

## Entity Administration

Version 2.0.0 - 2/22/2021

### Introduction

The **Entity Administration** section of the LES Applications website allows a local representative to manage CJIS users for their entity. Available functions are:

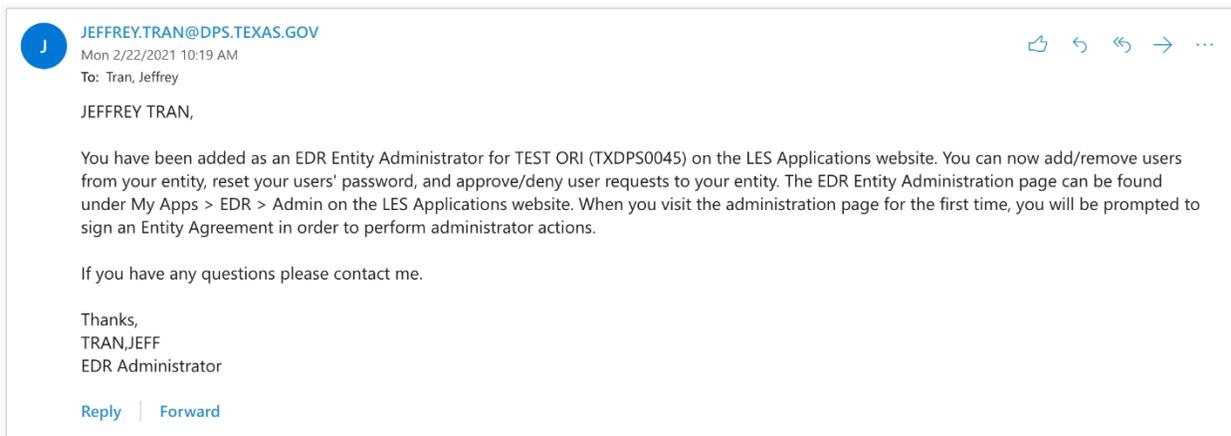
- Approve users for CJIS access
- Reset passwords
- Remove users who no longer need access

### Entity Administrators

As a CJIS Entity Administrator, you are responsible for managing the users that have access to information for your entity via the CJIS site. This begins with validation of the CJIS user's actual identity and determination of their legitimate need for access to the CJIS site and to your entity's information. Functions include granting access to your entity's CJIS information, resetting passwords for your entity's users, and deactivating users that no longer have a need for your entity's CJIS information.

### Becoming an Entity Administrator

When you are set up as an Entity Administrator by a TxDPS CJIS Administrator, you will receive the email below:



To begin functioning as an administrator, you will have to digitally sign the Entity agreement for your entity. When you navigate to the EDR application from the menu, you will see all of your unsigned agreements.



**Electronic Disposition Reporting**  
Texas Department of Public Safety

\*\*\* UAT \*\*\*



☰ Menu

### You have unsigned user agreements.

Please select and electronically sign each unsigned agreement in order to access all functions of this website.

#### Unsigned Agreements

Type	ORI	Entity
ENTITY	TXDPS0045	TEST ORI

Double-click on an agreement to view and sign it by clicking **Sign**, completing the form and clicking **Agree**.

✕

**DPS Criminal Justice Information System (CJIS) Website User Entity Agreement (Criminal Justice/Law Enforcement)**

1. This document constitutes an agreement between the Texas Department of Public Safety, State Administrator of the Criminal History Record Information, and [ADMIN ENTITY INFO] a criminal justice agency legislatively authorized to retrieve criminal history record information (CHRI) contained in the criminal history database, hereinafter referred to as the User Entity.
2. This Agreement sets forth the duties and responsibilities of the Department of Public Safety and the User Entity.
3. The Department of Public Safety agrees to maintain, operate and manage access through which information contained in the criminal history databases maybe retrieved and updated. The criminal history database provide access and updated capability to Texas CHRI only. The Department of Public Safety further agrees to permit the User Entity to retrieve CHRI through access using the CJIS Website. The User Entity shall not permit any other person or entity, other than the User Entity's authorized employees, to retrieve or

Sign

retrieve CHRI through access using the CJS website. The User Entity shall not permit any

- I acknowledge that I understand above-mentioned law and policy applicable to my access to confidential criminal history record information and I understand their provisions. I further acknowledge that I am required to abide by the provisions of the above-mentioned law and policy.

