

# CJIS Online

## Security Awareness Training



## Vendor Administrator Manual

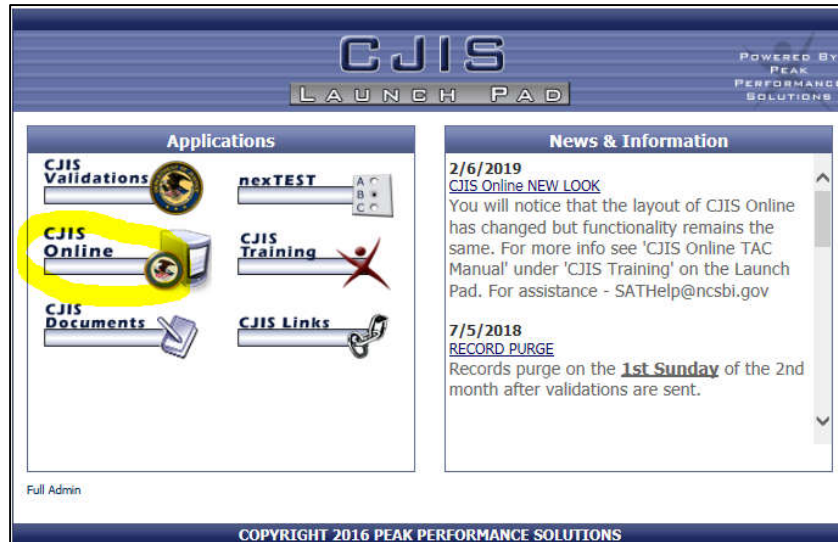
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## LOGGING IN

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

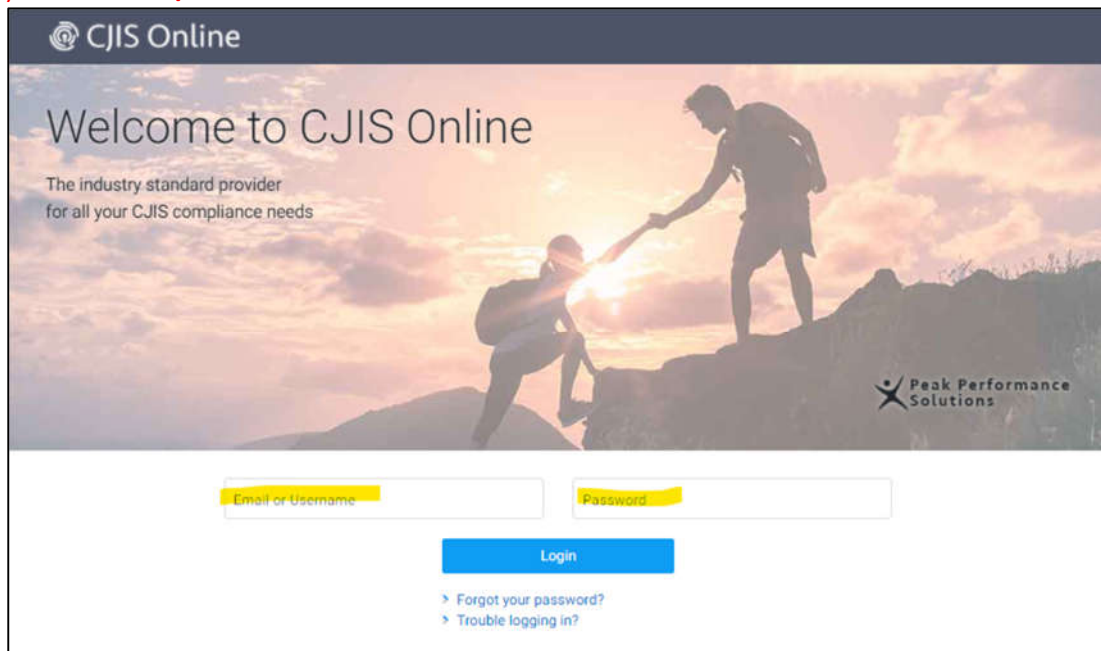
\*For the best experience with CJIS Online, use the most recent version of Chrome, Firefox, Safari, Edge, or Internet Explorer.

