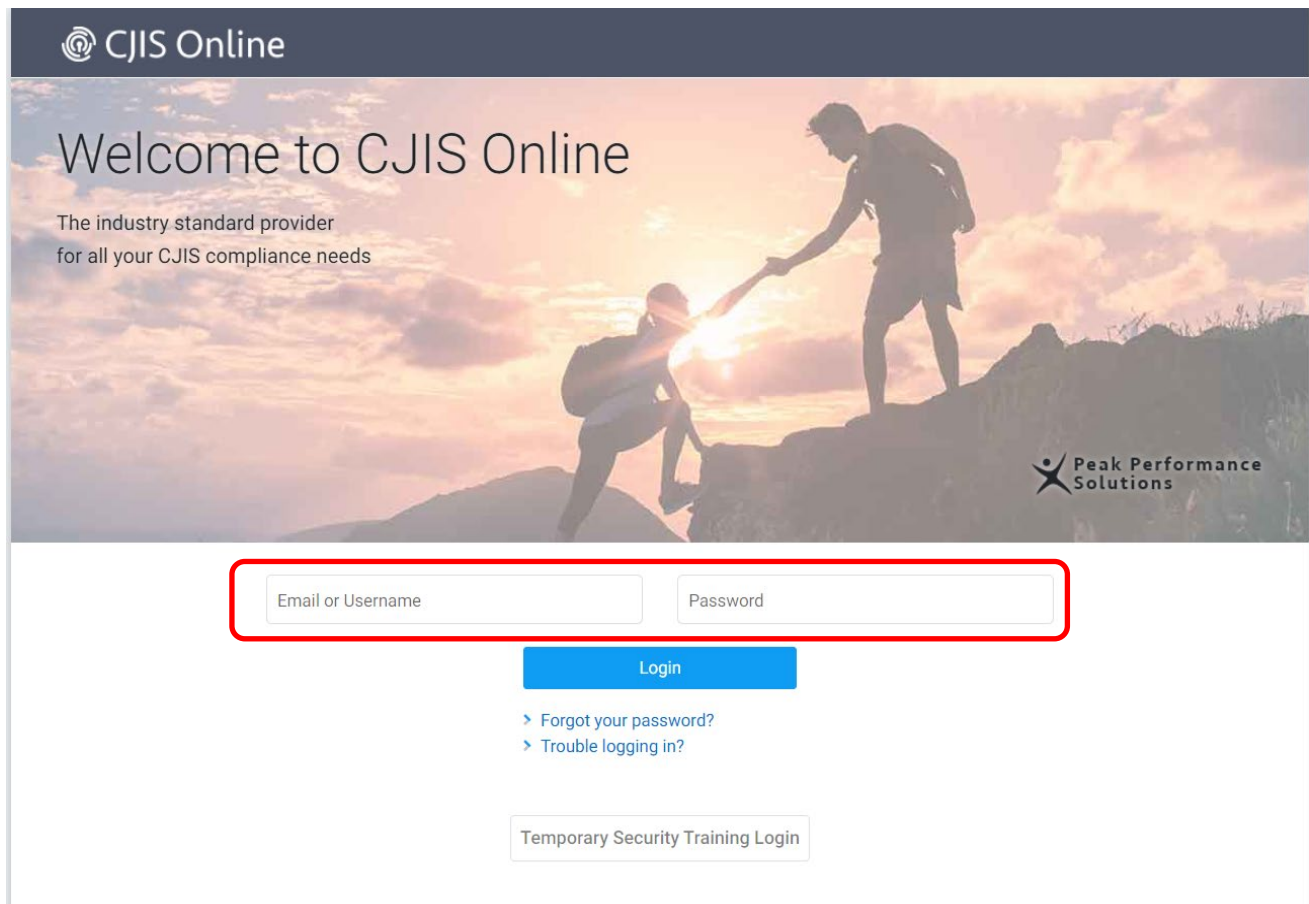


2021

Vendor Guide to CJIS Online

<https://www.cjisonline.com>

Enter the email / username and password. Click Login. Passwords are CaSe SeNsItiVe.






You will need to enter your sign on credentials to continue.


The account would be created by the local LE or CJ agency utilizing your company services or by a company admin. The account can be either a vendor admin to manage vendor's employees or a vendor user account. All vendor accounts, a regular user or admin account, use the same sign on screen to enter the system.

First time logging into the system, you may be presented with quick pop-up notes or messages.

Dashboard	Navigation	Account	Messaging	Help
Welcome to CJIS Online. When you login in the future, you will be directed to the Dashboard as the starting point for using the system.	This menu will allow you to navigate to each area of the system that you have permissions for.	You can click the ⓘ icon to view account related actions available to you. This is also where you will go to logout out of the system.	You can click the ✉ icon to view messages regarding updates to the CJIS Online system.	You can click the ⓘ icon to view help information for the system.
Next > End	< Prev Next > End	< Prev Next > End	< Prev Next > End	< Prev End

 CJIS Online

 DINO ▾

[Dashboard](#) [Training ▾](#) [Administration ▾](#) [Reports ▾](#) 

User Profile [← Back](#)

Welcome!

This is your first time logging in. Please take a quick moment to review your contact information.

User Information

First Name	Middle Name	Last Name
DINO		FLINTSTONE

Account Information

☐ This user does not have an Email Address

Email *

myemail@email.com

Confirm Email *

myemail@email.com

Username

Phone

Change Password

New Password

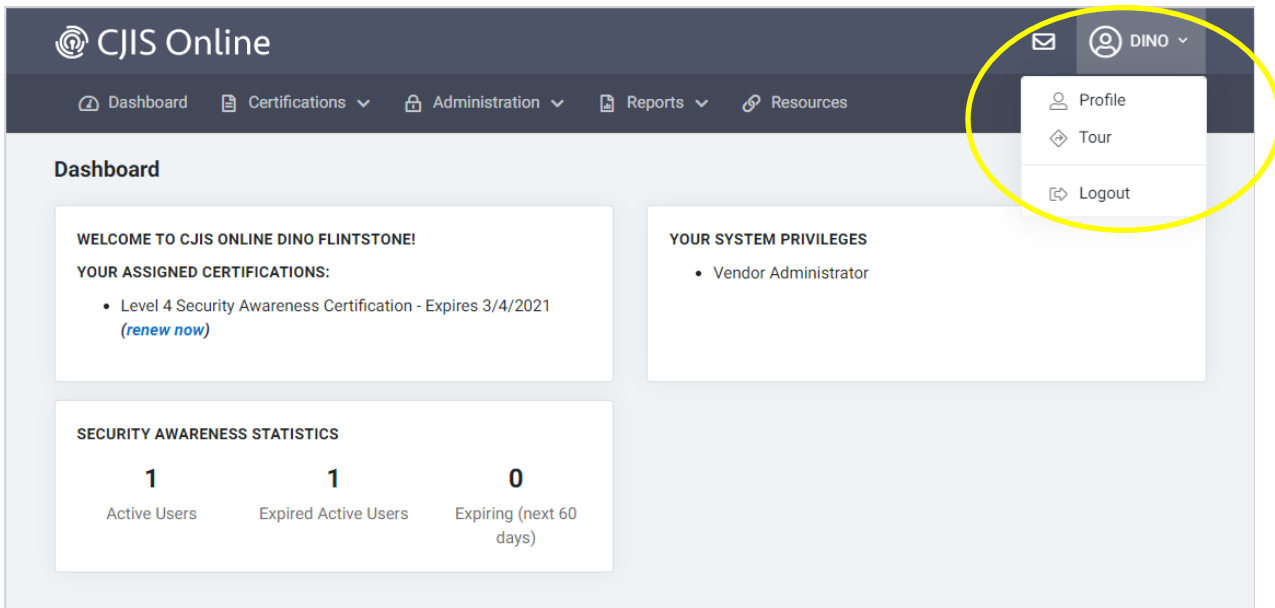
Confirm Password

The password must be 8-20 characters long and must contain at least 1 letter and 1 number.

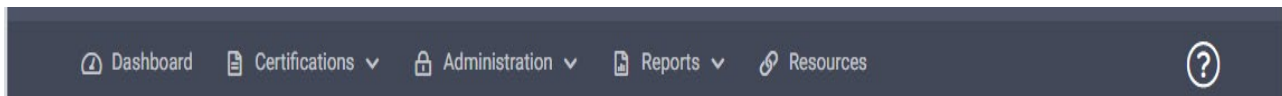
Save

 Everything looks good, let's go to the Dashboard >

First time signing on, verify information then click **Save** when done.



This is the main dashboard providing quick stats. In the top right corner, click on **Tour** to view the pop-up notes again. Click **Profile** to update your account profile and view/print Certification Details. Click **Logout** to leave the system. The **Envelope** contains messages from the application.

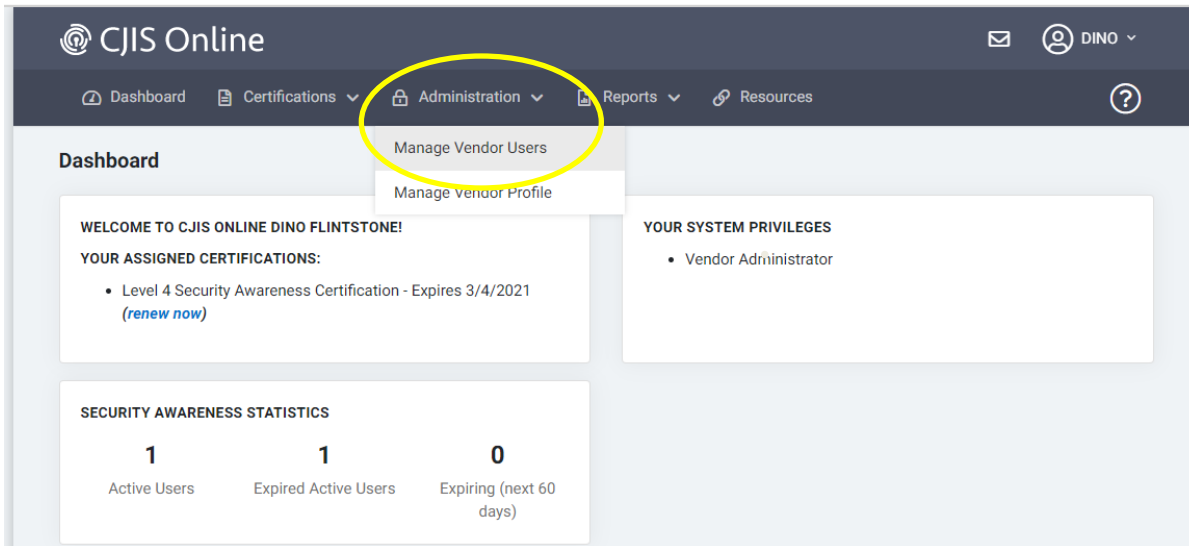


The Admin task bar contains the **Certifications** Menu, **Administration** Menu, **Reports** Menu, **Resources** and ? for additional help.

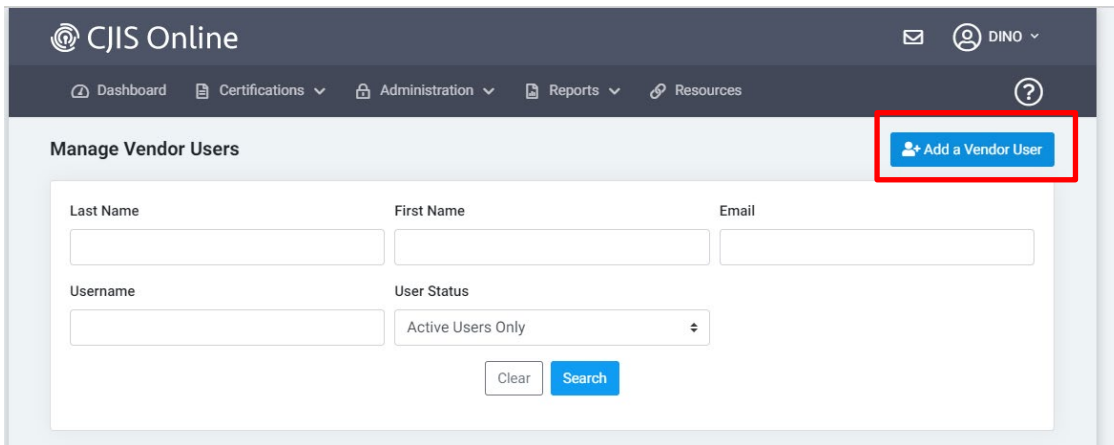
Let's get started!

Vendor Admin Account – adding new users and updating user account information

Click on **Administration** then **Manage Vendor Users**.



To Add a New Vendor User Account



Click on **+Add a Vendor User** button.

Add a Vendor User

This is for adding vendor users and admins.

[← Return to Search](#)

1

Account Details

2

Assignments

User Information

Select Company *

XXX

Choose a company or enter a name to search for a company

Last Name *

First Name *

Middle Name

Phone

Phone Ext

Account Information

☐ This user does not have an Email Address

Email *

Confirm Email *

Username

When adding a user, Username is reserved for the user to set unless this user does not have an email

Password *

Confirm Password *

The password must be 8-20 characters long, must contain at least 1 letter and 1 number and not begin or end with a space.

Next →

All fields with an asterisk * are required. The company name 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 vendor user accounts. Account information cannot be deleted; only made inactive.

Click **Next**.

Add a Vendor User

This is for adding vendor users and admins.

Return to Search

1
Account Details

2
Assignments

Certification Assignments

☒ Security Awareness Certification

☐ Level 1 Security Awareness Certification

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 CJI.)

☐ Level 2 Security Awareness Certification

All Vendors with Access to CJI
 (This level is designed for vendors who have physical access to CJI but not logical access)

☒ Level 4 Security Awareness Certification

Vendors with Information Technology Roles
 (This level is designed for all vendors with information technology roles including system administration, security administration, network administration, etc....)

Administrative Assignments

☒ Vendor Admin

Previous

Create User

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:

Level 1 -- personnel coming into the secured area – maintenance, admin assistants

Level 2 -- personnel handling paper – record clerks, filing clerks, contract handlers

Level 4 -- personnel working on network, computers, CAD/RMS – IT support, programmers, app developers

The screen returns for further user account editing, if needed.

CJIS Online

Dashboard Certifications Administration Reports Resources

Edit Vendor User + Add Another User Search Users

FLINTSTONE, DINO

Account Assignments Certification Details

Certification Assignments

☒ Security Awareness Certification

☐ Level 1 Security Awareness Certification 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 CJIS.)

☐ Level 2 Security Awareness Certification All Vendors with Access to CJIS
(This level is designed for vendors who have physical access to CJIS but not logical access)

☒ Level 4 Security Awareness Certification Vendors with Information Technology Roles
(This level is designed for all vendors with information technology roles including system administration, security administration, network administration, etc...)

Administrative Assignments

☒ Vendor Admin

Save User

To edit the existing account created, click on **Assignments** 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.

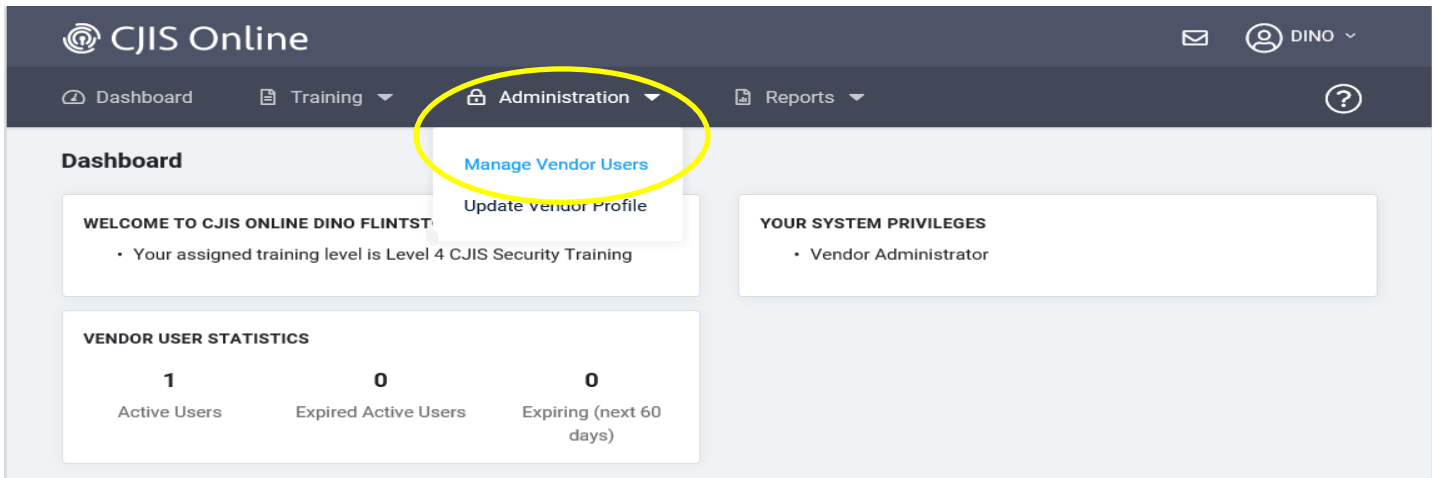
When done editing click **Save User**.

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 Vendor Users**.



The screenshot shows the 'Manage Vendor Users' page. It includes a search form with fields for 'Last Name', 'First Name', 'Email', 'Username', and 'User Status' (set to 'Active Users Only'). A 'Search' button is highlighted with a red box. Below the search form, it says 'Showing Records: 1 - 1 of 1'. A table lists the user 'FLINTSTONE, DINO' with email 'mydino@email.com' and company 'XXX'. An 'Edit' button, represented by a pencil icon, is highlighted with a red box in the table's 'Edit' column.

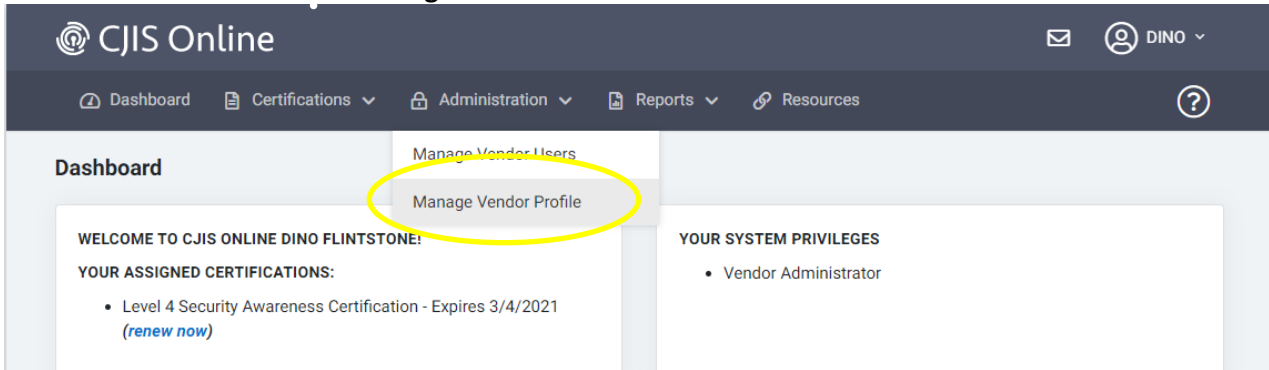
Name/Email ↑↓	Company ↑↓	Edit
> FLINTSTONE, DINO mydino@email.com	XXX	

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

Click on **Administration** then **Manage Vendor Profile**



The screenshot shows the 'Vendor Profile' form. The form is divided into two tabs: 'Vendor' and 'Vendor Admins'. The 'Vendor' tab is active. The form contains the following sections:

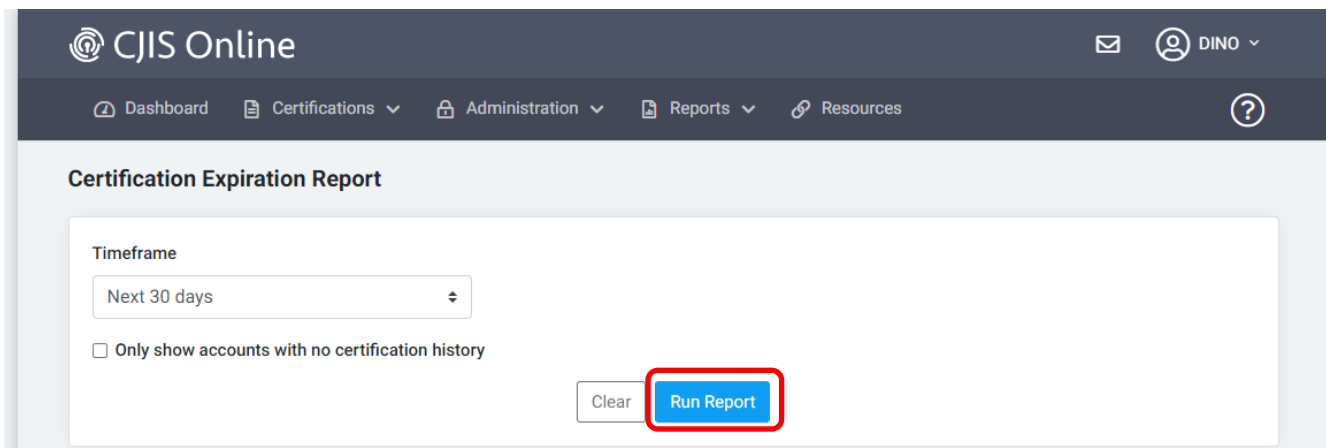
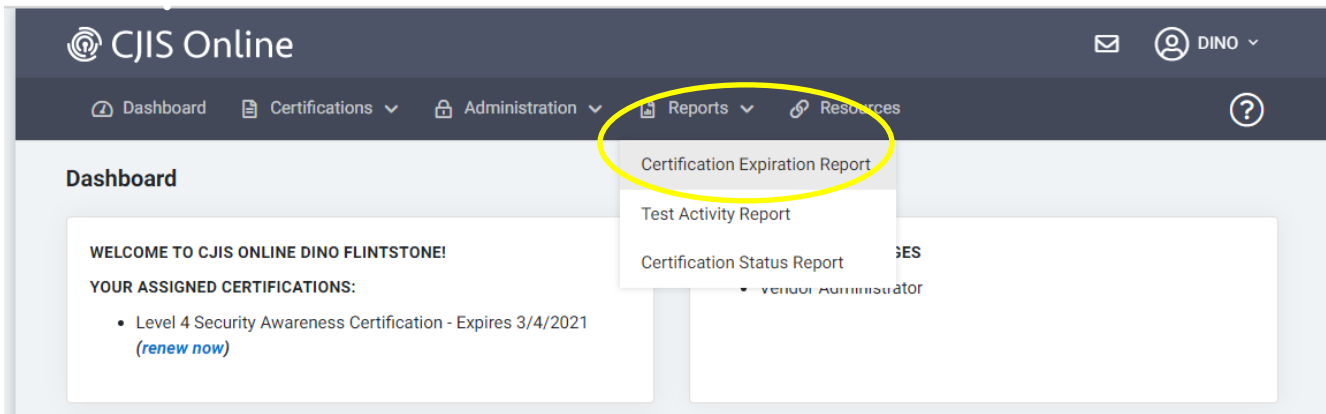
- Vendor Details**: Fields for Company Name (with a red asterisk), Address (with a red asterisk), City (with a red asterisk), State (with a red asterisk), Zip (with a red asterisk), Website, and Description.
- Categories Related To Vendor**: Two columns of checkboxes for Product and Service categories.
- Vendor Markets**: A checkbox for 'I don't market my services' and two lists: 'Available' (Alabama, Alaska) and 'Selected'.

Buttons for 'Add a Vendor User' and 'Back' are visible.

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

Reports

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



To run a quick report of all employees.

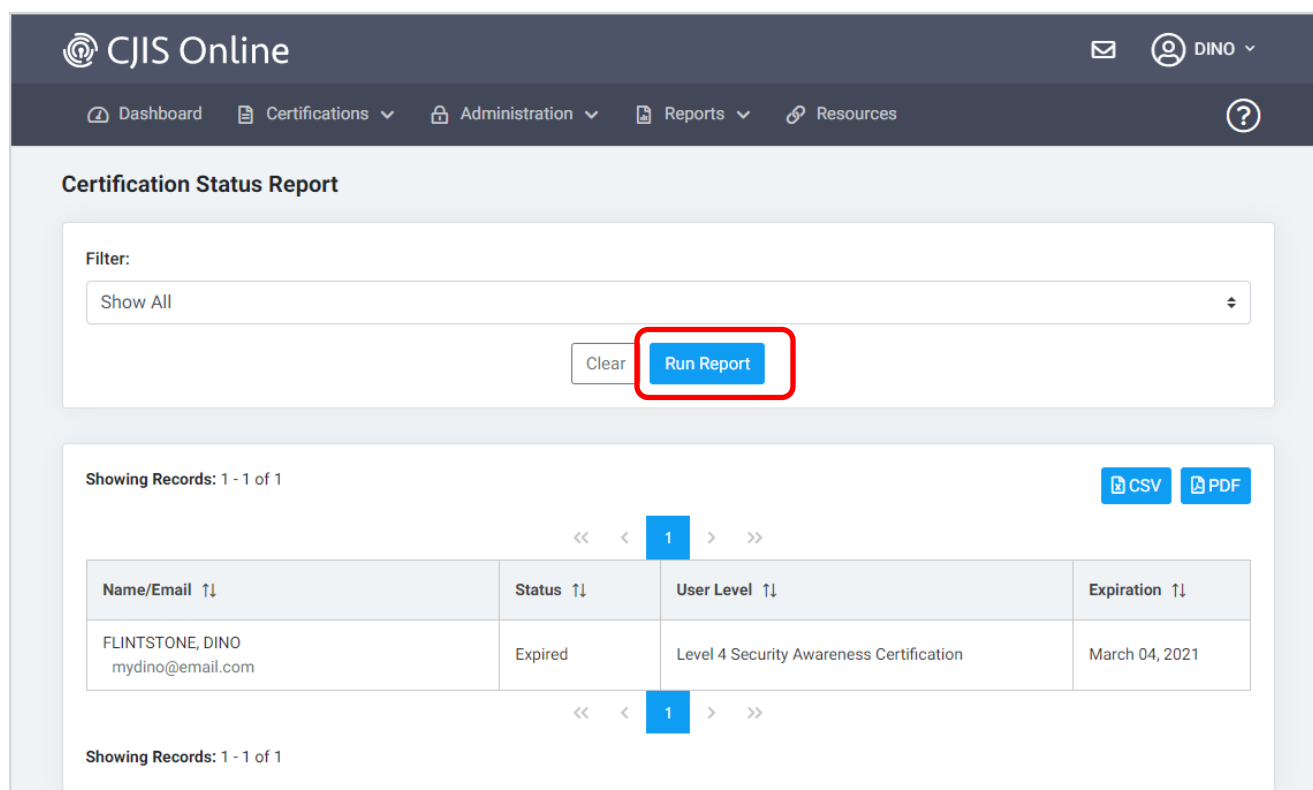
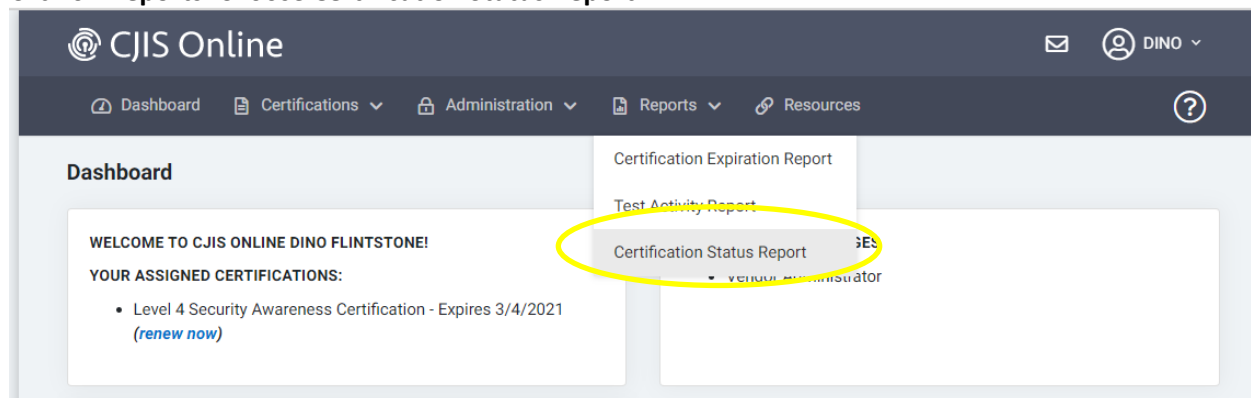
Choose a timeframe from list or enter a custom timeframe.

