CJIS Online TAC Manual

CJIS Online is used for Security Awareness Training and Certification. All personnel having access to Criminal Justice Information (CJI) are required to have Security Awareness Training and Certification within six months of hire and every 2 years thereafter.

Personnel who are **not** DCI Operators are required to use CJIS Online for Security Awareness Training and Certification. This includes, but is not limited to, all local agency non-users, vendors, agency IT personnel, and any other personnel at agencies receiving or having access to CJI from a DCI Terminal Agency.

Those that **are** DCI certified should use nexTEST for Security Awareness Training.

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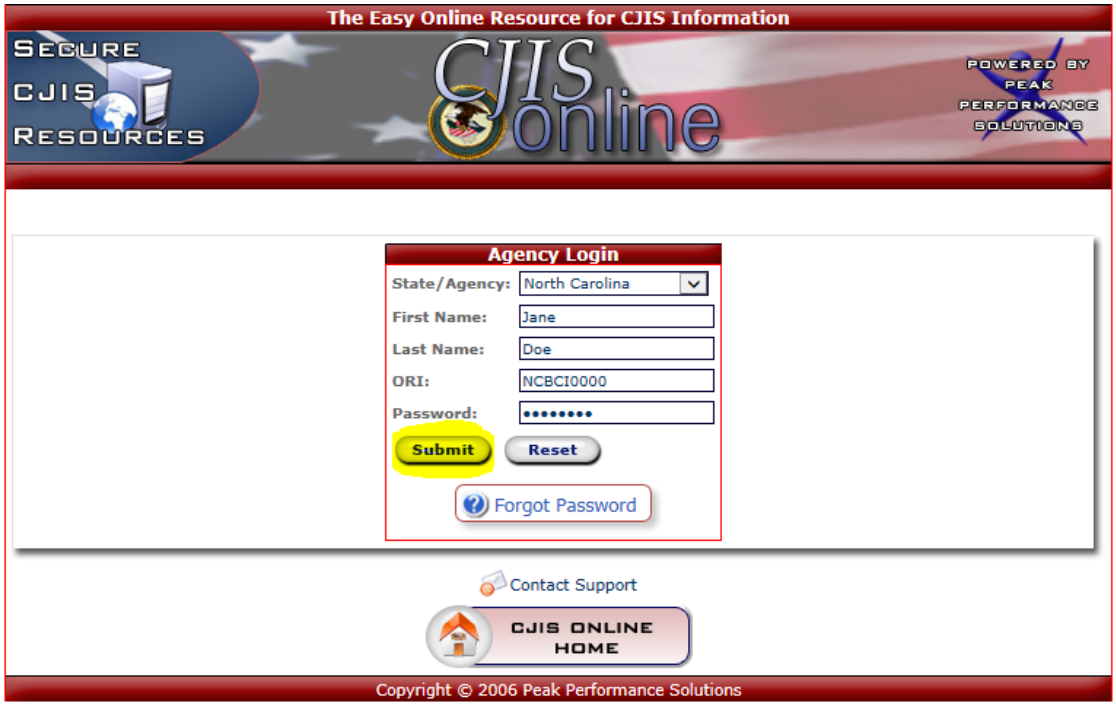
Questions: SATHelp@ncsbi.gov

Accessing CJIS Online

Go to the Launch Pad Home Page: https://evolve.ncdci.gov/
Select the "CJIS Online" Application.

Select the "Local Agency Admin" button.

Select “North Carolina” from the drop down box then enter your name, your agency ORI, and your password. Your first password will be **NCtempPASSWD1**. Change it once you log on.
Click the “Submit” button.

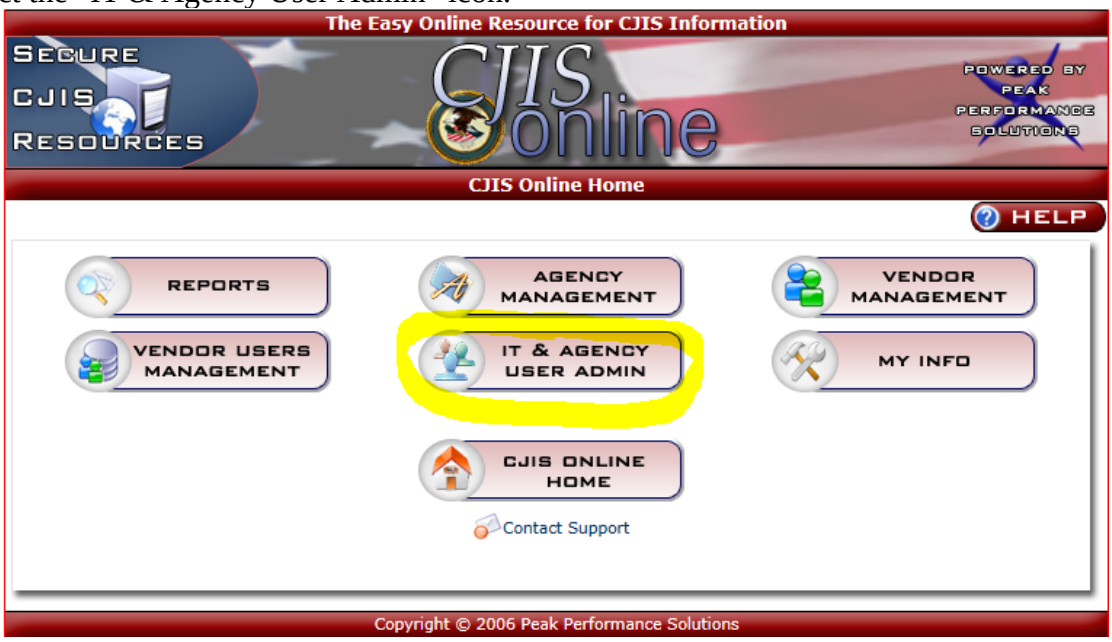


**Contact SATHelp@ncsbi.gov if you cannot log in.

Creating User Profiles for In-House Employees

****Note – Only those individuals employed directly by your agency should be added using this category. Other individuals such as city/county personnel and vendors/contractors will be addressed later in the manual.**

Step 1 - Select the "IT & Agency User Admin" icon.



Step 2 - Select the "Add New IT or Agency Employee" button.