### 1.) Select 'CJIS Online'



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

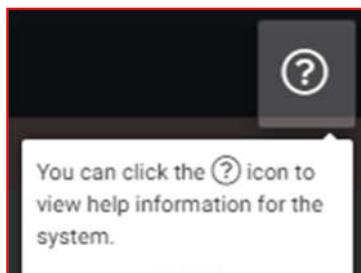
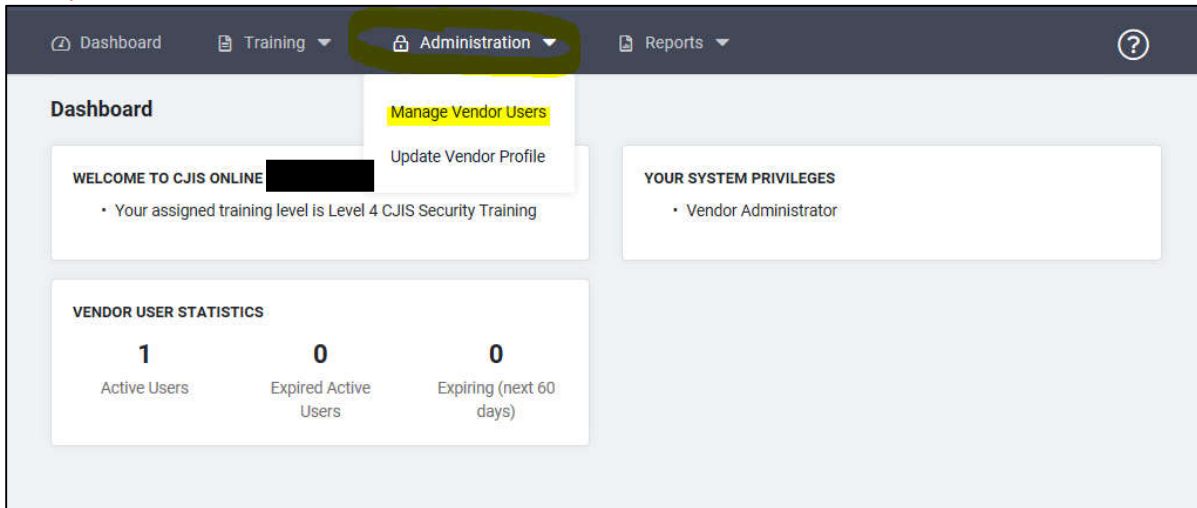
### 2.) Enter 'Email/Username' and 'Password'



**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**'

The screenshot shows the 'Manage Vendor Users' form. The '+ Add a Vendor User' button is highlighted in yellow. The form includes input fields for Last Name, First Name, Email, Username, and dropdown menus for User Status and Roles.

Last Name	First Name	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>

Username	User Status	Roles
<input type="text"/>	Active Users Only	All Roles

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 \*  
[Dropdown menu]  
Choose a company or enter a name to search for a company.

Last Name \* | First Name \* | Middle Name  
[Text input] | [Text input] | [Text input]

Phone | Phone Ext  
[Text input] | [Text input]

**Account Information**

☐ This user does not have an Email Address

Email \* | Confirm Email \*  
[Text input] | [Text input]

Username | Expiration Notification ⓘ  
[Text input] | ☐ Receive Expiration Email  
When adding a user, Username is reserved for the user to set unless this user does not have an email.

Password \* | Confirm Password \*  
[Text input] | [Text input]  
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**  
This is for adding vendor users and admins.  
[Add an Agency User instead →](#)

[← Return to Search](#)

