

WELCOME

KEEP OVERVIEW AND AGENCY ADMINISTRATIVE DUTIES



COURSE OBJECTIVES

- 1) Identify what the Law Enforcement Enterprise Portal or LEEP is, as well as the resources and services that LEEP provides.
- 2) Recognize how to obtain LEEP access, and how to identify if an agency has a LEEP agency administrator.
- 3) Identify how to properly log into LEEP and how to effectively navigate the LEEP portal.

The FBI's Law Enforcement Enterprise Portal (LEEP) is:

One login for over 40 tools that provide instant access to essential services and databases.

Confident collaboration in a secure space built for Law Enforcement and Criminal Justice agencies across jurisdictional boundaries.

Built-in networking and case support features that help users strengthen their investigations and share documents.

Web-based investigative tools and analytics that drive faster, smarter investigations.

LEEP Resources

Examples of LEEP Resources available include:

- ❖ Nationwide criminal justice records
- ❖ Counterterrorism threat tracking
- ❖ Intelligence centers
- ❖ Gang information
- ❖ File sharing and much more!

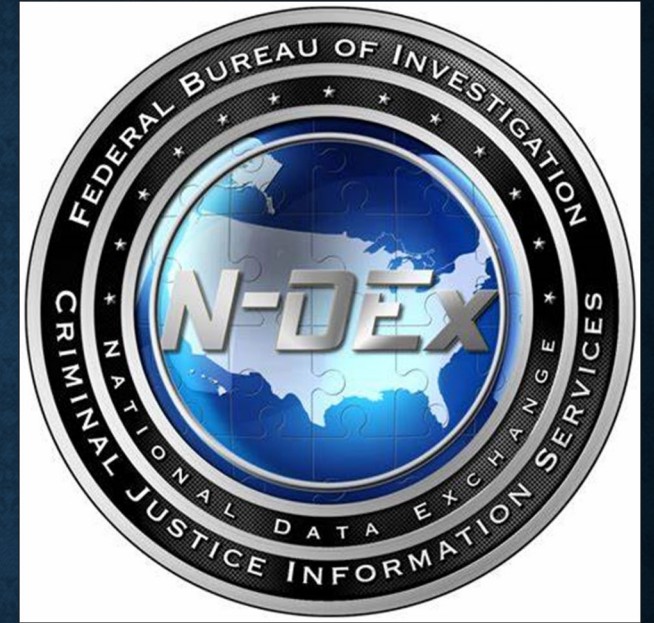
JusticeConnect

Justice Connect – Available to all LEEP users!

- Allows users across agencies and jurisdictions to communicate, collaborate, and interact with each other through communities of interest, file sharing, blogs, forums, and chats.
- Create and join communities of interest similar to groups on Facebook
- Over 1,000 communities available!



LEEP SERVICE PROVIDERS



ViCAP = Violent Criminal Apprehension Program

National Use of Force Program

N-DEx = National Data Exchange

JusticeConnect

DPS Contact Information

EMAIL:

LEEP@dps.texas.gov

UoF@dps.texas.gov

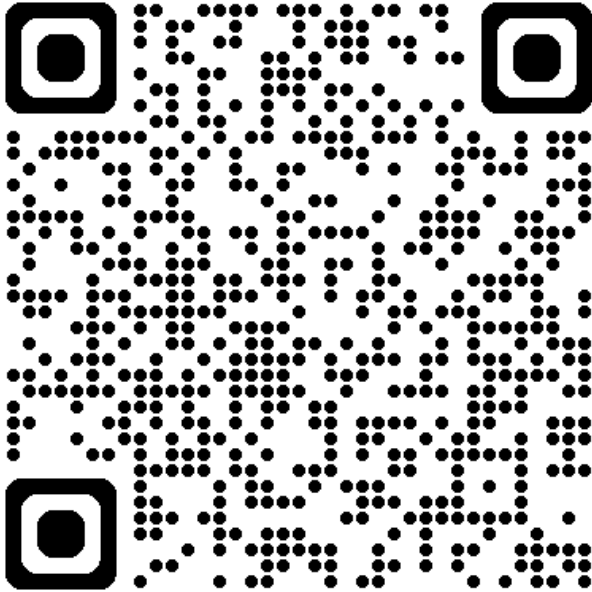
TDEX@dps.texas.gov

ViCAP@dps.texas.gov



Requesting LEEP Access

- Local Texas LEA users are managed through Texas Department of Public Safety, the Identity Provider (IdP).
- To apply for a LEEP account, first check if your agency has a LEEP Agency Administrator (AA) at www.dps.texas.gov/crs/leepadmins/
 - You will be able to search for your AA by entering your FULL agency ORI or search by agency name.
- TxDPS does not oversee federal agencies.
 - Federal agencies will need to go to www.cjis.gov and follow the account creation instructions or reach out to helpdesk@leo.gov



This page will allow you to search for a LEEP Agency Administrator (AA) by using your ORI or agency name. If you cannot find your AA, then you will need to contact the DPS LEEP Resources. [512 424-2091](tel:5124242091) leep@dps.texas.gov.

Enter ORI or Agency Name:

Search

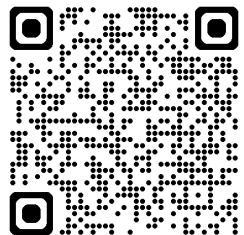
No LEEP Agency Administrator was found for the specified ORI or agency name.

LEEP Agency Admins

Agencies Requesting LEEP Access

- LEEP users can be disabled if the LEEP AA on file is no longer with agency.
- LEEP Agency Admin grants access to LEEP to others in your agency
- LEEP users can transfer their account to their new agency
- LEEP Agency Admin is the liaison for your agency to the FBI as well as the go to person for all LEEP issues.

Agencies Requesting LEEP Access



If your agency does not have an active Agency Administrator, email our office at LEEP@dps.texas.gov

MUST designate at least one LEEP AA but a backup is recommended

In your email:

1. Advise that you do not have a LEEP Agency Administrator
2. Provide agency's name
3. Provide agency's ORI (if known)

[CJIS Resources](#) | [Department of Public Safety \(texas.gov\)](#)

QUESTIONS?

Recap

- LEEP is a secure platform for access to web-based services via www.cjis.gov with a single sign-on.
- Some of the services available to LEEP users that DPS highlighted are:
 - NDEx
 - The National Use of Force Data Collection Program
 - JusticeConnect
 - ViCAP (required for compliance per Molly Jane's Law/ HB3106)
- Local Texas LEA's gain access to LEEP through their LEEP AA and TX DPS only.
- Each participating agency **MUST** have at least one designated LEEP Agency Administrator but a backup is highly recommended.