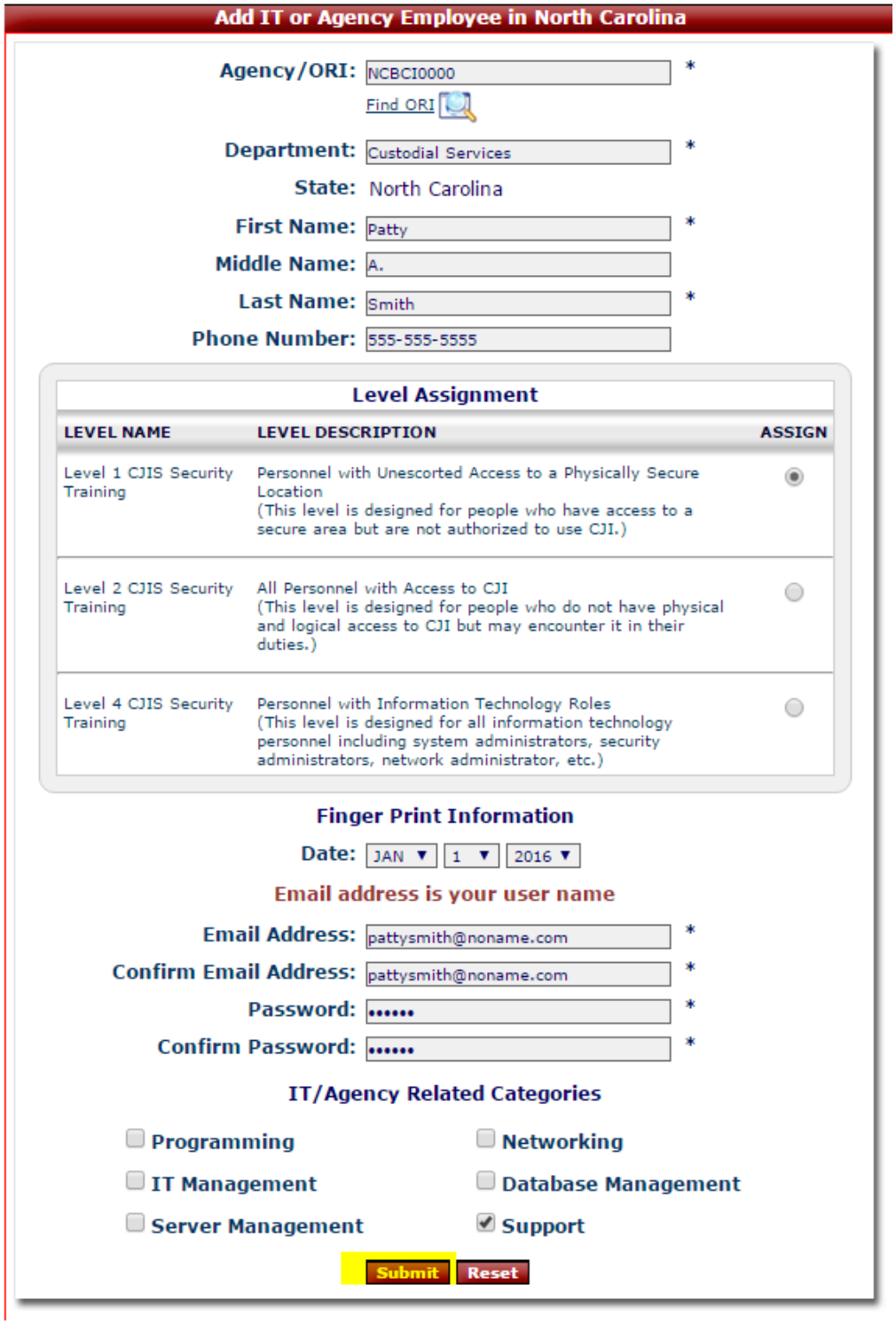
Step 3 - Complete all fields and select “Level Assignment.”

At the bottom of the screen:

- Select “Support” for all agency personnel <u>not</u> responsible for IT functions.
- Select the appropriate IT function(s) for individuals holding Information Technology Roles.

Click the “Submit” button.

Follow the same process to add additional agency employees when necessary.



Creating Accounts for Outside Employees that Service Multiple Agencies

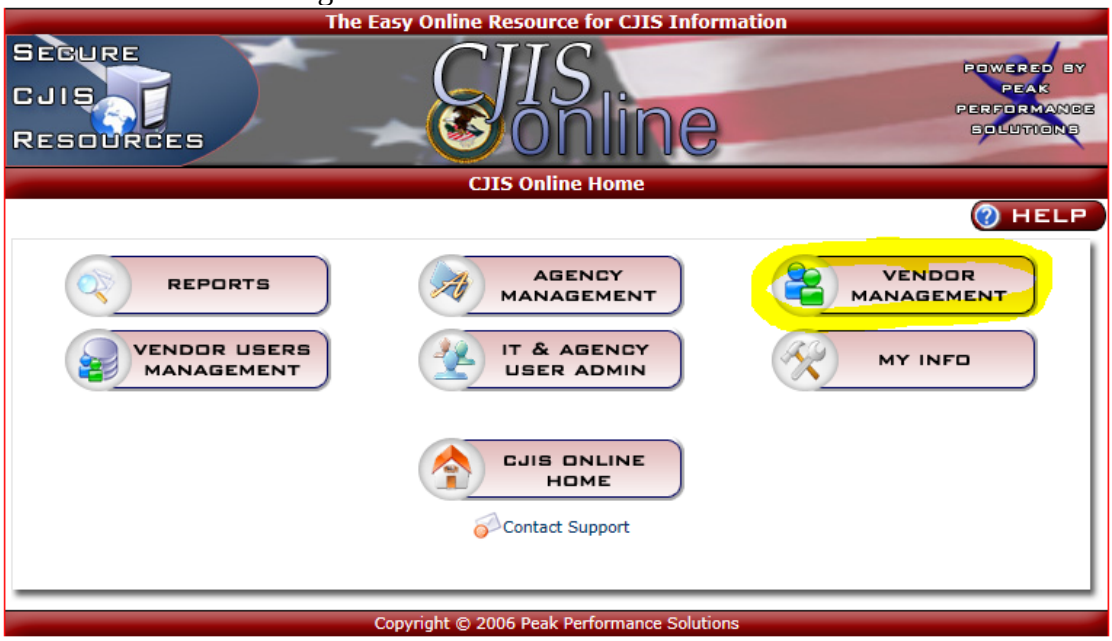
If you employee outside agencies/vendors/contractors that service multiple agencies and have access to CJI, they will need a Vendor Agency Account.

This can include any of the following:

- City/County IT Personnel
- Custodial Staff
- Private IT Vendors/Contractors (ex. ALEN, OSSI, etc.)

Step 1 - You will first need to verify that they are not already listed as a vendor.