Alternatively, to see those without certification completed, check 'Only show accounts with no certification history'.

Click **Run Report**.

Run a Certification Expiration Report

Click on **Reports**. Choose **Certification Status Report**.



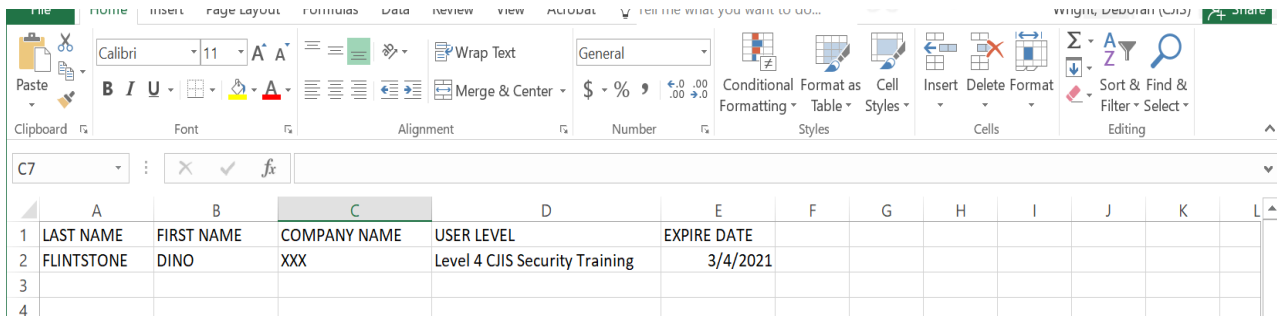
Click **Run Report**.

A result with N/A means there is no tests completed. Clicking the up/down arrows on the column heading allows the data to be sorted.

To manage the records, the report can be made into a worksheet format for sorting the records or PDF version. Click on the **CSV** button for an Excel format or the **PDF** button for a read only PDF report.

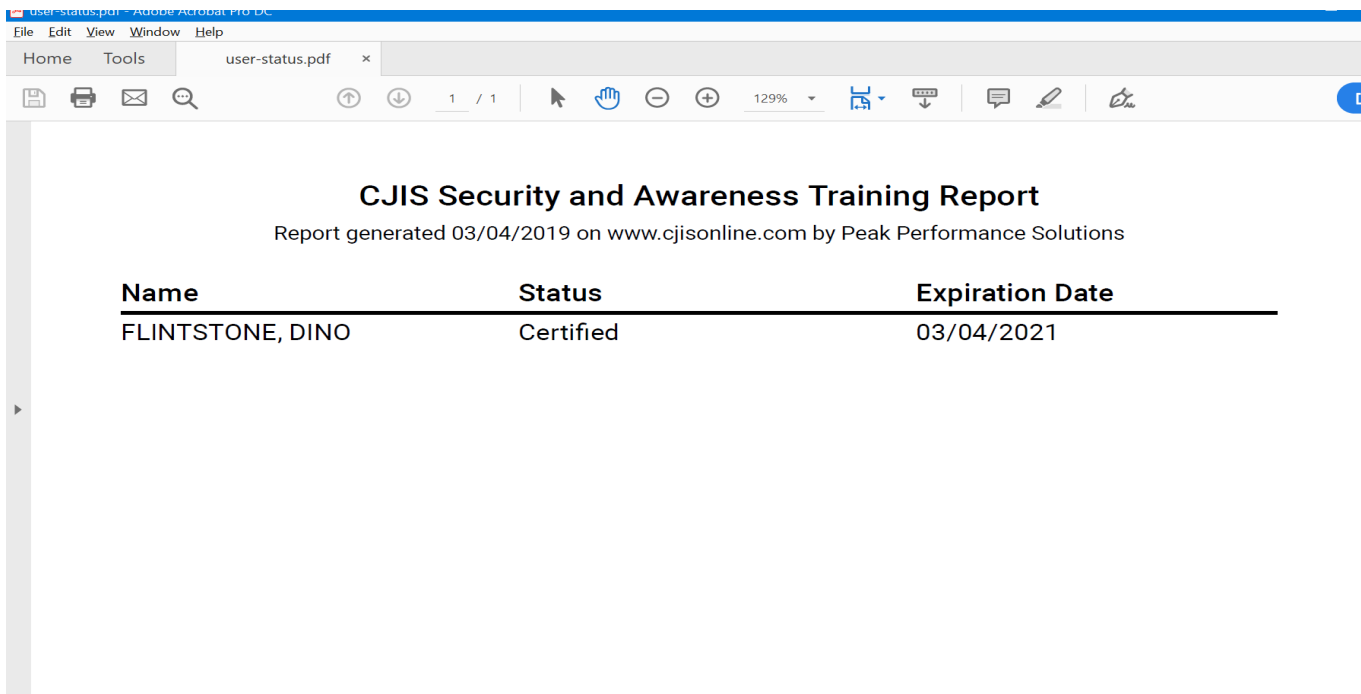
Sample worksheet from clicking CSV button.

Remember to use **File, Save As** in Excel and save the worksheet on your computer.



	A	B	C	D	E	F	G	H	I	J	K	L
1	LAST NAME	FIRST NAME	COMPANY NAME	USER LEVEL	EXPIRE DATE							
2	FLINTSTONE	DINO	XXX	Level 4 CJIS Security Training	3/4/2021							
3												
4												

Sample PDF read only report from clicking PDF button.



