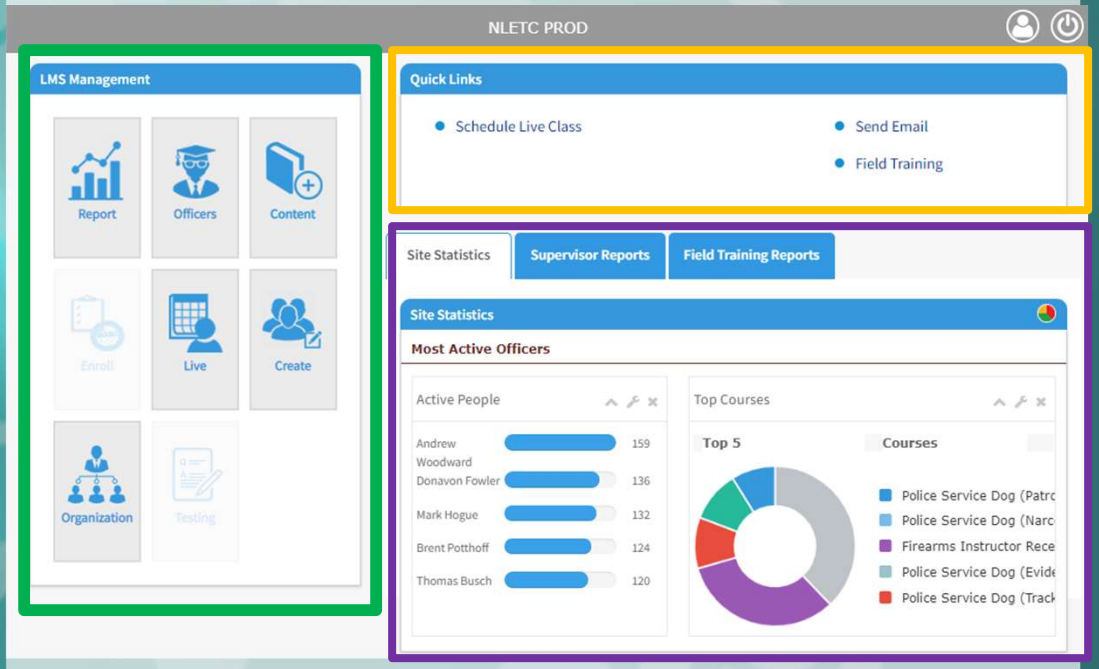
- Most higher Roles default to “Dashboard”
  - Dashboard is used for reporting, managing courses, and doing contact work
- While in a higher Role the icon in the upper right can navigate the sections of InformaOne