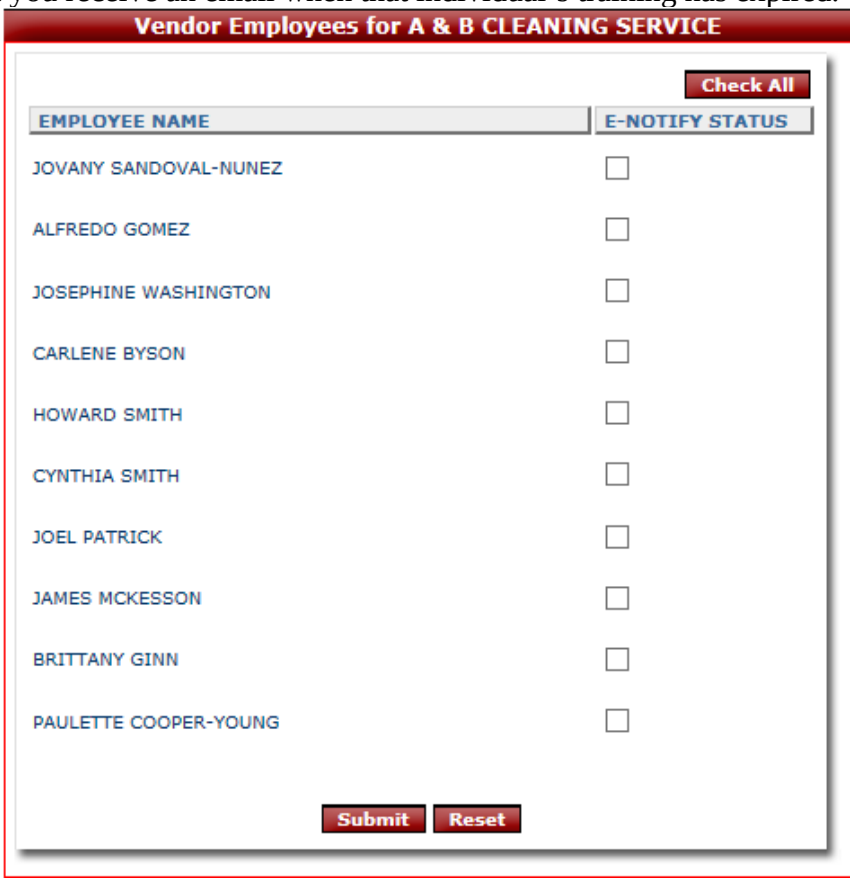
a. Select the "Vendor Management" icon.



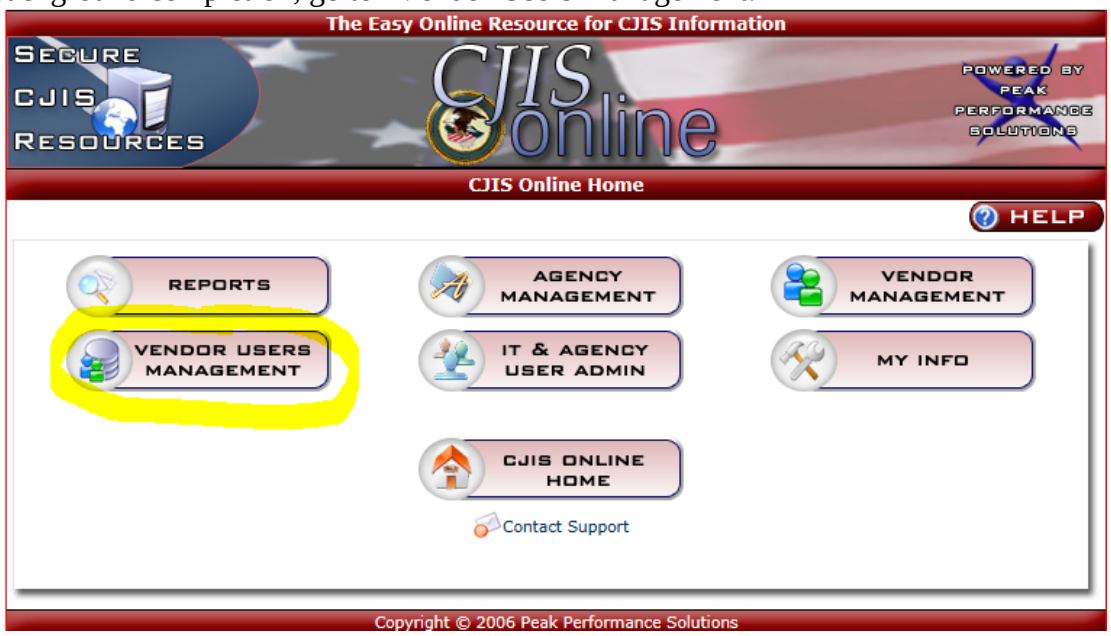
b. You may then search via Company Name, sort by Category, or sort by State.

Step 2 - If they **ARE** already listed, select the "Notifications" icon that corresponds with that vendor. (If they are NOT already listed, go to Step 3.)

a. You may then select the personnel associated with your agency. Selecting "E-Notify Status" will ensure that you receive an email when that individual's training has expired.