CJIS Security and Awareness Training Report
Report generated 03/04/2019 on www.cjisonline.com by Peak Performance Solutions

Name	Status	Expiration Date
FLINTSTONE, DINO	Certified	03/04/2021

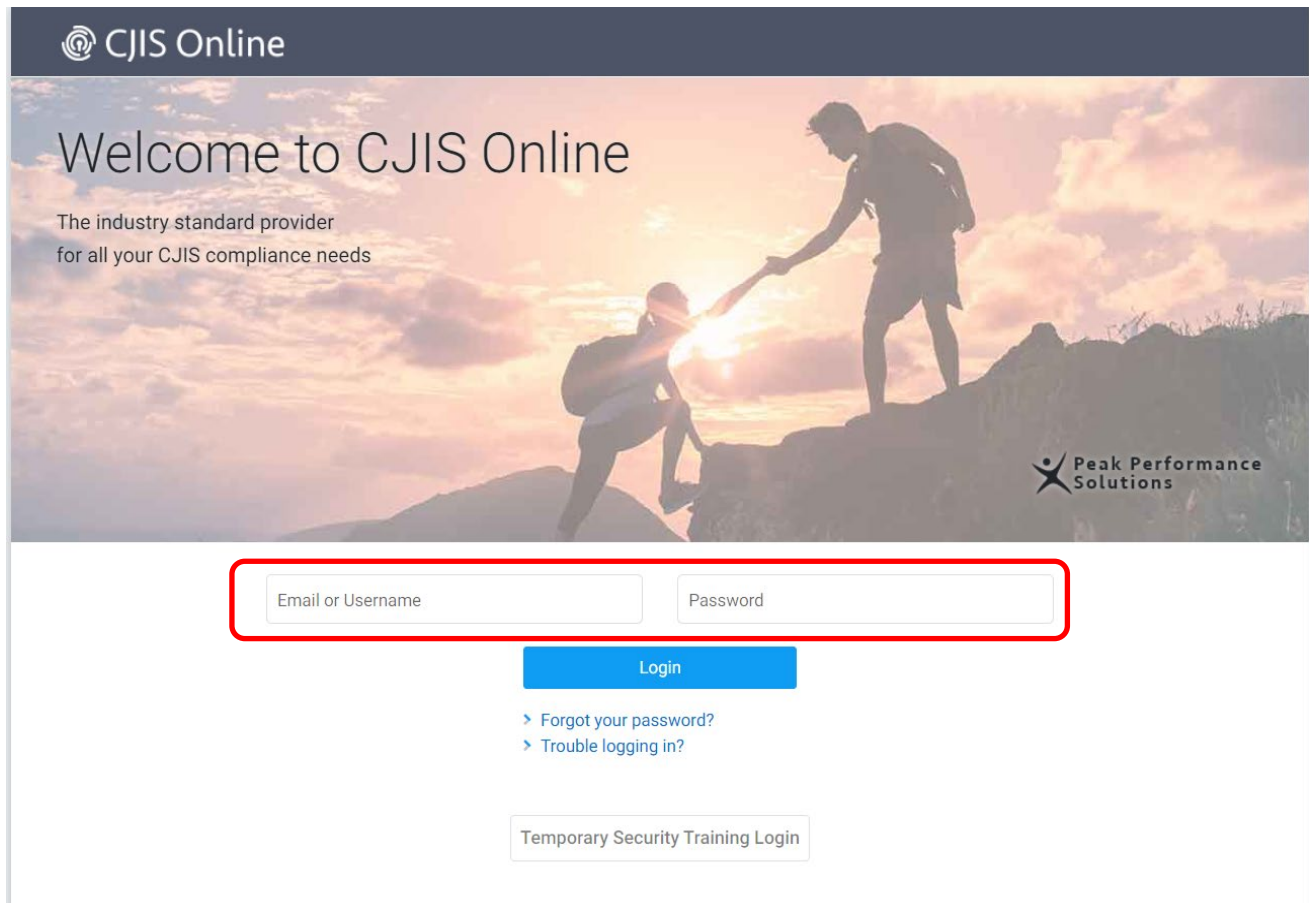
Training & Testing

Vendor admin & user sign on

<https://www.cjisonline.com>

The individual will need their sign on information the admin created to continue with training.
The password field is CaSe SeNsITiVe.

Enter the email / username and password. Click Login.



CJIS Online

Welcome to CJIS Online

The industry standard provider
for all your CJIS compliance needs

Peak Performance
Solutions

Email or Username

Password

Login

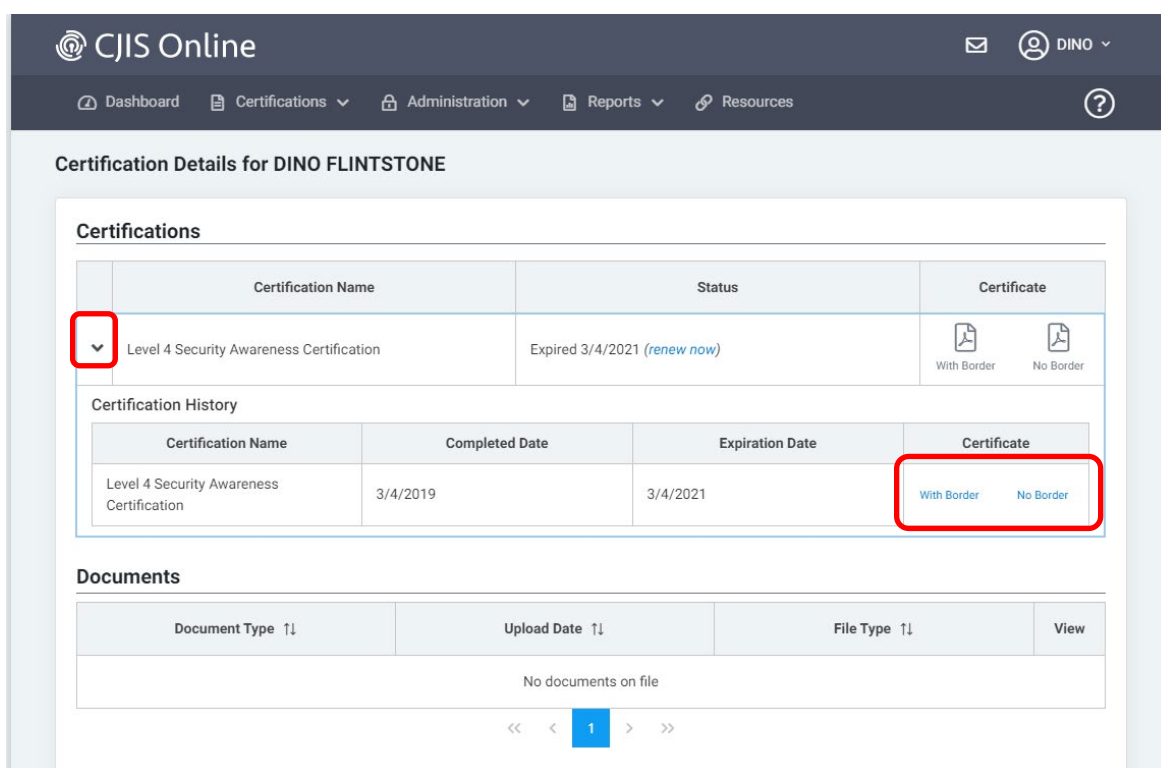
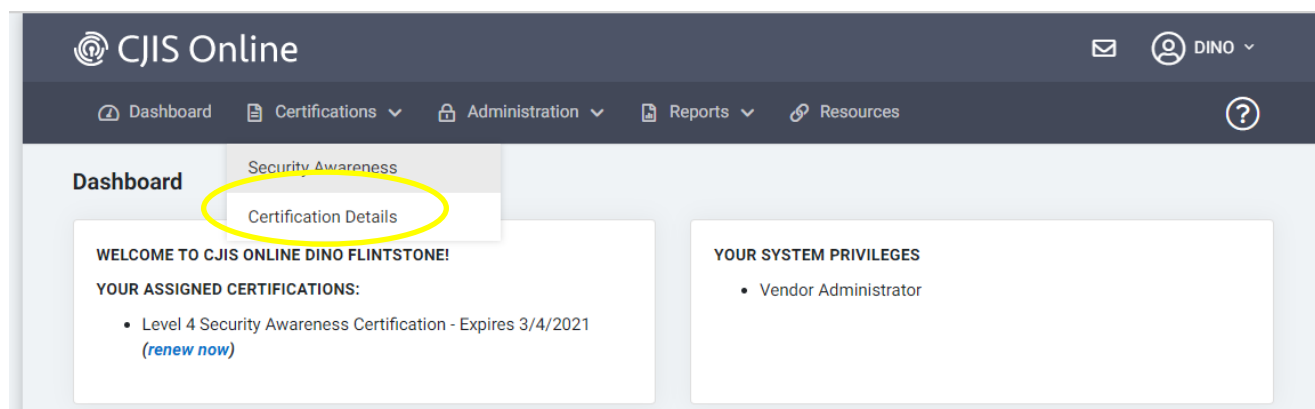
[Forgot your password?](#)

