

# CJIS Online

# Security Awareness Training



# Vendor Administrator Manual

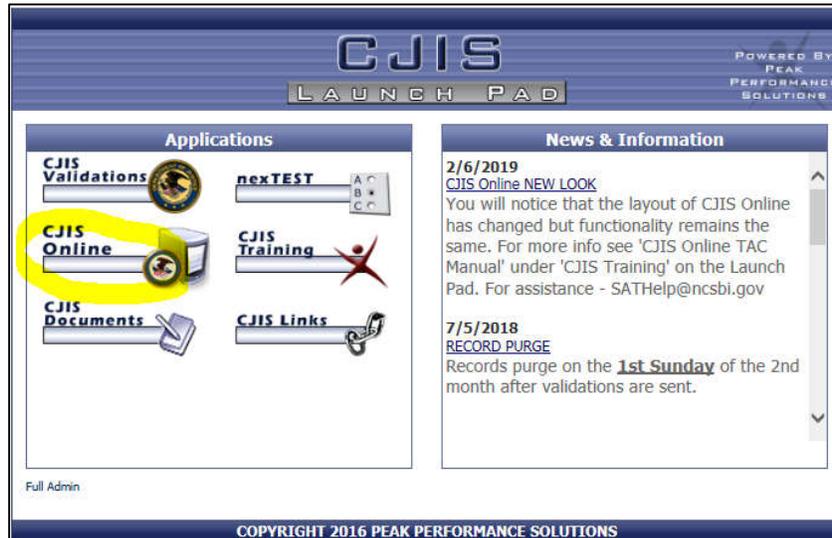
**Logging In..... Page 2**  
**Adding Vendor Employees.....Page 3**  
**Reports.....Page 6**  
**Taking the Training.....Page 8**  
**Frequently Asked Questions.....Page 13**

## LOGGING IN

Open an internet browser to: <https://evolve.ncdci.gov/>

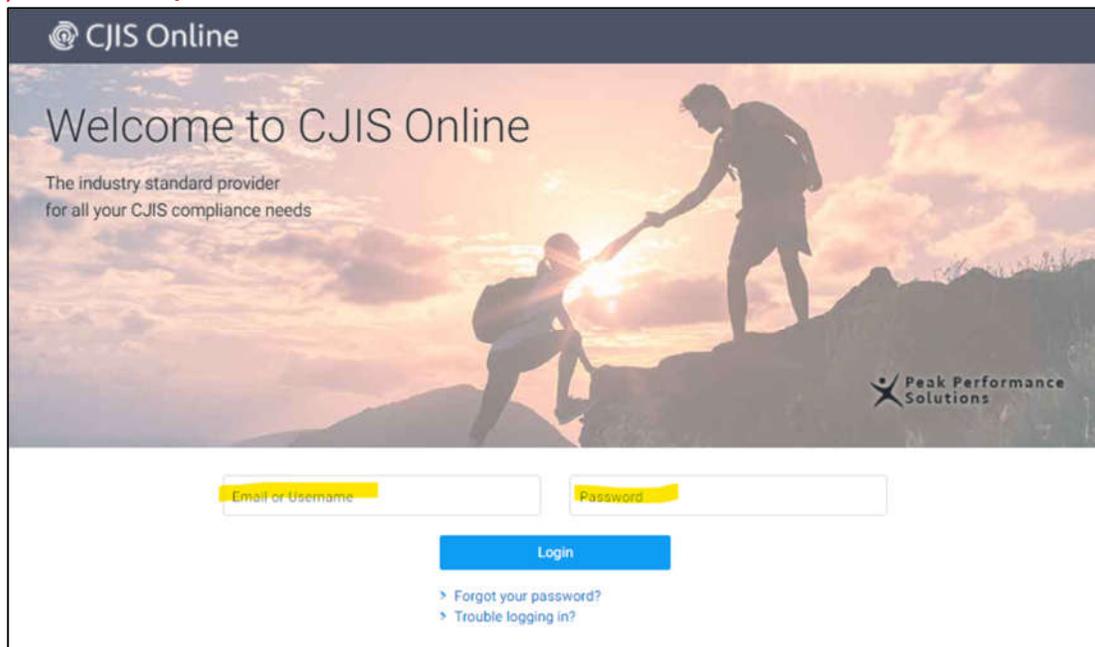
\*For the best experience with CJIS Online, use the most recent version of Chrome, Firefox, Safari, Edge, or Internet Explorer.