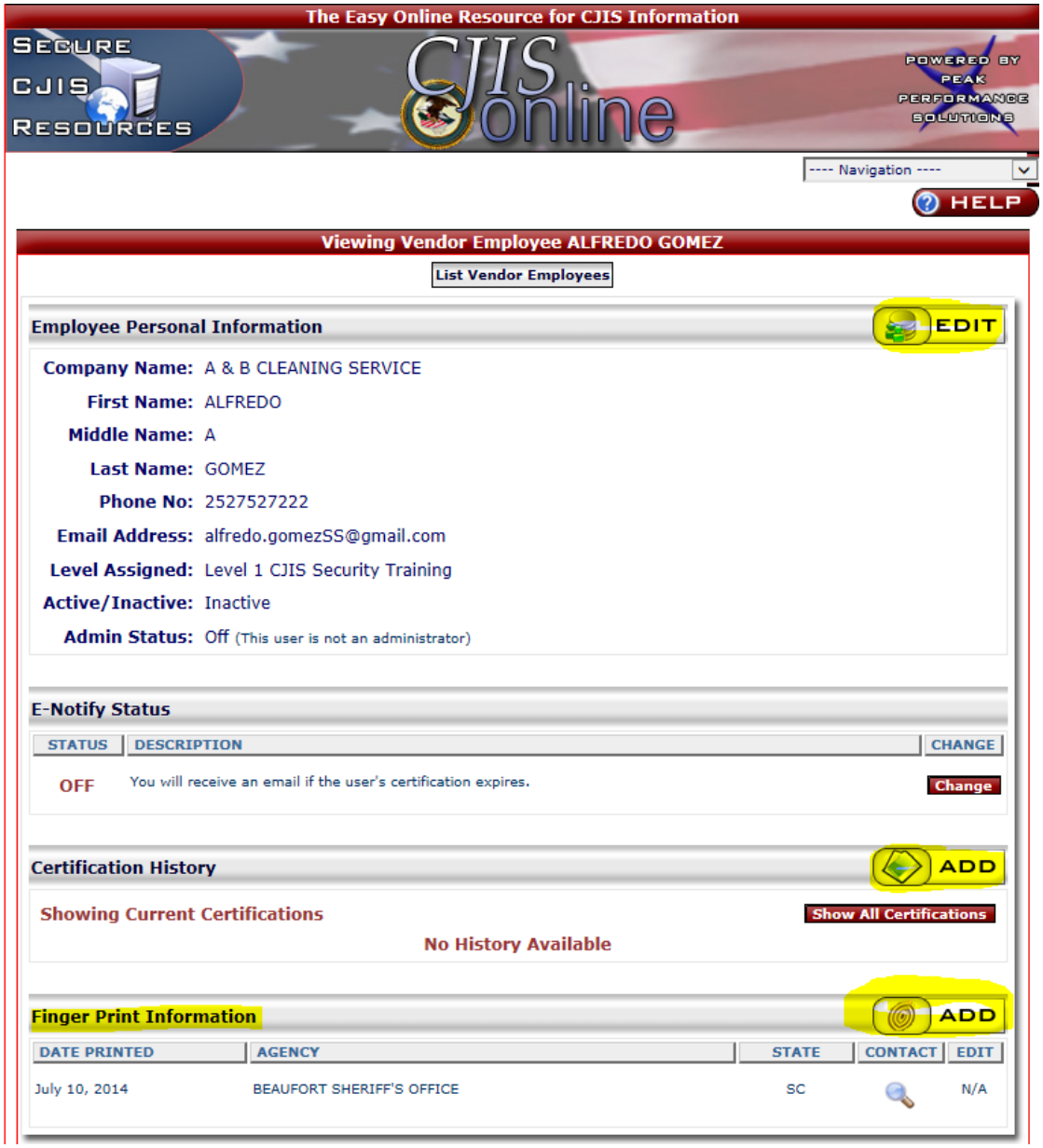


b. To verify that the individual's information is accurate and to add the date of your fingerprint background completion, go to "Vendor Users Management."



c. You may search by Last Name or Company Name. Select the View icon to see details on a particular person.

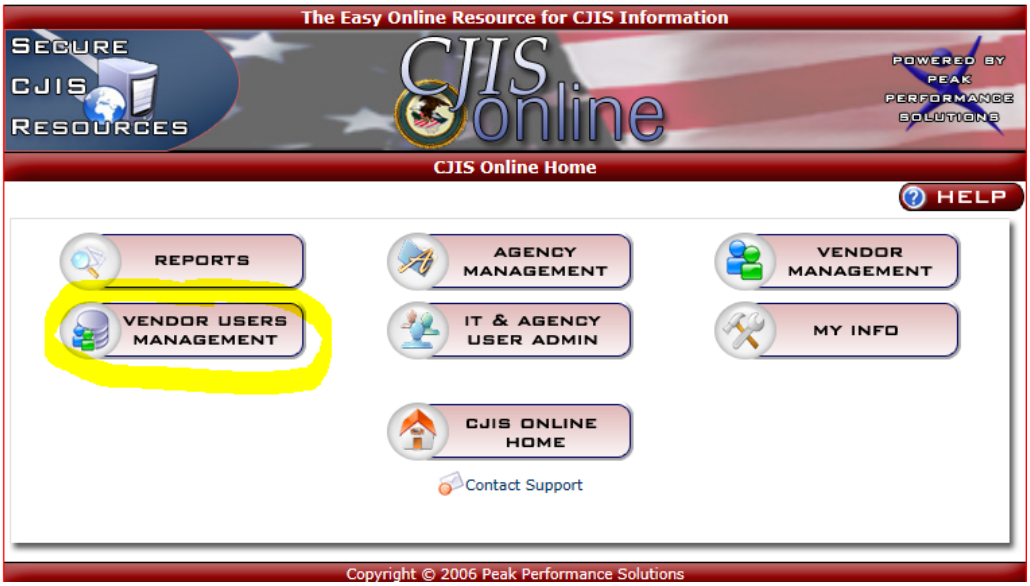
d. You can edit or add information here.



Step 3 - If the vendor is **NOT** already listed, select “Add New Vendor.”

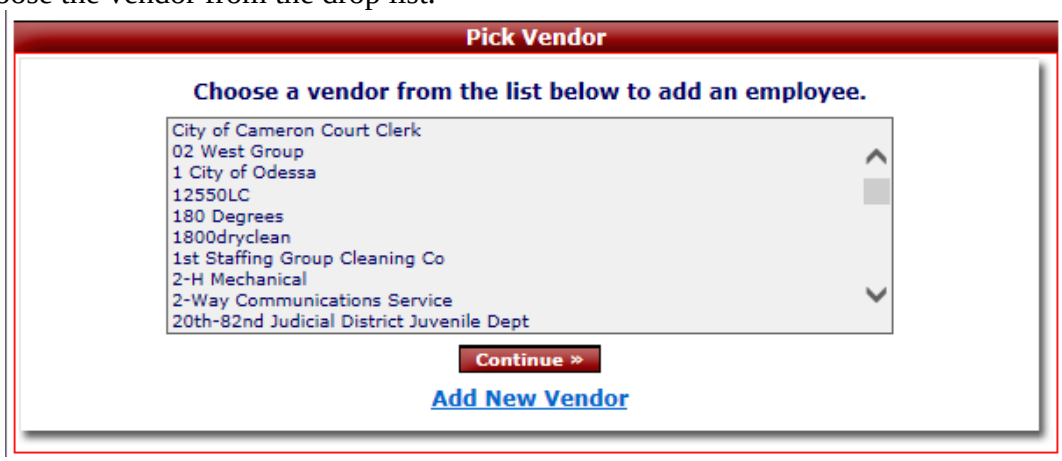
a. Complete all fields and select “Categories Related to Vendor.”
Click the “Submit” button.
Follow the same process to add additional vendor agencies when necessary.

b. To add vendor admin personnel, go to the CJIS Online homepage and select "Vendor Users Management." You will ONLY add the vendor admin. The vendor admin will be the main contact for that vendor agency and will be responsible for adding and maintaining additional vendor personnel. Direct the vendor admin to https://evolve.ncdci.gov/. They can locate the Vendor Administrator Manual under CJIS Training.