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**

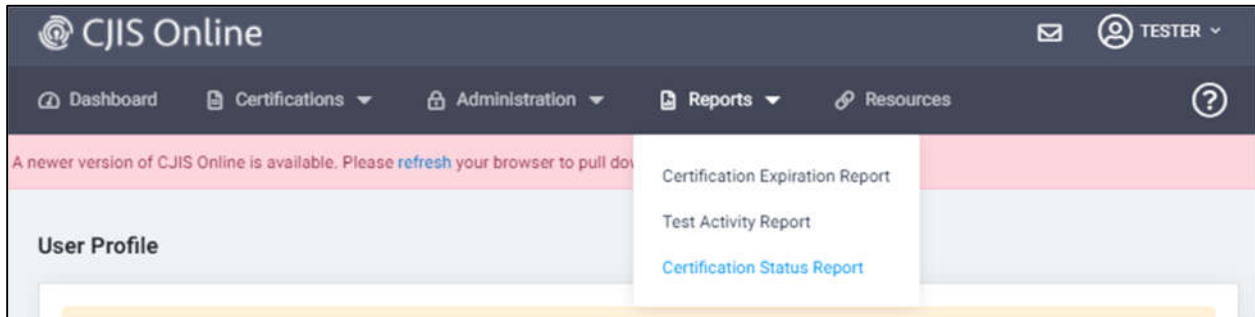
☐ Agency Admin

[← 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 this is a checkbox labeled "Only show accounts with no certification history". At the bottom right 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 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

CSVPDF

« 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

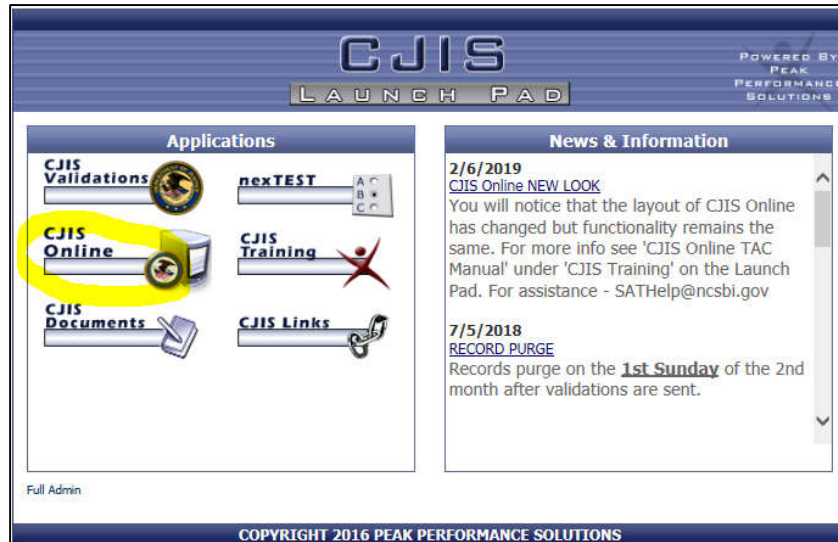
« 1 »

## TAKING THE TRAINING

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

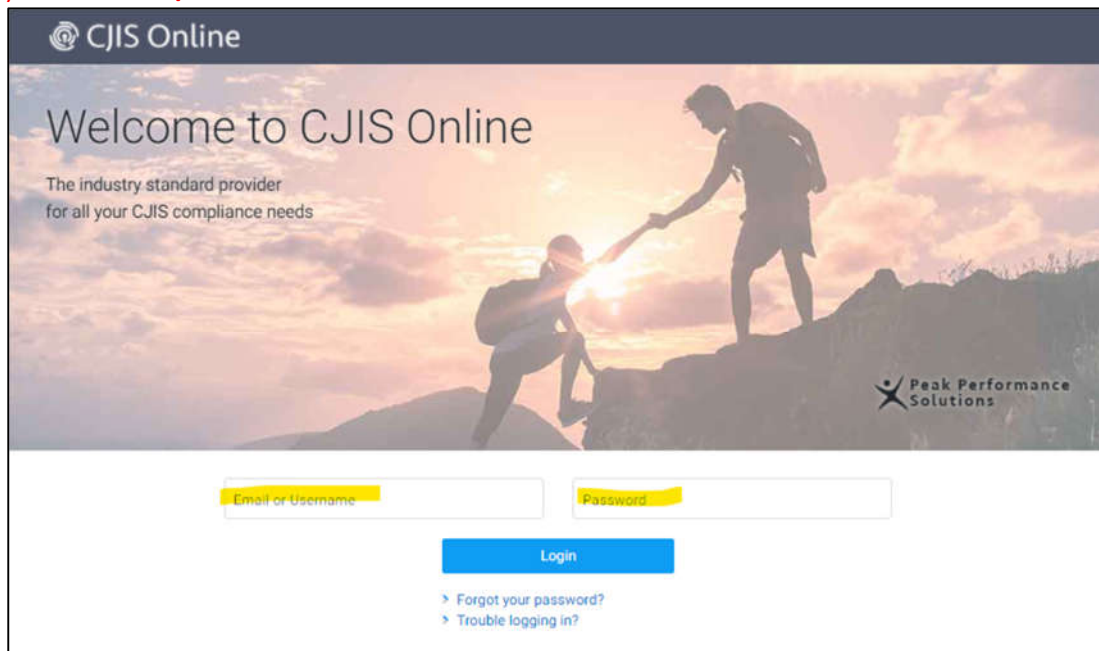
\*For the best experience with CJIS Online, use the most recent version of Chrome, Firefox, Safari, Edge, or Internet Explorer.