### 1.) Select 'CJIS Online'



**Note:** This manual can be found on this page under 'CJIS Training'.

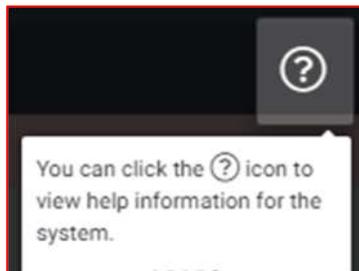
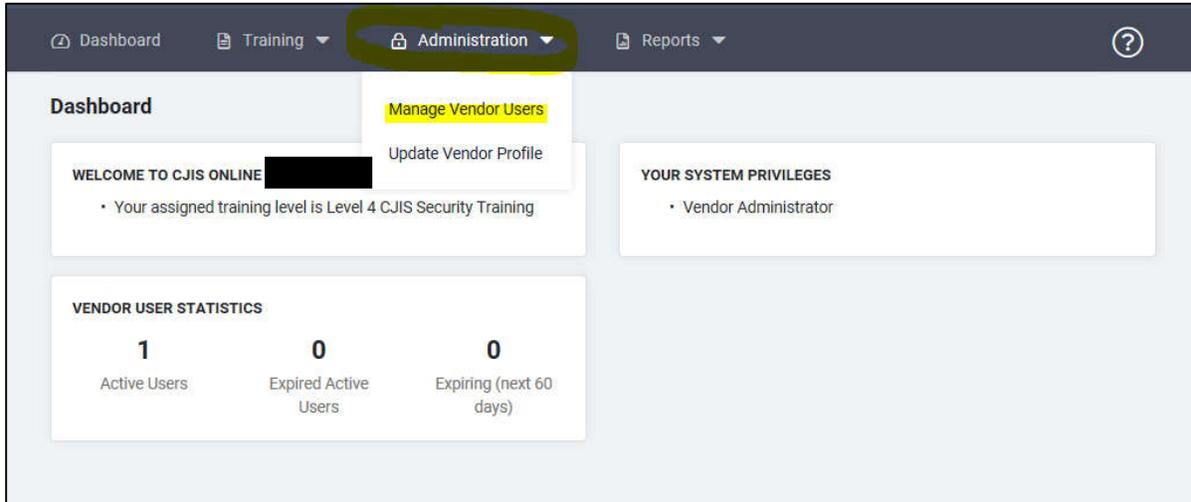
### 2.) Enter 'Email/Username' and 'Password'



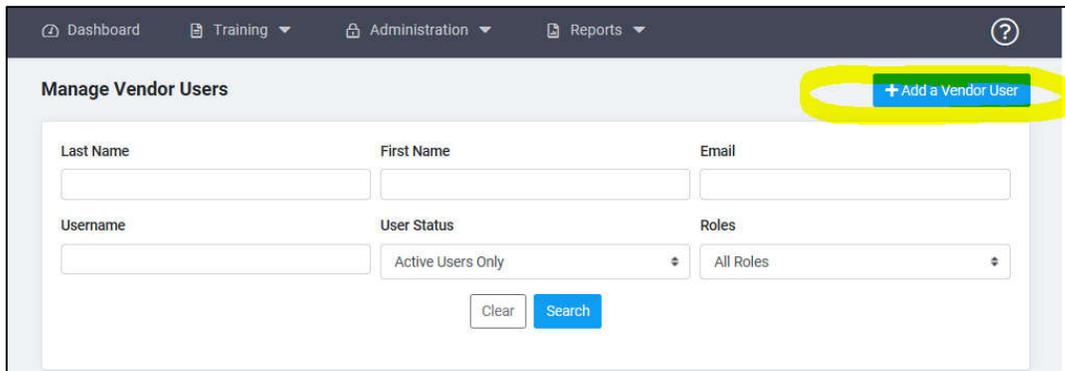
**Note:** The local agency TAC can create the initial sign on credential for the person/people designated at the vendor company who will be the company's training records Administrator(s). You will contact the agency TAC for a password reset.

