Preface

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

We recommend starting small by adding personnel who typically do not have sign on credentials to Omnixx. Many vendors have been preloaded into the training software. This application has been provided to help create one recordkeeping source for all Security Awareness Training.

The manual is broken into parts. One section for the vendor administration and one section on the security awareness training process. The content labeled ‘Vendor Administrators’ refers to the access and responsibilities the main vendor contact has in this guide. A law enforcement agency’s TAC may also set up an administrative account for their vendor. The Vendor Administrator may keep track of their own company’s employee records. An agency TAC can search and view reports of their vendors, IT staff and employees training records. The last 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. There is a Contact Support button at the screen bottom for any assistance needed.
Introduction

*CJIS Online* is the latest addition to the resources TX DPS has added to help entities meet CJIS 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 CJIS data and personnel without a TLETS/Omnixx credential with potential CJI data contact.

**Local Agency Admin** – Terminal Agency Coordinator (TAC) at law enforcement agencies. This the main 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 *CJIS 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 *CJIS Online*. The designated Vendor Admin also signs into the *CJIS 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 *CJIS Online* system. Vendors are typically under a Security Addendum with their respective law enforcement agencies.

Moving around in the application.

Navigation Ribbon buttons across the top area to Home, My Info, Admin Home, etc.

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

*CJIS Online Home*, *Logs out account and goes to main screen.*
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 password.

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. Password resets can also be accomplished by a law enforcement agency TAC or Local Agency Admin for CJIS Online.
Select the ‘Vendor Admin’ button.

**Note:** To get help at any time, click the ‘? HELP’ button. There is a Navigation Ribbon of buttons across the top area to quickly move to screens. ‘Contact Support’ button is also available.

‘My Info’ button is available to update name, password and email address information.

**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’

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

Search By Last Name:  GO

Show All Vendor Employees
Add 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.
  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 this account is the admin. There can be multiple admin accounts for a vendor company.

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 employee login credentials as you will be relaying this to them to start training.
Vendor Administrators – reports

From the Vendor Admin home menu screen select the ‘Reports’ button.

The following report types are available. Choose the ‘Test Activity Report’, ‘Certification Expiration Report’ or ‘User Status Report’ button.
Test Activity Report setup parameters.

Choose and enter the appropriate report criteria for the report selected and select the ‘Submit’ button.

Tip: To quickly move back to the Reports selection screen, click the Reports Home link.
For example, to quickly view staff with no test history, select the ‘Show Vendor Employees with No Test History’ link, choose appropriate timeframe and select the ‘Submit’ button.

Expiration Report setup parameters.
Security Awareness Training

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

Select the ‘Vendor Access’ button.
**Vendor Users** will see this login screen:

Enter the email address and password then select ‘Submit.’

Select the ‘Training’ button.

**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.
This announcement will appear on your screen if your User Profile has been set to Level 1 CJIS Security Training.

If you are a certified TLETS Operator or IT person, you are accessing the inappropriate training. Please contact your CJIS Online Administrator or TAC for further instructions for correct level.

IT personnel are required to take level 4 training.

To continue with the training, select the 'Begin Training' button.

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 box on the page before beginning the test.

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.
Frequently Asked Questions

1. Can the vendor company have more than one Admin account?
   Yes.

2. Will my testing transfer from Omnixx to the new CJIS Online software?
   Sorry, the previous Omnixx 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. The entity may continue to use the PDF on our webpage for non-IT personnel, 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. The entity can deactivate the account record, but not delete the record.

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 Admin would like to receive these emails as well for their users, they will need to log in as an Admin and click on the Expiration Notifications button and turn on the feature manually. This feature will cause the system to send the 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. Personnel can also use a personal email address. There are other options available 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.

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.