**Full Name \***

**DL State \***

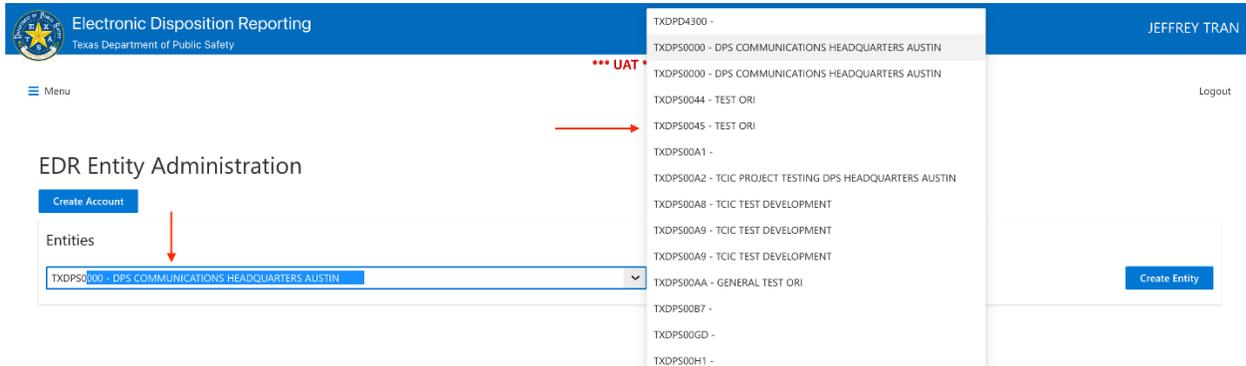
**DL Number \***

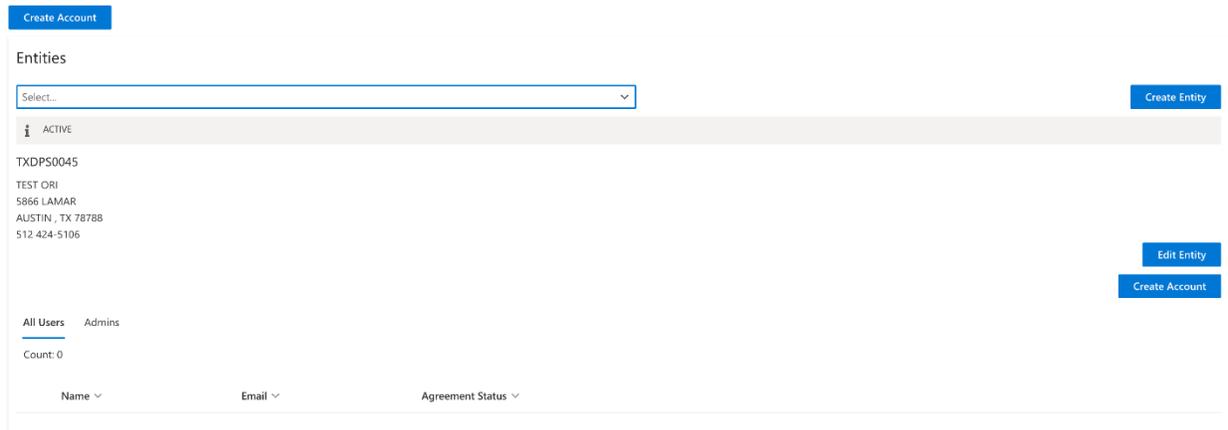
It is possible to be an administrator for multiple entities. Each entity requires a signed agreement.