## ADDING VENDOR EMPLOYEES

1.) Select '**Administration**' at the top of the page and then select '**Manage Vendor Users**' from the drop down.



2.) Select '**+ Add a Vendor User**'



- 3.) Fill out the 'User Information' and 'Account Information' sections under 'Account Details.'
- ONLY FIELDS WITH A RED ASTERISK ARE REQUIRED.
  - We recommend using a consistent temporary password for all employees such as **NCtempPASSWD1**.
  - ONLY use the Username field if the individual does NOT have an email address.

**Add a Vendor User**  
This is for adding vendor users and admins.  
[Add an Agency User instead →](#)

[← Return to Search](#)

1 Account Details | 2 Assignments

**User Information**

Select Company \*  
Choose a company or enter a name to search for a company

Last Name \* | First Name \* | Middle Name  
Phone | Phone Ext

**Account Information**

This user does not have an Email Address

Email \* | Confirm Email \*  
Username | Expiration Notification ⓘ  
 Receive Expiration Email

Password \* | Confirm Password \*  
The password must be 8-20 characters long, must contain at least 1 letter and 1 number and not begin or end with a space.

[Next →](#)

Don't forget to select 'Next' when done.

- 4.) You will automatically be taken to '2 – Assignments.' Check 'Security Awareness Certification' and a list will appear.
- Select the appropriate Security Training Access. Read the descriptions carefully. If you are unsure of the correct access, email [SATHelp@ncsbi.gov](mailto:SATHelp@ncsbi.gov).
  - If the vendor employee will be an Administrator for their agency, you can select 'Vendor Admin.'

**Add a Vendor User** ← Return to Search  
This is for adding vendor users and admins.  
[Add an Agency User instead →](#)

1 Account Details | **2 Assignments**

**Certification Assignments**

Security Awareness Certification

**Administrative Assignments**

Vendor Admin

← Previous Create User

**Certification Assignments**

Security Awareness Certification

Level 1 Security Awareness Certification **Personnel with Unescorted Access to a Physically Secure Location**  
(This level is designed for people who have access to a secure area but are not authorized to use CJI)

Level 2 Security Awareness Certification **All Personnel with Access to CJI**  
(This level is designed for people who have physical access to CJI but not logical access)

Level 4 Security Awareness Certification **Personnel with Information Technology Roles**  
(This level is designed for all information technology personnel including system administrators, security administrators, network administrator, etc...)

**Administrative Assignments**

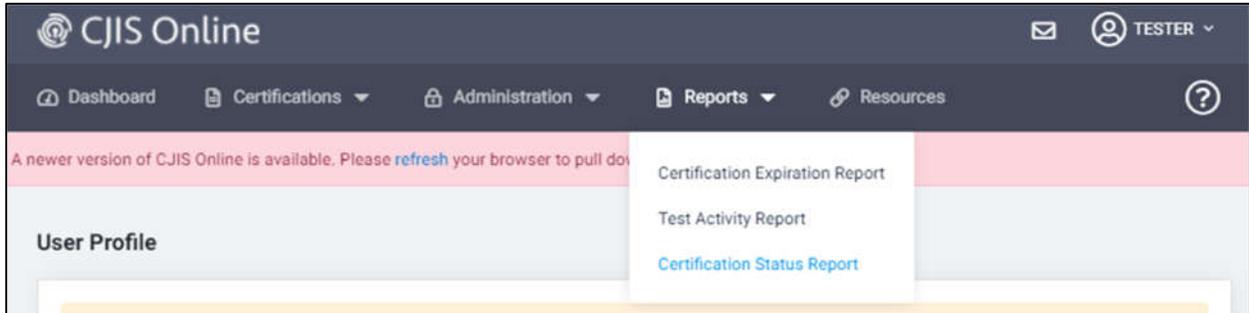
Agency Admin

← Previous Create User

Select 'Create User' when complete.