Learning Check

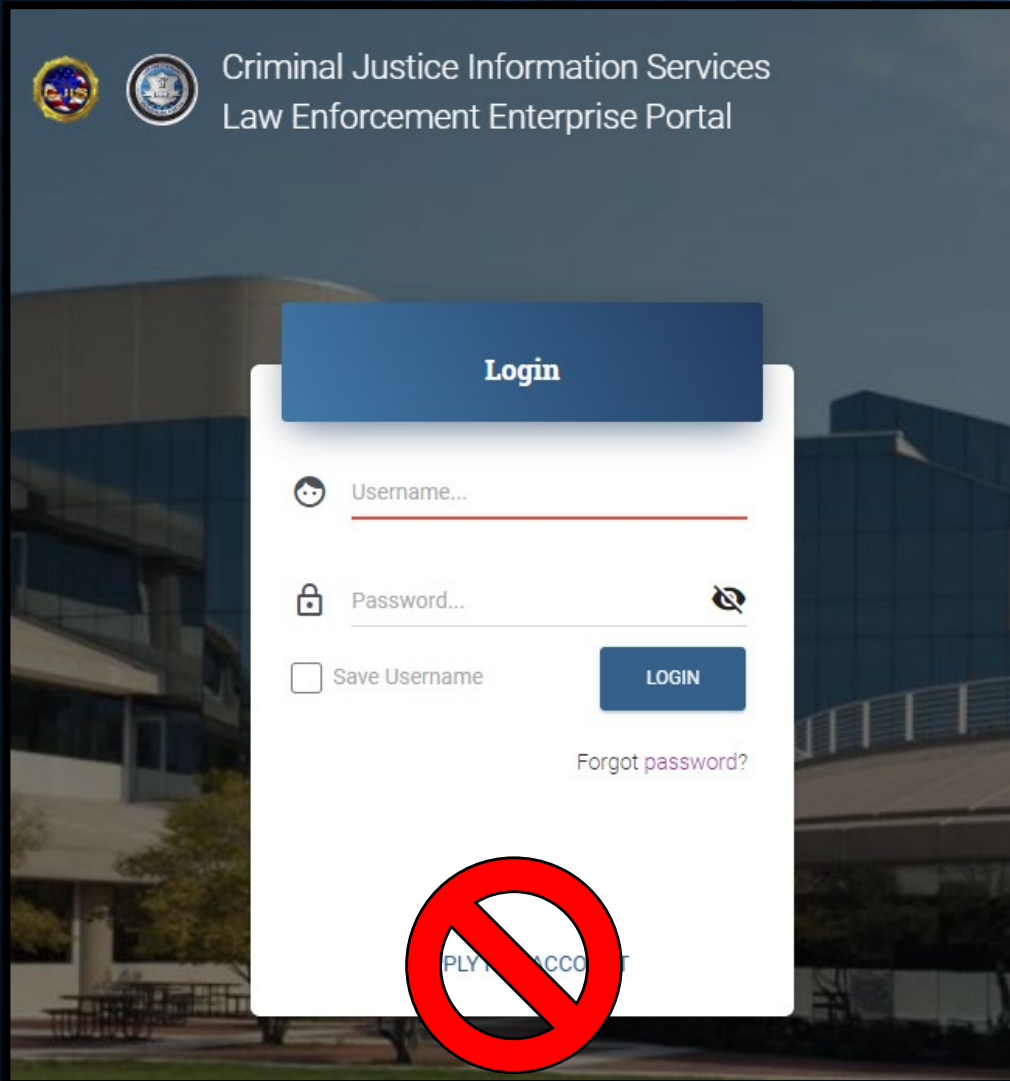
1. **True or False** - Local Texas Law Enforcement Agencies must gain access to LEEP through Texas DPS, the IdP for the State of Texas.

Answer: True

2. **True or False** - Local Texas Agencies must first check if the agency has a LEEP Agency Administrator (AA) by going to the DPS LEEP Lookup Tool.

Answer: True

Logging into LEEP Portal



Criminal Justice Information Services
Law Enforcement Enterprise Portal

Login

Username...

Password...

☐ Save Username

LOGIN

[Forgot password?](#)

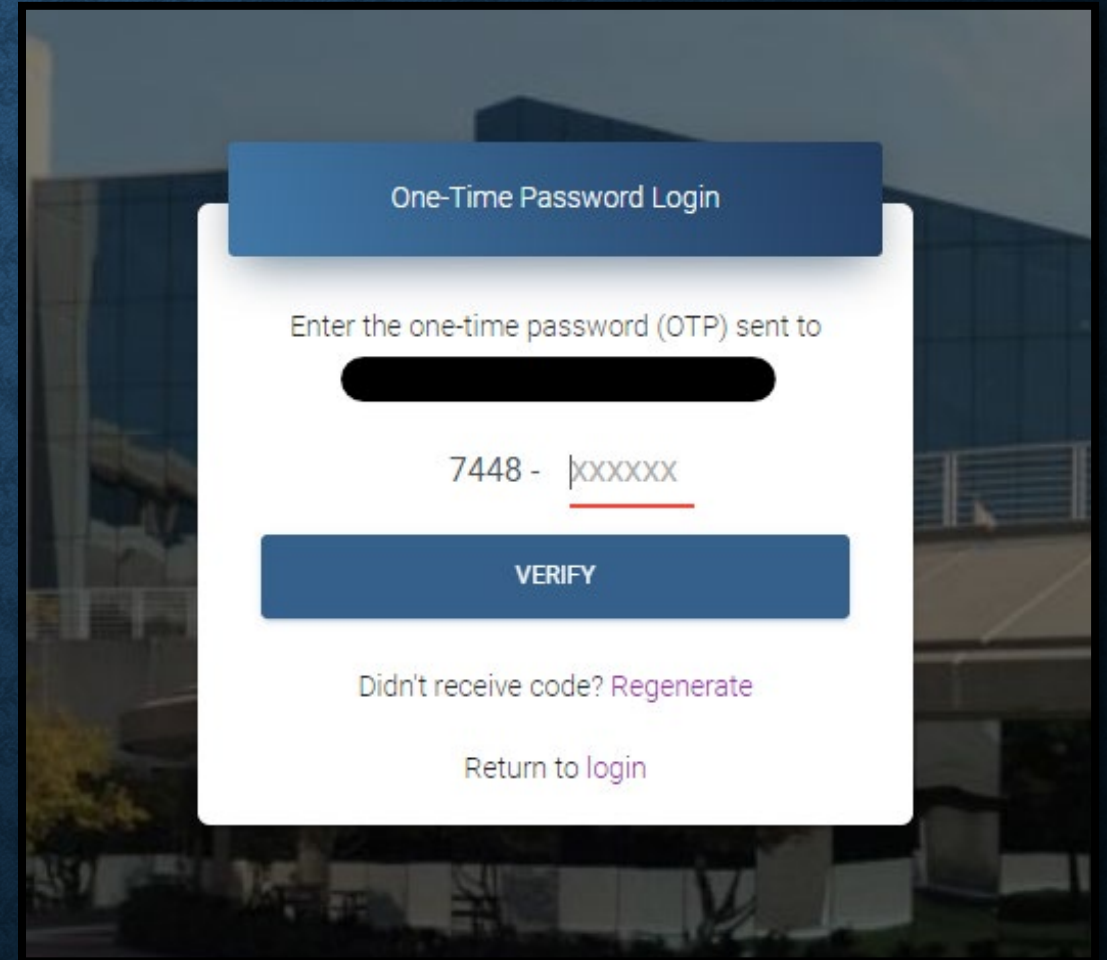
APPLY FOR ACCOUNT

www.cjis.gov

Local Texas LEA users
should **NOT** use the
“Apply for an Account” button.

