nexTEST

USER

Training Guide

March 2020
nexTEST is designed to help you track your ACCESS certifications. As the USER you will log into the “User Login” area using your user name and password for the nexTEST system. If you are a current Omnixx user, your user name and password are the same as Omnixx. If you do not use Omnixx you will have to contact your TAC at your agency or ACCESS at ACCESS@wsp.wa.gov to get your user name and password.

To log into nexTEST a user will start with the Launchpad: https://nextest.wsp.wa.gov/launchpad/index.pl

This is the Launch Pad.

From this screen the user will click on nexTEST indicated by the red arrow. This will open the log in screen for nexTEST.
Once you click on the User Login you will see the following:

Please read the Policy Statement and the two acknowledgments.

Once again if you are a current Omnixx user, your user name and password are the same as Omnixx. If you do not use Omnixx you will have to contact your TAC at your agency or ACCESS at ACCESS@wsp.wa.gov to get your user name and password.

**RECERTIFICATION (continue to next section for New Users)**

Once you sign in the below window will be displayed if you are already ACCESS certified. If you are a new user see next page.

March 2020
The first tab will be displayed showing the NCIC Certification. This is where you would take your test.

**ENSURE you to go to the Training tab and view BOTH training presentations prior to taking the test.** (NOTE: You cannot keep the training presentation windows open while taking the test to use)

You have TWO hours to complete the test.

If you have to leave in the middle of testing, you will need to LOG OUT by selecting the *Logoff* button. **If you fail to log out properly, you will fail the test and will be required to go back to class.** Contact your TAC to register for an upcoming ACCESS class.

If you sign back in within 2 hours of starting your test, you will be able continue on from where you left off.

However, if more than two hours have elapsed, you will not be able to continue and must wait until 24 hours AFTER you began the test, at which point your previous test will be automatically deleted and you will need to start over. **NOTE:** You will only be able to restart the test after 24 hours if your certification hasn’t expired.

Help is available on every screen. If you select the nexTEST Home button this will log you out of the application and you will have to sign back in.

March 2020
NEW USERS

If you are a new user you will see the Security Test as displayed below.

NOTE: Please be sure to go to the Training tab and view the training prior to taking the test. Contact your TAC to register for upcoming ACCESS classes.

If you are an Omnixx user you must take the security training prior to gaining access to Omnixx. As a new user you will have up to six months to use the system.

![Security Test Image]

Training

Selecting the training tab allows you to view the CJIS Security Training/Security Awareness Training and ACCESS Recertification. Make sure to view both trainings as there are test questions from both.

NOTE: You are required to view the security training prior to going to a class.

![Training Tab Image]

User History

By selecting user history the below will be displayed. This is where you can view your testing or training history. You may also display and print off a certificate.

March 2020
If you have to leave in the middle of viewing your training, you will have up to 24 hours to go back and finish viewing where you left off. **You will need to LOG OUT by selecting the nextTEST Home button.**

If you fail or expire you will be required to go back to a class. Your TAC must request Remedial Training to be added to your record. Once added by WSP ACCESS, Remedial Security training will be found within the “Other Certifications”. Once you complete your remedial training and test, your TAC can sign you up for class.