

CJIS Online

Security Awareness Training



Vendor Administrator Manual

Vendor Administrators – adding vendor employees

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

Select 'CJIS Online'

CJIS LAUNCH PAD POWERED BY PEAK PERFORMANCE SOLUTIONS

Applications

- CJIS Validations
- CJIS Online
- CJIS Documents
- nexTEST
- CJIS Training
- CJIS Links

News & Information

May 25, 2016
[Validations User ID](#)

Please remember that your EVOLVE/CJIS Validations User ID must be entered in ALL CAPS.

For validation assistance, please email EvolveHelp@ncsbi.gov.

May 19, 2016
[Welcome to Launch Pad](#)
Evolve Users - Please take the validations

Full Admin

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

Helpful Hints:



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

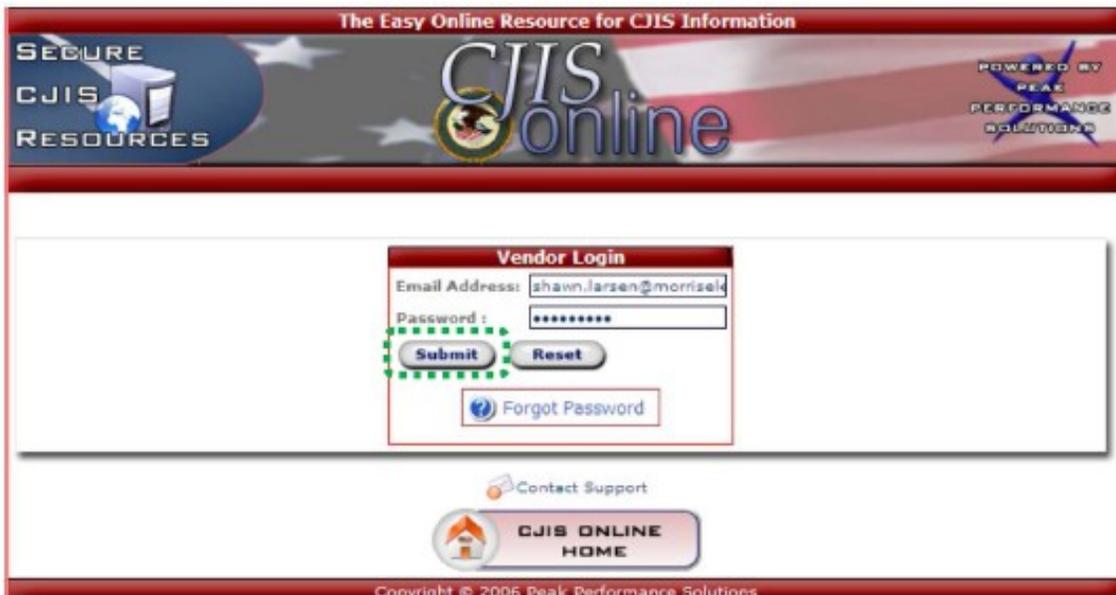


CJIS Online Home, *Logs off account* and goes to main screen.