Logging into LEEP Portal

- You will be required to enter a one-time password (OTP) every time you log into LEEP. It is sent to the user's email address.
- The system will time out after just a few minutes of inactivity, and you will be required to log in each time.



The screenshot shows a login interface for the LEEP Portal. At the top, a blue header bar contains the text "One-Time Password Login". Below this, the instruction "Enter the one-time password (OTP) sent to" is displayed. A black rectangular input field is positioned below the instruction. Underneath the input field, the text "7448 -" is shown, followed by a red underline and the placeholder "xxxxxx". A blue button labeled "VERIFY" is located below the input field. At the bottom of the form, there is a link that says "Didn't receive code? Regenerate" and another link that says "Return to login". The background of the screenshot shows a blurred image of a modern building.

LEEP Portal

Terms of Service

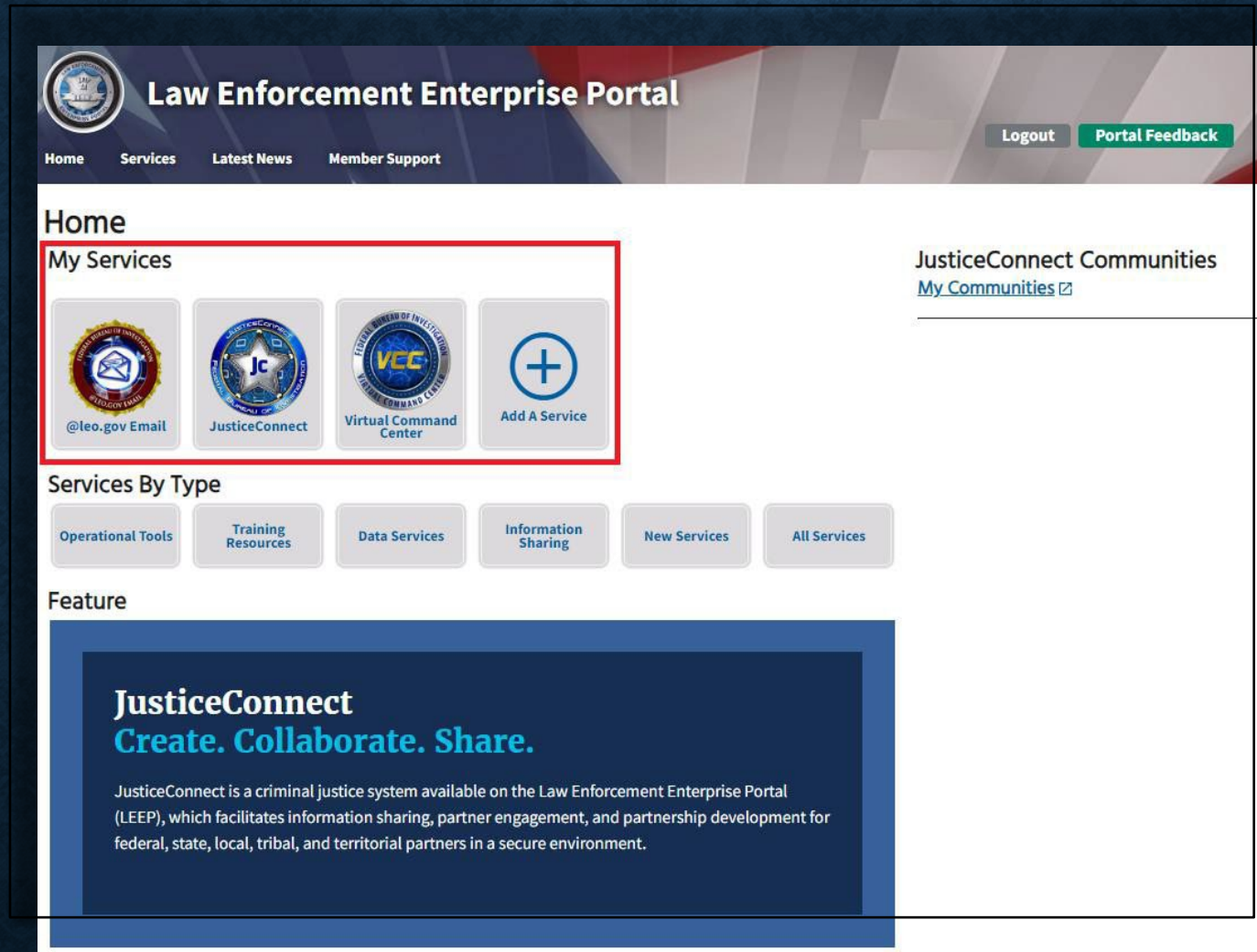
You are accessing a U.S. Government information system, which includes this computer, this computer network, all computers connected to this network, and all devices and/or storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.

Unauthorized or improper use of this system may result in disciplinary action, and civil and criminal penalties. By using this information system, you understand and consent to the following:

- You have no reasonable expectation of privacy regarding any communications transmitted through or data stored on this information system.
- At any time, the government may monitor, intercept, search and/or seize data transiting or stored on this information system. Any communications transmitted through or data stored on this information system may be disclosed or used for any U.S. Government-authorized purpose.

I AGREE

Home Page



The screenshot displays the Law Enforcement Enterprise Portal (LEEP) home page. At the top, a dark blue header contains the LEEP logo, the title "Law Enforcement Enterprise Portal", and navigation links for "Home", "Services", "Latest News", and "Member Support". On the right side of the header are "Logout" and "Portal Feedback" buttons. Below the header, the "Home" section is visible. A red rectangular box highlights the "My Services" area, which includes four icons: "@leo.gov Email", "JusticeConnect", "Virtual Command Center", and "Add A Service". To the right of this box, the "JusticeConnect Communities" section features a link to "My Communities". Below the "My Services" box, the "Services By Type" section displays a row of buttons for "Operational Tools", "Training Resources", "Data Services", "Information Sharing", "New Services", and "All Services". At the bottom, a "Feature" section with a dark blue background highlights "JusticeConnect" with the tagline "Create. Collaborate. Share." and a brief description of the system.