Dashboard

Has 3 sections

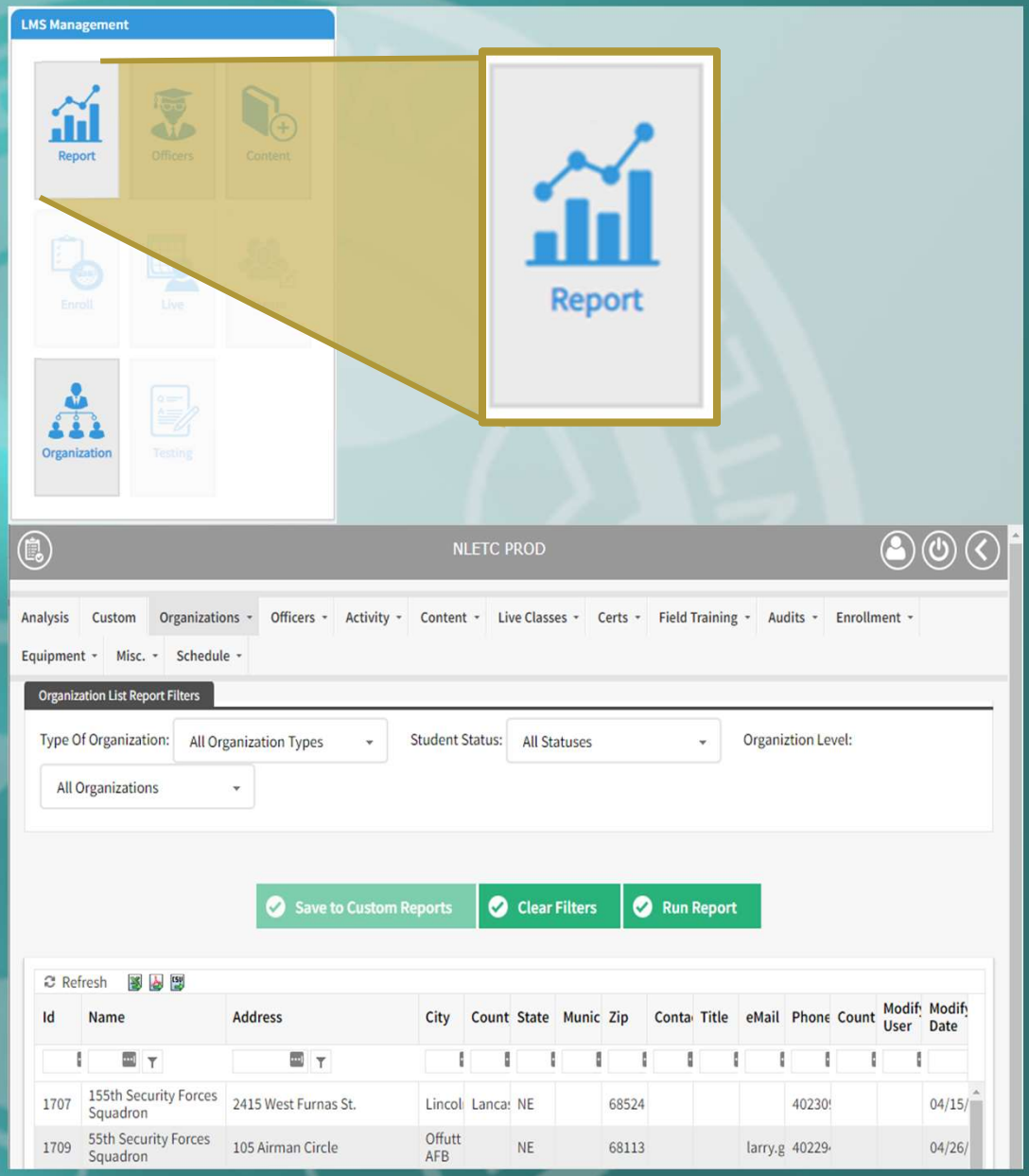
- LMS Management
  - View & manage data
- Quick Links
  - Common Tools
- Analysis Tabs
  - Role specific information and tools



Reports

Reports

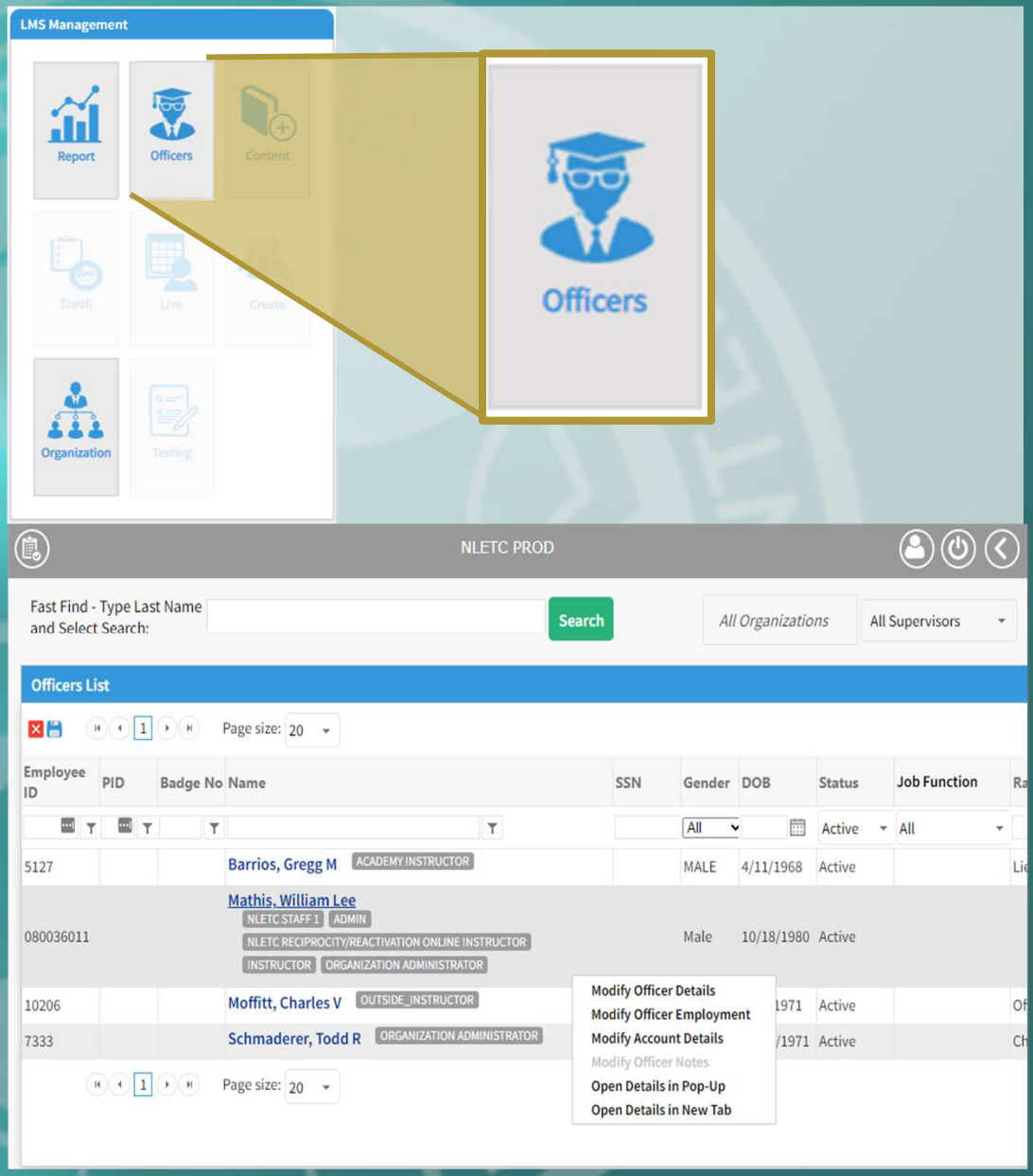
- The reports button launches the reports page
- Used to run information reports in various areas of the database
- Reports can be exported as PDF, Excel, and CSV formats