# REPORTS

Agency Administrators are able to access 3 different types of reports.



## 1.) Certification Expiration Report

- Allows you to view a list of employees and their training expiration date.
- Can filter by timeframe or show only those that have NOT completed training.

A screenshot of the 'Certification Expiration Report' form. It features a 'Timeframe' dropdown menu set to 'Next 30 days'. Below it is a checkbox labeled 'Only show accounts with no certification history' which is currently unchecked. At the bottom right, there are two buttons: 'Clear' and 'Run Report'.

## 2.) Test Activity Report

- Allows you to view a list of employees and their test activity.
- Can filter by timeframe and/or test pass/fails.

A screenshot of the 'Test Activity Report' form. It features a 'Timeframe' dropdown menu set to 'Last 30 days' and a 'Grade' dropdown menu set to 'All Passes/Fails'. At the bottom right, there are two buttons: 'Clear' and 'Run Report'.

### 3.) Certification Status Report

- Allows you to view a list of employees with status, level, and training expiration date.

Showing Records: 1 - 2 of 2

[CSV](#) [PDF](#)

« ‹ 1 › »

Name/Email	Status	User Level	Expiration
TESTER, TESTER tester@test.test	Pending	Level 4 Security Awareness Certification	N/A
TESTER1, TESTER1 tester1@test.test	Pending	Level 1 Security Awareness Certification	N/A

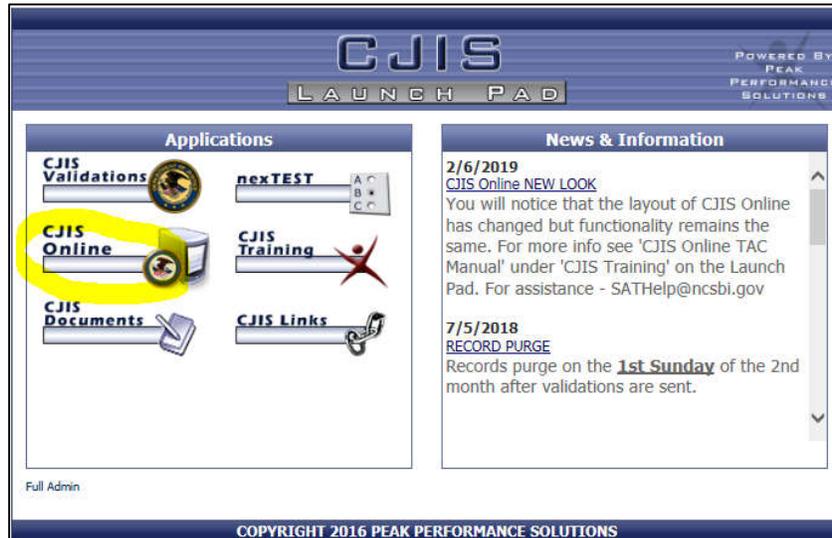
« ‹ 1 › »