Law Enforcement Enterprise Portal

Home Services Latest News Member Support

Logout Portal Feedback

Home

My Services

- @leo.gov Email
- JusticeConnect
- Virtual Command Center
- Add A Service

JusticeConnect Communities

[My Communities](#)

Services By Type

- Operational Tools
- Training Resources
- Data Services
- Information Sharing
- New Services
- All Services

Feature

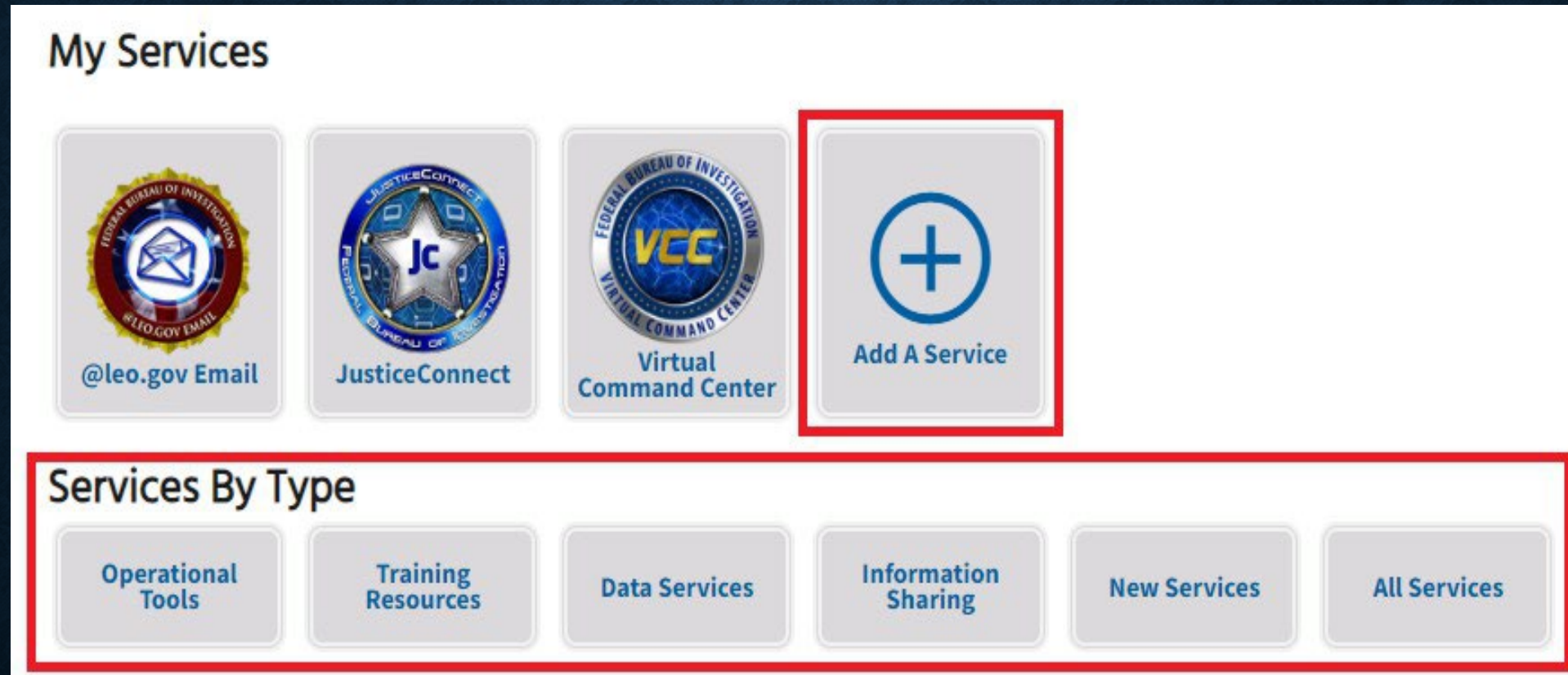
JusticeConnect

Create. Collaborate. Share.

JusticeConnect is a criminal justice system available on the Law Enforcement Enterprise Portal (LEEP), which facilitates information sharing, partner engagement, and partnership development for federal, state, local, tribal, and territorial partners in a secure environment.

Find your favorite services under **My Services**.

How to Add Favorite Services



To add favorited services, click on the “**Add A Service**” button or search for services by clicking on one of the six **Services By Type** categories.

Feature Section

Law Enforcement Enterprise Portal

Home Services Latest News Member Support Logout Portal Feedback

Home

My Services

JusticeConnect Communities
[My Communities](#)

@leo.gov Email JusticeConnect Virtual Command Center Add A Service

Services By Type

Operational Tools Training Resources Data Services Information Sharing New Services All Services