Officers

Officers

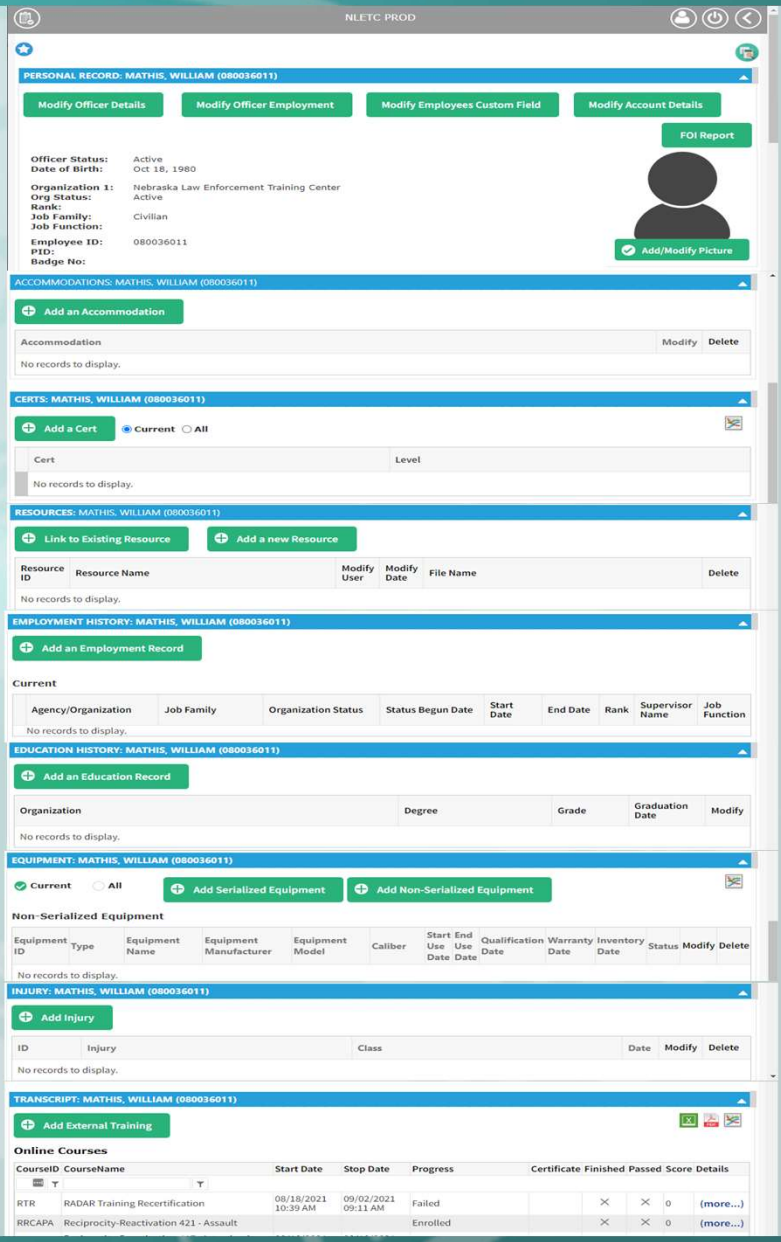
- The Officers button launches the Officers List Page
- Used to view and modify information about officers
- By Default filtered by organization



