

## 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:

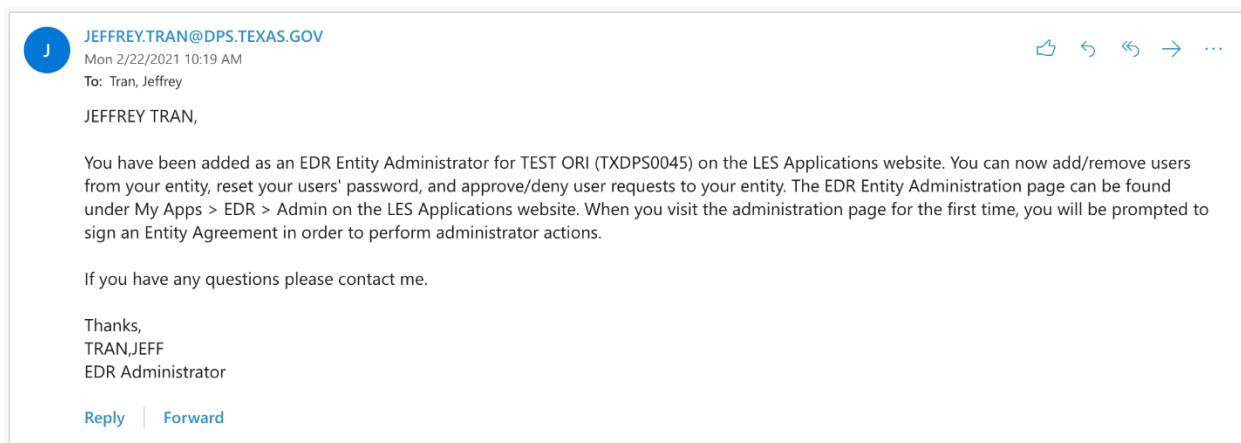
- Approve users for CJIS access
- Reset passwords
- Remove users who no longer need access

### 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 **I 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 \***

test user

**DL State \***

tx

**DL Number \***

88888888

**I Agree**

**Cancel**

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.

The screenshot shows the 'Electronic Disposition Reporting' interface for the Texas Department of Public Safety. The user is logged in as JEFFREY TRAN. The 'Entities' dropdown menu is open, displaying a list of entities including TXDPD4300, TXDP50000, TXDP50044, TXDP50045, TXDP500A1, TXDP500A2, TXDP500A8, TXDP500A9, TXDP500AA, TXDP500B7, TXDP500GD, and TXDP500H1. A red arrow points to the 'TXDP50000 - DPS COMMUNICATIONS HEADQUARTERS AUSTIN' option in the dropdown. Another red arrow points to the 'Create Account' button in the top right corner.

## EDR Entity Administration

The screenshot shows the 'EDR Entity Administration' screen. The 'Entities' dropdown menu is open, displaying a list of entities including TXDP50045. The details for TXDP50045 are shown below the dropdown:

- TXDP50045
- TEST ORI
- 5866 LAMAR
- AUSTIN , TX 78788
- 512 424-5106

Buttons for 'Create Entity', 'Edit Entity', and 'Create Account' are visible on the right side of the screen. The 'All Users' and 'Admins' tabs are also present at the bottom.