Select the 'Vendor Access' Button

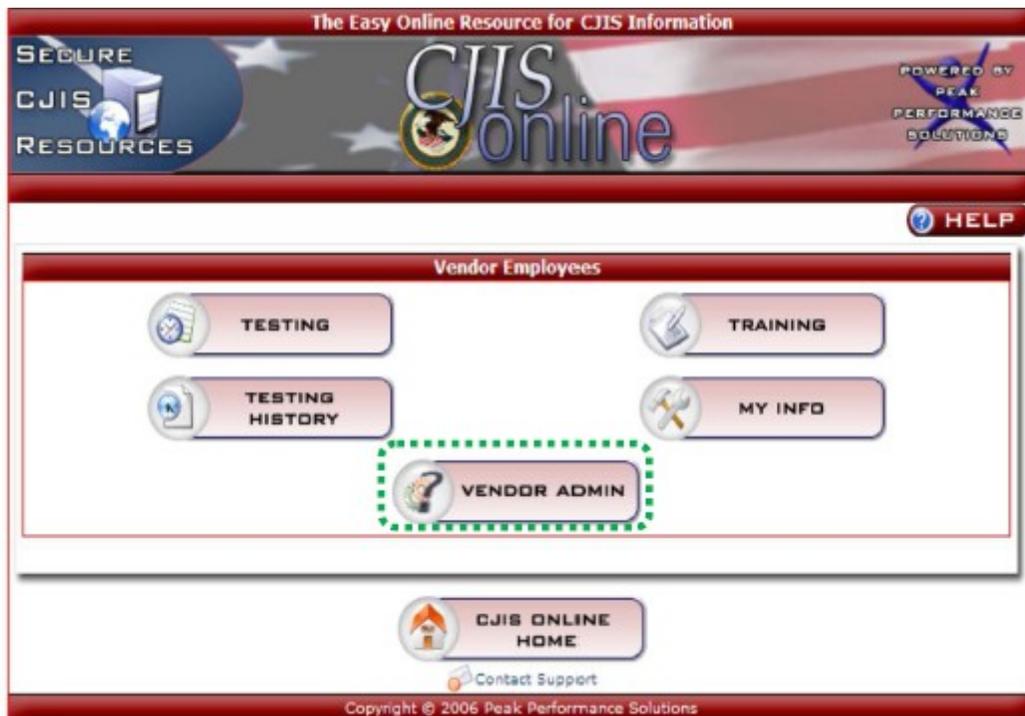
The screenshot shows the CJIS Online Portal homepage. At the top, a red banner contains the text "The Easy Online Resource for CJIS Information" and the "CJIS online" logo. To the left of the logo is the text "SECURE CJIS RESOURCES" and to the right is "POWERED BY PEAK PERFORMANCE SOLUTIONS". Below the banner is a red bar with "WELCOME TO THE CJIS ONLINE PORTAL". A large grey oval on the left is labeled "CJIS RESOURCES" and contains images of a police car and a world map. To the right of the oval are five red buttons: "STATE ADMIN", "LOCAL AGENCY ADMIN", "VENDOR ACCESS", "IT & AGENCY USERS", and "CJIS SECURITY TRAINING". The "VENDOR ACCESS" button is highlighted with a green dashed border. At the bottom, there is a "Contact Support" link and a copyright notice: "Copyright © 2006 Peak Performance Solutions".

Sign in with the Vendor Administrator's email address and password (**Security!1**).



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

Select the 'Vendor Admin' button.



Note: To get help anytime click the '? Help' button. 'Contact Support' is also available.

Select the **'Vendor Users Management'** button.



Select **'Add New Vendor Employee'** button.

(To view your current user's list select **'List All vendor Employees'**)



Vendor Administrator-Add New Vendor Employee Top Section:

-Complete all mandatory fields marked by an asterisk*
The vendor employees first and last name.

Middle Section:

-In 'Level "assignment" click the dot next to appropriate level.

Level 1

Personnel with Un-escorted Access to 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

All Personnel with Access to CJI
(This level is designed for people who do not have physical and logical access to CJI but may encounter it in their duties.)

Level 4

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

Add Vendor Employee to Southern Software

Company Name: Southern Software

First Name: *

Middle Name:

Last Name: *

Phone Number:

Level Assignment		
LEVEL NAME	LEVEL DESCRIPTION	ASSIGN
Level 1 CJIS Security Training	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.)	<input type="radio"/>
Level 2 CJIS Security Training	All Vendors with Access to CJI (This level is designed for vendors who do not have physical and logical access to CJI but may encounter it in their duties.)	<input type="radio"/>
Level 4 CJIS Security Training	Vendors with Information Technology Roles (This level is designed for all vendors with information technology roles including system administration, security administration, network administration, etc.)	<input checked="" type="radio"/>

Expiration Notification: On

This will allow a vendor employee to manage employees in their company.