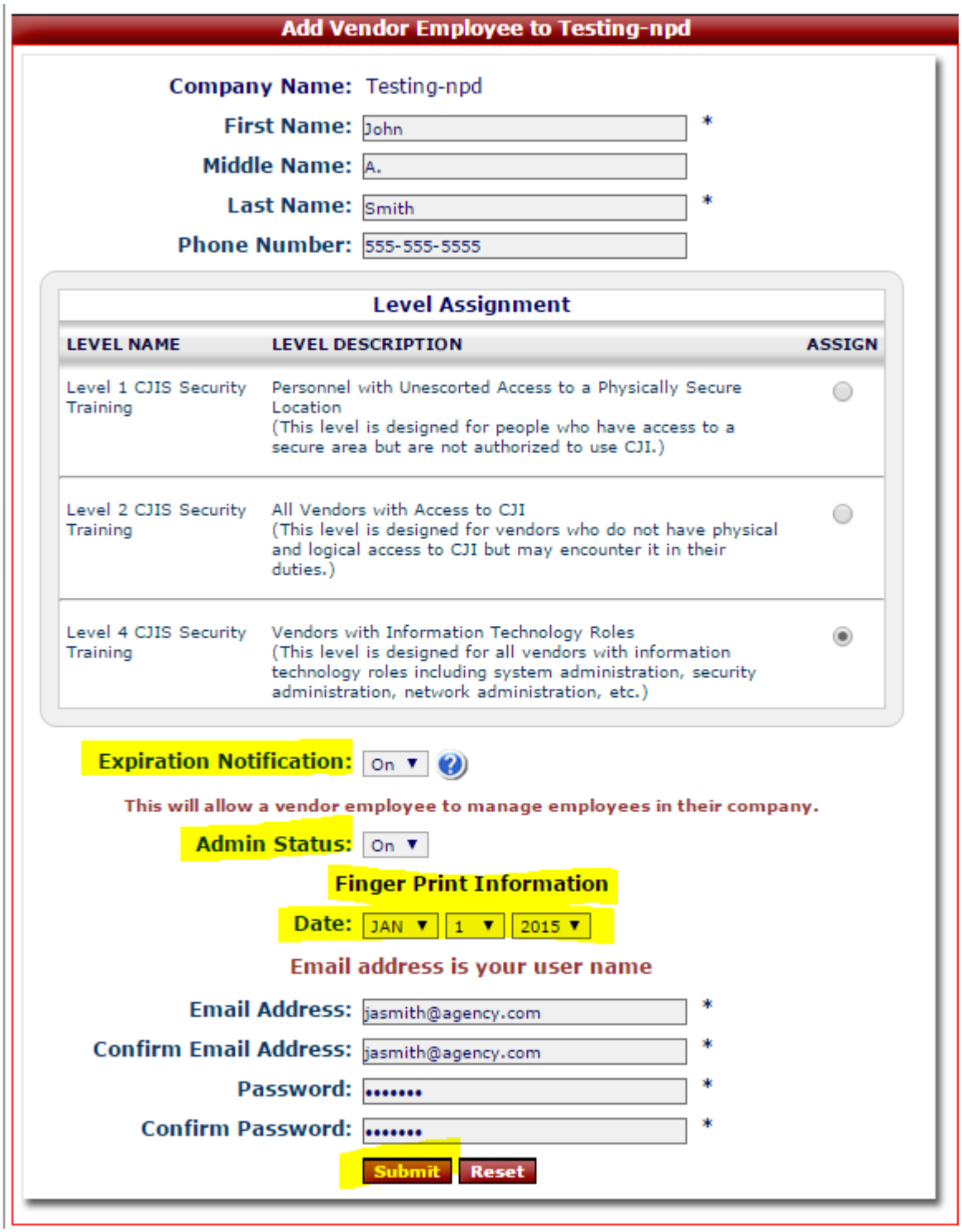


c. Select "Add New Vendor Employee."

d. Choose the vendor from the drop list.



e. Complete all fields and select “Level Assignment.”
Select “On” for Expiration Notification.
Select “On” for Admin Status. Remember – This individual will be the main vendor contact and is responsible for all additional vendor personnel at that vendor agency.
Select the Fingerprint date.
Enter their email address and set the password to **Security!1**. They can change it when they log on.
Click the “Submit” button.

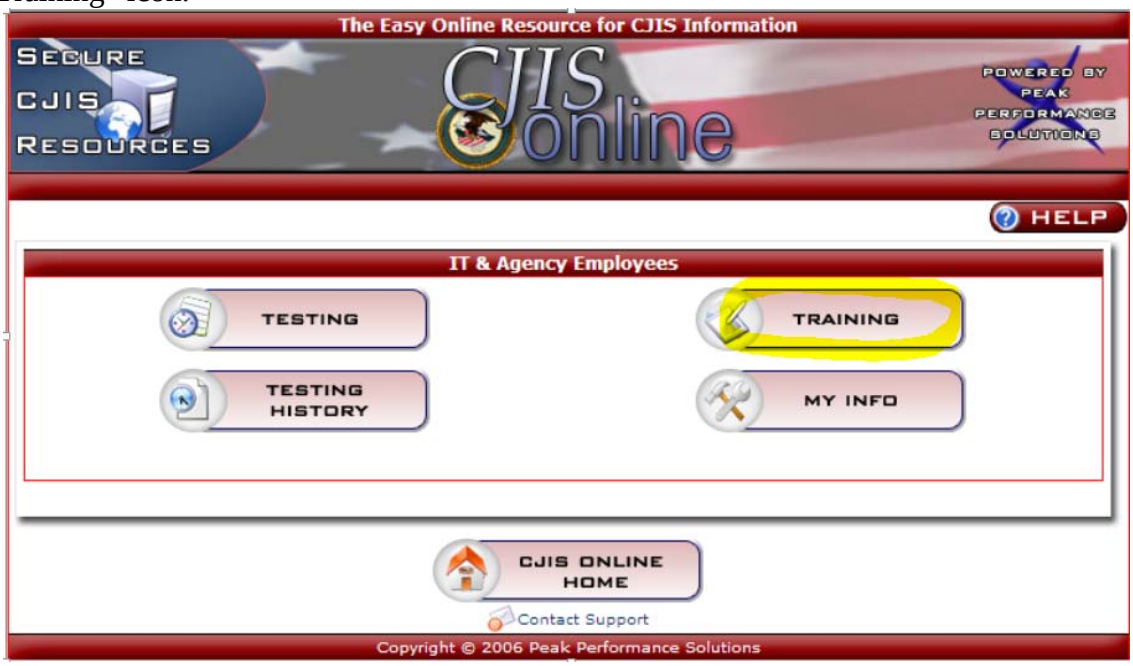


Security Awareness Training and Certification Exam

IT & Agency Users – Select the “IT & Agency Users” button.