### 1.) Select 'CJIS Online'



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

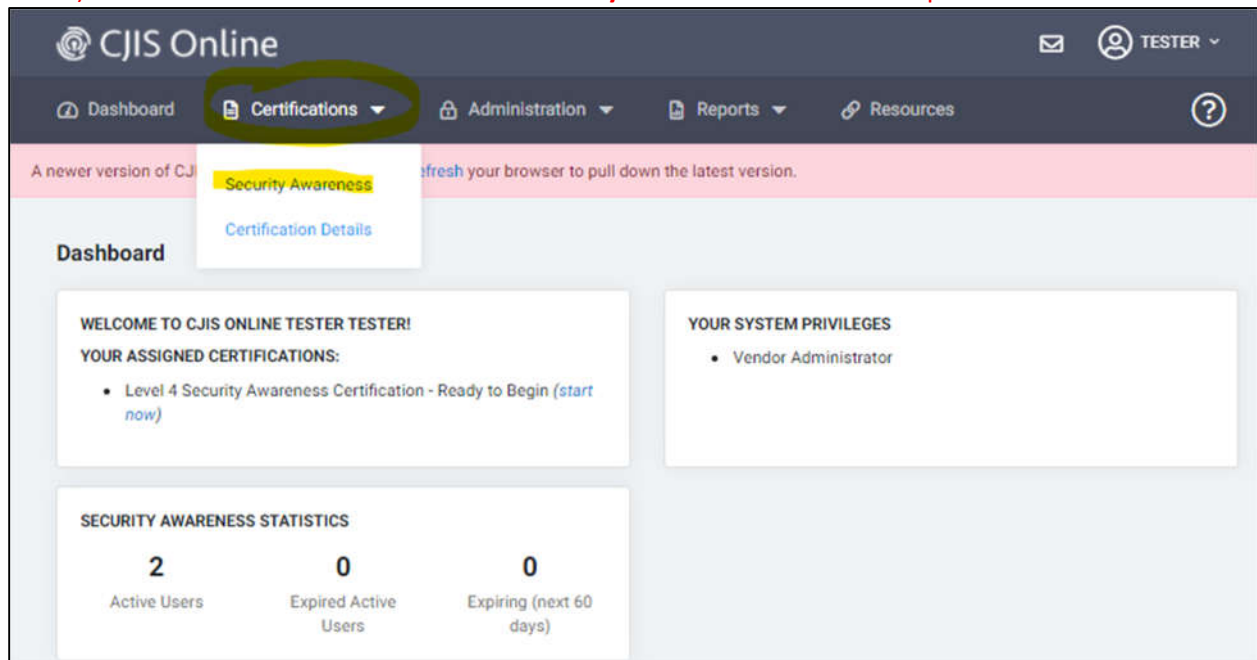
### 2.) Enter 'Email/Username' and 'Password'



