2019

TAC Guide to CJIS Online
Click on **Agency Administrator Login**

[Image of CJIS Online login page]

- **Full Administrator Login**: Login page for Full Administrators to manage their local agencies and users
- **Agency Administrator Login**: Login page for Agency Administrators to manage their local users
- **Vendor Login**: Login page for Vendor Users to complete training and Admins to manage their company users
- **IT & Agency Users Login**: Login page for IT and Agency Users to complete their training and testing
You will need to enter your sign on credentials to continue. The fields are Case Sensitive.

First time logging into the system, you will be presented with quick pop-up notes.
This is the main dashboard providing quick stats. In the top right corner, click on Tour to view the pop-up notes again.

Click Logout to leave the system.

The envelope contains messages from the application.

The task bar contains the Administration Menu, Reports Menu and ? for additional help.

Let’s get started!
Accounts – adding new AGENCY users and updating user account information

Click on Administration then Manage Users.

To Add a New User Account

Click on +Add a User button.
All fields with an asterisk * are required. The ORI field should auto populate.
Enter Last Name, First Name, Email, Confirm Email, then enter and confirm an initial password.

If the individual does not have an email address, check the box next to “This user does not have an Email Address” then enter a unique Username instead. The individual will not be notified when their training is expiring without an email address entered.

Note: Please remember the password you entered to provide to the end user so they may sign on. You will need to let the user know their initial password.

Your admin account allows you access to change passwords and edit fields on agency user and vendor user accounts. Account information cannot be deleted; only made inactive.

Click Next.
Click on the appropriate training level needed. Click **Create User**.
A quick pop-up message appears when the account was successfully created.

**Training level examples:**
1. Level 1 – personnel coming into the secured area – maintenance, admin assistants
2. Level 2 – personnel handling paper – records clerks, filing clerks
3. Level 3 – personnel running transactions on computers – dispatchers, officers
4. Level 4 – personnel working on network and computers – internal/city/government IT staff
The screen returns for further user account editing, if needed.

To edit the existing account created, you can click on **Roles** to change training level and **Certification Details** to view testing records. Note: the Fingerprints section on the **Certification Details** tab is **not** required to be filled in.

When done editing click **Save User**.

To add another new account, click on **+Add Another User** button.

To find an existing user to edit, click on **Search Users** button.
To Search for User Account

Click on Administration then Manage Users.

You can search by name, email address, user status (Active/Inactive/All) or role.

Enter the search criteria and click on Search button.

Find the User account and click on Edit pencil & paper icon to edit the account.

Remember to click Save User when done editing the account.
To Edit Your Agency Information

Click on Administration then Update Agency Profile

Enter any changes needed. Fields with an asterisk * are required.
When done click Save.
To Search Vendor Records

Click on Administration then Manage Vendors.

You can search by Company name, category and/or state.

Click Search.

Find the Company Name and click on Edit pencil & paper icon to edit the account. Remember to save any changes when done.
To Add a Vendor

Only after you have extensively searched by company name (full or partial name) AND have searched by a known individual employed by the vendor, you may enter a new vendor record. Do NOT enter vendor employees as your agency employees as other agencies may use their same services.

Enter a Company Name and click Search.
If no records are found, but you know the individual worked for this vendor in the past or works for another agency, Search for Vendor User Account instead and check company name spelling in user account settings. Go to the section on Vendor User Accounts to search for an individual user account. The company name could have changed or is spelled differently.

If no results are found by user name search, then you may proceed to add a new Vendor.

Note: If error message appears for email address is in use, this means the record exists.
Click on **Add Vendor**.

A prompt may appear to validate you have searched before entering a new record.
You will not have the ability to disable or remove a vendor record if created in error.

Enter a company name and pertinent information. Fields with an asterisk * are required.

Click **Create Vendor**.
Vendor User Accounts – adding new VENDOR users and updating information

Click on Administration then Manage Vendor Users.

First find if the user account exists.

Enter the individual’s Last Name, email and/or Company. Choose User Status All Users and click Search.

If you do not see the record at the screen bottom, you may proceed to enter a new account. If there is a user record, the account exists.
Click on +Add a Vendor User button.

All fields with an asterisk * are required. Enter/search Company field. Enter Last Name, First Name, Email, Confirm Email, then enter and confirm an initial password.

If the individual does not have an email address, check the box next to “This user does not have an Email Address” then enter a unique Username instead. The person will not be notified when their training is expiring without an email address entered. Note: Please remember the password you entered to provide to the end user so they may sign on. You will need to let the user know their initial password.