## TAKING THE TRAINING

Open an internet browser to: <https://evolve.ncdci.gov/>

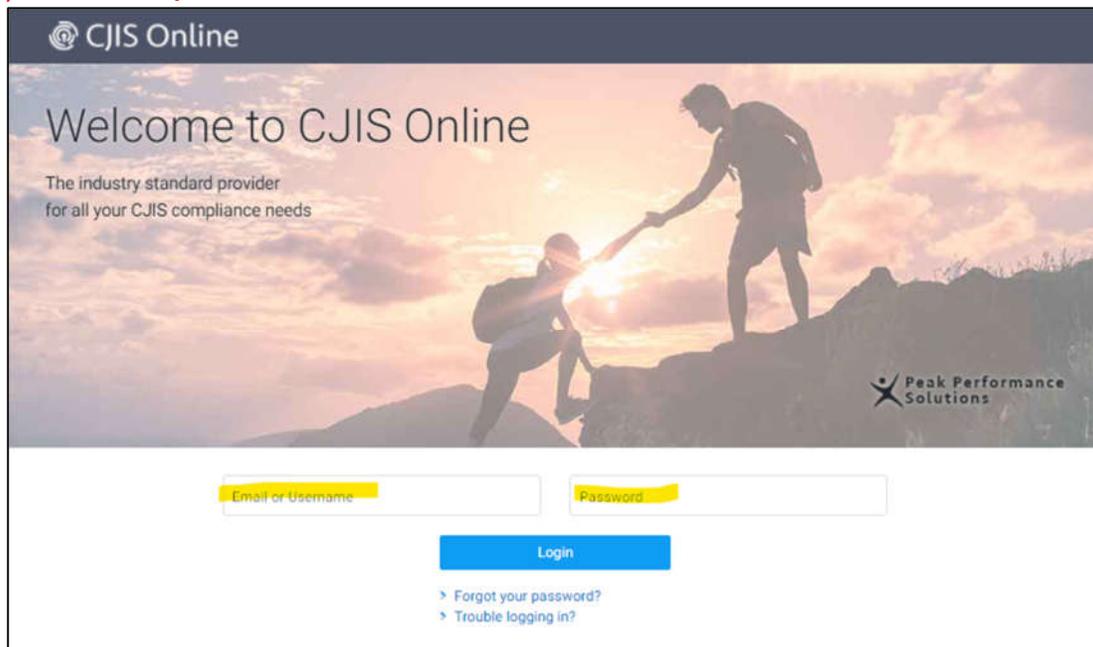
\*For the best experience with CJIS Online, use the most recent version of Chrome, Firefox, Safari, Edge, or Internet Explorer.

### 1.) Select 'CJIS Online'



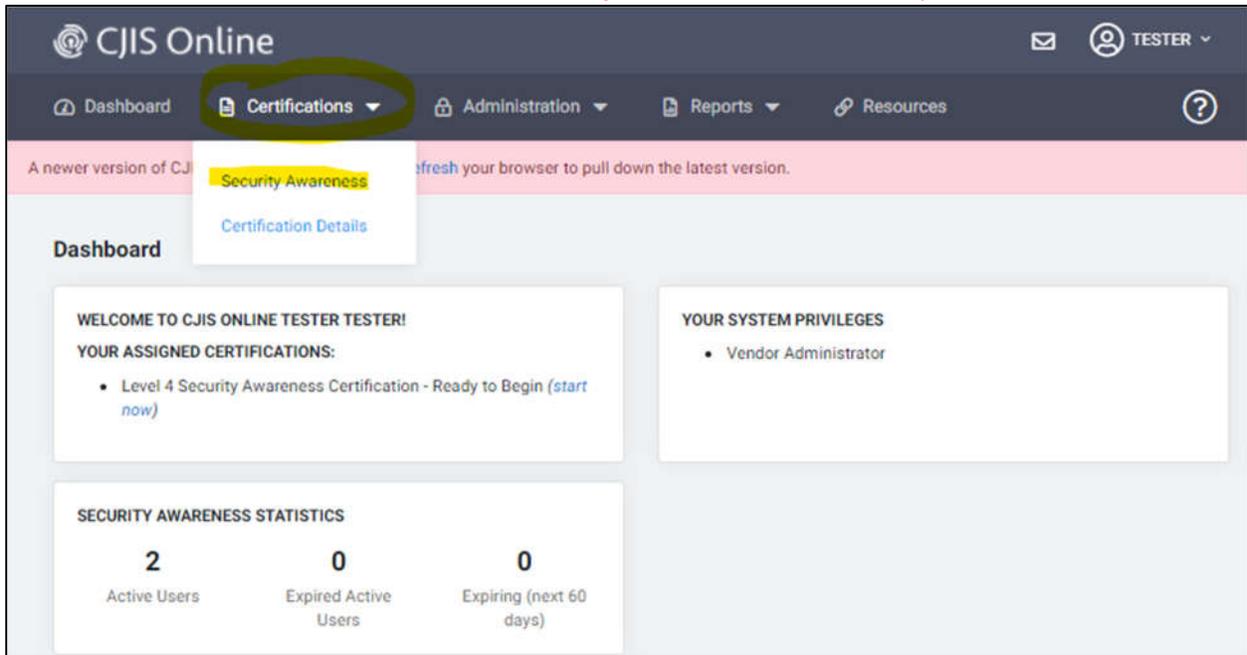
**Note:** This manual can be found on this page under 'CJIS Training'.

