



Send	To...	
	Cc...	
	Subject	SAMPLE employee email text for CJIS Security Awareness Training

Please complete the following CJIS Security Awareness Training before 99/99/9999.

To access the training, please go to <https://www.cjisonline.com>

Click on 'IT & Agency Users Login' button.

Enter your user credentials:

Username: **Firstname.lastname@emailaddress.com**

Password: **P@\$w0rd** (Please note the password is case sensitive)

Once logged into the system, you may change your password.

Click on 'TRAINING' then 'Security Awareness'. You must read the training modules in 'Begin Interactive Training'.

After reading the training modules, return to the dashboard.

Confirm and click on the 'Begin Test' button.

You will have 1 hour to take the 25 question test.

Take the test. To pass, you will need to achieve at least a 70 % (18 of 25 correct). This certification will be valid for two years after successfully completing.

If you do not pass, you will need to wait at least three hours before taking the test again. There are no limitations on how many times to retake the test.

Once successfully complete, you may print your certificate if desired.

TAC

This message contains information, which may be confidential and privileged. Unless you are the addressee (or authorized to receive for the addressee), you may not use, copy or disclose to anyone the message or any information contained in the message. If you have