[Trouble logging in?](#)

Temporary Security Training Login

View Certificates and start Training for individuals

Click on **Certifications** then **Certification Details**



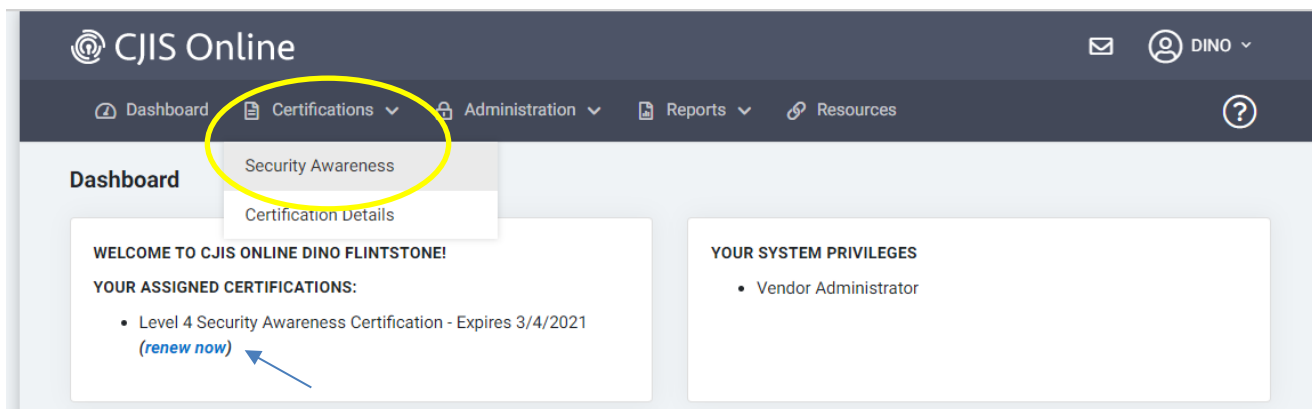
This report shows the individual's training has expired.

To view all the Certification history, click on the > greater than symbol, the symbol then points downward to open the history list. Find the available certificate in blue color, choose With Border or No Border. Wait a few seconds for a screen to pop open with the certificate. After the screen opens, you may choose to print or save the certificate to your computer. If the certificate screen does not open, ensure pop-ups are not blocked by the browser and a supported Internet browser is being used.

The Local Agency Admin can also view and print certificates from their account. Individuals can also use Profile to find certificates.

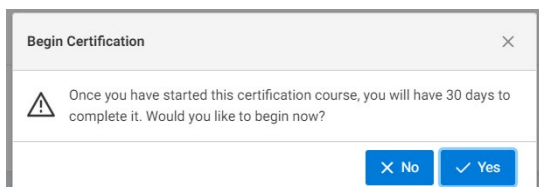
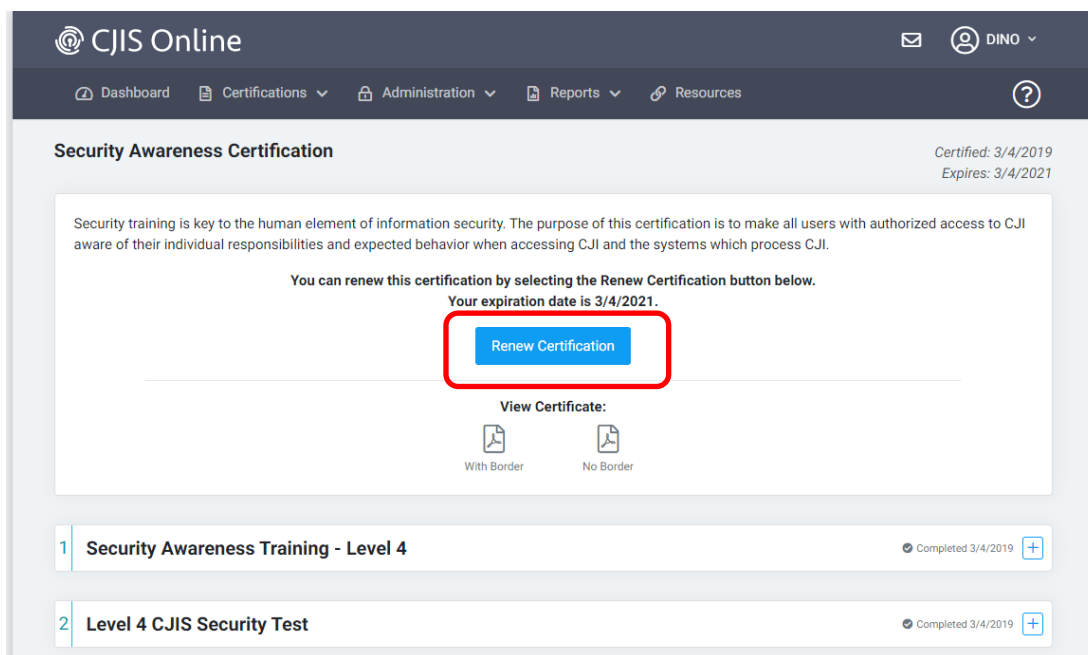
! Note: The *Background Checks* section on the Certification Details tab bottom is not required to be filled in.

To start training, click on **Certifications** then **Security Awareness**.