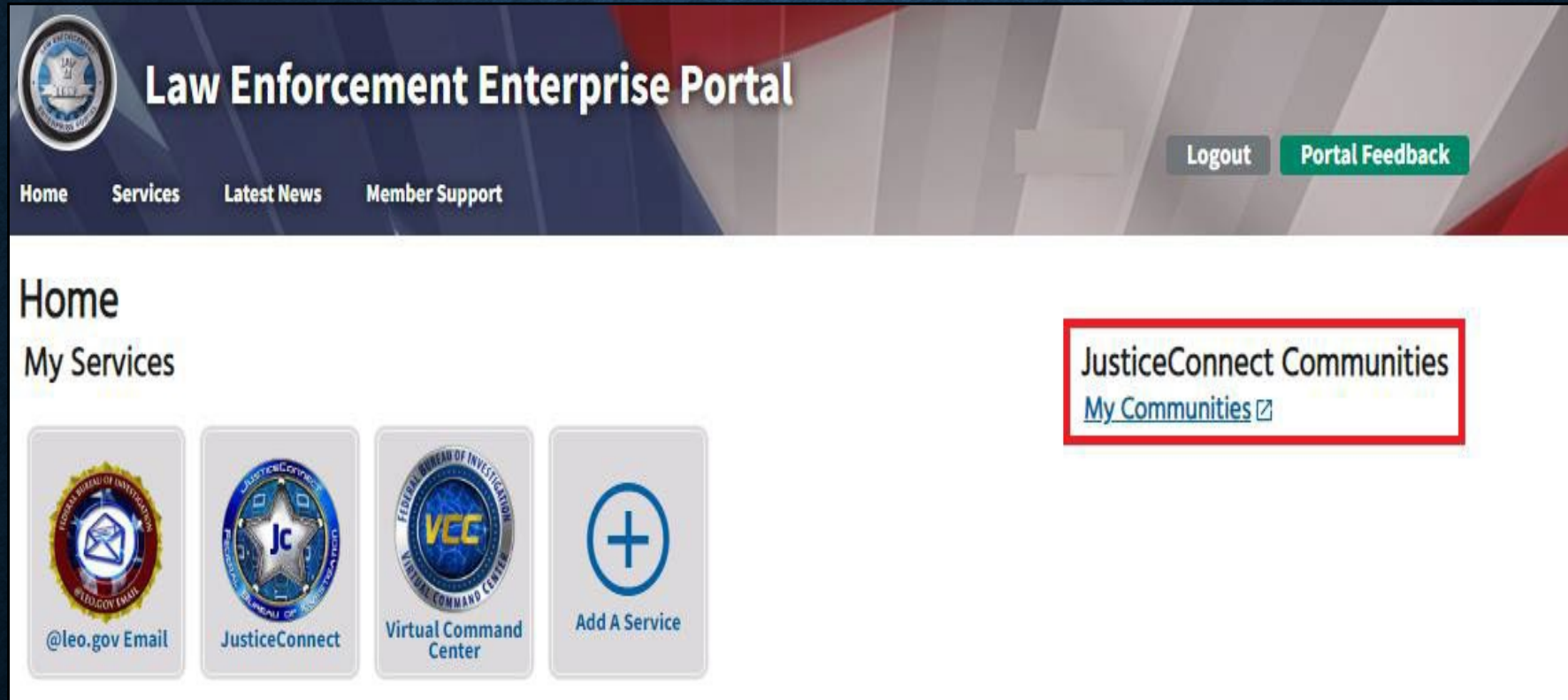
Feature

JusticeConnect
Create. Collaborate. Share.

JusticeConnect is a criminal justice system available on the Law Enforcement Enterprise Portal (LEEP), which facilitates information sharing, partner engagement, and partnership development for federal, state, local, tribal, and territorial partners in a secure environment.

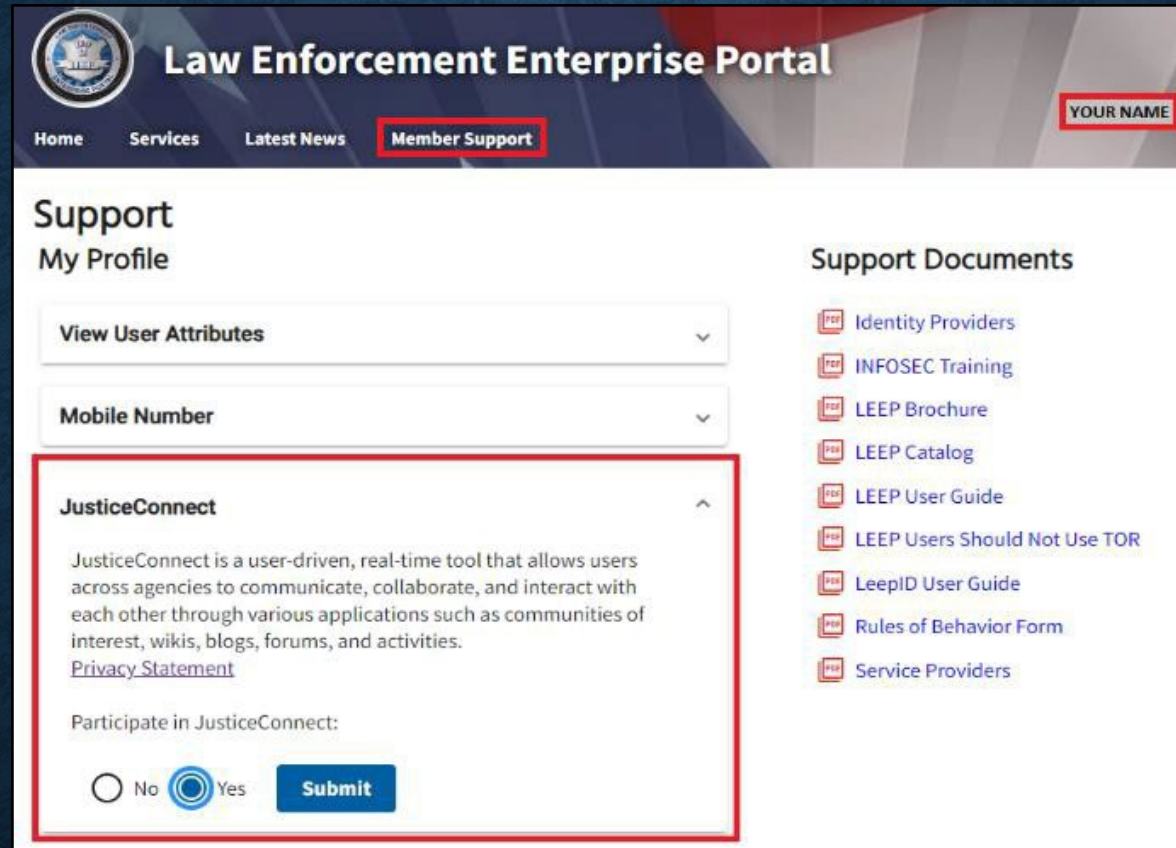
The **Feature** section highlights a featured service or topic.

JusticeConnect Communities



If you have a JusticeConnect account, your most recently updated communities will be listed on the right side under **JusticeConnect Communities**.

Enable JusticeConnect



Law Enforcement Enterprise Portal

Home Services Latest News **Member Support** YOUR NAME

Support

My Profile

View User Attributes

Mobile Number

JusticeConnect

JusticeConnect is a user-driven, real-time tool that allows users across agencies to communicate, collaborate, and interact with each other through various applications such as communities of interest, wikis, blogs, forums, and activities.
[Privacy Statement](#)

Participate in JusticeConnect:

☐ No ☒ Yes

Support Documents

- Identity Providers
- INFOSEC Training
- LEEP Brochure
- LEEP Catalog
- LEEP User Guide
- LEEP Users Should Not Use TOR
- LeapID User Guide
- Rules of Behavior Form
- Service Providers

To access JusticeConnect, you must opt in within LEEP.
To opt in, either click on your name or navigate to the **Member Support** tab.
Enable JusticeConnect in your profile.

Member Support Announcements

✓ Success: This is a success test message.

! Emergency: This is an emergency test message.

i Information: This is an informative test message.

! Error: This is an error test message.

⚠ Warning: This is a warning test message.

Various announcement messages may populate at the top of the page below the navigation bar.

Services



The screenshot shows the 'Services' tab selected in the Law Enforcement Enterprise Portal. The page features a 'Key information' section with a bulleted list of instructions and links. Below this is a search bar with 'Search' and 'Clear' buttons. The 'SERVICE PROVIDERS' section lists three services: '@leo.gov Email', 'Capture', and 'Capture Training', each with an icon, description, and a bookmark icon.