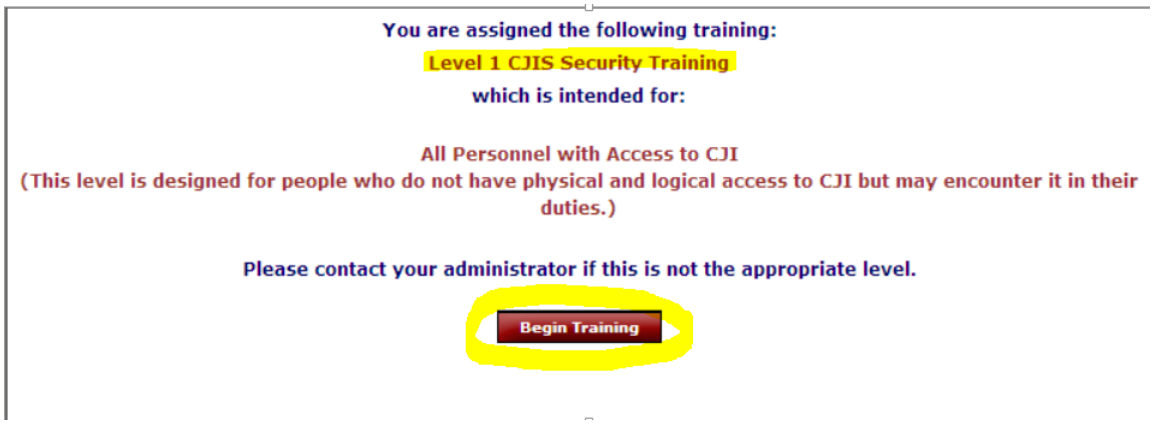
IT & Agency Personnel Users will see this login screen:
Enter your email address and password then select “Submit.”

Select the “Training” icon.



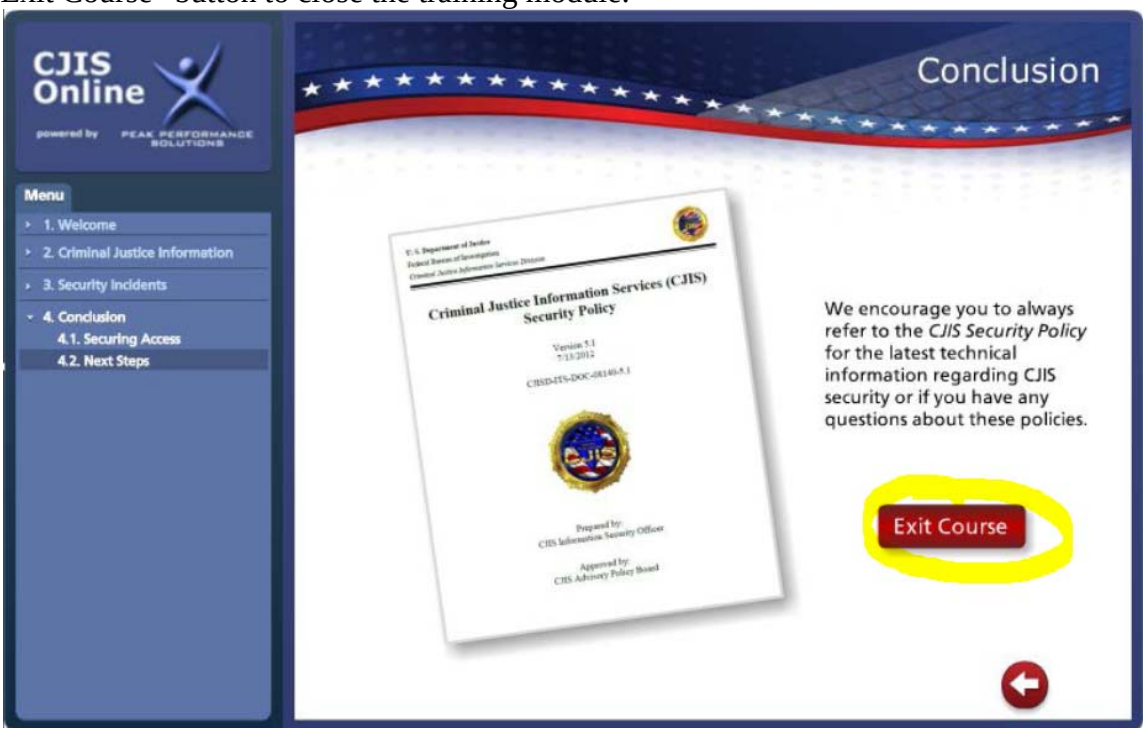
This announcement will appear on your screen and will indicate which level of the CJIS Security Training you have been assigned (Level 1, 2, or 4).

To continue with the training, select the “Begin Training” button.

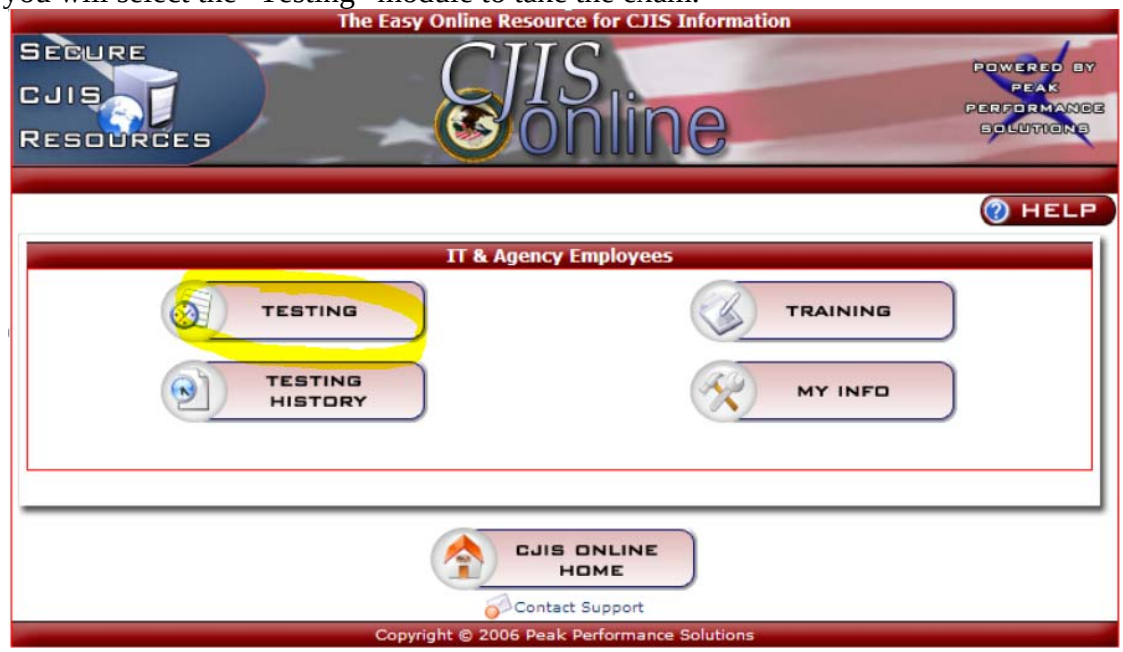


This is what the online training looks like when first accessed.