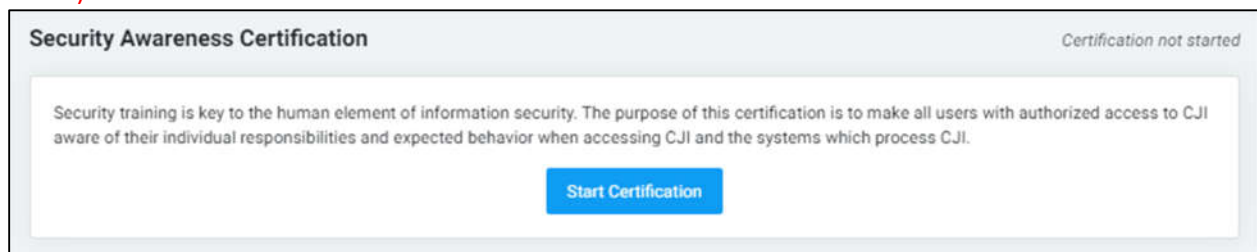
**Note:** Contact your Agency Administrator for password help if needed.



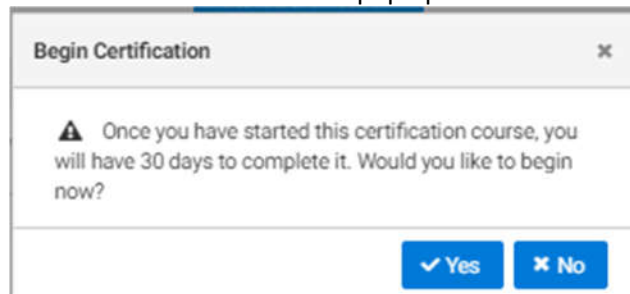
1.) Select '**Certifications.**' Then select '**Security Awareness**' from the drop-down.



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 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...

**Resources**

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

[Begin Training →](#)

Your training will pop-up.

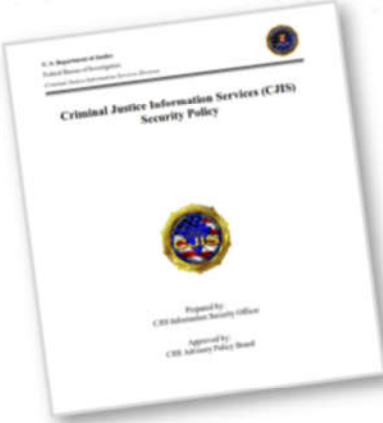
## CJIS Online

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### Menu

- 1. Welcome
  - 1.1. Welcome
  - 1.2. Purpose
- 2. Criminal Justice Information
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  - 2.2. What is CHRI?
  - 2.3. Understanding CII
  - 2.4. The Interstate Identificati...
  - 2.5. Using CII
  - 2.6. Restricted Data
  - 2.7. Authorized Purposes
  - 2.8. Authorized Uses
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- 4. Information Technology Secur...
  - 4.1. IT Security Definition
  - 4.2. Information Technology Secur...

