CJIS Online

Security Awareness Training

TAC Guide

2017
Preface

Welcome to the CJIS Security Awareness Training software available to Texas agencies to help meet current CJIS Security Policy requirements in Section 5.2. TX DPS purchased this application to help agencies without access to training in Omnixx/TLETS. Many agencies will find this a good single source for recordkeeping instead of maintaining a paper list or multiple lists for audit review.

We recommend starting small by adding the agency’s IT staff and vendor records, personnel who typically do not have sign on credentials to Omnixx. Many vendors have been preloaded into the training software. Next, the agency may want to transition their employees from Omnixx into the training software. Security Awareness Training previously completed in Omnixx will not transfer over to this new software. This application does not replace TCIC/TLETS certification training available in Omnixx. This is being provided to help create one recordkeeping source for all Security Awareness Training.

The manual is broken into parts. One section for the TAC, one for the vendor and one on the security awareness training process. The content labeled ‘TAC’ refers to the main access and responsibilities the TAC holds referred to as the ‘Local Agency Admin’ in this guide. The ‘Vendor Administrators’ section is primarily for the vendor’s use. The TAC may set up an administrative account for their vendor known as a Vendor Administrator. The Vendor Administrator can keep track of their own company’s employee records. The TAC can search and view reports of their vendors, IT staff and employees training records. The third section is the overall training and testing process for all employees.

Some important tips to know before getting started; for personnel to be entered, each record must have a unique business or personal email address as this becomes their sign on credential. When creating the account for individuals make note of their initial login credentials, as you will need to relay this information to them. This training application needs Internet access to complete. The agency’s TAC will be provided an initial sign on credential for access. There is a Contact Support button at the screen bottom for any assistance needed.
CJIS Online – TAC Tutorial

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Introduction

*CIJS Online* is the latest addition to the resources TX DPS has added to help agencies meet CIJS Security Awareness Training requirements. Definitions mentioned throughout this document include:

**IT & Agency Users** – Law enforcement personnel in technology roles (internal regular staff or through a Management Control Agreement), agency employees with access to CIJS data and personnel without a TLETS/Omnixx credential with potential CIJ data contact.

**Local Agency Admin** – Terminal Agency Coordinator (TAC) at law enforcement agencies. This is the primary contact person the agency has set up with TX DPS to correspond changes, updates to connections and TLETS recordkeeping duties to name a few. This person is the authorized person on file to enter training records into the *CIJS Online* system.

**Login** – An individual’s unique business or personal email address. Cannot be a shared email address.

**Vendor Access** – The location vendor employees enter to take training in *CIJS Online*. The designated Vendor Admin also signs into the *CIJS Online* system at this location.

**Vendor Admin** – The main contact person designated at a vendor’s company responsible for entering and maintaining their own employee records in the *CIJS Online* system. Vendors are typically under a Security Addendum with their respective law enforcement agencies.

### Moving around in the application.

Navigation Menu List in the upper right area to quickly get to screens.

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

CIJS Online Home, *Logs out account and goes to main screen.*
Accessing CJIS Online:
Open an Internet browser to: https://www.cjisonline.com/
Select the ‘Local Agency Admin’ button.
Select ‘Texas’ from the State drop-down box then enter the Admin’s first name, last name, agency’s ORI and password.

Click the ‘Submit’ button.

Note: The first name, last name and password are case sensitive.
**TAC - Adding agency IT staff and personnel**

**NOTE:** If you are entering IT staff responsible for providing IT services for your agency as well as other LE agencies, you may enter them by following the instructions for TAC - Adding Agency Vendor, which can be found starting on page 12 in this document. This is most helpful for county IT staff supporting all cities in the county. **Do not enter IT vendor employees as your agency employees.**

Click on the ‘IT & Agency User Admin’ button.

This is the agency’s home screen listing all the options available to the Local Agency Admin for record administration, adding vendors and running reports.
Click the ‘Add New IT or Agency Employee’ button.

**Note:** To get help at any time, click the ‘? HELP’ button. There is a Navigation drop down list in the top right area to quickly move to screens. ‘Contact Support’ button is also available.

**Tip:** CJIS Online Home button will LOG OUT the account and go to the main screen.
Add Agency IT or Employee

Top Section:
- Complete all mandatory fields marked by an asterisk *
  Department, person’s first and last name.

Middle Section:
- In ‘Level Assignment’ click the dot next to the level needed: 1, 2, 3 or 4.
  Choose the appropriate training level based on the level description.

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.
- Select ‘Support’ for all agency personnel not responsible for IT functions.
- Select the appropriate IT function(s) for those individuals being added who have an IT function for the agency.
Click the ‘Submit’ button.

Notes:
Fields without an asterisk are optional.
Follow the same process to add additional IT staff or agency employees when necessary.
You can set the password to any secure password appropriate for the agency.
Make a note of the employee login credentials as you will be relaying this to them to start their training.
TAC – Record Maintenance for IT staff and Personnel

From the agency’s home menu screen, select the ‘IT & Agency User Admin’ button.
List and View Employees

The ‘List All IT & Agency Employees’ button should be selected when you want to see a list of all ACTIVE users.

The ‘Show All IT/Agency Employees’ link should be selected when you want to see a list of all ACTIVE and INACTIVE users.

The Search Criteria can filter by Last Name or Email address. Enter search information then click on GO to receive the result.

Select the appropriate button. The IT staff and employee list appears like below. Find the employee on the list, you will be able to edit or view their record by clicking on ‘View’ button.
Select the ‘Edit’ button to update the record.
On this screen, you will be able to edit an existing record. For example, change a user to inactive status, update an email address, change the training level, etc.

Click ‘Submit’ when done.

Note: Personnel may update their own account information (name, password & email address only) when they sign on by choosing ‘My Info’ button on their screen.
TAC - Adding Agency Vendor
Open an Internet browser to: https://www.cjisonline.com/

Select the ‘Local Agency Admin’ button.
- Or from Navigate Menu choose Admin Home, & Skip next page
Select ‘Texas’ from the State drop-down box then enter the TAC’s first name, last name, agency’s ORI and password.

Click the ‘Submit’ button.
Adding / searching a vendor record

**NOTE:** If you are entering IT staff responsible for providing IT services for your agency as well as other LE agencies, you may enter them with this process. Example, county IT may support multiple LE agencies within the county. Enter shared IT personnel as a vendor so all the LE agencies can view the same IT support staff records. Vendors are typically external contracted entities under a Security Addendum.

Click on the ‘Vendor Management’ button.
Search to see if the vendor already exists in the system, choose **only one search type at a time:**

- **Search by Company Name:** Enter the company name and click ‘Go.’
- **Sort by Category:** Limits the list based on the category of vendor.
- **Sort by State:** Limits the list based on the state where the company is located.

Search Tip: Try searching with abbreviations, like Inc. for Incorporated, look for old company names, and check for known company employee names first, as the company name could have changed.
After extensively searching, if you need to Add a new Vendor Company Name,
- Select the ‘Add New Vendor’ button.
Add New Vendor

- Complete all mandatory fields marked by an asterisk *

- Enter the new vendor’s company name and contact information.

- Select the appropriate categories related to the vendor.

- Click the ‘Submit’ button.

Notes: Fields without an asterisk are optional.
TAC - Adding Vendor Administrators

Open an Internet browser to: [https://www.cjisonline.com/](https://www.cjisonline.com/)

Select the ‘Local Agency Admin ’ button.
- Or from Navigate Menu choose Admin Home, & Skip the next page
Select ‘Texas’ from the State drop-down box then enter the TAC’s first name, last name, agency’s ORI and password.

Click the ‘Submit’ button.
Add a Vendor Administrator

Click on the ‘Vendor Users Management’ button.
Select the ‘Add New Vendor Employee’ button.

*Note – You will do this to set up the Vendor Administrator only. Once you have created an account for the vendor agency administrator, they will then be responsible for adding any additional company employees into CJIS Online.
To add an administrator name to a vendor company, select the vendor name from the list.

Click the ‘Continue’ button.

*Note: you can also choose ‘Add New Vendor’ from this screen.
Add Vendor Administrator

**Top Section:**
- Complete all mandatory fields marked by an asterisk *
  The vendor administrator’s first and last name.

**Middle Section:**
- In ‘Level Assignment’ click the dot next to the level 1, 2 or 4.
  Choose the appropriate training level based on the level description.

**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. Ensure ‘ON’ is in the Admin Status box making the account an administrative account.

Click the ‘Submit’ button.

**Notes:**

*Fields without an asterisk are optional. Finger print Information is optional.*

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

Make a note of the vendor admin login credentials as you will be relaying this to them so they can enter their employee records.
TAC – Reports

From the agency’s home menu screen or navigate list select the ‘Reports’ button.

The following report types are available. Choose the ‘Test Activity Report’ or ‘Certification Expiration Report’ button.
Choose and enter the appropriate report criteria for the report selected and select the ‘Submit’ button.

For example, to quickly view IT and staff with no test history select the ‘Show IT/Agency employees with No Test History’ link and choose any timeframe.

Certification expiration report sample

For this example, one individual has no tests taken for the specific month.
For example, to quickly view IT and staff with any history, Choose employee type: ‘IT/Agency employees’ in drop down box and choose ‘All Dates in Data Base’ and click ‘Submit’.

On this screen, you can sort by Last Name, User Level & Expiration Date. Clicking the Export button, automatically opens an Excel worksheet prompt to place the data into a worksheet format. Search Again button allows you to start a new search.
Vendor Expiring Report

For a vendor employees list, on the Employee Type box, choose Vendor Employees then Choose a Vendor name from the list, enter the timeframe and select ‘Submit’ button.
Vendor Administrators – adding vendor employees

Open an Internet browser to:  https://www.cjisonline.com/

Select the ‘Vendor Access’ button.
Enter the Vendor Administrator’s email address and initial password created on previous step.

Click the ‘Submit’ button.

Note: The Local Agency Admin (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. A company can have multiple admin accounts.
Select the ‘Vendor Admin’ button.

**Note:** To get help at any time, click the ‘? HELP’ button. There is a Navigation drop down list in the top right area to quickly move to screens. ‘Contact Support’ button is also available.