Officer Page

Displays information on the selected officer

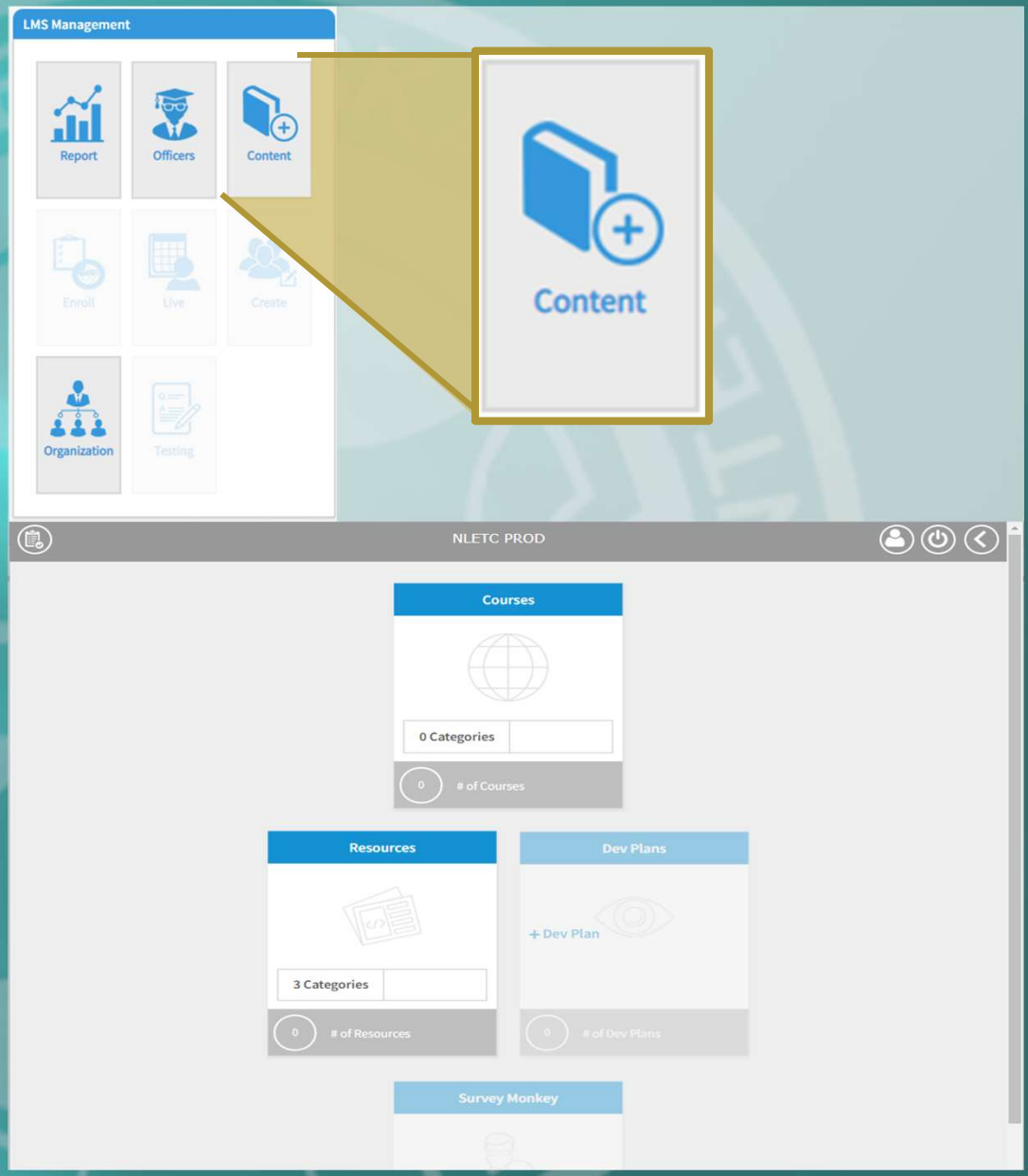
- Personal Record
- Accommodations
- Certs
- Resources
- Employment History
- Education History
- Equipment
- Injury
- Transcript