Admin Status:

Finger Print Information

Date:

Email address is your user name

Email Address: *

Confirm Email Address: *

Password: *

Confirm Password: *

Bottom Section:

-Enter the person's unique email address then enter an initial password you create. This will become the initial user's sign on credential you will need to provide them.

Click the 'Submit' button

Note:

Fields without an asterisk are optional

Your user's profile has now been created and will appear on the 'All Vendor Employees List' mentioned on the previous page.

You can set the password to any secure password appropriate for the agency.

Make a note of the vendor employee login credentials as you will be relaying this to them to start training.

Vendor Administrators – reports

From the Vendor Admin home menu screen select the 'Reports' button.



The following report types are available. Choose the 'Test Activity Report', 'Certification Expiration Report' or 'User Status Report' button.

The Easy Online Resource for CJIS Information

SECURE
CJIS
RESOURCES

CJIS
online

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Home My Info Testing Training Test History Admin Home

HELP

Test Activity Report

Reports Home

By Month
All Passes/Fails ▼
December ▼
2014 ▼

By Time Period
From December ▼ 2014 ▼
To December ▼ 2014 ▼

Very Specific
From December ▼ 23 ▼ 2014 ▼
To December ▼ 23 ▼ 2014 ▼

All Dates in Data Base

→

 **CJIS ONLINE HOME**

 Contact Support

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Test Activity Report setup parameters.

Choose and enter the appropriate report criteria for the report selected and select the **'Submit'** button.

Tip: To quickly move back to the Reports selection screen click the **'Reports Home'** link.

For example, to quickly view staff with no test history select the **'Show Vendor Employees with No Test History'** link, choose appropriate timeframe and select the **'Submit'** button.

The Easy Online Resource for CJIS Information

SECURE
CJIS
RESOURCES

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SOLUTIONS

Home My Info Testing Training Test History Admin Home

HELP

Expiration Report

Reports Home

→ [Show Vendor Employees with No Test History](#)

By Month

By Time Period From To

Very Specific From To

All Dates in Data Base

→

CJIS ONLINE HOME

Contact Support

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Taking Security Awareness Training

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

Select 'CJIS Online'

The screenshot shows the CJIS Launch Pad interface. At the top, the text 'CJIS LAUNCH PAD' is displayed in a stylized font, with 'POWERED BY PEAK PERFORMANCE SOLUTIONS' in the top right corner. The main content area is divided into two columns. The left column, titled 'Applications', contains six buttons: 'CJIS Validations' (with a seal icon), 'CJIS Online' (with a computer monitor icon), 'CJIS Documents' (with a document icon), 'nexTEST' (with a keyboard icon), 'CJIS Training' (with a red star icon), and 'CJIS Links' (with a link icon). The right column, titled 'News & Information', contains two news items. The first is dated 'May 25, 2016' and is titled 'Validations User ID', with the text: 'Please remember that your EVOLVE/CJIS Validations User ID must be entered in ALL CAPS. For validation assistance, please email EvolveHelp@ncsbi.gov.' The second is dated 'May 19, 2016' and is titled 'Welcome to Launch Pad', with the text: 'Evolve Users - Please take the validations'. At the bottom left, the text 'Full Admin' is visible, and at the bottom center, the text 'COPYRIGHT 2015 PEAK PERFORMANCE SOLUTIONS' is displayed.

Note: This tutorial can be found on this page under 'CJIS Training'. While using the CJIS Online program use the red help button located on the navigation ribbon.