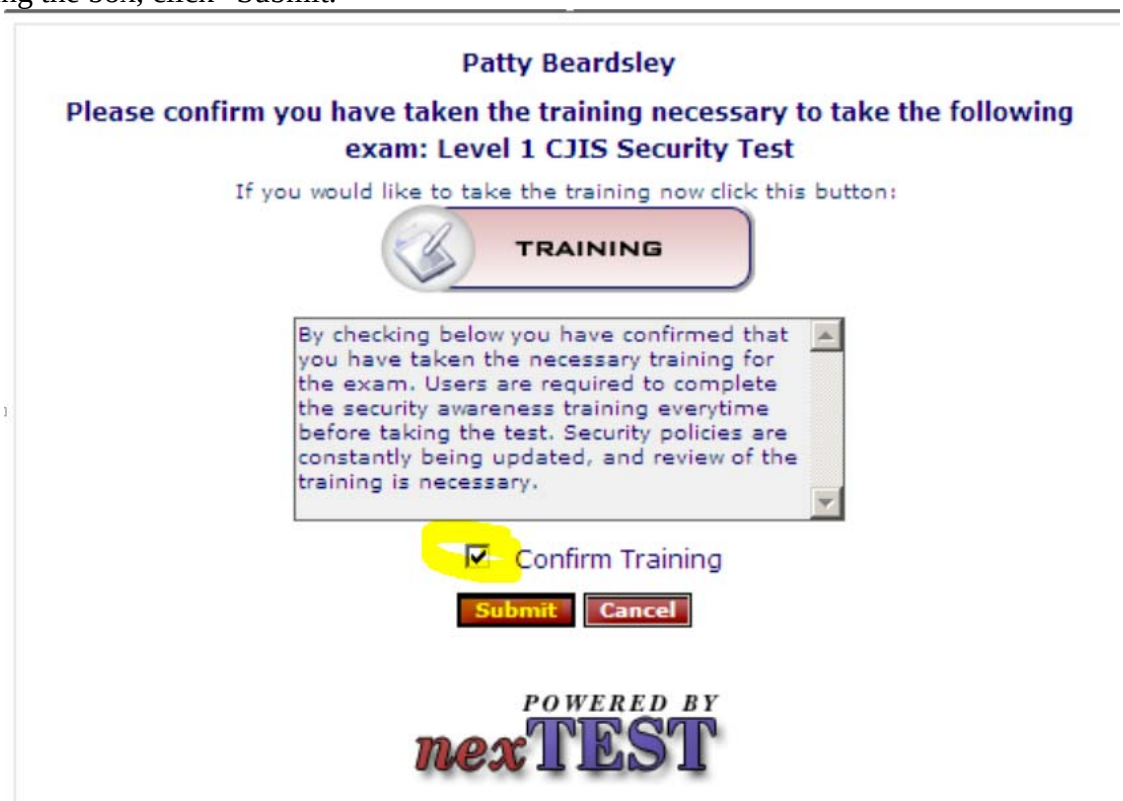
Once you have completed the Security Awareness Training you will see this page.
Select the “Exit Course” button to close the training module.



Once the Training Module is closed you will be brought back to this screen.
At this time you will select the “Testing” module to take the exam.



You will be required to confirm that you have taken the Security Awareness Training by checking the box on this page before you can begin your exam.
After checking the box, click “Submit.”



If a user fails the test, there is a 1 minute waiting period before they can re-test.

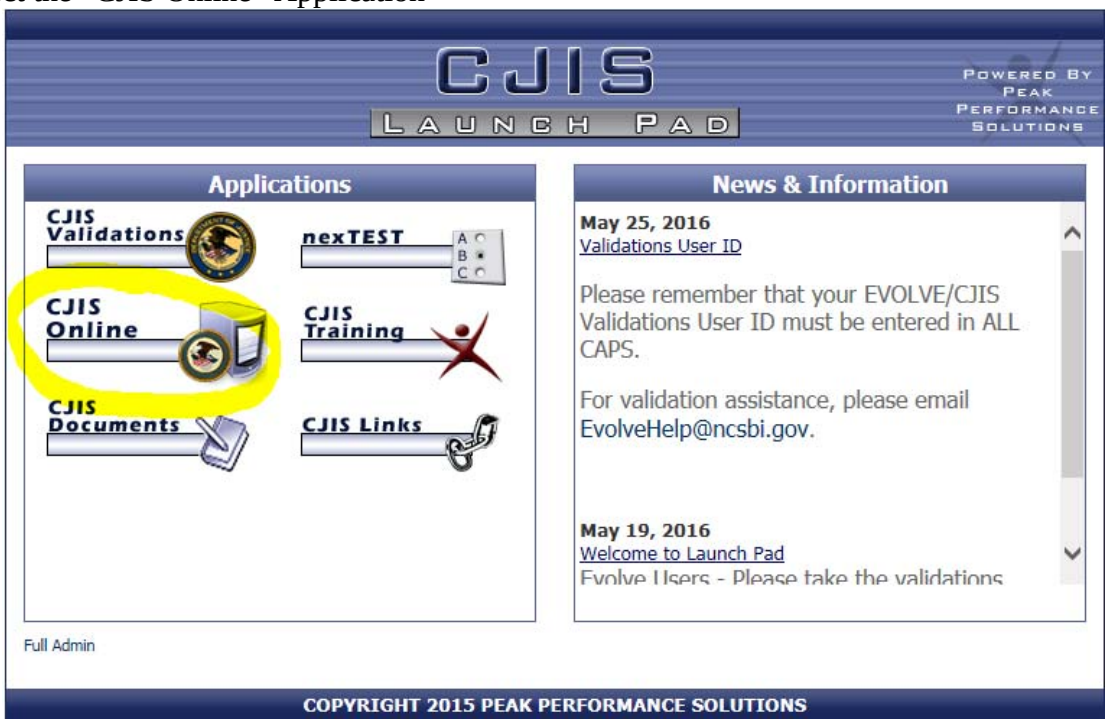
Creating Certification Expiration Reports

CJIS Online Administrators have the ability to create Certification Expiration Reports on their CJIS Online Users as well as Vendor Users. These reports show all of the "active" CJIS Online Users, their SAT Certification Expiration Dates, and Training Levels.

Agencies who receive CJI, from a DCIN Terminal Agency, must provide documentation to the Terminal Agency Coordinator (TAC) at the agency providing the CJI. The Certification Expiration Report is one option for documentation.