### Viewing an Entity

On the main EDR Entity Administration screen, enter or select an Entity (ORI) to view entity details, users and admins.



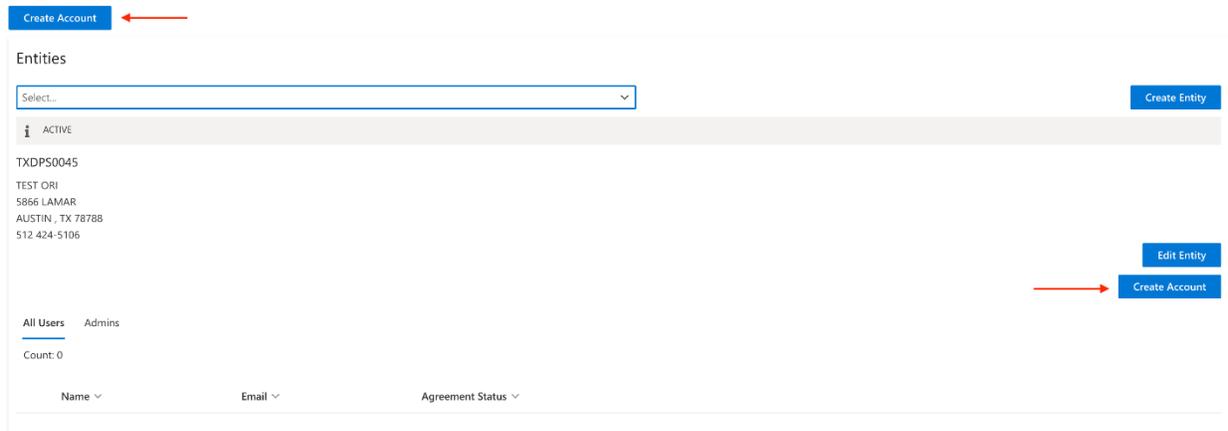
### EDR Entity Administration



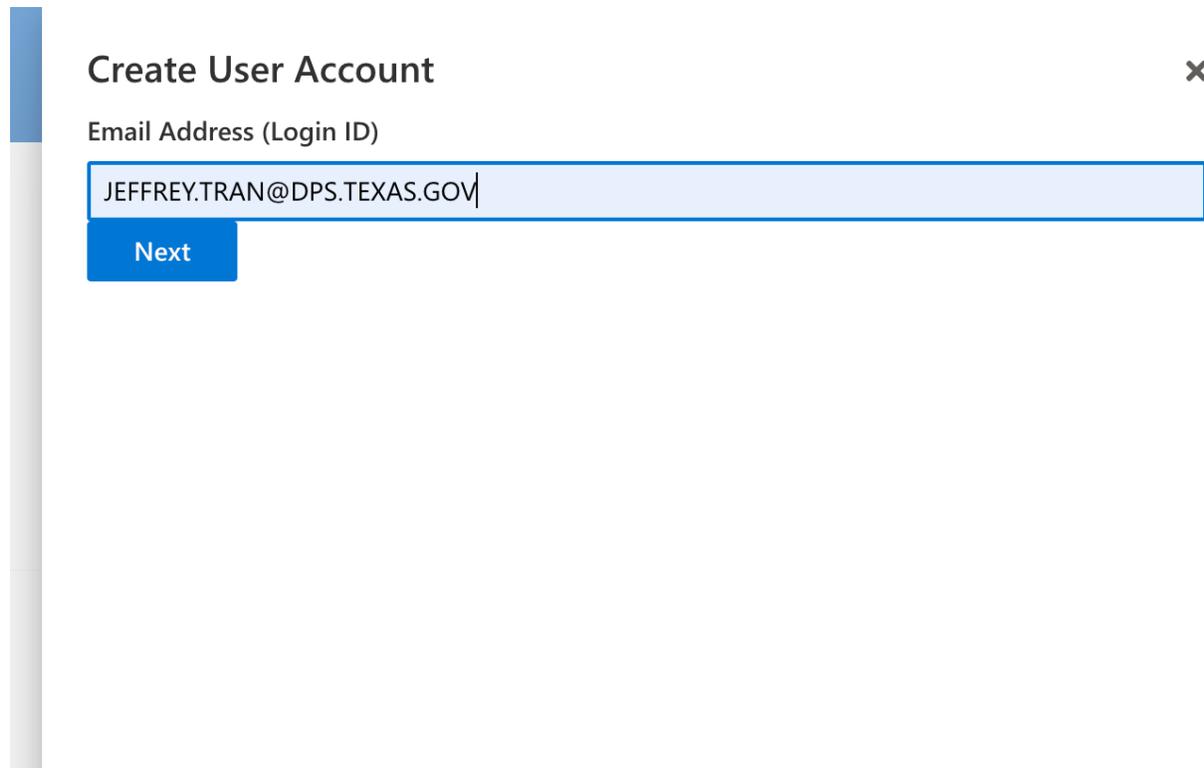
### Adding a User to an Entity

To add a New or Existing user to an entity, click **Create Account**.

#### EDR Entity Administration



Enter the user's email address. This will also be their Login ID.



If there is an existing LES Applications account for the email, the account owner will be displayed. Otherwise, you will be prompted for the New user's information. Enter or select an available Entity to add the user to and click **Create Account**. Optionally, you can check **Make Entity Admin** to make the user an administrator for the Entity.

**Create User Account** ✕

There is an existing user account with this email address. Select the Entity you would like to add this user to.

