CJIS Online Quick Overview

CJIS Security Awareness Training & Testing Software

Navigating the CJIS Online site

Working with the CJIS Online system:

- Sign on as the Agency Local Admin
- Setting up user accounts
- Modifying user accounts
- Relaying user login credentials & testing instructions
- Generating & reviewing test activity reports

CJIS Online is for level 1, 2, 3 & 4 users

- → It is the agency's responsibility to maintain CJIS Security
 Awareness training documentation.
- **★**CJIS Security Awareness training shall be required within six months of initial assignment, and biennially thereafter, for all personnel who have access to CJI.

Different levels of training based on roles.

- Level 1: Personnel with unescorted access to secure areas
- Level 2: Personnel that have physical contact with CJI
- Level 3: Personnel that enter, query or modify CJI
- Level 4: Personnel with Information Technology roles

All Personnel with CJI Access (Level 1)

Question: Who has unescorted access to CJI?

Answer: Anyone who has unescorted (eyes on it) access to a physically secured location.

Common examples include the following roles:

- Janitors
- Building maintenance
- Admin assistants
- Anyone given unfettered walking access to the secured location.



Personnel with Physical Access (Level 2)

Question: What does this mean?

Answer: Personnel with physical contact with paper based CJI data. Includes locked file cabinet access where CJI data is stored.

Common examples include the following roles:

- Record clerk
- Filing assistant
- Record administrator





Personnel with Physical & Logical Access (Level 3)

Question: What does this mean?

Answer: Personnel with access to query, enter or modify CJI data.

Common examples include the following roles:

- Dispatchers
- Investigators
- Law enforcement officers

Personnel with Information Technology Roles (Level 4)

Question: What does this mean?

Answer: IT support staff with unescorted access to networking equipment such as: routers, switches, or servers processing, storing or transmitting CJI.

Access can be as simple as a key to the door securing this equipment.

This can also be as complex as vendors with VPN or remote access (unescorted) to systems that process CJI.

PLAN AHEAD

+ START SMALL

Enter staff without OpenFox/TLETS access that need training - IT staff and vendors



→ ADD Vendors

Create Vendor Admin account. Vendor Admins then enter their own employees

→ Many vendors have already been entered into CJISonline.

→ CJIS Online needs a unique email address for renewal notices. A username can be created, but no expiration email notice to the user will be generated without a valid email. Internet access is required to access the training website.

→ Make a note of account login credentials created as you will be relaying this to users to start their training. Consider an email notification.

SIGN INTO CJIS ONLINE

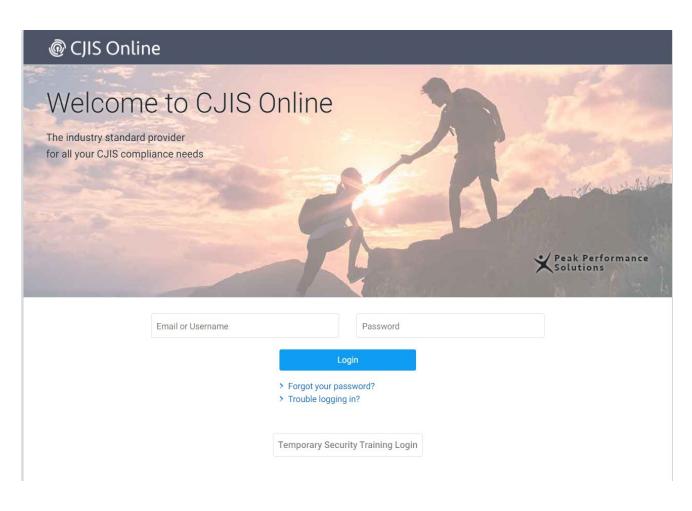
Login to CJIS Online : https://www.cjisonline.com

If you cannot login, Contact either

cjis.audit@
dps.texas.gov
or
security.committee@
dps.texas.gov

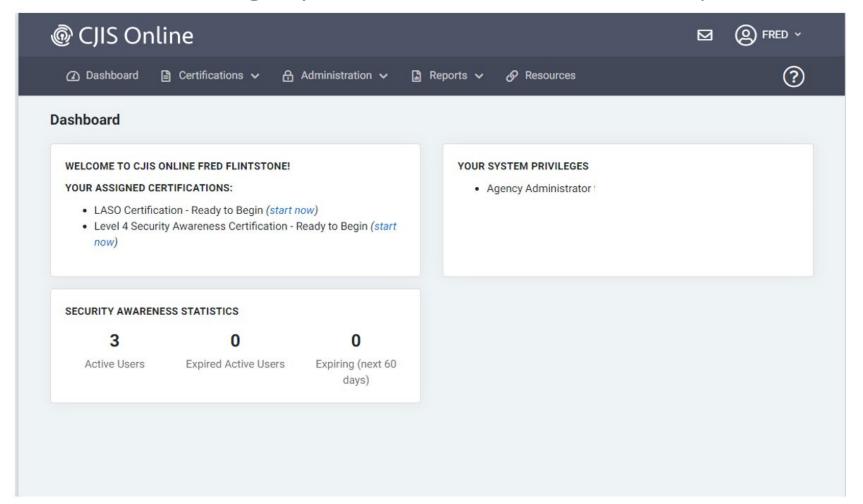
Agencies can have multiple admins in CJIS online.

Password is CaSe SeNsiTiVe.

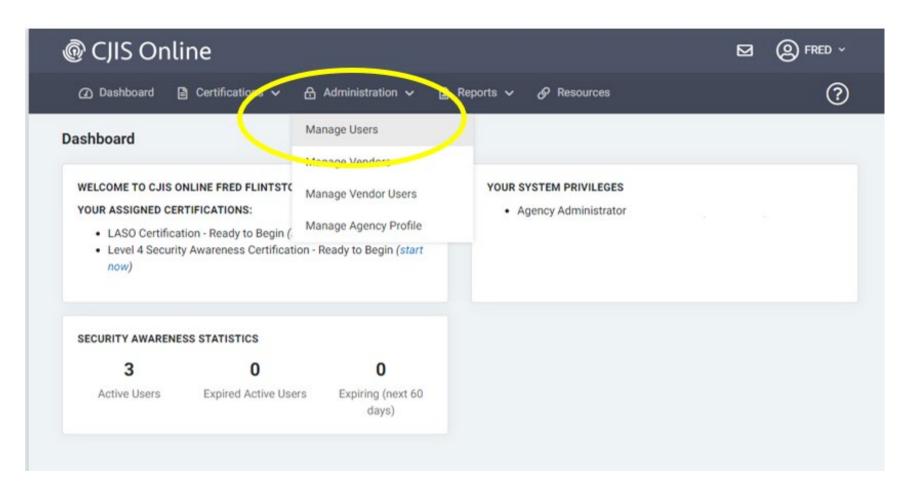


CJIS ONLINE – DASHBOARD

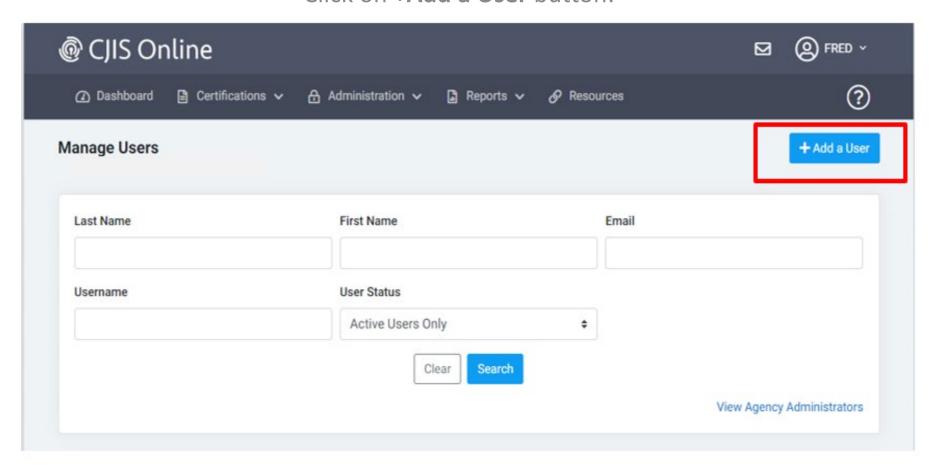
This is the agency's dashboard listing all the options available to administer the agency users, add/view vendors and run reports.



To add new users, click on Administration then Manage Users



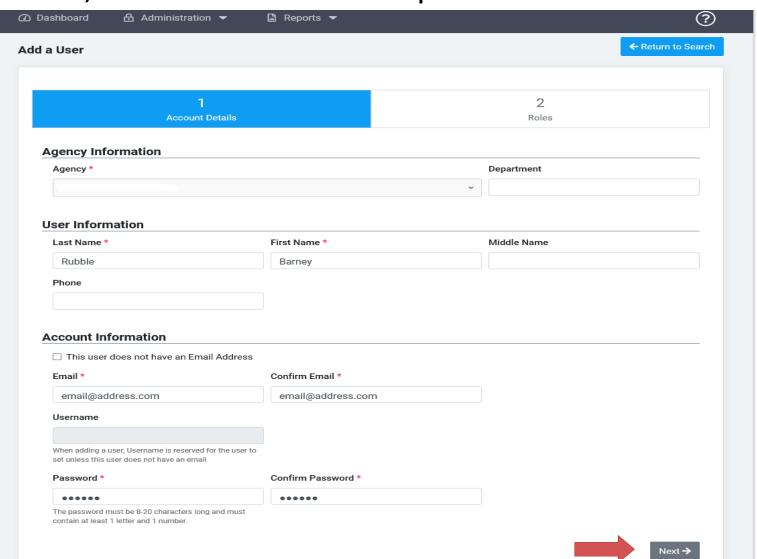
Click on +Add a User button:



All fields with an asterisk * are required. Enter Last Name, First Name, Email, Confirm email, then enter and confirm an initial password. Click Next.

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.

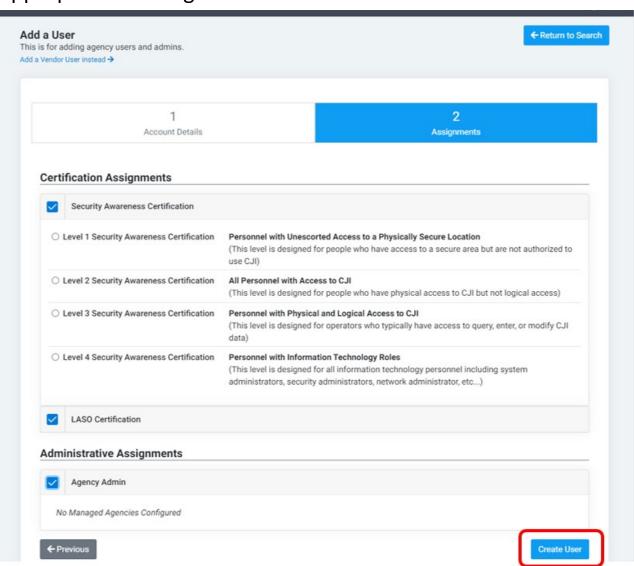


Click on the appropriate training level needed. Click **Create User**.

There are four levels of Security Awareness Training to assign based on access.

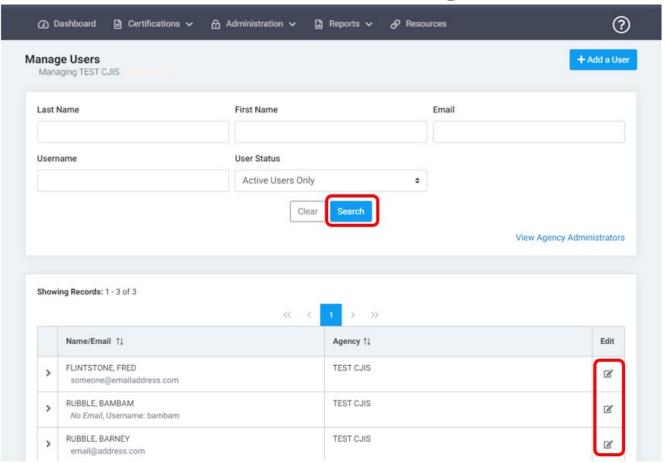
The agency can check the box to add LASO and Agency Admin access to their agency's user accounts.

The agency can have multiple Admins and LASO accounts.



SEARCH & EDIT CJIS ONLINE USERS

Click on Administration then Manage Users.



You can search by name, email address, and user status (Active/Inactive/All) Enter the search criteria and click on **Search** button.

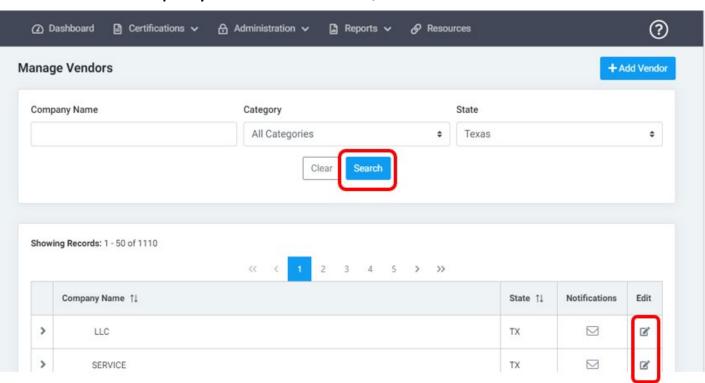
MANAGE VENDOR ACCOUNTS

Click on **Administration** then **Manage Vendors**.

Add a new vendor company from this screen, if needed.

Many vendors are preloaded into the system.

Perform an extensive search for a vendor employee or company name first to prevent creating duplicate records.

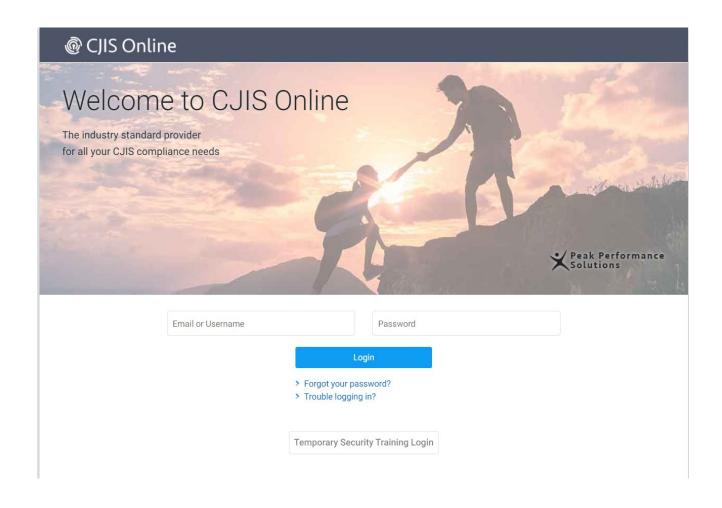


Sample Email to user to provide their login credentials

Send	То	mylovelyemployees
	Сс	
	Subject	CJIS Security Awareness Training
Hello,		
Please complete the following CJIS Security Awareness Training to stay in compliance with FBI requirements.		
To access the training, please go to https://www.cjisonline.com		
Enter your user credentials: Username: emailaddress@here.com Password: lhe@rtCJ!S22 (Please note the password is case sensitive)		
Once logged into the system, you may change your password.		
Click on 'Certification' then 'Security Awareness'. You must read the training modules in 'Start Certification' and 'Begin Training'.		
After reading the training modules, return to the main menu.		
Click on the 'Begin Test' button.		
Read the policy statement and click on the 'Confirm Training' box. 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 one hour 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.		
Thank you for your cooperation in this matter,		
Your caring TAC.		

Staff and IT personnel sign on

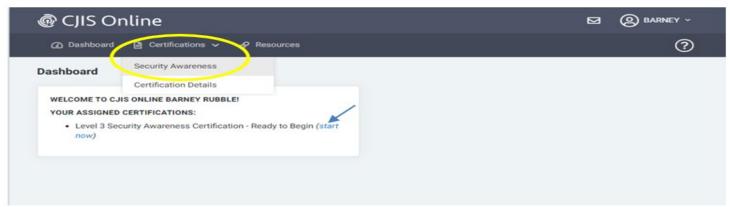
Agency users may contact their TAC or Agency Local Admin for password assistance.



TRAINING & TESTING

Individuals will first complete the training module then any possible test.

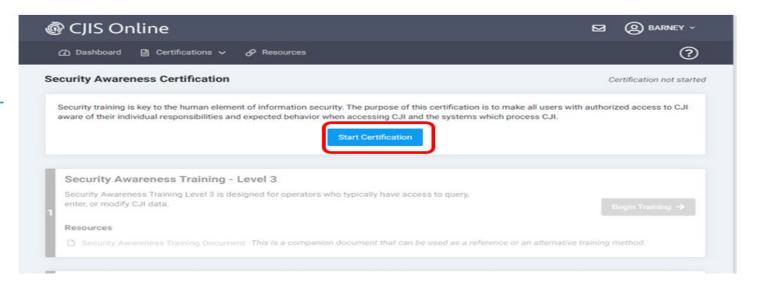
To pass, score at least 70% within 1 hour by answering 18 of 25 questions correctly. If an individual does not pass, they must wait 1 hour before trying again.



Level One only has a Spanish version.

Alternate method: Click on the blue 'Start Now' on the main screen.

Level One does not have a test – only a certificate.



COMPLETION OF TRAINING & TESTING

Upon successful completion (70% or better) of the CJIS Online testing the user will receive a certificate good for two (2) years. Upon expiration the user will need to complete the training and testing process all over again – there is no recertification for CJIS Security Training.