Step 1 – Go to Launch Pad Home Page - https://evolve.ncdci.gov/

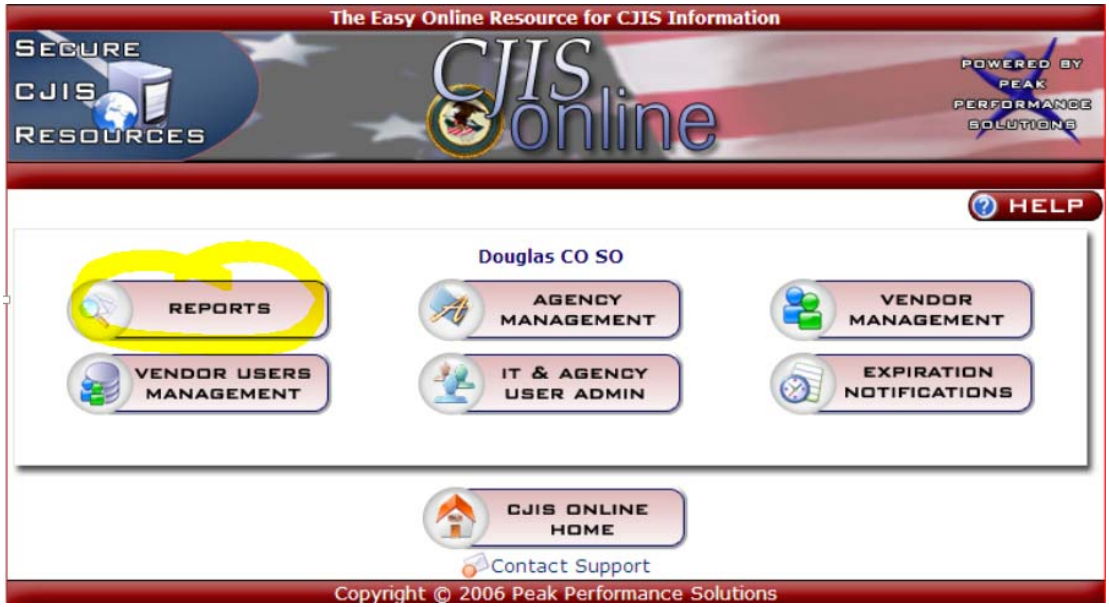
Step 2 – Select the "CJIS Online" Application



Step 3 – Select “Local Agency Admin”

Step 4 – Log into CJIS Online, as the Agency Administrator

Step 5 – Select “REPORTS”



Step 6 – Select “Certification Expiration Report”

Step 7 – Choose Employee type:

- "IT/Agency Employees" to retrieve a report on your Agency's Employees
- "Vendor Employees" to retrieve a report on Vendor Agency Employees

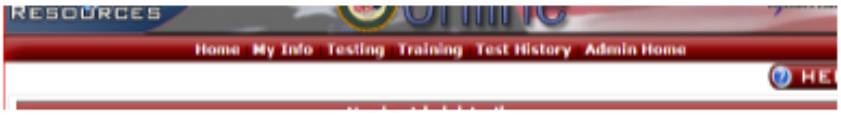
Select "All Dates in Data Base"

Select "Submit" to retrieve your report.

Helpful Things to Know

Moving Around in the Application

Navigation Ribbon buttons across the top area to Home, My Info, Admin Home, etc.

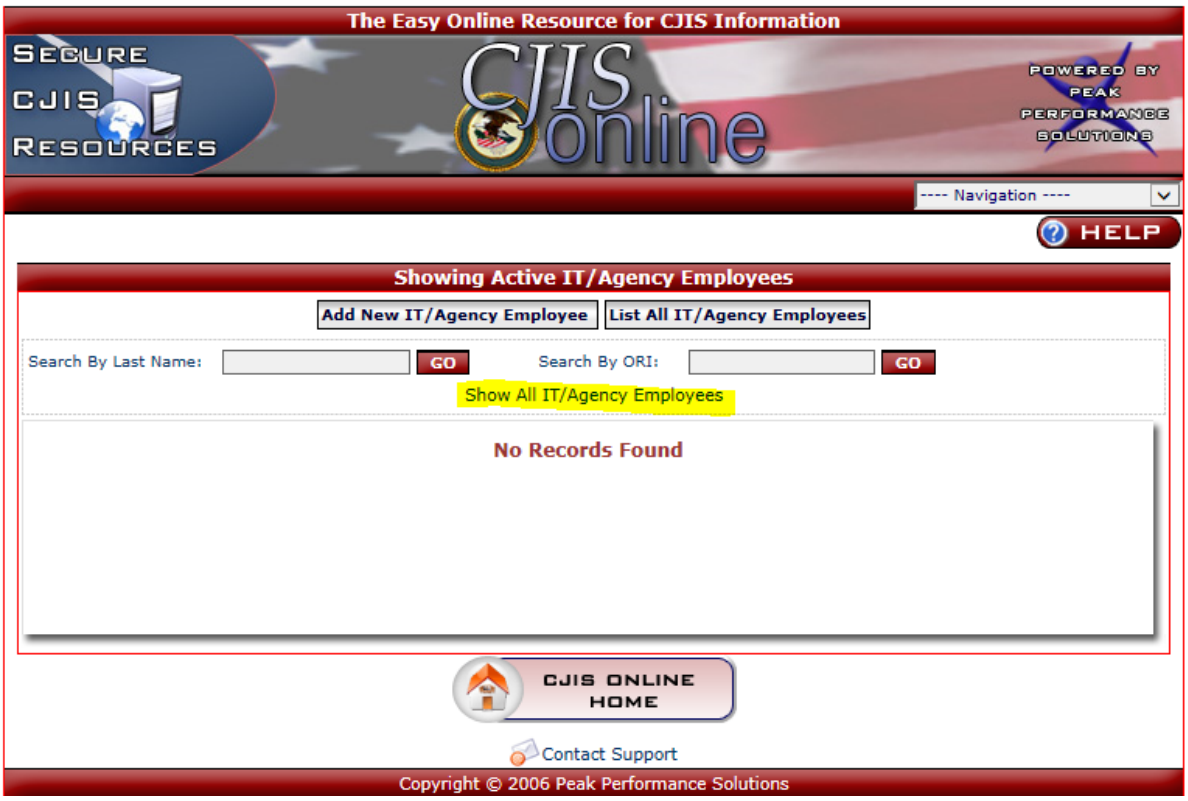


To get help on a topic, click the help button.

CJIS Online Home, *Logs off account* and goes to main screen.

The "List All IT & Agency Employees" button should be selected if/when you want to see a list of all ACTIVE users.

The “Show All IT/Agency Employees” button should be selected if/when you want to see a list of all ACTIVE and INACTIVE users.



Frequently Asked Questions

1. **Can the agency have more than one Admin account?**
   Not at this time.

2. **Is the CJIS Online training mandatory?**
   Yes. Security Awareness Training is required every two years and within six months of assignment using CJIS Online.

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.

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 Admin would like to receive these emails as well for their users, they will need to log in as an Admin and click on the Expiration Notifications button to turn on the feature manually. This feature will cause the system to send the Admin 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?**
   The *CJIS Online* software requires an email address. Personnel can use a personal email address.

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