Select the 'Vendor Access' Button

The Easy Online Resource for CJIS Information

SECURE
CJIS
RESOURCES

CJIS
online

POWERED BY
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PERFORMANCE
SOLUTIONS

WELCOME TO THE CJIS ONLINE PORTAL

CJIS RESOURCES

STATE ADMIN

LOCAL AGENCY ADMIN

VENDOR ACCESS

IT & AGENCY USERS

CJIS SECURITY TRAINING

Contact Support

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Vendor Users will see this login screen:

Enter your email address and password then select **'Submit'**

The screenshot shows the 'Vendor Login' section of the CJIS online portal. The header includes 'SECURE CJIS RESOURCES' on the left, 'The Easy Online Resource for CJIS Information' in the center, and 'POWERED BY PEAK PERFORMANCE SOLUTIONS' on the right. The main content area features a 'Vendor Login' box with the following elements: 'Email Address:' followed by a text input field, 'Password:' followed by a password input field, a 'Submit' button, a 'Reset' button, and a 'Forgot Password' link. Below the login box is a 'CJIS ONLINE HOME' button with a house icon and a 'Contact Support' link with a speech bubble icon. The footer contains the copyright notice: 'Copyright © 2006 Peak Performance Solutions'.

Select the **'Training'** button

The screenshot shows the 'IT & Agency Employees' menu on the CJIS online portal. The header is identical to the previous screenshot. A 'HELP' button is visible in the top right corner. The main content area contains four buttons: 'TESTING' (with a document icon), 'TRAINING' (with a document icon and a green dashed border), 'TESTING HISTORY' (with a document icon), and 'MY INFO' (with a wrench icon). Below the menu is a 'CJIS ONLINE HOME' button and a 'Contact Support' link. The footer contains the copyright notice: 'Copyright © 2006 Peak Performance Solutions'.

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.

You are assigned the following training:
Level 1 CJIS Security Training
which is intended for:
All Personnel with Access to CJI
(This level is designed for people who do not have physical and logical access to CJI but may encounter it in their duties.)

Please contact your administrator if this is not the appropriate level.

Begin Training

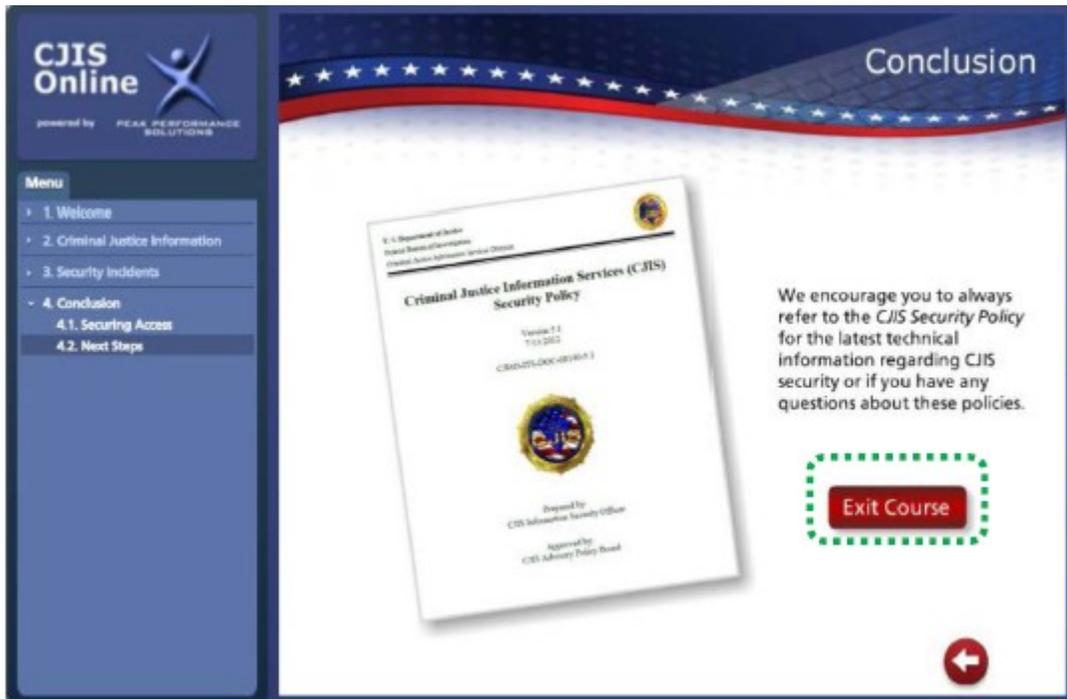
The screen will be similar to this when first accessed.