MONITOR TESTING ACTIVITY

The Admin can run reports to monitor the agency's training activity.

Reports, Certification Status Report.

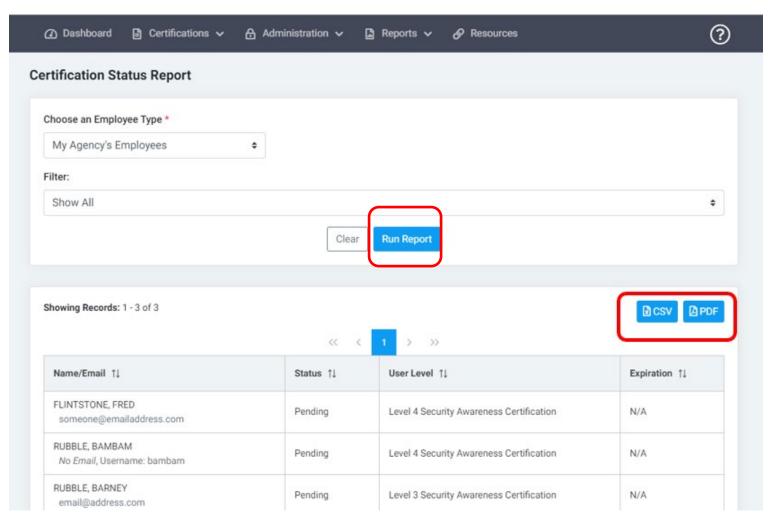
To run a quick report of all employees.

Choose an Employee
Type My
Agency's
Employees.

Filter Show All

Run Report.

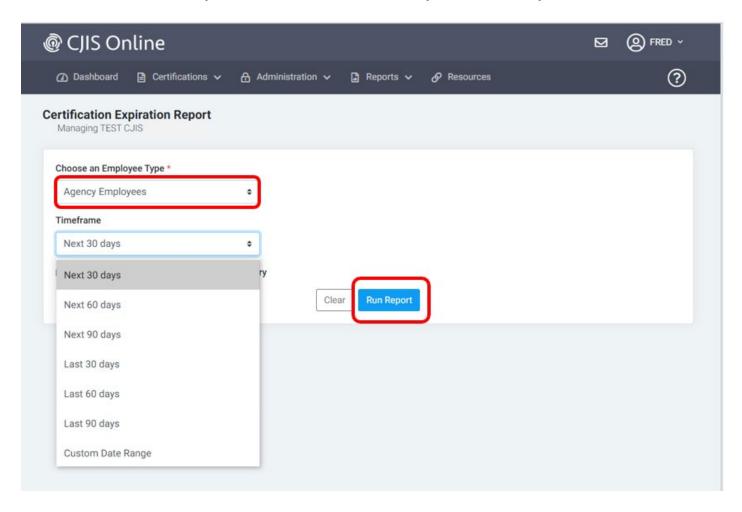
Export data to CSV or PDF is available too.



MONITOR TEST ACTIVITY

Regularly reviewing the Certification Expiration Report provides a list of upcoming expiring user training. This can be run for agency or vendor users.

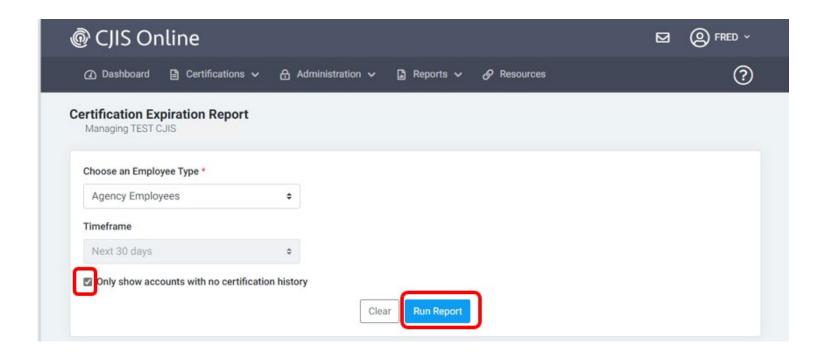
Reports, Certification Expiration Report



CREATE AN EXPIRATION REPORT

These settings will generate an expiration report for agency or vendor users with No Training History. It also has an Export to worksheet format feature.

Reports, Certification Expiration Report.



Questions?

Contacts

If you cannot login, 512-424-7364

or

cjis.audit@dps.texas.gov

For Law Enforcement agencies with CJIS related questions, 512-424-5686

or

security.committee@dps.texas.gov