### 2.) Enter 'Email/Username' and 'Password'

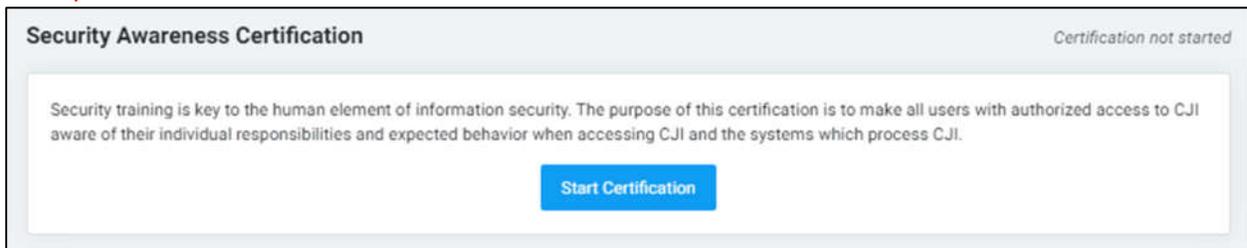


**Note:** Contact your Agency Administrator for password help if needed.

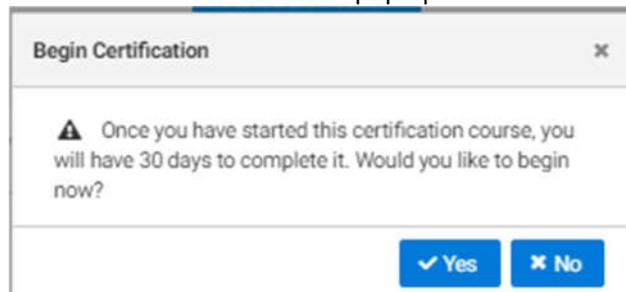
1.) Select **'Certifications.'** Then select **'Security Awareness'** from the drop-down.



2.) Select **'Start Certification.'**



This box will pop up:



### 3.) Select 'Begin Training.'

- Remember that the training level depends on your role. You could see Level 1, 2, or 4.

## Security Awareness Certification

Started: 10/9/2020  
Complete by: 11/8/2020

Security training is key to the human element of information security. The purpose of this certification is to make all users with authorized access to CJI aware of their individual responsibilities and expected behavior when accessing CJI and the systems which process CJI.

1 Security Awareness Training - Level 4      2 Level 4 C.JIS Security Test

### Security Awareness Training - Level 4

Security Awareness Training Level 4 is designed for all information technology personnel including system administrators, security administrators, network administrator, etc...

[Begin Training →](#)

#### Resources

[Security Awareness Training Document](#) This is a companion document that can be used as a reference or an alternative training method.

Your training will pop-up.

**CJIS Online**  
powered by PEAK PERFORMANCE SOLUTIONS

## Overview

In this training you will learn about the *CJIS Security Policy* requirements for handling Criminal Justice Information (CJI).

The policy shall always be the minimum standard and local policy may increase the standards but shall not detract from the CJIS Security Policy standards.