Click Next.
For IT/CAD/RMS/software/network/computer/remote access/related vendors, choose **Level 4 CJIS Security Training**. If the individual will have Admin Access to enter and administer their own employees, click on Vendor Admin Access. Click **Create User**. A quick pop-up message appears that the account was successfully created.

Vendors may have multiple admins. The agency can add the vendor user accounts or delegate this to the vendor company by creating them an Admin account, so the vendor may enter their own employees.
A summary of the account created appears for any final edits. Click on the Roles tab and Certification Details tab to review this information too. Click Save User when done.

Note: the Fingerprints section on the Certification Details tab is not required to be filled in.
Click on Reports. Choose Test Activity report.

To run a quick report of all employees.
Choose an Employee Type Agency Employees. Check Include Records from all dates. Click Run Report.
A viewable report appears. To redefine the parameters, click **Edit Filter**.

Change any fields like date range and Run report again.

Note: Right clicking on the screen brings up a pop up menu. You may choose to print/print preview the page. There will be an example in a few pages regarding exporting data into Excel to help manage large data amounts.
Run a Certification Expiration Report

Click on Reports. Choose Certification Expiration report.

To run a report of all employee’s certifications expiring; Choose an Employee Type Agency Employees. Check Include Records from all dates. Click Run Report.
A result with N/A means there is no tests completed. Clicking the up/down pointed triangles on the column headings allow the data to be sorted.

The **Export** button allows the data to be exported into an Excel Worksheet format. Click **Export**. A pop-up message appears to open or save the data then a message appears to Allow Excel to open the content. Choose to **Open** the file for now then **Allow** to continue.
Sample worksheet from export.

Remember to use **File, Save As** in Excel and save the worksheet on your computer.
Run a vendor Certification Expiration report.

Click on **Reports**. Choose **Certification Expiration report**.

To run a report of vendor employee’s certification expiring;

**Choose an Employee Type** *Vendor Employees*. Enter **Company** name. Check **Include Records from all dates**. Click **Run Report**.

! Good tip: If your vendor provides a list of personnel completing training, it is the agency’s responsibility to check if the report is current and accurate.
A result with N/A means there is no tests completed. Clicking the up/down pointed triangles on the column headings allow the data to be sorted. Click Edit Filter to change search criteria and run a different report.
IT & Agency User
IT & Agency User Sign on

https://www.cjisonline.com/

Click on IT & Agency Users Login

Note: this is not for external IT vendors. IT vendors would click on Vendor Login.
The individual will need their sign on information the agency created to continue with training. The fields are Case Sensitive.

First time logging into the system, the individual will be presented with quick pop-up notes.
This is the main dashboard providing quick stats. In the top right corner, click on Tour to view the pop-up notes again.

Click on Profile to update email or change password.

Click Logout to leave the system.

The envelope contains messages from the application.

The task bar contains the Training Menu and ? for additional help.
User Profile

After clicking on **Profile**, the individual can only change account information pertaining to their account. Update email address, username, phone and password then click **Save** when done.

Note: the account sign on is either the email address or username. Without a valid email address the user will not be automatically notified to renew training.
**View certification records**

Click on **Training** then **Certification Details**.

Click on the certificate needed **With Border** or **No Border** icon to open the certificate. A pop-up message will appear to open the file and then possibly an Adobe Allow message. Click Open then Allow to view. After opening you can print the certificate, if desired.
To Begin Training

Click on Training then Security Awareness.
Click on Begin Interactive Training button.

Alternative Format Spanish version text based is available only for Level 1 training.
The training starts with this screen.

Click the arrow button to continue training until the end.

We hope you enjoyed the CJIS Security and Awareness training.

Please exit the course and click on the “Confirmation” button to acknowledge and record completion of this training.

At the end click on Exit Course button.
After training completed, the individual must check all confirmation boxes then click **Record Confirmation** button to complete training and to receive a certificate.
Note: The Local Agency Admin or the individual user can view and reprint a certificate from the Training Certification Details menu.

Choose the **With Border** or **No Border** icon to view the certificate.

A pop-up message will appear at the screen bottom, click **Open**. A message may appear for Adobe PDF.

Click on **Allow** on Adobe popup message.

After viewing you may choose to print or save the certificate.
Criminal Justice Information System
Security & Awareness Training

This is to certify that

has successfully completed the

Level CJIS Security Test

10/23/2018 Certification Date

This certification expires two years from the date of issuance.

10/22/2020 Expiration Date
Email sample to send users for training.

After creating a user account, you will need to provide the user an initial password and the link to get started. This is a sample of an email message to help with the planning.

Please complete the following CIJS 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