Name: TRAN,JEFFREY  
Email: JEFFREY.TRAN@DPS.TEXAS.GOV  
Phone:

**Add to Entity**

TXDPS0045 - TEST ORI

Make Entity Admin

**Create Account** **Change Email**

The newly added user account will be displayed under the **Users** tab and optionally under the **Admins**.

### EDR Entity Administration

**Create Account**

Entities

Select... **Create Entity**

ACTIVE

TXDPS0045  
TEST ORI  
5866 LAMAR  
AUSTIN, TX 78788  
512 424-5106

**Edit Entity**  
**Create Account**

All Users **Admins**

Count: 1

Name	Email	Agreement Status
TRAN,JEFFREY	JEFFREY.TRAN@DPS.TEXAS.GOV	PENDING

### Removing a User from Your Entity

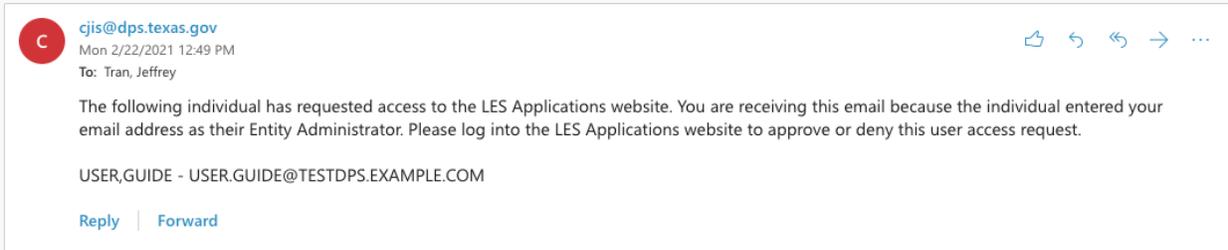
TxDPS policy requires that users who no longer have a need to access CJIS information be deactivated. It is the entity administrator's responsibility to do so. Right click on the user to be deactivated and click **Remove from Entity**.

#### EDR Entity Administration

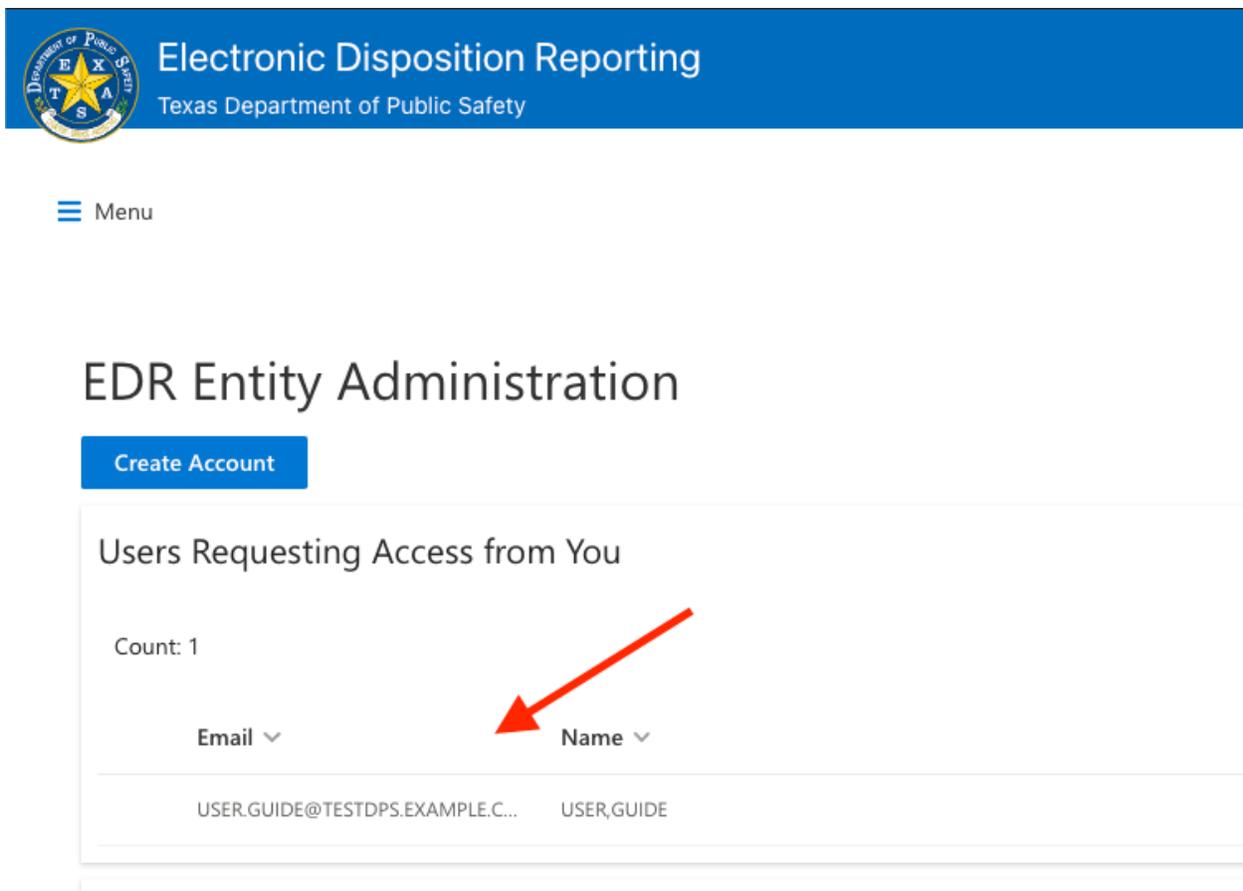
The screenshot displays the 'EDR Entity Administration' interface. At the top, there is a 'Create Account' button. Below it, the 'Entities' section features a dropdown menu set to 'Select...' and a 'Create Entity' button. A table lists entities, with the first one being 'ACTIVE' and having details: TXDPS0045, TEST ORI, 5866 LAMAR, AUSTIN, TX 78788, and 512 424-5106. To the right of this entity are 'Edit Entity' and 'Create Account' buttons. Below the entity details, there are tabs for 'All Users' and 'Admins', with 'All Users' selected. A 'Count: 1' indicator is present. A table with columns 'Name', 'Email', and 'Agreement Status' is shown. The first row contains 'TRAN,JEFFREY', 'JEFFREY.TRAN@DPS.TEXAS.GOV', and 'PENDING'. A context menu is open over the 'TRAN,JEFFREY' user, showing 'Reset Password' and 'Remove from Entity' options. A red arrow points to the 'Remove from Entity' option.