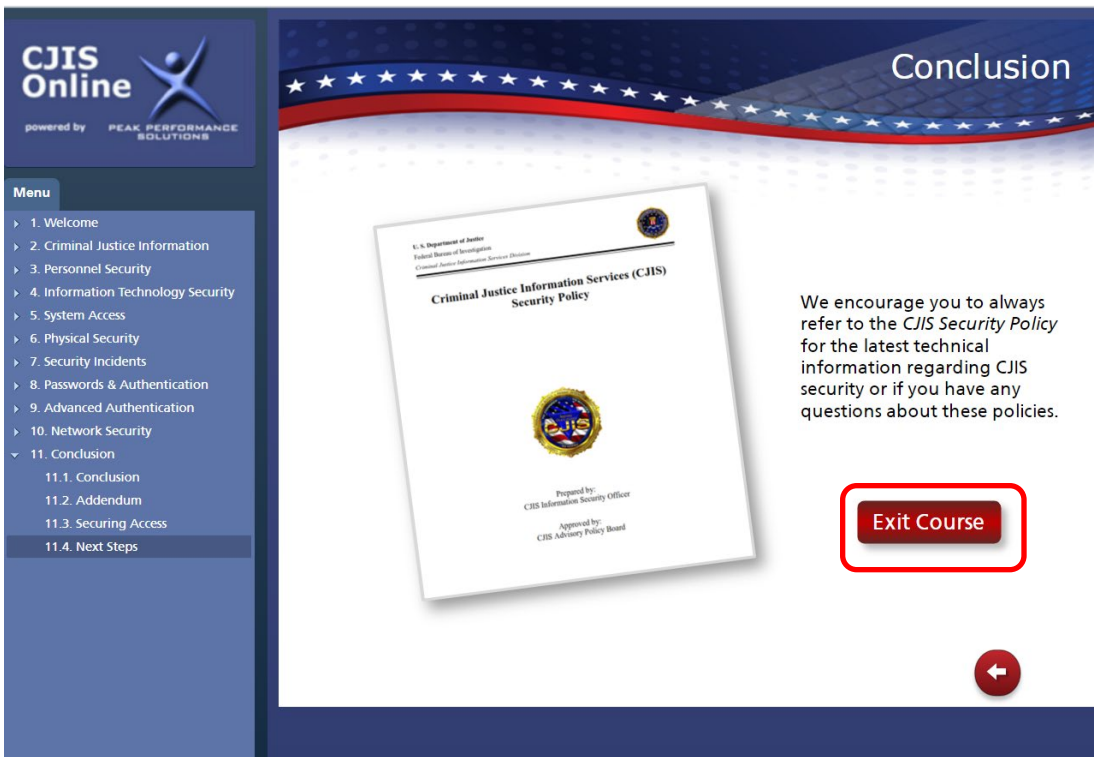


Alternate method: Click on the blue 'Start Now' or 'renew now' blue link on the main screen.

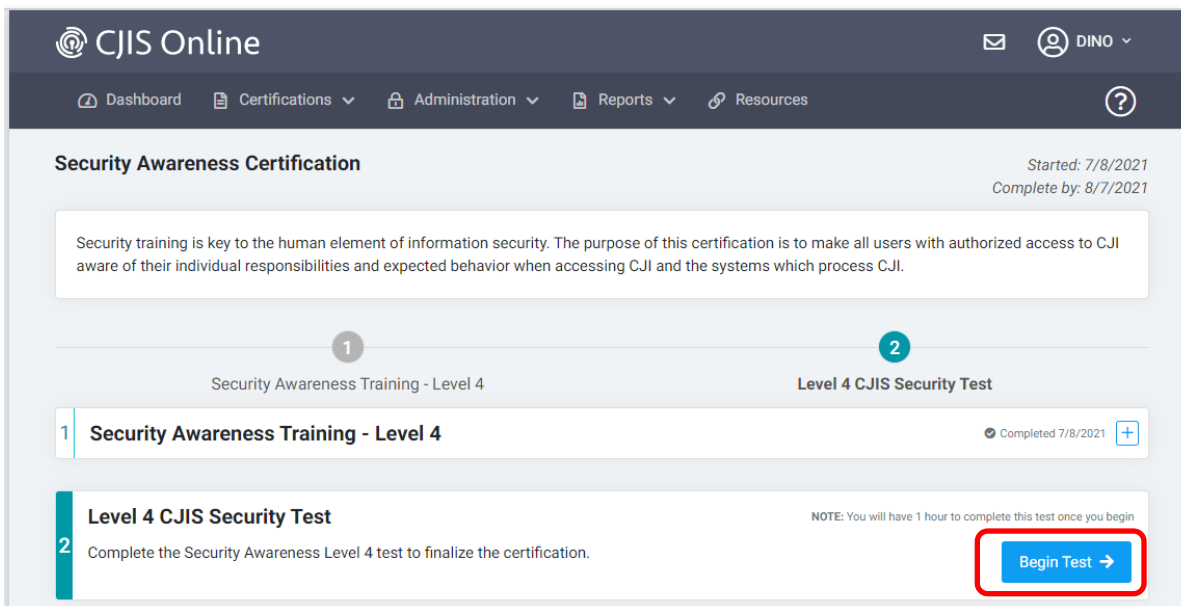
Click on **Begin Training or Renew Certification**.



Click Yes to continue with training. After completing the training, you will be returned to this page.



Click **Exit Course** to continue. You will be returned to the first training screen.
Check the appropriate box to confirm training completed then click **Confirm** to continue to testing.



Click on **Begin Test** when ready. If you did not get the Begin Test button, either the Training is not completed or you may not have clicked on the Confirm boxes on the Security Awareness screen.

At the test end there will be another confirmation screen to click Confirm to submit test. Click **Confirm**.

Test Submit


Please confirm that you wish to submit your test for grading.

Close

Confirm

Click **OK** to verify connection when ready.

Message from webpage



CJIS Online will now verify your connection to the server and will submit your test for grading. Please click OK to continue.

OK

Sample result screen.

Close

100%

Congratulations!



As identified by your login, **DINO FLINTSTONE**, you completed the **Level 4 CJIS Security Test** exam on **July 8, 2021**. You answered 25 out of 25 questions correctly and achieved a score of **100%**.

Time it took to complete the exam: 6 Minute(s) 25 Second(s)

Please click 'Close' at the top right when you are finished.

Congratulations! You answered all the questions correctly.

18

CJIS Online

Dashboard Certifications Administration Reports Resources

Security Awareness Certification

Certified: 7/8/2021
Expires: 7/8/2023

Security training is key to the human element of information security. The purpose of this certification is to make all users with authorized access to CJIS aware of their individual responsibilities and expected behavior when accessing CJI and the systems which process CJI.

You have completed this certification!

View Certificate:

With Border No Border

- 1 Security Awareness Training - Level 4 Completed 7/8/2021
- 2 Level 4 CJIS Security Test Completed 7/8/2021

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

After viewing you may choose to print or save the certificate by clicking on the printer or disk icon in top right corner on next pop-up certificate screen.

Note: the Admin or the individual user can view and reprint a certificate from the Certifications menu, then Certification Details or from their Profile on Certifications Detail menu.

Sample certificate.