- 4.) Once you have completed the Security Awareness Training, select 'Exit Course' to close the training module.

**CJIS Online**  
powered by PEAK PERFORMANCE SOLUTIONS

**Menu**

- 5.2. LASO
- 5.3. Criminal Offenses
- 6. Physical Security
  - 6.1. Physical Security
  - 6.2. Physical Security Responsi...
  - 6.3. Cellular Device Security
- 7. Security Incidents
  - 7.1. Security Incident Definition
  - 7.2. Security Incident Policy
  - 7.3. Security Incident Report
- 8. Passwords & Authentication
  - 8.1. Unique Logins
  - 8.2. CJIS Access Password Req...
  - 8.3. Top 5 Password Rules for ...
  - 8.4. Safety Precaution
- 9. Advanced Authentication
  - 9.1. Advanced Authentication...
  - 9.2. Advanced Authentication...
- 10. Network Security
  - 10.1. Public Network Definition
  - 10.2. Public Network Require...
  - 10.3. Public Networks
- 11. Conclusion

**Conclusion**

**Criminal Justice Information Services (CJIS) Security Policy**

We encourage you to always refer to the *CJIS Security Policy* for the latest technical information regarding CJIS security or if you have any questions about these policies.

**Exit Course**

- 5.) Check the box to confirm you have read and understand the training. Then select 'Confirm.'

**Security Awareness Certification**

Started: 10/9/2020  
Complete by: 11/8/2020

Security training is key to the human element of information security. The purpose of this certification is to make all users with authorized access to CJI aware of their individual responsibilities and expected behavior when accessing CJI and the systems which process CJI.

**1** Security Awareness Training - Level 4

**2** Level 4 CJIS Security Test

**Security Awareness Training - Level 4**

Security Awareness Training Level 4 is designed for all information technology personnel including system administrators, security administrators, network administrator, etc...

[Review Training →](#)

**Resources**

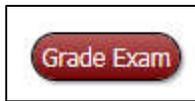
- [Security Awareness Training Document](#) This is a companion document that can be used as a reference or an alternative training method.

I confirm that I have read and understood the above training. [Confirm](#)

6.) Once you confirm, it will take you to the testing portion. Select 'Begin Test.'

- Note: Level 1 does not require a test following the training.

- You will have 1 hour to complete the test. Select 'Grade Exam' when finished, 'Confirm' your test submission, and select 'OK' for grading.



7.) You will be taken back to the following page where you can print your certificate (optional).

## FREQUENTLY ASKED QUESTIONS

**1. Can the agency have more than one Administrator account?**

Yes, the current administrator can select this under 'Manage Vendor Users.'

**2. Is the CJIS Online training mandatory?**

Yes, it is required by the FBI for anyone with access to criminal history information. It must be completed within 6 months of assignment and every 2 years thereafter.

**3. How much does the *CJIS Online Software* cost the agency?**

There is no monetary cost to the agency.

**4. If I enter a vendor record or account record incorrectly, can I delete it?**

No. Records can be edited, but not deleted. The agency can deactivate the account record, but not delete the record. To have them removed from your list, email [SAThelp@ncsbi.gov](mailto:SAThelp@ncsbi.gov).

**5. How will personnel be notified to be tested again in two years?**

Each individual user will receive an automated email both 60 and 30 days prior to their expiration date on the first of the month in which the date falls. If the Administrator would like to receive these emails as well for their users, they will need to log in as an Administrator and click on the Expiration Notifications button to turn on the feature manually. This feature will cause the system to send the Administrator an email on the first of each month of all their users who will be expiring in both 60 and 30 days.

**6. My employees do not have a unique work email address?**

Personnel can use a personal email address or the Administrator can assign a unique Username.

**7. Whom should I contact if I have questions about the *CJIS Online software*?**

[SAThelp@ncsbi.gov](mailto:SAThelp@ncsbi.gov)



**Note:** To get help anytime click  in the upper right corner.