## Overview

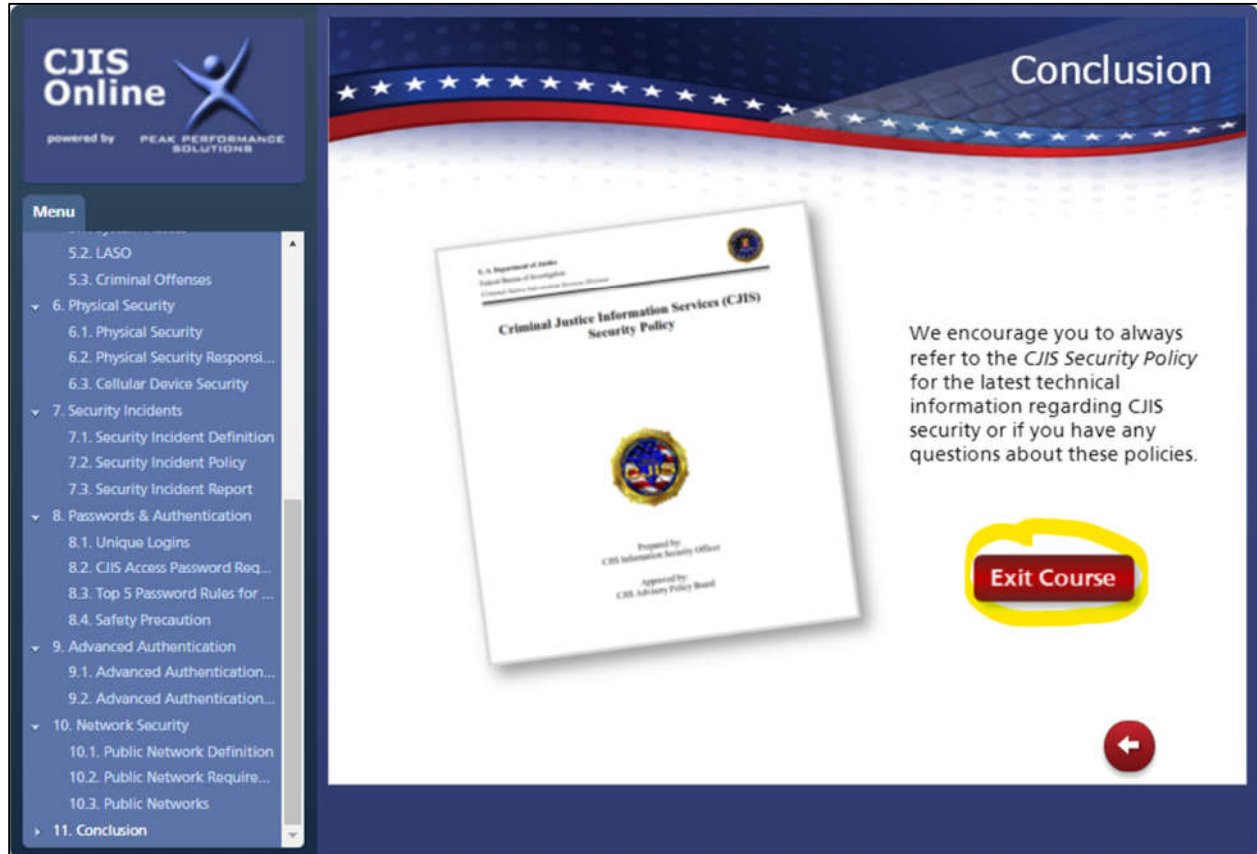


In this training you will learn about the *CJIS Security Policy* requirements for handling Criminal Justice Information (CJI).

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.



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

The screenshot shows the 'Security Awareness Certification' page. At the top right, it says 'Started: 10/9/2020' and 'Complete by: 11/8/2020'. Below this is a paragraph explaining the purpose of the certification. A progress bar shows two steps: '1 Security Awareness Training - Level 4' and '2 Level 4 CJIS Security Test'. The first step is active. Below the progress bar, the title 'Security Awareness Training - Level 4' is followed by a description of the training level. A 'Review Training' button is on the right. Under the heading 'Resources', there is a link to the 'Security Awareness Training Document'. At the bottom, there is a checkbox labeled 'I confirm that I have read and understood the above training.' with a red arrow pointing to it, and a blue 'Confirm' button next to it.

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.

**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 CJJ aware of their individual responsibilities and expected behavior when accessing CJJ and the systems which process CJJ.

1 Security Awareness Training - Level 4 Completed 10/9/2020

2 **Level 4 CJIS Security Test** NOTE: You will have 1 hour to complete this test once you begin

Complete the Security Awareness Level 4 test to finalize the certification. [Begin Test →](#)

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

**Grade Exam**

**Test Submit**

Please confirm that you wish to submit your test for grading.

[Close](#) [Confirm](#)

**Message from webpage**

CJIS Online will now verify your connection to the server and will submit your test for grading. Please click OK to continue.

[OK](#)

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

**Security Awareness Certification** Certified: 10/9/2020  
Expires: 10/9/2022

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 CJJ aware of their individual responsibilities and expected behavior when accessing CJJ and the systems which process CJJ.

**You have completed this certification!**

**View Certificate:**

[With Border](#) [No Border](#)

## 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?**

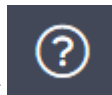
Each individual user will receive an automated email both 60 and 30 days prior to their expiration date on the first of the month in which the date falls. If the Administrator would like to receive these emails as well for their users, they will need to log in as an Administrator and click on the Expiration 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.