CJIS Online is designed to train and track the required CJIS Security Training for people who do not fall in the certified operator category. This includes your janitorial staff, your upper management or anyone that is not ACCESS certified that has access to Criminal Justice Information (CJI). By logging into the “Local Agency Admin” area you will be able to enter Vendors, IT Personnel, Janitorial and other agency personnel into the system and allow them to view the training and take the test.

The CJIS Security Training is required for all unescorted personnel that have access to CJI.

The link to get to CJIS Online starts with the Launchpad: https://nextest.wsp.wa.gov/launchpad/index.pl

This is the Launch Pad.

From this screen the user will click on CJIS Online indicated by the red arrow. This will open the log in screen for CJIS Online.
Once you are on the site you will see the single login prompt (below). Depending on your personal privileges, you will be directed to the appropriate section of the webpage (Agency administrator, vendor, and users) this guide will explain each of them.

The Security Training Login access point at the bottom of the page will not be used by anyone in Washington State.
Agency Administrator Login Abilities

Agency Administrator is only used by Terminal Agency Coordinators (TAC's).

Once you sign on you will see a dashboard:

At the top of the dashboard you will see options for Dashboard, Administration and Reports.

**Dashboard**
Brings you back to the main dashboard view.

**Reports**
You have the ability to run reports on any employees within your agency and on any of the Vendors in the system. You can run a “Test Activity Report” to display all testing activity, a “Certification Expiration Report” to display the dates that user’s certifications expire, and a “Fingerprint Report” to see when fingerprinting data/rebackgrounding dates were last added.
Administration

There are four options under administration:

*Manage Users:* This is the area where you add, inactivate or otherwise manage your employees. You can also set up email notices if the user expires. If they retake the training before their expiration date, no notices will be sent. *(See below for instructions)*

*Manage Vendors:* This is the area where you add or update vendor companies. *(See below for instructions)*

*Manage Vendor Users:* This is the area where you add, inactivate or otherwise manage vendor employees. You can also set up email notices if the user expires. If they retake the training before their expiration date, no notices will be sent. *(See below for instructions)*

*Update Agency Profile:* This area is used to manage information about your address, phone number and TAC contact for your agency. If your agency has any changes to any of this information you can make those changes here; you MUST still send in a memo 550 to the ACCESS Section.

**Manage Users**
This area is used to add any individuals under your own agency. These are individuals that do not contract their services or work with other agencies and are not vendors. You may also search for user accounts from this screen.
To add a user, simply click on the “+Add a User” button in the upper right corner of the screen.

You will then see this screen where you will add information to all required fields (and to any optional fields you choose).

The password must be between 8 and 20 characters and contain at least 1 letter and 1 number.

The use of an Agency issued email address as the user id is preferred, however, if the user does not have an email available, the option to use a “USERNAME” instead is available.

Once you have completed this page, click ‘NEXT’.

Initially you will only see two options, Security Awareness Training and Agency Admin Access for <YOURORI>.

For an individual who does not need to take Security Awareness training (already ACCESS certified, or isn’t around CJI/CHRI), but is acting as an administrator for the agency, the Security Awareness box would remain unchecked, and the Agency Admin Access would be checked. This is how you would set up an ‘assistant TAC’ to help with managing CJIS Online.
However, most of the time, the account you are creating will be for someone who needs to take the training. Simply check the Security Awareness Training box and the menu will expand (see below)

You will then see the options for what level of CJIS Security Awareness training to set the employee. Level 4 is the default and you will get a confirmation prompt if you select Level 1 or Level 2.

There are three levels of training available:

**Level One Security Awareness Training**
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, such as janitorial staff, facility...
maintenance personnel, etc.). Level one training also offers a Spanish version that can be selected at the time of training.

**Level Two Security Awareness Training**
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, such as office staff, prosecutor’s office staff, volunteers, etc.)

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

Select the level and click on “Create User” to finish.

Once a user is added, you can use the Search function to find the user account and make edits by clicking on the edit box at the right side of the record (which will take you to the account creation screen for that record):

![Manage Vendors](image)

**Manage Vendors**

This area is used to add Vendor Companies (see below for vendor employees). Vendors are seen by everyone that uses CJIS Online including agencies outside of Washington State. A vendor status should be considered for any company or entity that provides a service to multiple agencies.

*An example would be a county IT Department that provides IT services for multiple agencies in the area. Another example would be a janitorial company that provides cleaning service for all county/city buildings in the area.*

The TAC will add vendors here if they do not already exist in the system by clicking on “+Add Vendor” and filling in the required information.

![Manage Vendors](image)

You can search vendors and edit them if needed by clicking on the edit box on the right:

**Updated 6/19/2020**
Manage Vendor Users

Every employee that is associated with a vendor will be listed. This area functions much like Manage Users above. Search for vendor employees to find / edit their records, or click on “+Add a Vendor User” to add a Vendor employee. The management of Vendor Users also allows you to check the box to receive email notification of expired users (and you can see all records that will send you a notification by clicking on the “View Vendor Notifications Assigned to Me” at the bottom of the search window).

After clicking on the “+Add a Vendor User”, simply fill in the required fields in the form, click next and select the level of training needed, the same as Manage Users above.
The only difference you will notice on the entry screen (compared to the agency user entry screen) is the option for “Receive Expiration Email”. This allows the person creating the vendor user record to receive a notification when the vendor user is about to expire.

You also have the ability to grant a vendor employee administrator rights for their vendor company, so they can add/modify/inactivate their own users:

For all users (both agency and vendor), when you use the search function to find an existing record, you will see a third tab “Certification Details”. This is where you will see their certificate for printing, test history, and add fingerprint/rebackground dates.

Users
After signing in, you will see a dashboard:

There is one menu drop down:
To take your training, click on “Security Awareness”. Take the training by clicking on the “Begin Interactive Training” button. Once complete, check the box that indicates you have taken the training, then click on “Begin Test” to take the test. **NOTE:** Level 1 is one question (an acknowledgement you took the training), Levels 2 and 4 have twenty-five questions each.

If you click on the “Certification Details” you will go to your training history record area where you can print your certificate:
VENDOR Users with Administrator Rights
If a vendor user has been granted administrator rights, their dashboard will look very similar to the Agency Administrator dashboard, and functions the same way (see Agency Administrator above)

Help
For additional help with individual operations, please refer to the help files in the application by clicking on the icon in the upper right corner: