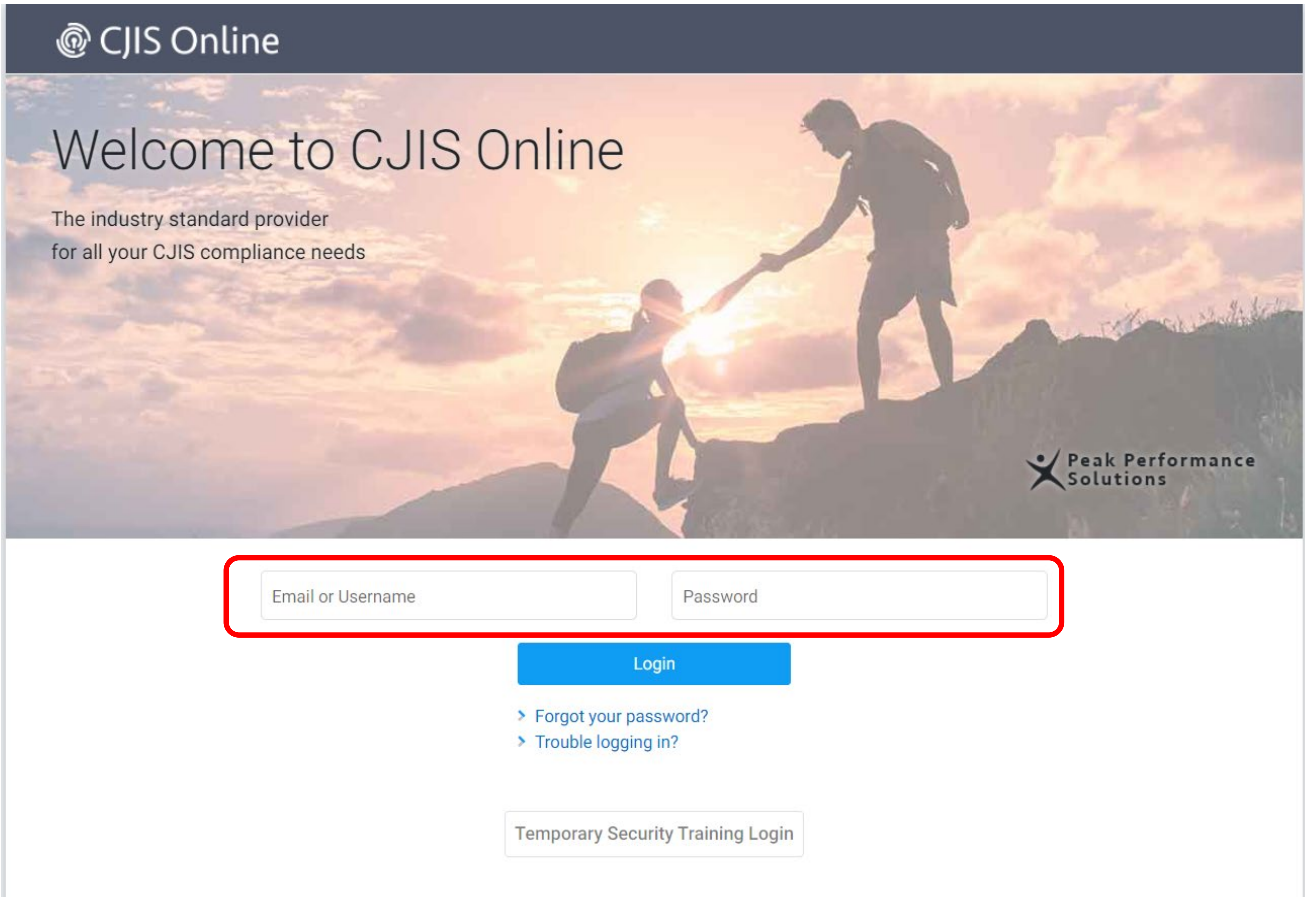
2021

Vendor Guide to CJIS Online

Created by the Texas Department of Public Safety

https://www.cjisonline.com

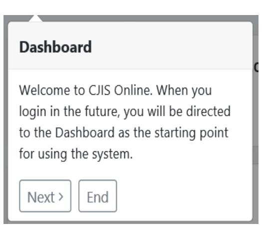
Enter the email / username and password. Click Login.   Passwords are CaSe SeNsiTiVe.

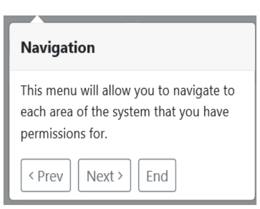


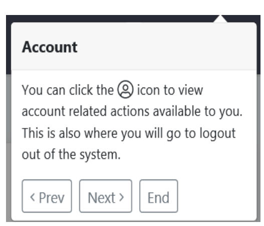
You will need to enter your sign on credentials to continue.

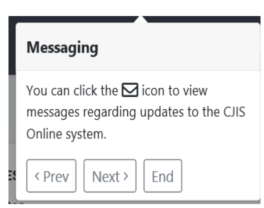
The account would be created by the local LE or CJ agency utilizing your company services or by a company admin.
The account can be either a vendor admin to manage vendor's employees or a vendor user account.
All vendor accounts, a regular user or admin account, use the same sign on screen to enter the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

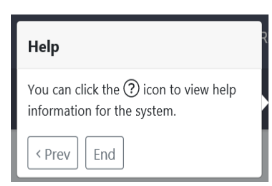
First time logging into the system, you may be presented with quick pop-up notes or messages.

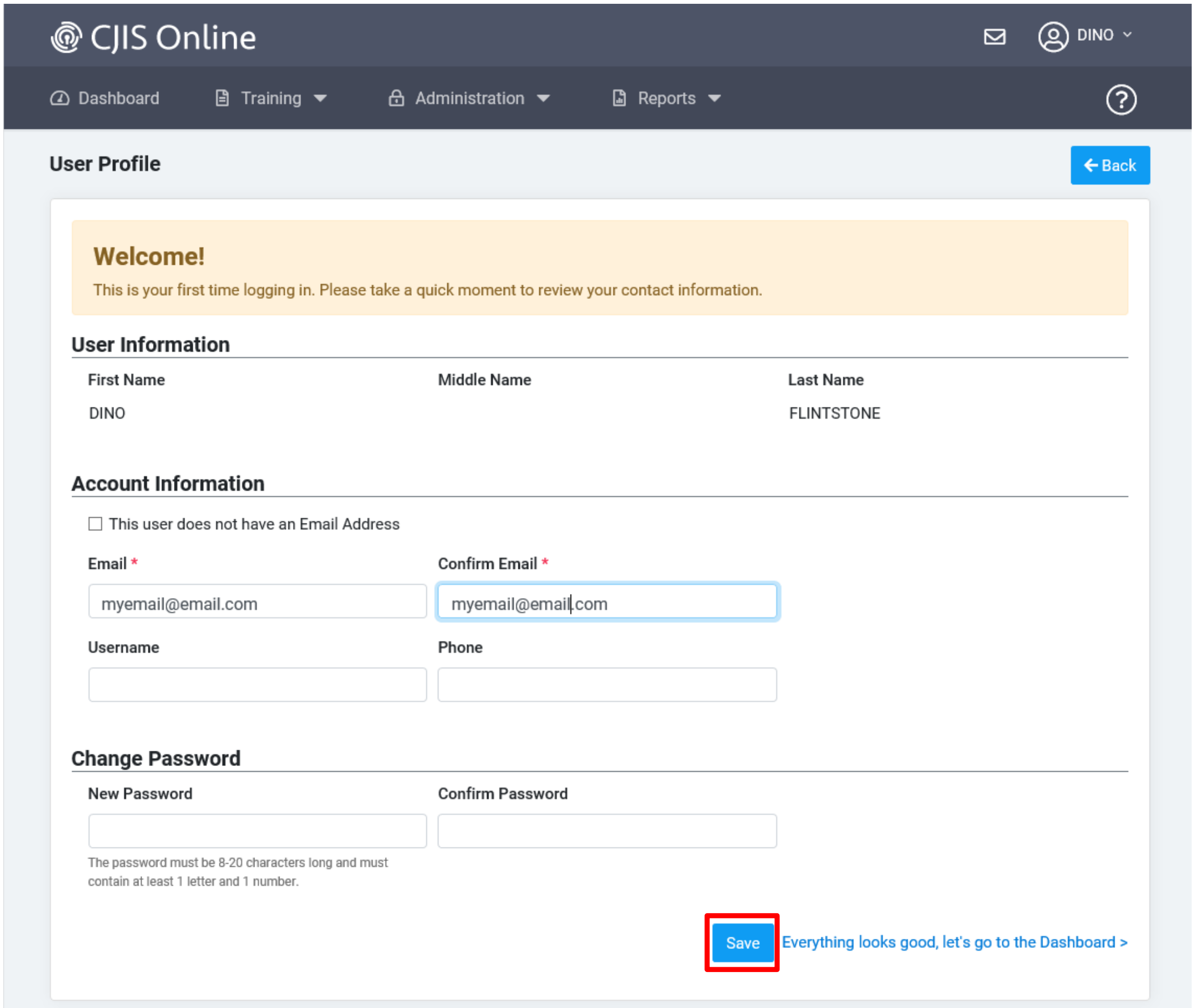




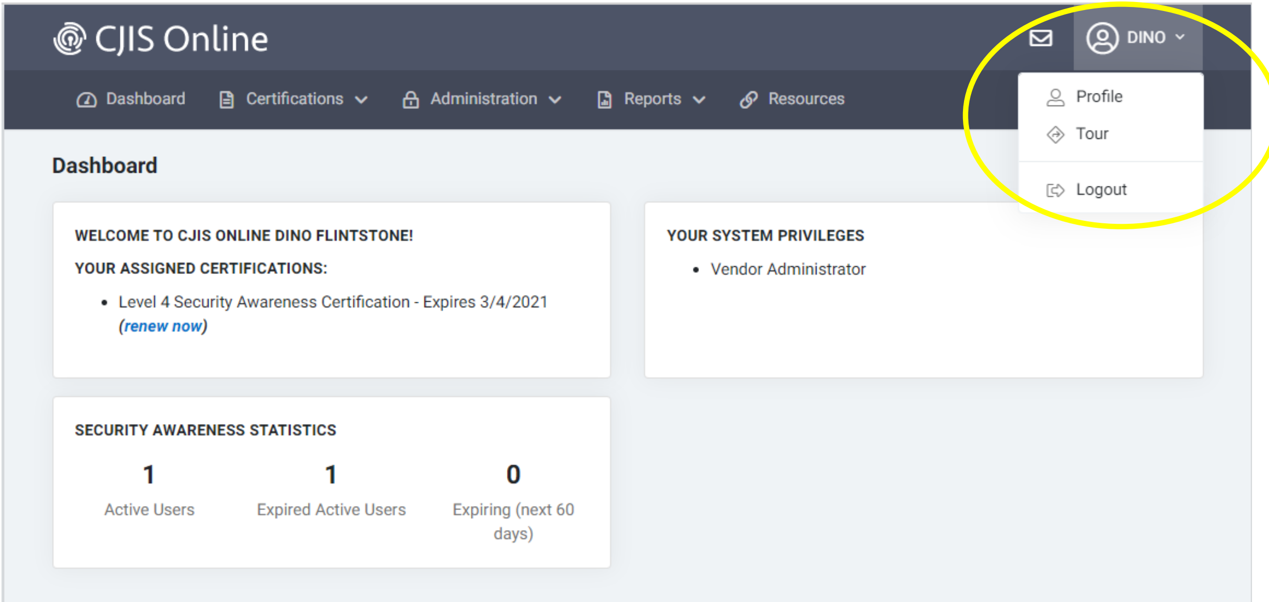








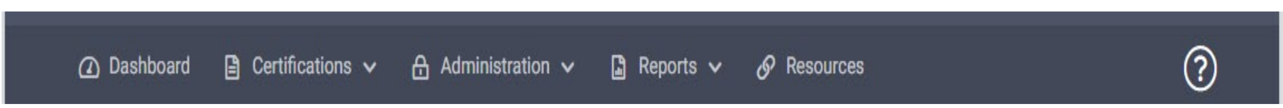
First time signing on, verify information then click **Save** when done.



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.

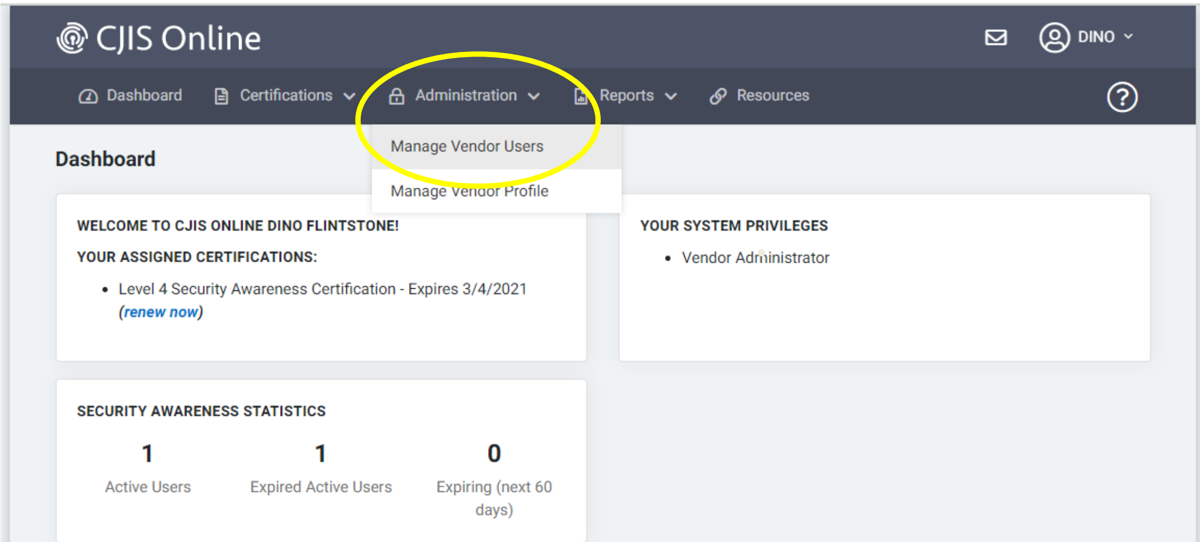


The Admin task bar contains the **Certifications** Menu, **Administration** Menu, **Reports** Menu, **Resources** and **?** for additional help.

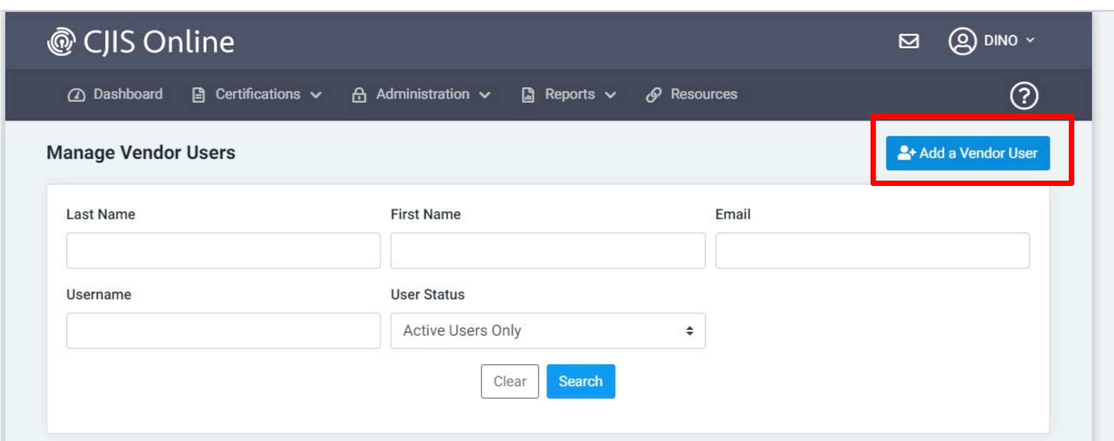
Let's get started!

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

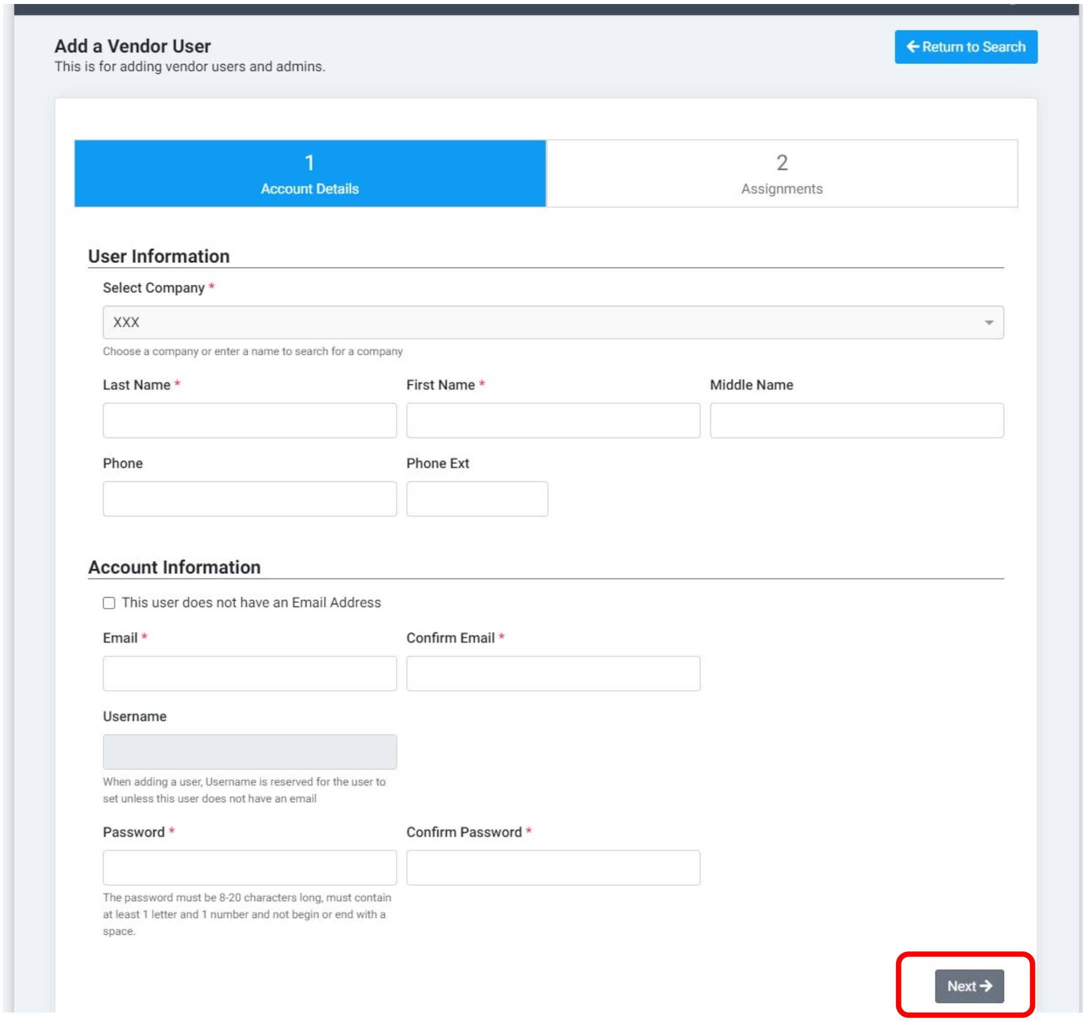
Click on **Administration** then **Manage Vendor Users**.



To Add a New Vendor User Account



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



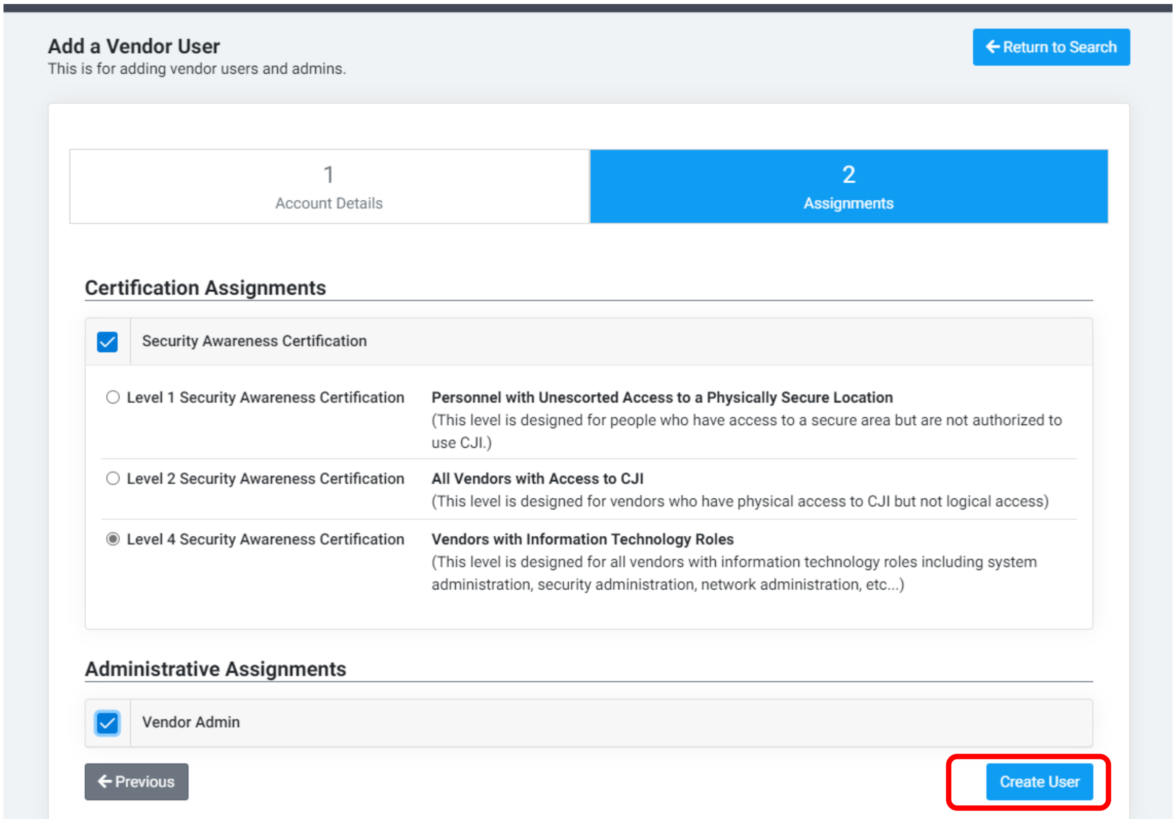
All fields with an asterisk * are required. The company name field should auto populate.
Enter **Last Name**, **First Name**, **Email, Confirm Email,** then enter and confirm an initial **password**.

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.

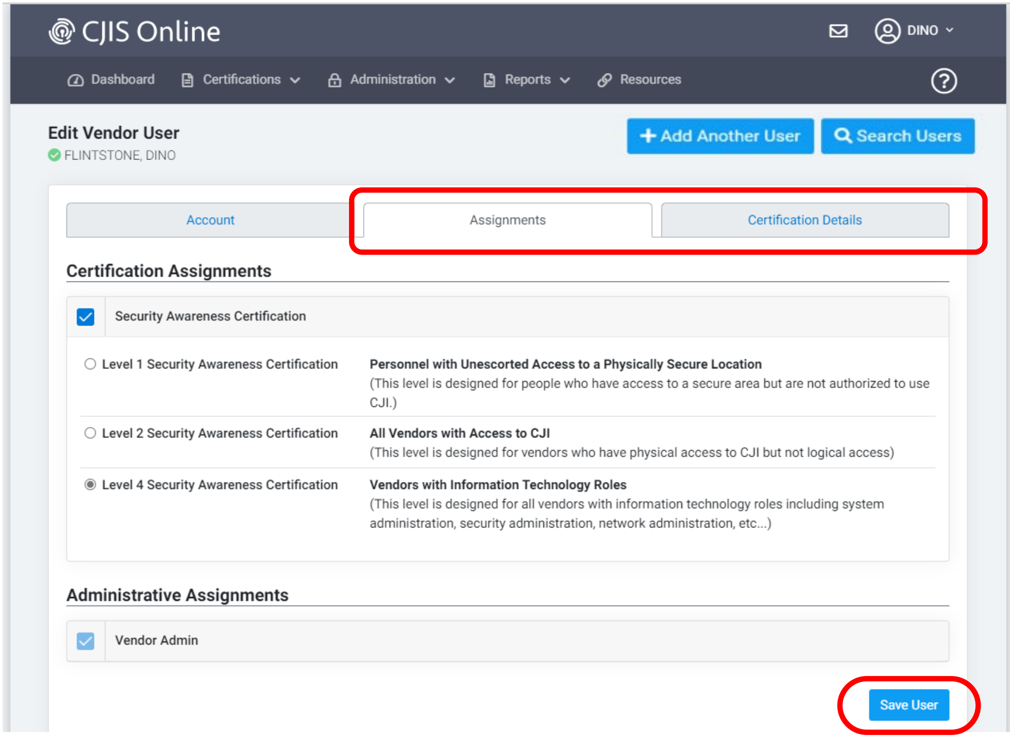
Click **Next.**



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.



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.

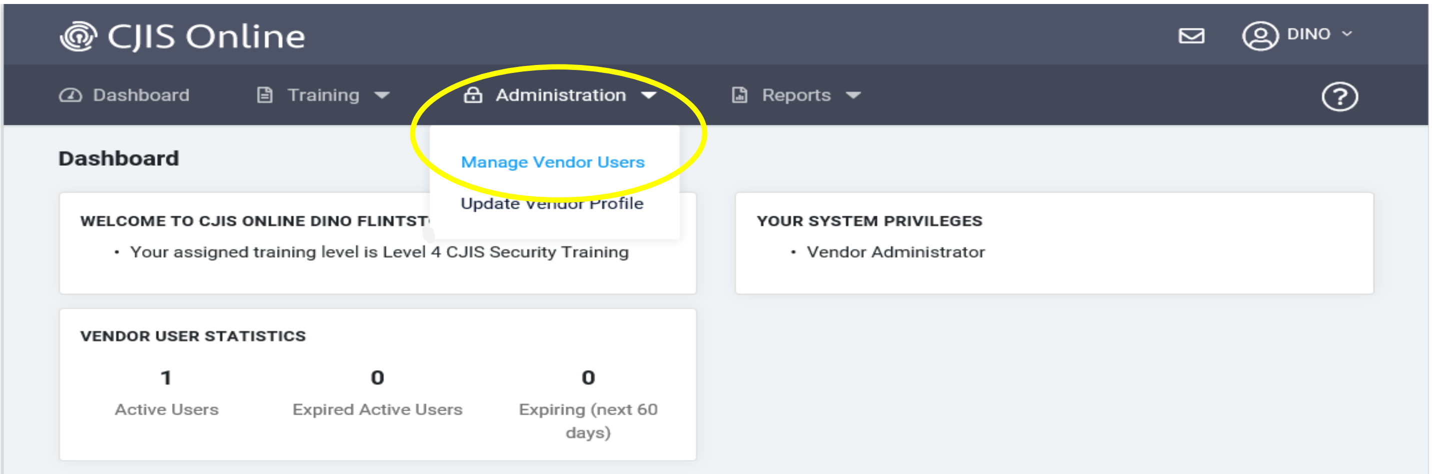
When done editing click **Save User.**

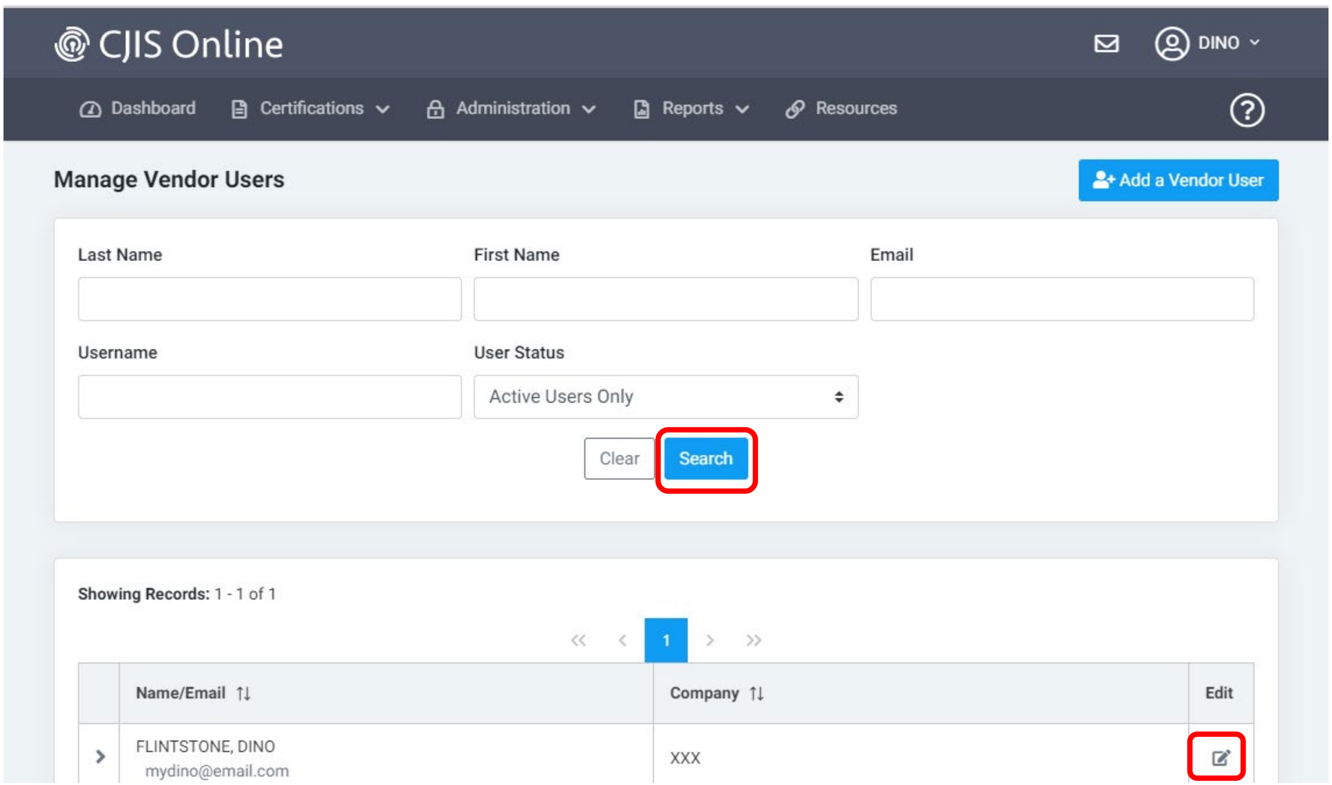
To add another new account, click on **+Add Another User** button.

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

To Search for User Account

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



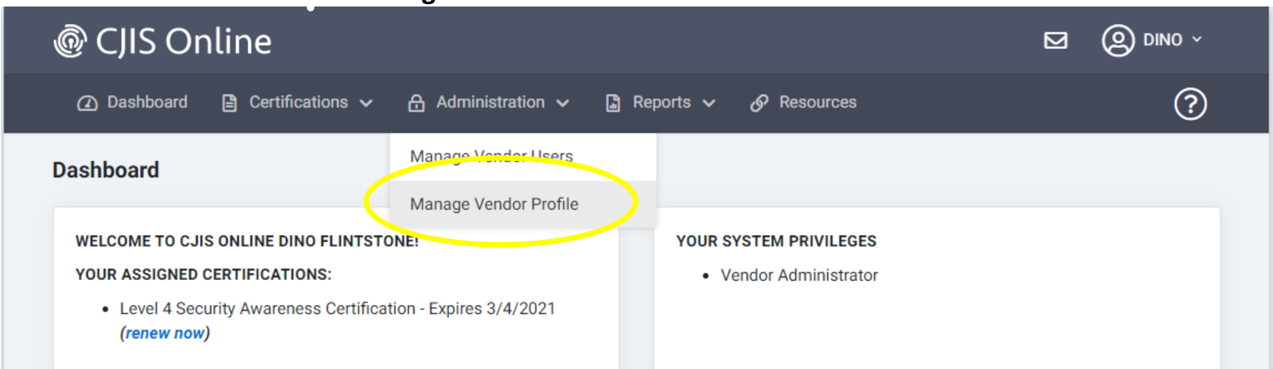


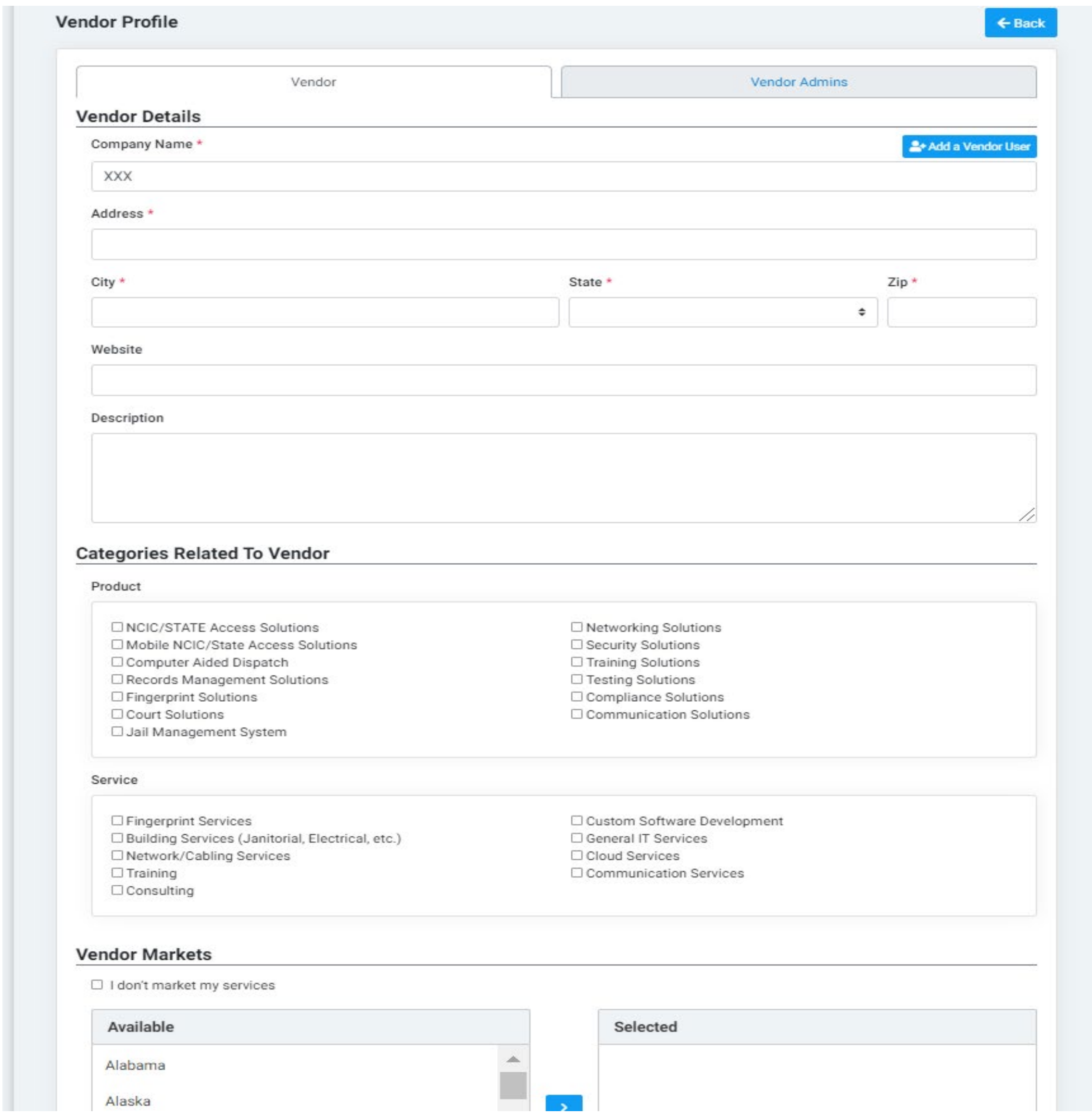
You can search by name, email address, or user status (Active/Inactive/All)
Enter the search criteria and click on **Search** button.

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**

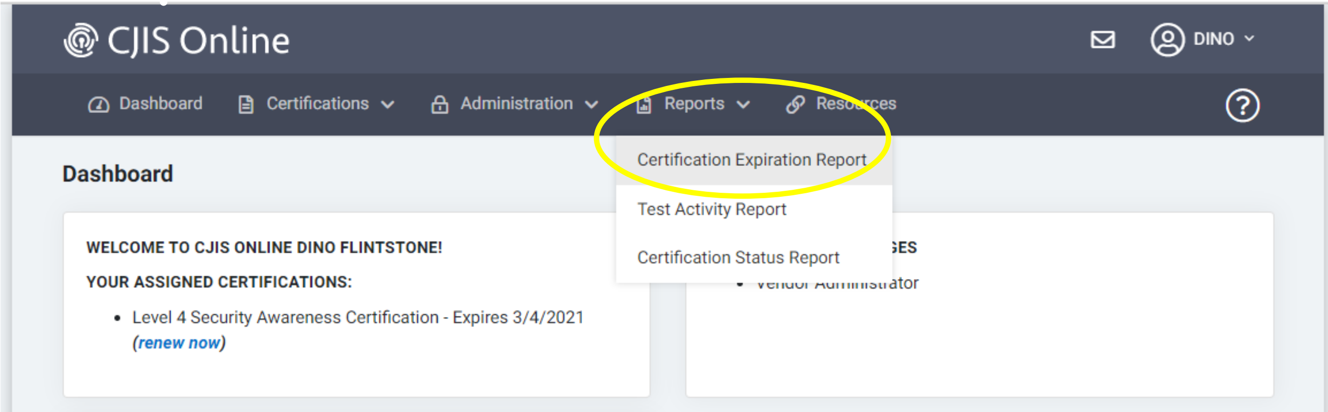


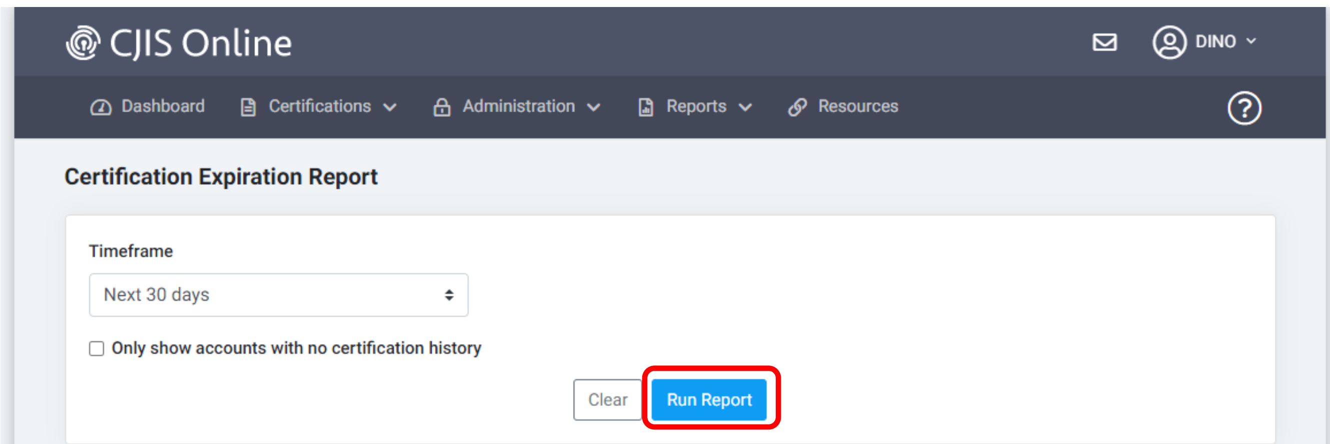


Enter any changes needed. Fields with an asterisk * are required.
When done click **Save.**

Reports

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

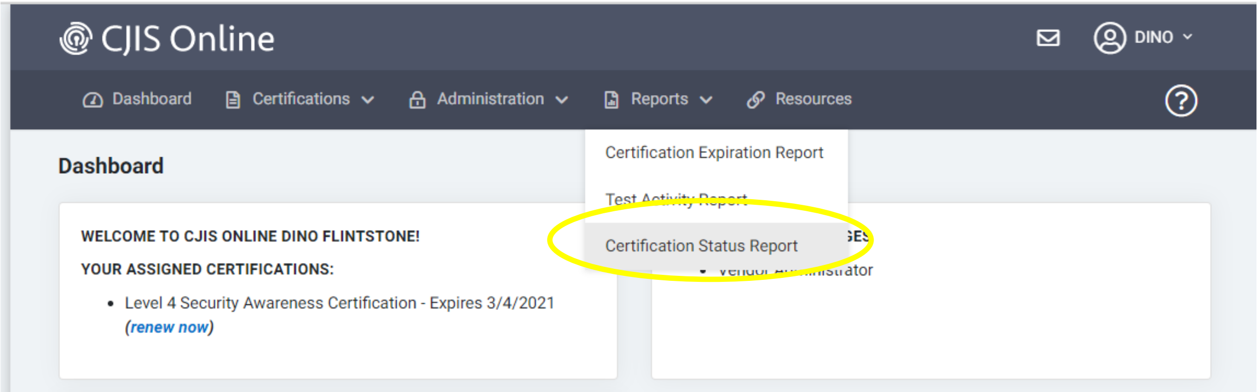


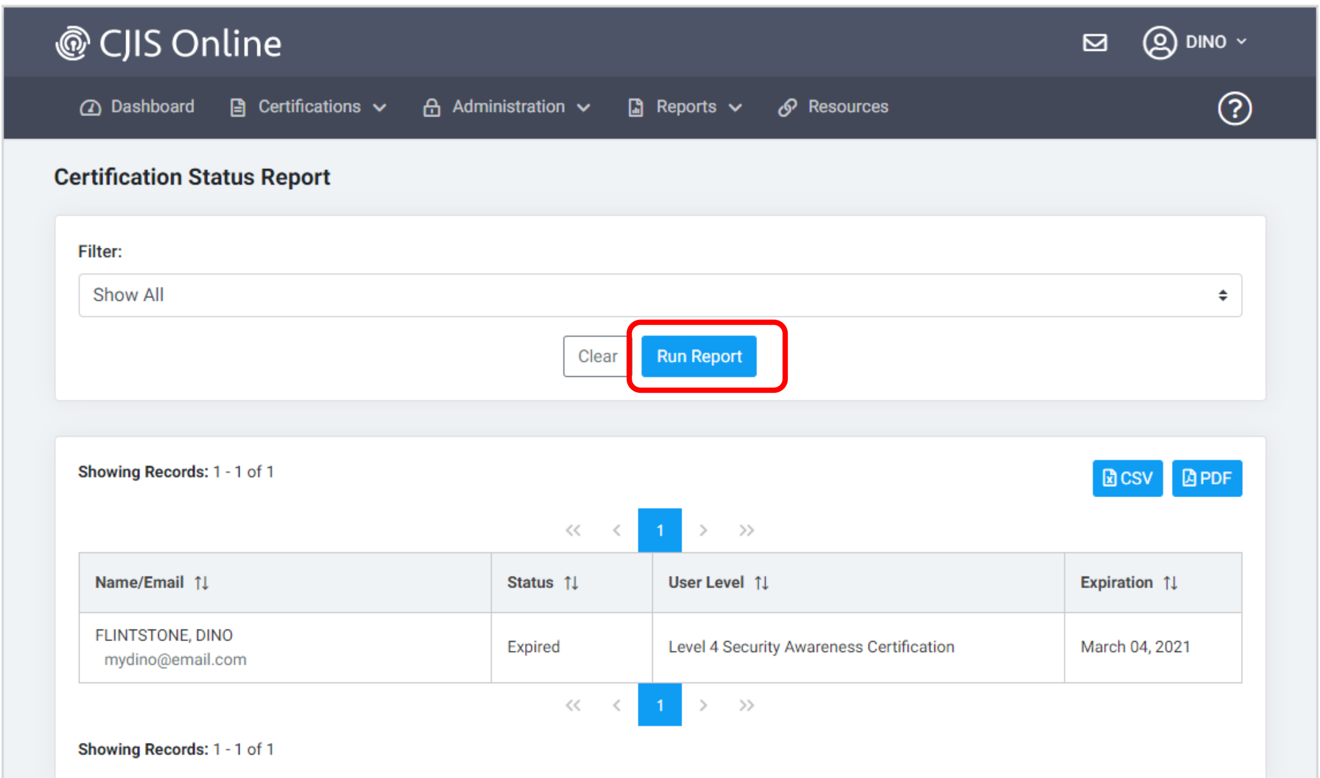


To run a quick report of all employees.
Choose a timeframe from list or enter a custom timeframe.
Alternatively, to see those without certification completed, check 'Only show accounts with no certification history'.
Click **Run Report.**

Run a Certification Expiration Report

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





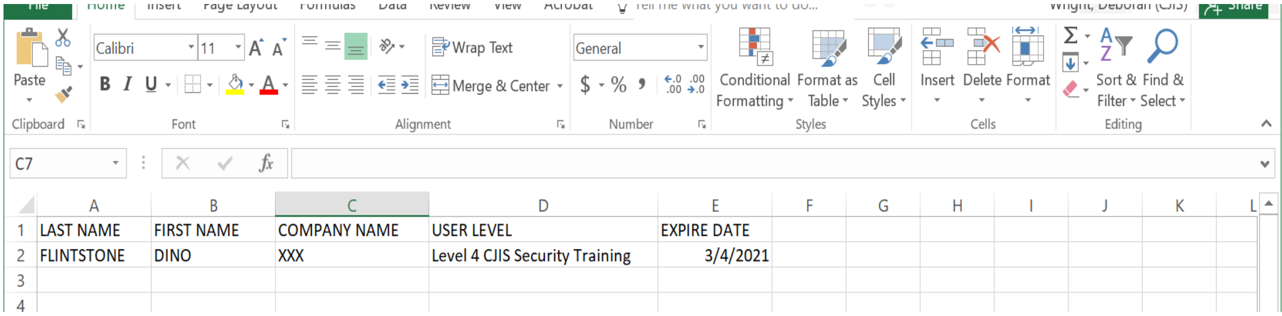
Click **Run Report**.

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 manange 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.

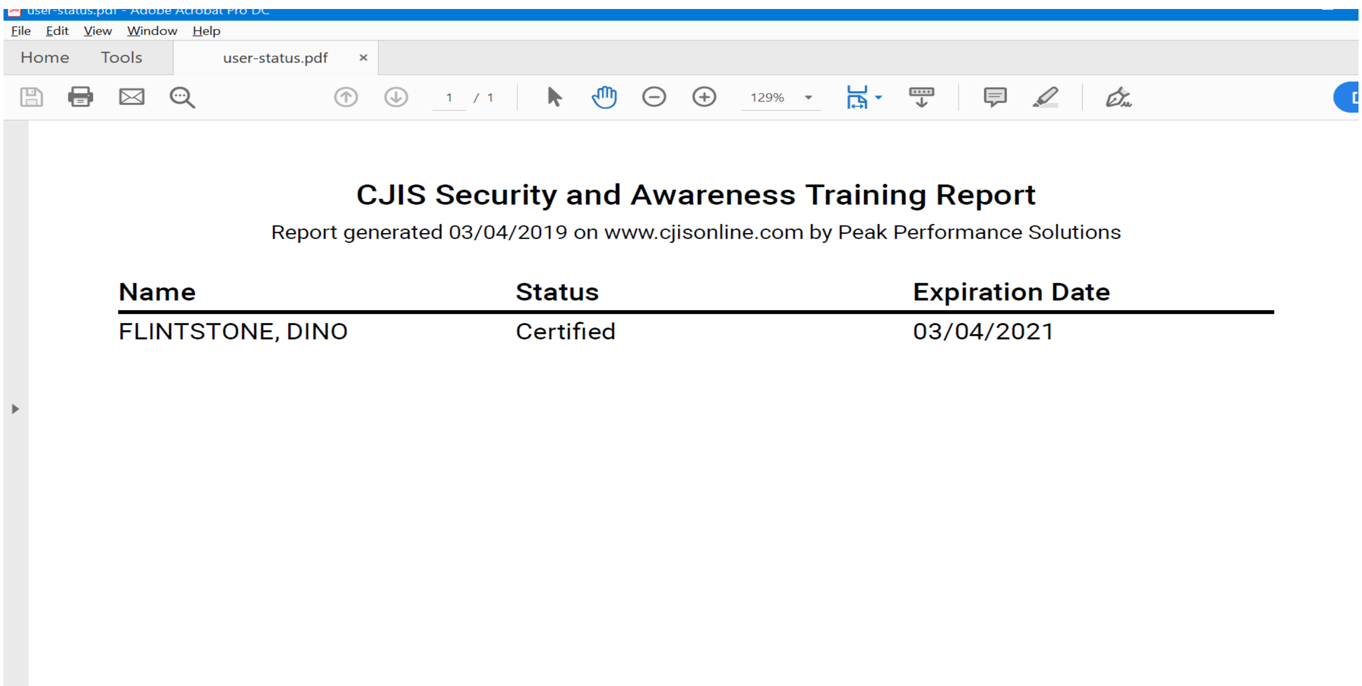
Sample worksheet from clicking CSV button.

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



	A	B	C	D	E
1	LAST NAME	FIRST NAME	COMPANY NAME	USER LEVEL	EXPIRE DATE
2	FLINTSTONE	DINO	XXX	Level 4 CJIS Security Training	3/4/2021

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

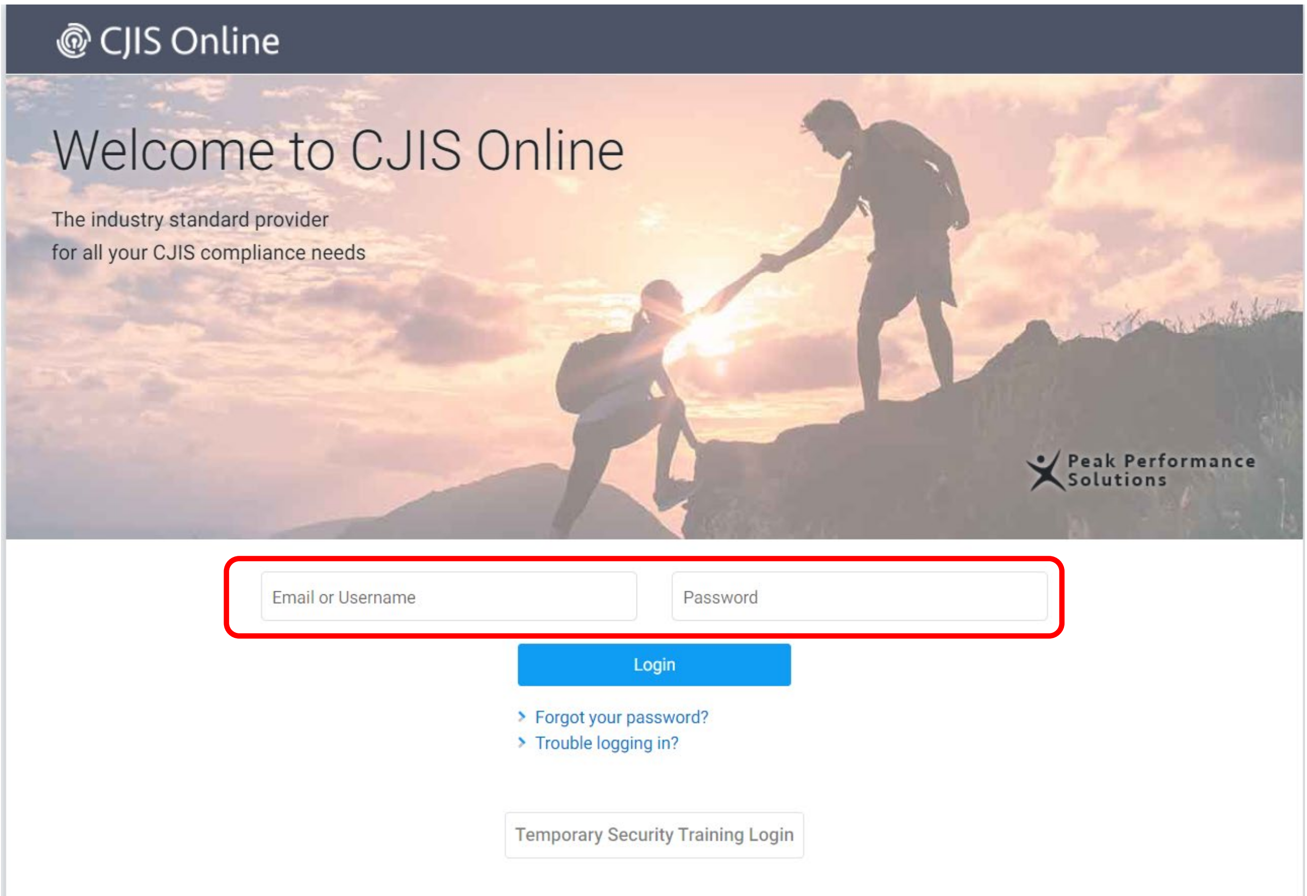
Training
&
Testing

Vendor admin & user sign on

https://www.cjisonline.com

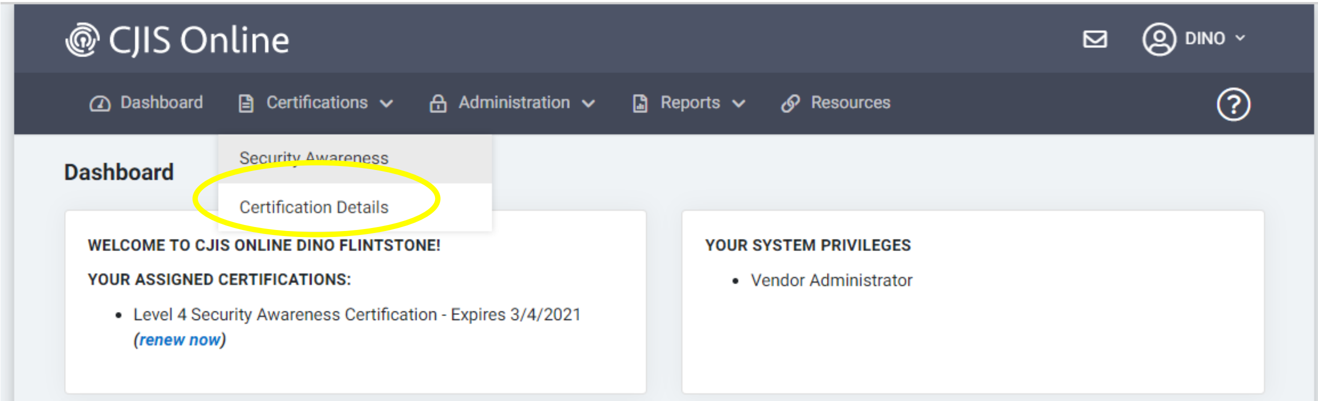
The individual will need their sign on information the admin created to continue with training.
The password field is CaSe SeNsiTiVe.

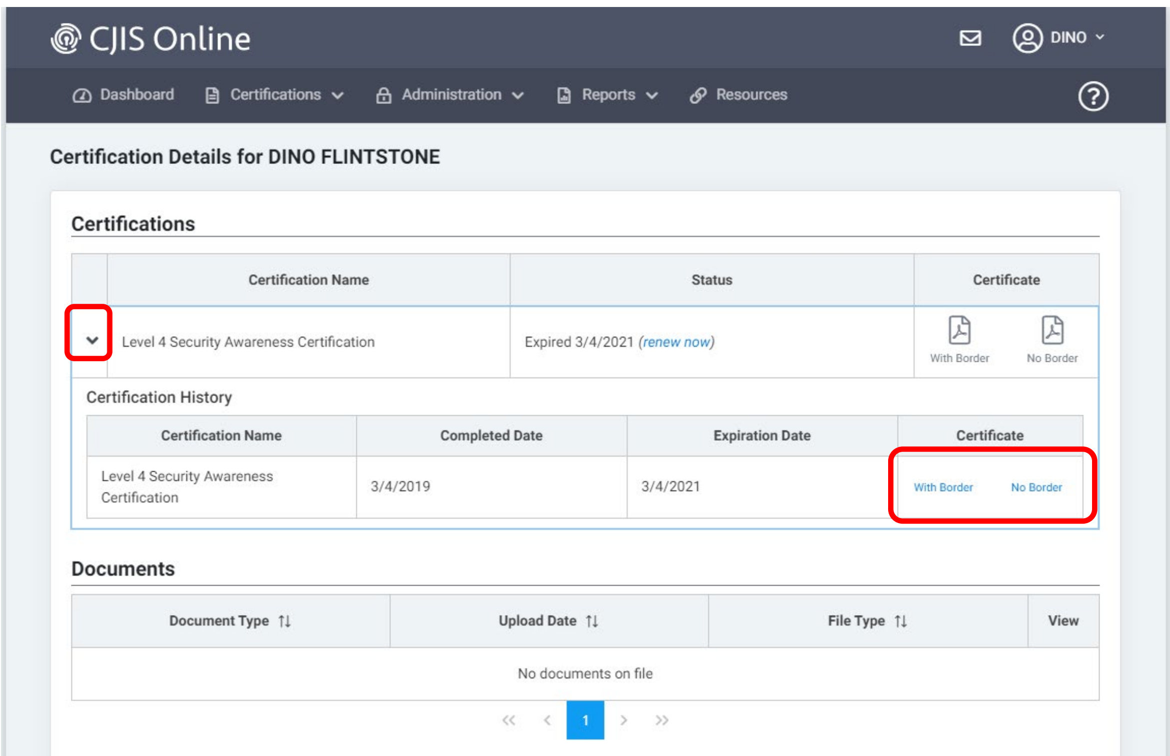
Enter the email / username and password. Click Login.



View Certificates and start Training for individuals

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





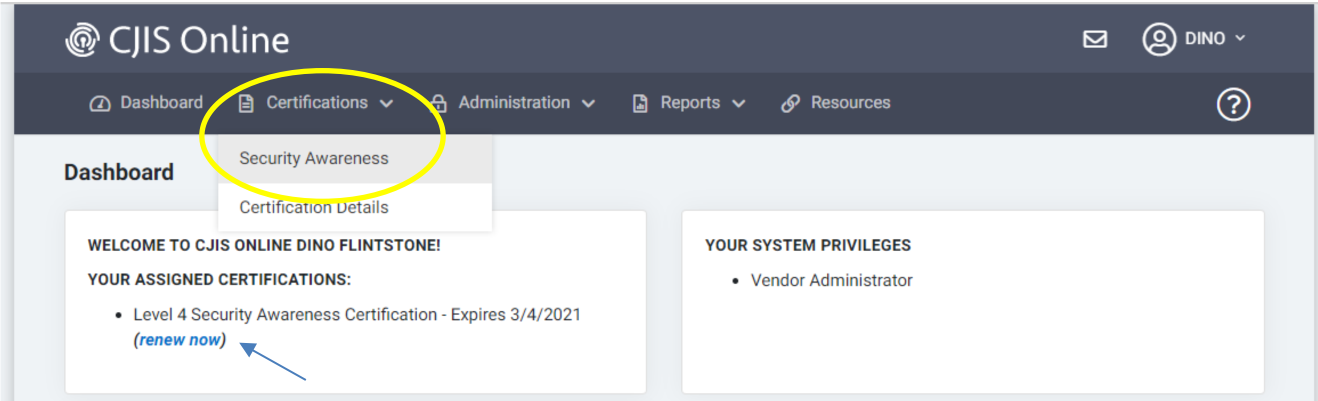
This report shows the individual's training has expired.

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.

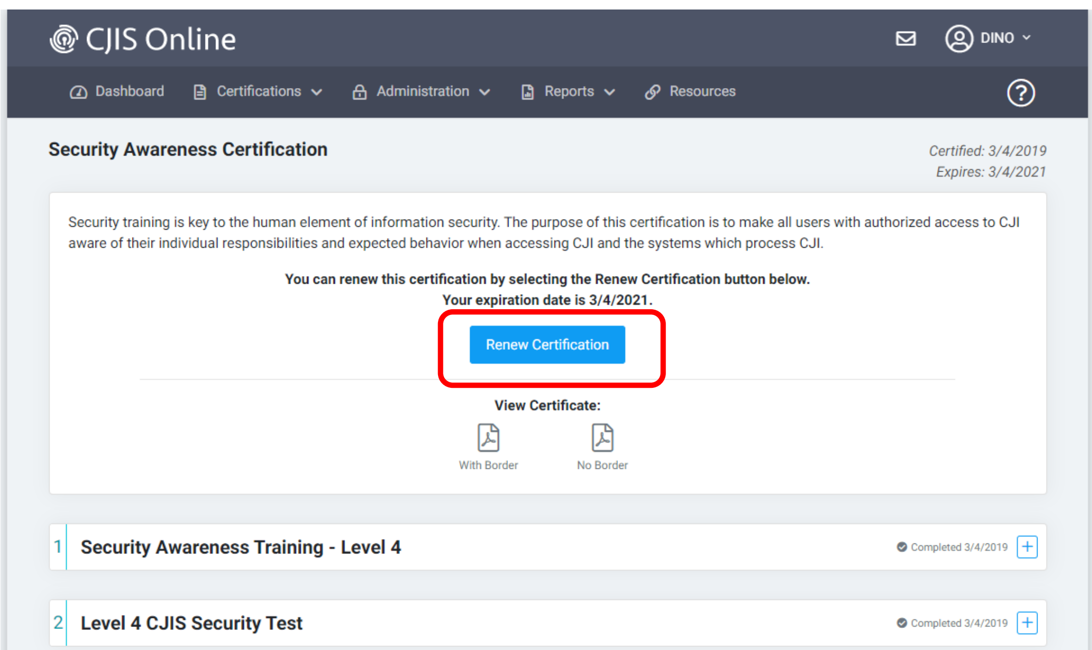
! Note: The *Background Checks* section on the Certification Details tab bottom is not required to be filled in.

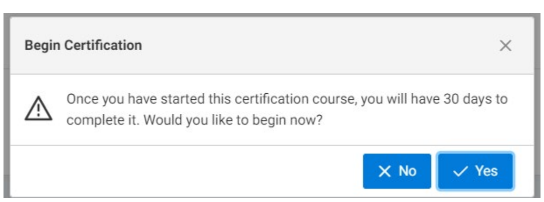
To start training, click on **Certifications** then **Security Awareness**.



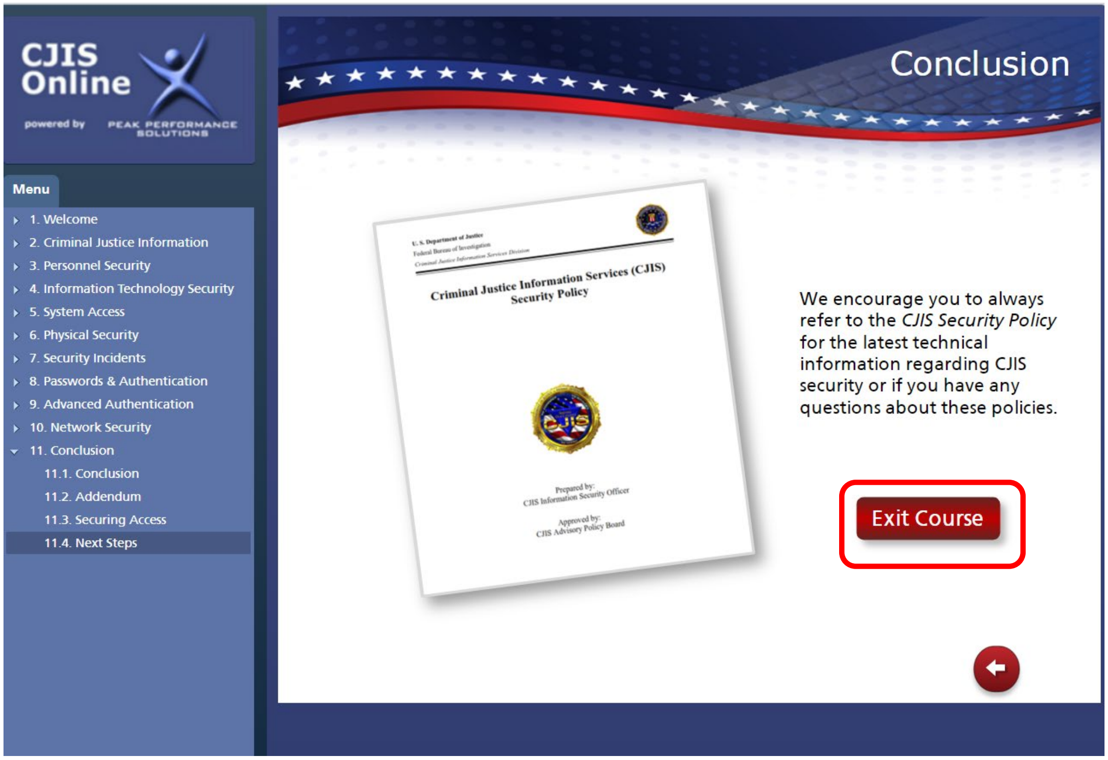
Alternate method: Click on the blue 'Start Now' or 'renew now' blue link on the main screen.

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

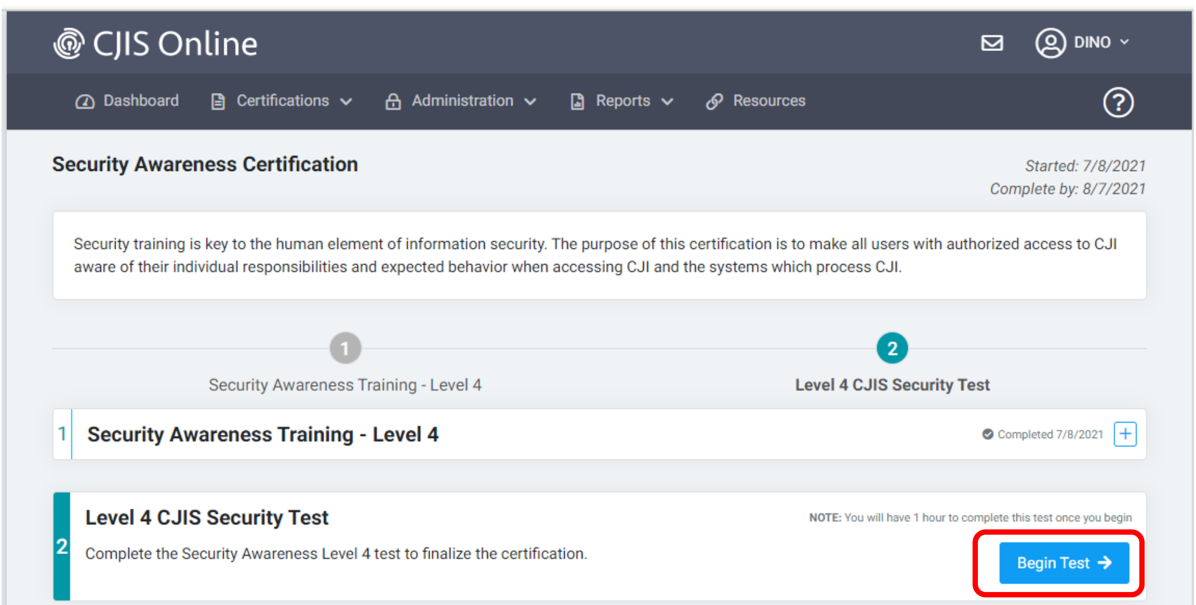




Click Yes to continue with training. After completing the training, you will be returned to this page.

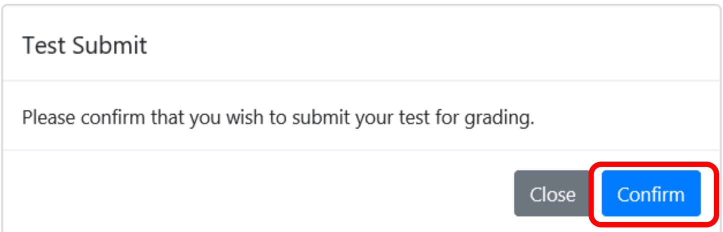


Click **Exit Course** to continue. You will be returned to the first training screen.
Check the appropriate box to confirm training completed then click **Confirm** to continue to testing.

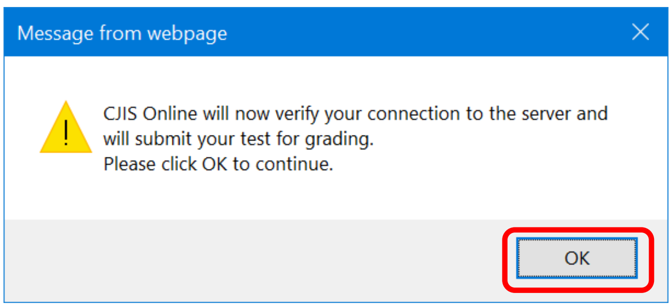


Click on **Begin Test** when ready. If you did not get the Begin Test button, either the Training is not completed or you may not have clicked on the Confirm boxes on the Security Awareness screen.

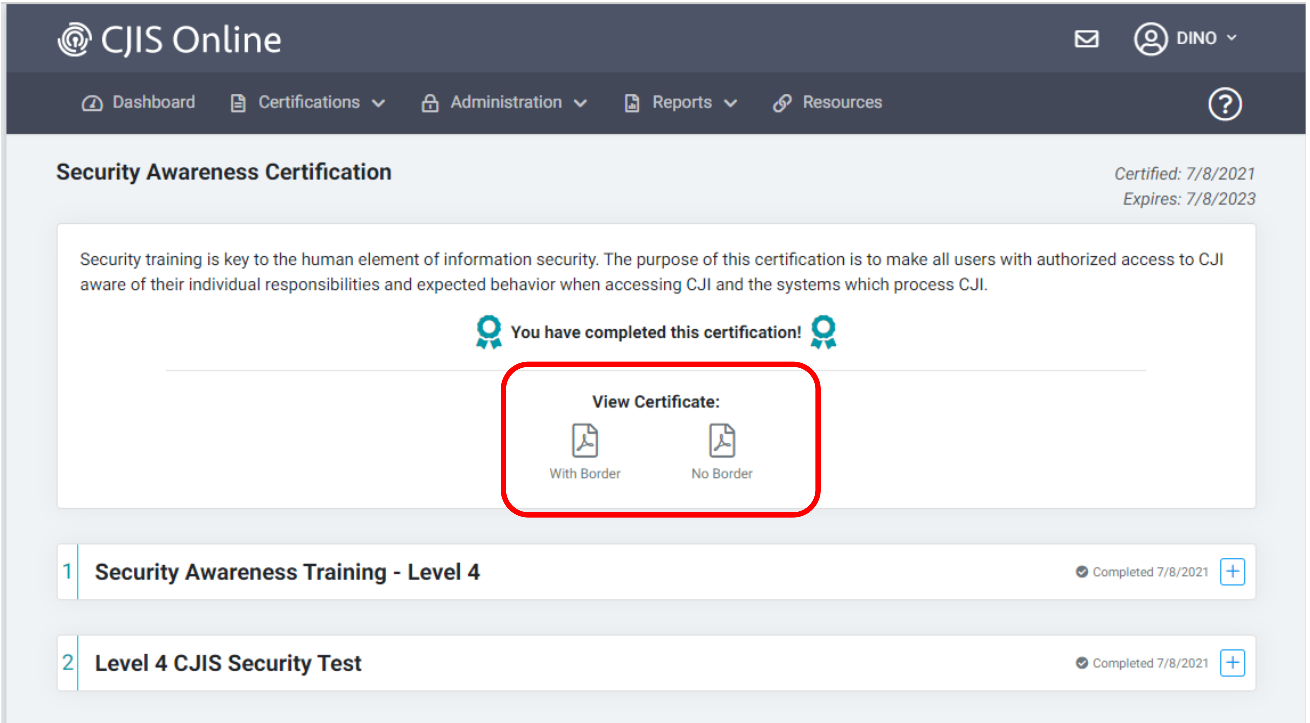
At the test end there will be another confirmation screen to click Confirm to submit test. Click **Confirm.**



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



Sample result screen.



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.