## Adding a User to an Entity

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

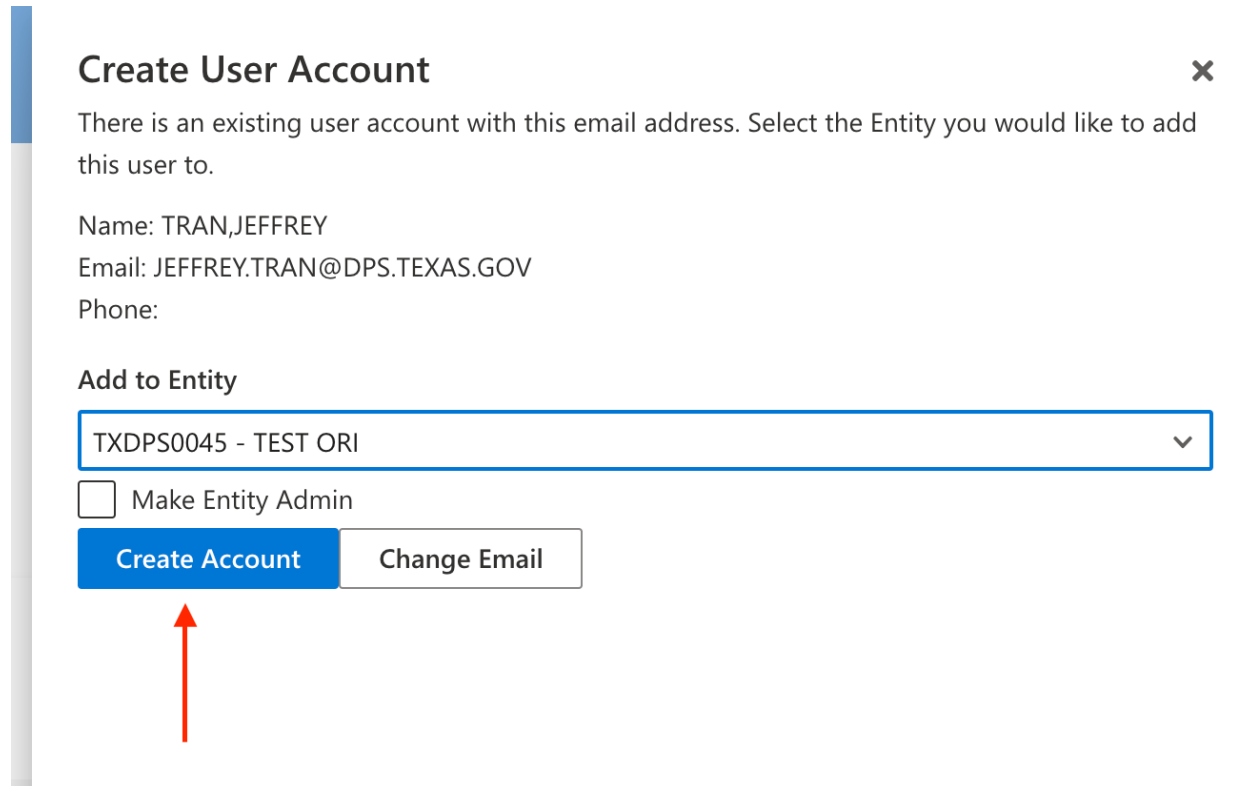
### EDR Entity Administration

The screenshot shows the 'Entities' management page. At the top left, a blue 'Create Account' button is highlighted with a red arrow. Below the 'Entities' header is a dropdown menu labeled 'Select...' and a 'Create Entity' button. A table lists entities, with the first one being 'TXDPS0045' with details: 'TEST ORI', '5866 LAMAR', 'AUSTIN, TX 78788', and '512 424-5106'. To the right of the table are 'Edit Entity' and 'Create Account' buttons, with a red arrow pointing to the latter. At the bottom, there are tabs for 'All Users' and 'Admins', a 'Count: 0' indicator, and filter dropdowns for 'Name', 'Email', and 'Agreement Status'.

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

The 'Create User Account' modal is shown. It has a title bar with a close button (X). The main section is titled 'Email Address (Login ID)'. Below this is a text input field containing the email address 'JEFFREY.TRAN@DPS.TEXAS.GOV'. At the bottom left of the modal is a blue 'Next' button.

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 X

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

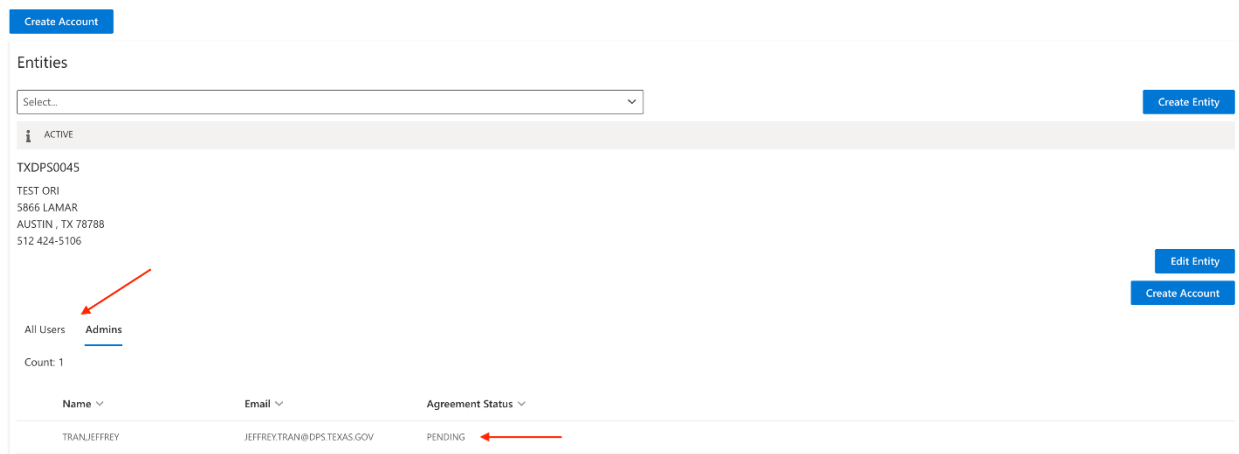
TXDPS0045 - TEST ORI

☐ 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 'Entities' management interface. At the top, there is a 'Create Account' button. Below it, a search bar labeled 'Select...' is followed by a 'Create Entity' button. The main content area shows a list of entities. The first entity is 'TXDPS0045', which is 'ACTIVE'. Below the entity name, the following details are listed: 'TEST ORI', '5866 LAMAR', 'AUSTIN, TX 78788', and '512 424-5106'. To the right of the entity details are buttons for 'Edit Entity' and 'Create Account'. Below the entity details, there are tabs for 'All Users' and 'Admins'. Under 'All Users', it says 'Count: 1'. A table lists the users. The first user is 'TRAN,JEFFREY' with email 'JEFFREY.TRAN@DPS.TEXAS.GOV' and 'Agreement Status' 'PENDING'. A right-click context menu is open over the user row, showing options 'Reset Password' and 'Remove from Entity'. A red arrow points to the 'Remove from Entity' option.

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

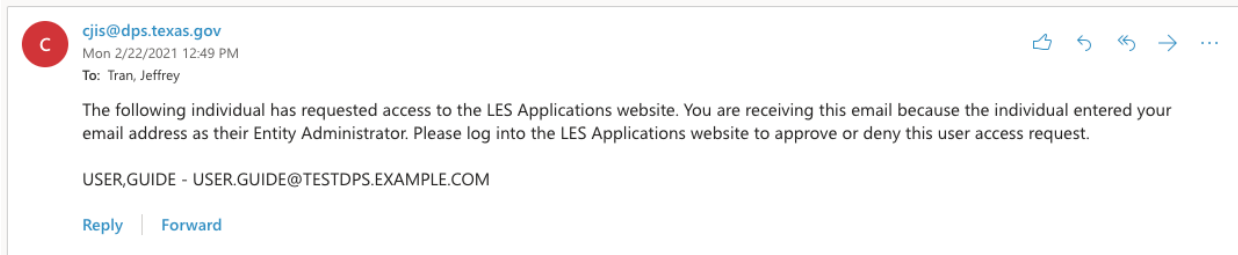
Name	Email	Agreement Status
TRAN,JEFFREY	JEFFREY.TRAN@DPS.TEXAS.GOV	PENDING