Content

Content

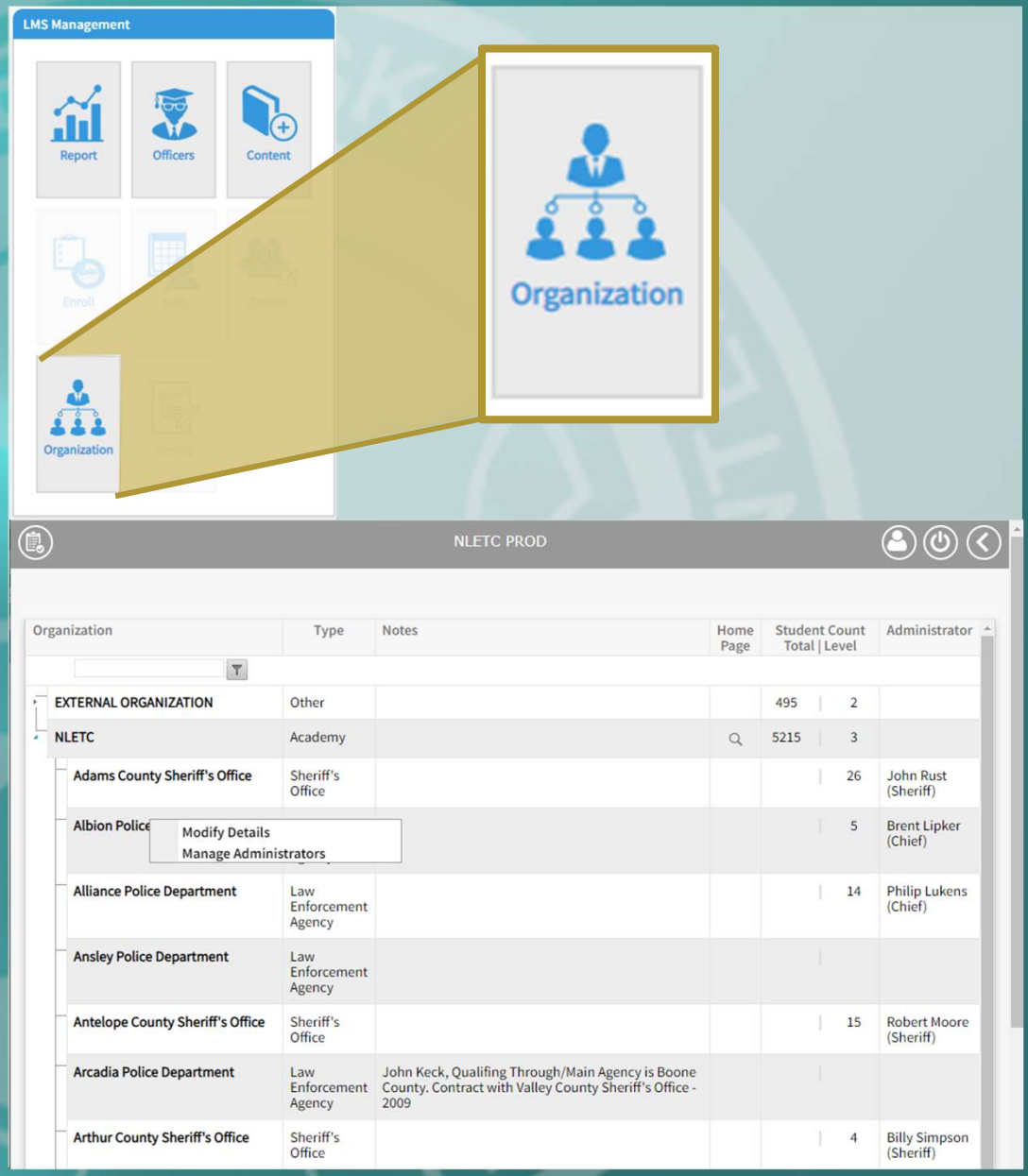
- Course Templates
- Resources
- Dev Plans
- Surveys