Please follow the prompts to continue with the training module.

The screenshot shows the CJIS Online interface. On the left is a 'Menu' with a tree view of training topics. The main area features a large circular graphic with the text 'Security Awareness Begins With You!' and 'CRIMINAL JUSTICE INFORMATION SERVICES SECURITY & AWARENESS TRAINING'. Below the graphic, it says 'Welcome to the CJIS Security and Awareness Training.' and includes navigation arrows.

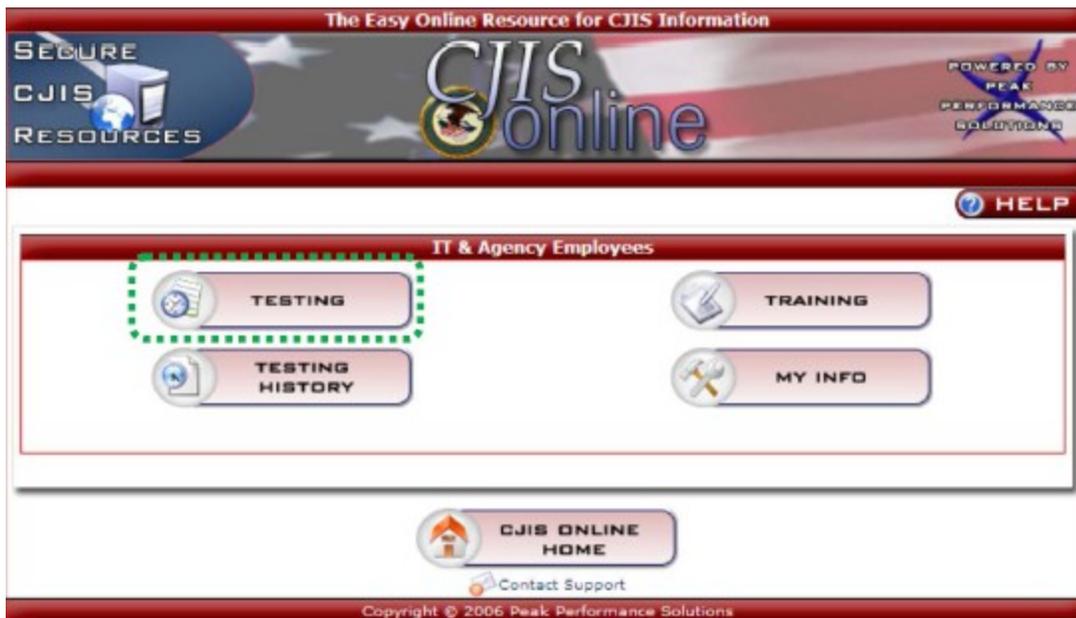
Once you have completed the Security Awareness Training you will see this page.

Select the **'Exit Course'** button to close the training module.



Once the Training Module is closed you will have access to the modules available prior to taking the test.

This time you will select the **'Testing'** button.



You will be required to confirm taking the Security Awareness Training by checking the box on this page before you can begin your test.

After checking the box, click 'Submit' button.

- Your name will appear here

Please confirm you have taken the training necessary to take the following exam: Level 1 CJIS Security Test

If you would like to take the training now click this button:



By checking below you have confirmed that you have taken the necessary training for the exam. Users are required to complete the security awareness training everytime before taking the test. Security policies are constantly being updated, and review of the training is necessary.

Confirm Training

POWERED BY
nexTEST

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

Frequently Asked Questions

1. Can the agency have more than one Admin account?

Not at this time.

2. Is the CJIS Online training mandatory?

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