Reset Password

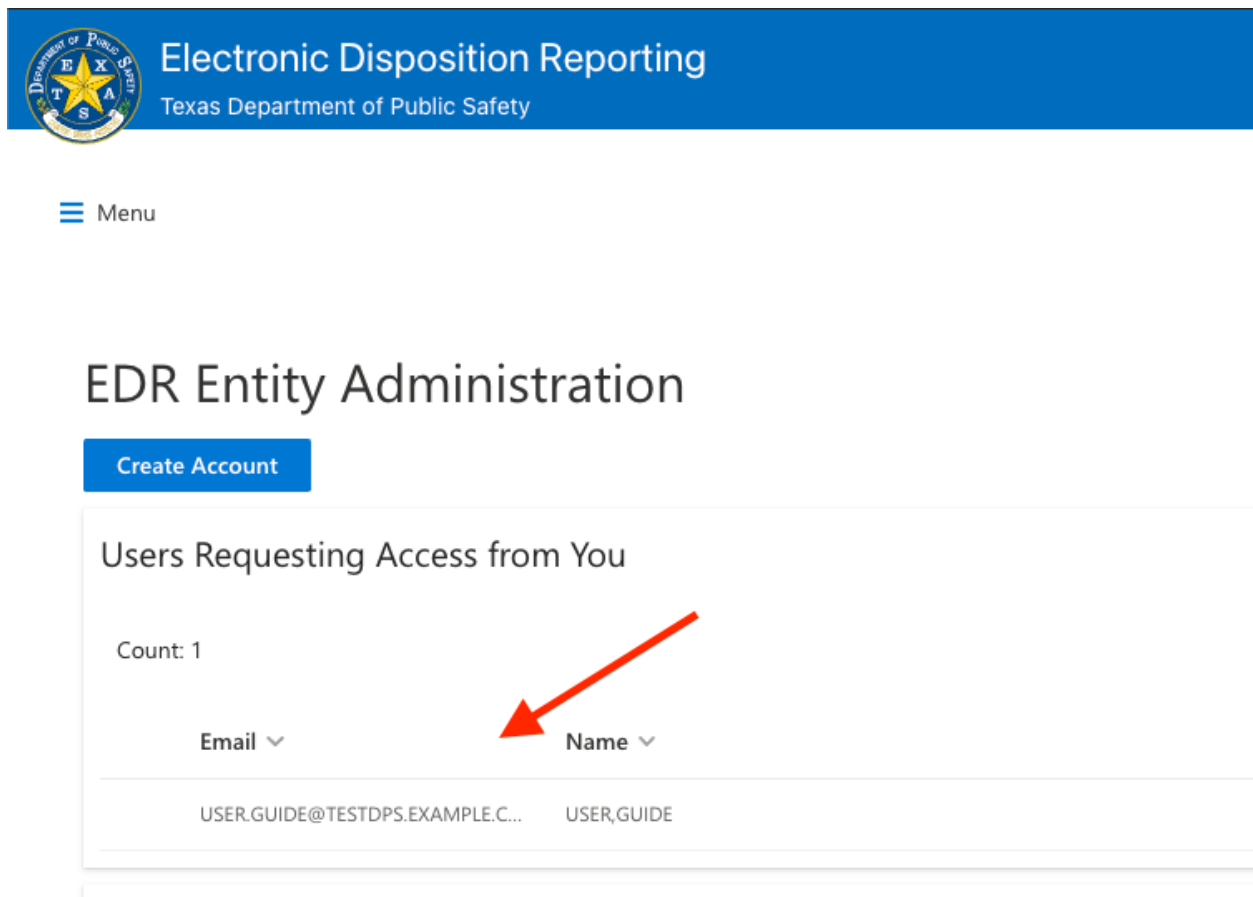
Remove from Entity

## 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.

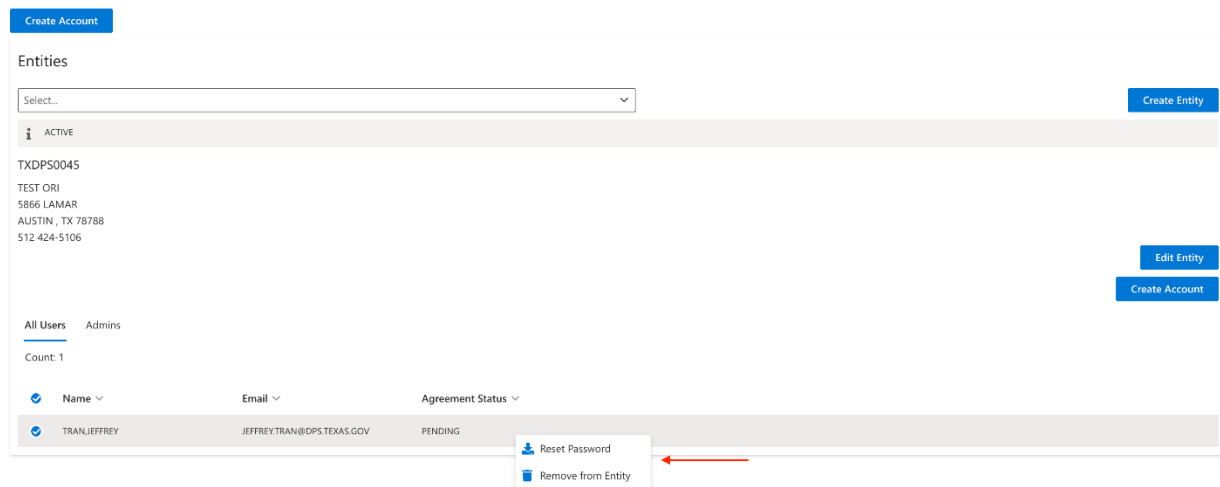


A user detail panel for a user named USER, GUIDE. The panel includes a purple circular profile picture with the letter 'U'. To the right of the profile picture, the text reads 'USER, GUIDE' and 'USER.GUIDE@TESTDPS.EXAMPLE.COM'. Below this, it says 'Requesting Access for: ADD\_MODIFY\_ARRESTS'. A red arrow points from this text to the 'Approve' button. Under the 'User Details' section, the following information is listed: 'First Name: GUIDE', 'Last Name: USER', 'Phone: 5124245118', and 'EDR Counties'. At the bottom right of the panel, there are two buttons: 'Approve' (in blue) and 'Deny' (in white with a grey border). A close button 'x' is in the top right corner.

## 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. At the top, there is a 'Create Account' button. Below it, the 'Entities' section has a dropdown menu set to 'Select...' and a 'Create Entity' button. A table lists entities, with the first one being 'TXDPS0045' with details: '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 list, there are tabs for 'All Users' and 'Admins', with 'All Users' selected. A 'Count: 1' is shown. A table of users is displayed with columns: 'Name', 'Email', and 'Agreement Status'. The first user is 'TRAN, JEFFREY' with email 'JEFFREY.TRAN@DPS.TEXAS.GOV' and status 'PENDING'. A right-click context menu is open over this user, showing 'Reset Password' and 'Remove from Entity' options. A red arrow points from the 'Reset Password' option.