Organization

Organization

- Lists Organizations Trained or Monitored by NLETC
- Modify your Organization's Details
- Manage your Organization's Administrators



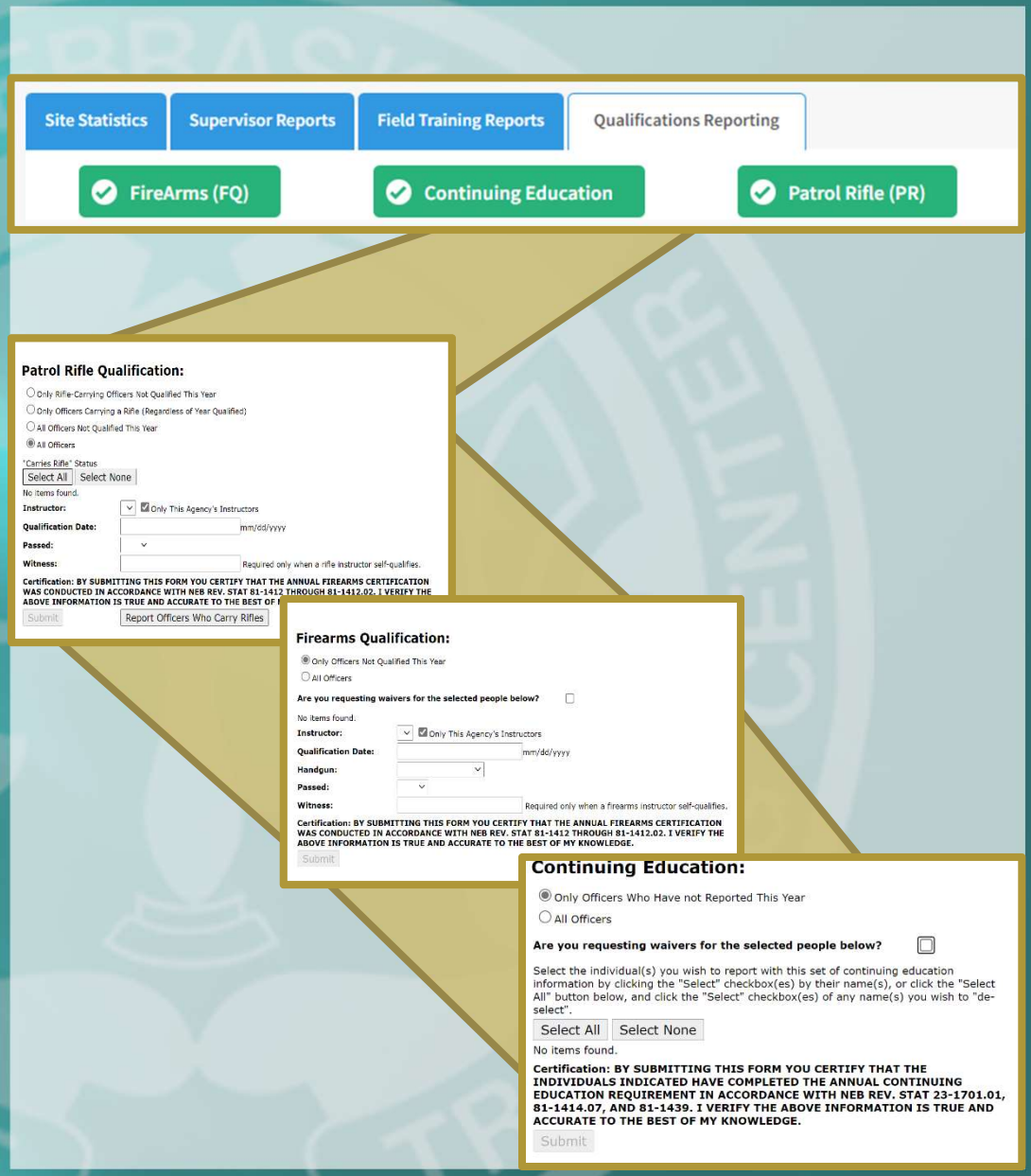
REPORTING

Firearms Qualifications

Patrol Rifle Qualifications

Continuing Education

Instructor Reporting

Report groups of officers by class / instructor / agency

- Login as Organization Administrator, Supervisor, or Qualifying Instructor
- On dashboard go to Qualifications Reporting
- Choose qualification and complete submission form