Law Enforcement Enterprise Portal

Home **Services** Latest News Member Support Logout Portal Feedback

Services










Key information

- The Services page provides information about and access to law enforcement services that are available to you through LEEP.
- The content of external links to non-federal agency websites is not endorsed by the federal government and is not subject to federal information quality, privacy, security, and related guidelines.
- Services that you use on a regular basis can be added to the My Services section on the Home page by selecting the "Mark as Favorite" bookmark icon  for that service.
- Services that you no longer use on a regular basis can be removed from the My Services section on the Home page by selecting "Delete Favorite" bookmark icon  for that service.
- [LEEP Catalog](#)

Search/Filter

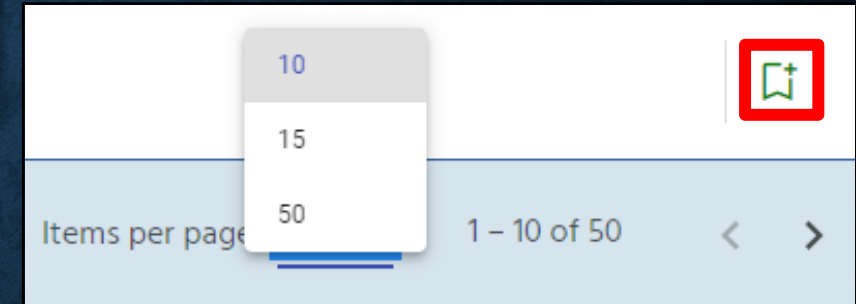
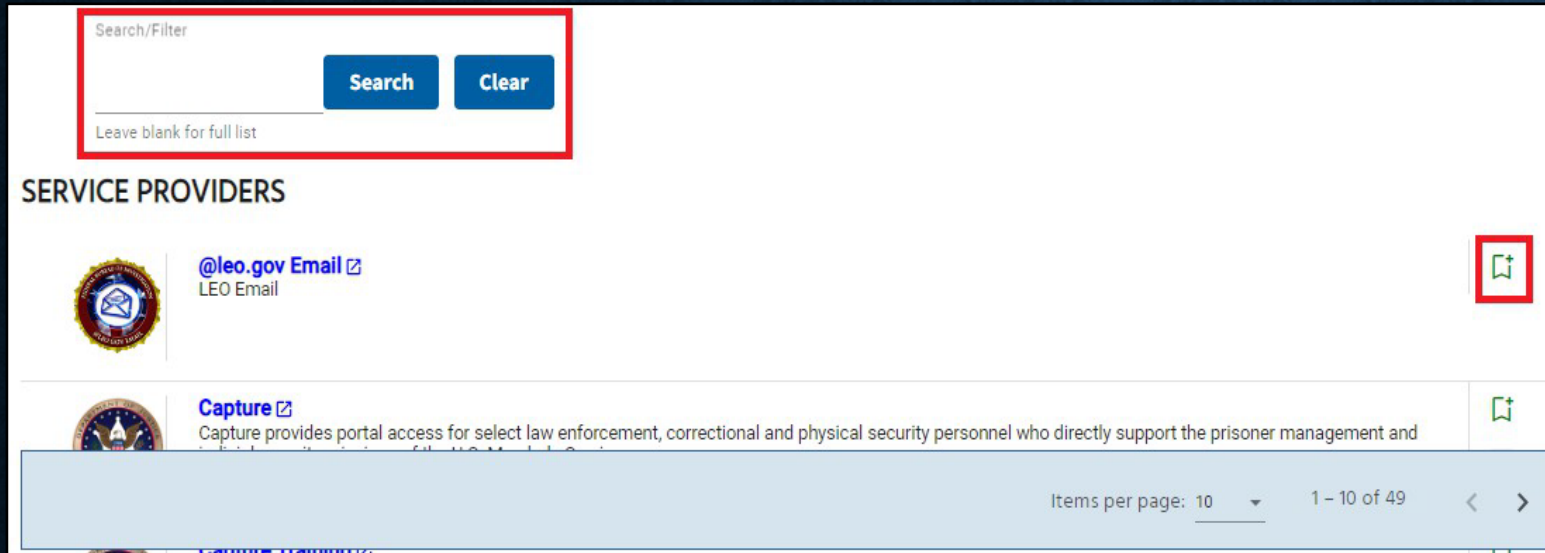
Leave blank for full list

SERVICE PROVIDERS

	@leo.gov Email LEO Email	
	Capture Capture provides portal access for select law enforcement, correctional and physical security personnel who directly support the prisoner management and judicial security missions of the U.S. Marshals Service.	  
	Capture Training The Capture Training Portal provides access to a non-production Capture training environment for select law enforcement, correctional and physical security personnel who directly support the prisoner management and judicial security missions of the U.S. Marshals Service.	 



The **Services** tab provides a list of available services in LEEP. Each service is listed with its associated icon and description.

Search/Filter



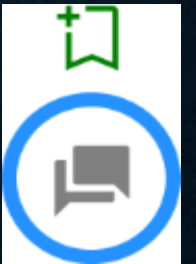
The Search/Filter section provides a search option to quickly find service providers. Services used on a regular basis can be added to the **My Services** section on the **Home** page by selecting the "**Mark as Favorite**" bookmark icon for that service.

Notifications

If a service is currently or planned to be down for maintenance, a yellow  icon will appear to notify users. To find out more information, hover over the  icon.




If a service has a JusticeConnect Community, a gray message icon will populate. Clicking on the icon will take you to their community on JusticeConnect.



You do not have access to any grayed-out services. By hovering over the icon, instructions on how to request access will appear. The icon may also appear on non-grayed-out services with additional requirements to utilize the service.



Latest News




Law Enforcement Enterprise Portal

[Home](#) [Services](#) [Latest News](#) [Member Support](#)


[Logout](#) [Portal Feedback](#)

Latest News


News and Information




[DSSU Newsletter July 2024](#)
Jul 1, 2024




[OPE's National Common Operational Picture-Swatting](#)
May 2, 2024




[How to access the Swatting VCC](#)
May 2, 2024




[Law Enforcement Public Contact Data Collection: Now accepting data for 2023 contacts](#)
Apr 4, 2024



[New VCC Enhancements - March 2024](#)
Mar 26, 2024



[Launch of the Lawful Access Data Collection](#)
The FBI is pleased to announce the official launch of the Lawful Access Data Collection will take place on January 1, 2024. The Lawful Access Data Collection will act as ...
[Read more](#)
Jan 4, 2024



[DSSU Newsletter: January 2024](#)
Jan 3, 2024

Calendar of Events

Oct

30

[Featured Services Series: Virtual Command Center \(VCC\)](#)
The LEEP Team is happy to offer virtual LEEP Featured Services Series.

These approximately 60-minute overviews will be provided by the featured service's sub...
[Read more](#)

Nov

12

[N-DEx Training: System Overview](#)
The Federal Bureau of Investigation (FBI) National Data Exchange (N-DEx) Training team is announcing **November** webinars for the **N-DEx System Overview, System Sea...**
[Read more](#)

Nov

19

[N-DEx Training: System Search](#)
The Federal Bureau of Investigation (FBI) National Data Exchange (N-DEx) Training team is announcing **November** webinars for the **N-DEx System Overview, System Sea...**
[Read more](#)

Nov

21

[N-DEx Training: Batch Search](#)
The Federal Bureau of Investigation (FBI) National Data Exchange (N-DEx) Training team is announcing **November** webinars for the **N-DEx System Overview, System Sea...**
[Read more](#)

Member Support

The screenshot shows the 'Law Enforcement Enterprise Portal' with a navigation bar containing 'Home', 'Services', 'Latest News', and 'Member Support' (which is highlighted with a blue box). On the right of the navigation bar are 'Logout' and 'Portal Feedback' buttons. The main content area is titled 'Support' and is divided into three columns. The left column, 'My Profile', contains three dropdown menus: 'View User Attributes', 'Mobile Number', and 'JusticeConnect'. The middle column, 'Account Support', contains a dropdown menu 'Account Provider Information' and three blue buttons: 'View profile information', 'Change Password/Passphrase', and 'Replay LEEP Tour'. The right column contains 'Support Documents' (a list of PDF links: Identity Providers, INFOSEC Training, LEEP Brochure, LEEP Catalog, LEEP User Guide, LEEP Users Should Not Use TOR, LeepID User Guide, Rules of Behavior Form, and Service Providers), 'Help' (with a 'Browser Requirements' dropdown and a 'Supported Browsers' dropdown), and 'Help/FAQ' (with a list of frequently asked questions: '1. How do I obtain access to a service?' and '2. How do I change my password/passphrase?').

Law Enforcement Enterprise Portal

Home Services Latest News **Member Support** Logout Portal Feedback

Support

My Profile

- View User Attributes
- Mobile Number
- JusticeConnect

Account Support

- Account Provider Information
- View profile information
- Change Password/Passphrase
- Replay LEEP Tour

Support Documents

- Identity Providers
- INFOSEC Training
- LEEP Brochure
- LEEP Catalog
- LEEP User Guide
- LEEP Users Should Not Use TOR
- LeepID User Guide
- Rules of Behavior Form
- Service Providers

Help

Browser Requirements

- Supported Browsers

Help/FAQ


Below is a list of frequently asked questions for using the Services page or for gaining access to a service.


- How do I obtain access to a service?
- How do I change my password/passphrase?


The **Member Support** tab contains various resources for utilizing LEEP.

My Profile

My Profile

View User Attributes 

Mobile Number 

JusticeConnect 

The **My Profile** section displays your LEEP profile information and allows updating of your mobile number and JusticeConnect options.

Mobile Number

Mobile Number ^

Update your mobile number
Required fields are marked with an asterisk ().*

Mobile Device (SMS): *

Carriers *

- Select a carrier -

⌵

Update

Test

Required fields are incomplete.

To add your mobile number, enter the number and select your service carrier. Click **Update** to add it.

Account Support

Account Support

Account Provider Information

[View profile information](#)

[Change Password/Passphrase](#)

[Replay LEEP Tour](#)

The **Account Support** section provides your Account Provider Information which includes your LEEP profile information and changing your password/passphrase.

Support Documents

Support Documents

-  [Identity Providers](#)
-  [INFOSEC Training](#)
-  [LEEP Brochure](#)
-  [LEEP Catalog](#)
-  [LEEP User Guide](#)
-  [LEEP Users Should Not Use TOR](#)
-  [LeepID User Guide](#)
-  [Rules of Behavior Form](#)
-  [Service Providers](#)

The ***Support Documents*** section provides access to commonly referenced documents

Help

Help

Browser Requirements

Supported Browsers



Help/FAQ

Below is a list of frequently asked questions for using the Services page or for gaining access to a service.

1. How do I obtain access to a service?



2. How do I change my password/passphrase?



3. How do I update my contact information?



4. How do I adjust the order of the Services displayed?



5. Why are some services grey and others white?



6. I click on a service, but nothing happens. What can I do?



7. How does my agency become a LEEP partner?



Learning Check

1. **True or False** - Users will be required to enter a one-time password (OTP), each time you log into LEEP.

Answer: True

2. **True or False** - When a user gets access to LEEP, they are also getting access to JusticeConnect.

Answer: True

QUESTIONS?

**LEEP AGENCY
ADMINISTRATOR (AA) DUTIES**

Recap: What is a LEEP AA?

- Agency Administrator - the single point of contact for agency LEEP issues
- Vets and authorizes other users for the agency
- Ensures that all agency users are trained and informed of policies and procedures
- Terminates access immediately upon user separation from participating agency.

FINDING A USER ACCOUNT



←→

https://www.cjis.gov/itim/console/main

Federal Bureau ...

LEEP Home

IBM Security Identity Mana...

File Edit View Favorites Tools Help

DPSNet

LEEP

TDEx Sharepoint

TxDPS - Services

CAPPS - 00010030681

LES Projects - TDEx

IBM Security Identity Manager

Home

ashley.baker1: My Work

Home

Manage Users


View Requests

Manage Activities

Specify Forgotten Password Information


Log Out

Home




Application Management

Identity Provider Vetting of users (participating IdP's only)



Help Desk Application

Identity Provider Help Hesk Application (participating IdP's only)



Return to Law Enforcement Enterprise Portal

Law Enforcement Enterprise Portal

IBM Security Identity Manager

ashley.baker1: My Work

- Home
- Manage Users
- View Requests
- Manage Activities
- Specify Forgotten Password Information
- Log Out

Manage Users

Manage Users > Select a User

To locate a user that you want to manage, type information about the user in the field, select a filter, and then click Search. The users that match your criteria are displayed in the table below. By default, clicking Search will search the system based on the beginning letters of the item you are searching for. To search for a textual pattern in the middle of an item, use the '*' symbol on the keyboard to indicate a wildcard. (For example, typing *b* will find "abc".)

Search information

Search by

Last Name
Full name
E-mail address
User ID(uid)
Federation Id
GFIPM Local Id
Social Security Number

Search

Advanced...

Users

To perform a particular task for a user, click the user's name in the table below, and then select the task that you want to perform.

☒ Include individual accounts when suspending, restoring, or deleting users

Create	Change	Delete	Suspend	Restore	Transfer	Refresh
<input type="checkbox"/> Select	Name	E-mail Ad...	Last Name	Business...	Status	
Total: 0 Displayed: 0 Selected: 0						

Close

←

→

https://www.cjis.gov/itim/console/main

Federal Bureau ...

LEEP Home

IBM Security Identity Mana...

