



Illinois Law Enforcement Training and Standards Board Executive Institute

Western Illinois University · 1 University Circle · Macomb, IL 61455
Telephone (309) 298-2646 · Fax (309) 298-2642 · iletsbei.org

Welcome to the Illinois Law Enforcement Training and Standards Board Executive Institute (ILETSB EI) Online Learning Network (OLN). The OLN is designed to serve the training needs of law enforcement, county corrections, and other emergency first responders. This site is for authorized users only, and registration is required for all courses.

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Registration

How do I create an account?

On the landing page of the OLN, click ***Request Student Account*** to request an account. You will be given a request form to fill out, including information like your PTB ID number, department name, rank and branch, etc. When you click ***Submit Request***, your application will be sent to the OLN State Administrator. The State Administrator will verify your employment and create an account for you, typically within 2-4 business days. Upon approval, you will receive your username and a temporary password via e-mail. Recruit officers who have not completed a basic law enforcement academy are not eligible for an OLN account. Note: You may experience a delay in account approval if LEDI information is not current/up-to-date.

What happens if I have issues creating an account?

If you find yourself having issues with an account creation, we are here to help. If your problems are technology related, please call our help desk for assistance. Otherwise, call the ILETSB EI for assistance. If you need technical assistance, contact the support center toll free at (866) 250-5494 or e-mail olnsupport@cait.org.

I am a recruit officer or I haven't finished the academy, can I have an OLN account?

No, recruit officers who have not completed a basic law enforcement academy are not eligible for an OLN account.



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Technical Issues

What hardware or software is needed?

The Online Learning Network requires the newest versions of a web browser (Google Chrome is highly recommended), Adobe *Acrobat Reader*, and a good internet connection. **Our courses are not recommended on tablets, cellular phones, or other like devices.** Department-wide sharing of a single computer may generate issues with classes properly progressing due to cookies/browser settings.

Having technical issues?

If you need technical assistance, contact the support center toll free at (866) 250-5494 or e-mail olnsupport@cait.org.

Support hours are:

Monday - Thursday: 8:00 am to 8:00 pm

Friday: 8:00 am to 6:00 pm

Saturday and Sunday: 12:00 pm to 4:00 pm

How can I retrieve my lost password?

To change your password, click the **Forgot Password** link on the login page. Enter your designated email for your account, and a new password will be sent to your email address. Note: if you do not see the forgot password email in your inbox, please check your junk/spam folder.



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How It Works – The Online Learning Network Experience

How do I enroll in a course?

After you log into your account, you will come to a “landing page.” From this page you have the option of registering for a course. Under the **Profile** header, you will see “**Register for a course.**” Click on that link. This brings you to a list of preapproved classes that you can auto-enroll in.

Simply place a check mark next to the courses you are interested in. Once you click on the class(es) that you are interested in, scroll to the bottom of the page and click on the button that says **Register for Course.**

OLN courses are entirely on-demand, which means that you can enroll in the courses that interest you and learn at your own pace. You can begin the course whenever you like, but note that a course automatically archives 90 days after enrolling in the course.

Can I take more than one course at a time?

Yes, you can! Please note that you have **90 days** to complete a course before it automatically archives – so make sure to complete your courses in the allotted time.

Does my course meet a legal mandate? What courses are available?

That depends on the class! Please visit the **OLN Matrix** on the landing page for the most up-to-date list of courses that meet mandates.

How long do I have to complete an OLN course?

Students have 90 days to complete a course after enrolling in it. After that time has lapsed, the course will automatically archive. You may re-enroll in the course at a later time if it was not completed.

Will my information be available in LEDI? When will I get credit for the course from the ILETSB?

Yes! All courses are uploaded to the state system within 5 business days of completing a course. If you are missing a training that was completed, please call the ILETSB EI (309-298-2646).



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What are announcements?

In this section you will find information posted by State Administrators. The announcements here are specific to your course. The three most recent announcements will be displayed. Click ***View All Announcements*** to read all past announcements.

Where can I download training certificates or see what past training I have completed?

You can access your Portfolio for a course by clicking the ***Portfolio*** button in the ***Profile*** section on your landing page screen. Once you are in the Portfolio display, you can view your active/completed courses as well as view your completed course certificates. Your certificate will be generated as a PDF, so make sure that your Adobe is up to date on your computer. After opening, you may print and/or save your training certificate.

What is the cost to take a course?

There is no cost associated with taking a course on the OLN.

How do I update my account? What if I change departments?

Simply call the ILETSB EI to update your account! We are happy to assist you: (309)-298-2646.

How do I learn about new trainings?

Sign up for our mailing list [here](#)! We send out a weekly “ILETSB EI ALERT” to subscribers with training opportunities and other information.

How often can I take the same class in OLN?

Students are allowed to repeat an already completed class 180 days, or six months, after the course is completed.