### Access Requests

If a CJIS user knows their entity administrator’s email, they may request access directly from that administrator via the CJIS site. If so, you will receive an email like the example below.



When you log into the LES Applications website and navigate to the Entity Administration screen, you will see the access request listed.



Double-click on a user requesting access to open a detail panel and **Approve** or **Deny** the request.

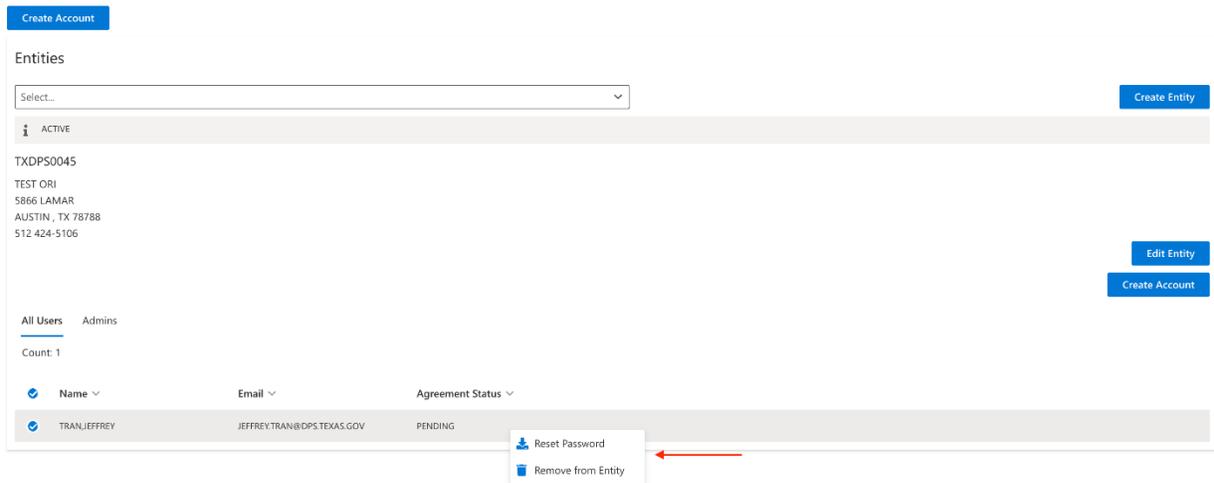


A user detail panel for 'USER, GUIDE' with email 'USER.GUIDE@TESTDPS.EXAMPLE.COM'. The user is requesting access for 'ADD\_MODIFY\_ARRESTS'. The panel includes 'User Details' such as First Name: GUIDE, Last Name: USER, and Phone: 5124245118. At the bottom right, there are 'Approve' and 'Deny' buttons, with a red arrow pointing to the 'Approve' button.

### Resetting Passwords

To reset the password of a user in your entity, right click on the user and click **Reset Password**.

#### EDR Entity Administration



The EDR Entity Administration interface shows a list of entities. The first entity is 'TXDPS0045' with address 'TEST ORI, 5866 LAMAR, AUSTIN, TX 78788, 512 424-5106'. Below the entity list, there are tabs for 'All Users' and 'Admins'. Under 'All Users', there is a table with columns 'Name', 'Email', and 'Agreement Status'. One user is listed: 'TRAN,JEFFREY' with email 'JEFFREY.TRAN@DPS.TEXAS.GOV' and status 'PENDING'. A context menu is open over this user, showing 'Reset Password' and 'Remove from Entity' options, with a red arrow pointing to the 'Reset Password' option.