**Tip:** CJIS Online Home button will LOG OUT the account and go to the main screen.
Select the 'Vendor Users Management' button.

Select ‘Add New Vendor Employee’ button.
(To view your current user’s list select ‘List All Vendor Employees’)

Select Active Vendor Employees
Add New Vendor Employee List All Vendor Employees

Search By Last Name: Click Show All Vendor Employees
Vendor Administrator - Add New Vendor Employee

**Top Section:**
- Complete all mandatory fields marked by an asterisk *
  The vendor employee’s first and last name.

**Middle Section:**
- In ‘Level Assignment’ click the dot next to the level 1, 2 or 4 training. Choose the appropriate training level based on the level description.

**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. Admin status is Off unless setting up secondary admin account.

Click the ‘Submit’ button.

**Notes:**

*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.
Security Awareness Training
Open an Internet browser to:  https://www.cjisonline.com/

Select the ‘Vendor Access’ or ‘IT & Agency Users’ button.

Vendors – Select the ‘Vendor Access’ button.

IT & Agency Users – Select the ‘IT & Agency Users’ button.
Vendor Users will see this login screen:
- Enter your email address and password then select ‘Submit.’

IT & Agency Personnel Users will see this login screen:
- Enter your email address and password then select ‘Submit.’
Select the ‘Training’ button.

Note: ‘My Info’ button provides access to change password, update email address and name information.
This announcement will appear on the screen if the User Profile has been set to Level 1 CJIS Security Training.

If the person is a certified TLETS Operator or IT person, they are accessing the inappropriate training. Please contact the Local Agency Admin or TAC for further instructions.

To continue with the training, select the ‘Begin Training’ button.

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You are assigned the following training:
Level 1 CJIS Security Training
which is intended for:
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 CJIL.)

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

Click below to begin online training.

Begin Training

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Alternative Training

<table>
<thead>
<tr>
<th>Level 1 – Document Version</th>
<th>This is a text version of the Level 1 Training.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nivel 1 (versión en español)</td>
<td>Este es el nivel 1 de la capacitación traducido al español.</td>
</tr>
</tbody>
</table>

Begin Training

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The training is also available in a text version and in Spanish. Spanish is only available for level one. The various levels may appear differently in screen contents, but will contain a confirmation and certificate to complete.
The screen will be similar to this when first accessed.

Please follow the prompts to continue with the training module.
After the Security Awareness Training is completed, this screen appears.

Select the ‘Exit Course’ button to close the training module.
After the Training Module is closed, the training modules will be accessible prior to taking the test.

To start testing, select the ‘Testing’ button.

Note: level one training does not have a test. A level one individual will receive a confirmation page to agree to before receiving the certificate page.
Confirm taking the Security Awareness Training by checking the boxes on the page.

After checking the boxes, click ‘Record Confirmation’ button.
Personnel must score at least 70% (18 of 25 correctly) within 1 hour to pass the test. If they do not pass the test, they must wait 1 hour before trying again. Upon successful test completion (70% or better) they will receive a certificate. This person is certified for two (2) years. Upon expiration, the person will need to complete the training and testing process again – there is no recertification for CJIS Security Training.

The Local Agency Admin can open the person’s account in ‘IT & Agency User Admin’ from the main page to print another certificate or view Test History, if needed. Level 2, 3 & 4 have a multiple answer test prior to certificate completion. Level one training does not have a test.
Frequently Asked Questions

1. Can the agency have more than one Local Agency Admin account?
   Not at this time.

2. Will my testing transfer from Omnixx to the new CJIS Online software?
   Sorry, the previous training does not transfer over.

3. Is the CJIS Online training mandatory?
   Security Awareness Training is required every two years and within six months of assignment. The CJIS Online software is another resource to help consolidate and automate training records for the agency. The agency may continue to use Omnixx training, the PDF from our webpage, or create their own training meeting CJIS requirements in section 5.2.

4. How much does the CJIS Online software cost the agency?
   There is no monetary cost to the agency.

5. If I enter a vendor record or account record incorrectly, can I delete it?
   No. records can be edited, but not deleted by the agency. The agency can deactivate the account record, but not delete the record. The record will show Inactive.

6. 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 that date falls. If the Local Agency Admin would like to receive these emails as well for their users, they will need to log in as a Local Agency Admin and click on the Expiration Notifications button and turn on the feature manually. This feature will cause the system to send the Local Agency Admin an email on the first of each month of all their users who will be expiring in both 60 and 30 days.

7. My employees do not have a unique work email address?
   The CJIS Online software requires an email address. There are other options available to the agency to meet Security Awareness Training requirements. Please visit our web page http://www.dps.texas.gov/SecurityReview/documents.htm for other possible training materials available. Personnel can also use a personal email address.

8. Is there a Spanish version available?
   Yes, only for level one training.

9. Whom should I contact if I have questions about the CJIS Online software?
   Entities should contact TX DPS at 512-424-7364 or cjis.audit@dps.texas.gov for general support. Law enforcement agencies may contact the CJIS Security Office @ security.committee@dps.texas.gov for security awareness issues.