File Edit View Favorites Tools Help

DPSNet

LEEP

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Search information

baker

Search by

Last Name

Search

Advanced...

Users

To perform a particular task for a user, click the icon next to the name of the user, and then select the task that you want to perform.

☒ Include individual accounts when suspending, restoring, or deleting users

Create

Change

Delete

Suspend

Restore

Transfer

Refresh

☐ Select

Name

E-mail Ad...

Last Name

Business...

Status

Total: 0 Displayed: 0 Selected: 0

Close

←

→

https://www.cjis.gov/itim/console/main

Federal Bureau ...

LEEP Home

IBM Security Identity Mana...

File Edit View Favorites Tools Help

DPSNet

LEEP

TDEx Sharepoint

TxDPS - Services

CAPPS - 00010030681

LES Projects - TDEx

IBM Security Identity Manager

Home

Manage Users

ashley.baker1: My Work

Manage Users

Home

Manage Users

View Requests

Manage Activities

Specify Forgotten Password Information

Log Out

Manage Users > Select a User

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Search information

baker

Search by

Last Name

Search

Advanced...

Users

To perform a particular task for a user, click the icon next to the name of the user, and then select the task that you want to perform.

19 results found for: baker

☒ Include individual accounts when suspending, restoring, or deleting users

Create

Change

Delete

Suspend

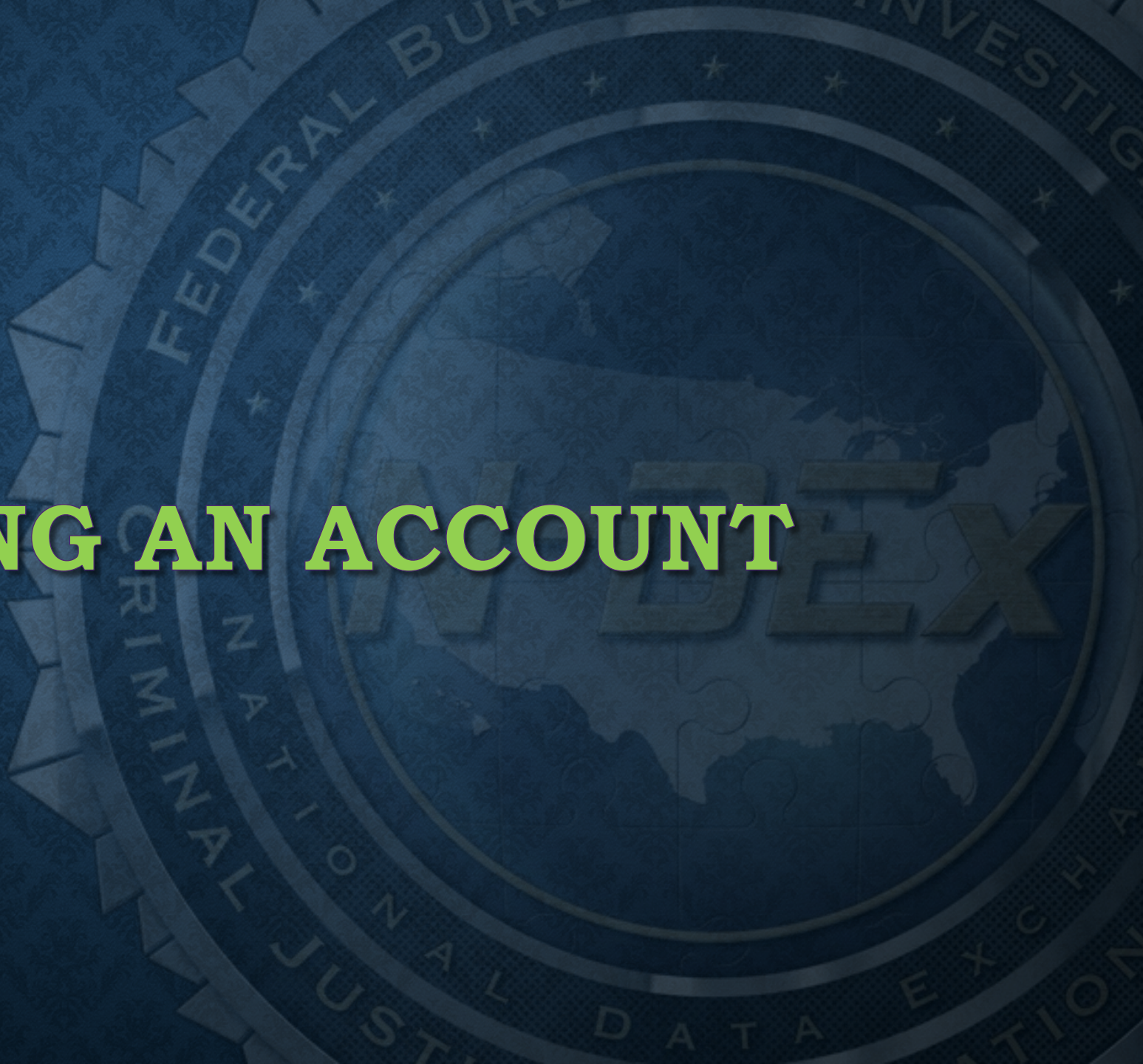
Restore

Transfer

Refresh

<input type="checkbox"/> Select	Name	E-mail Address	Last Name	Business...	Status
<input type="checkbox"/>	Ashley Baker	ashley.baker@			Active

CREATING AN ACCOUNT



←

→

https://www.cjis.gov/itim/console/main

Federal Bureau ...

LEEP Home

IBM Security Identity Mana...

File Edit View Favorites Tools Help

DPSNet

LEEP

TDEx Sharepoint

TxDPS - Services

CAPPS - 00010030681

LES Projects - TDEx

IBM Security Identity Manager

Home

Manage Users

ashley.baker1: My Work

Home

Manage Users

View Requests

Manage Activities

Specify Forgotten Password Information

Log Out

Manage Users

Manage Users > Select a User

To locate a user that you want to manage, type information about the user in the field, select a filter, and then click Search. The users that match your criteria are displayed in the table below. By default, clicking Search will search the system based on the beginning letters of the item you are searching for. To search for a textual pattern in the middle of an item, use the "" symbol on the keyboard to indicate a wildcard. (For example, typing "b*" will find "abc".)

Search information

Search by

alvarez

Last Name

Search

Advanced...

Users

To perform a particular task for a user, click the icon next to the name of the user, and then select the task that you want to perform.

9 results found for: alvarez

☒ Include individual accounts when suspending, restoring, or deleting users

Create

Change

Delete

Suspend

Restore

Transfer

Refresh

Select	Name	E-mail Ad...	Last Name	Business...	Status
<input type="checkbox"/>	Alex Alvarez				Active
<input type="checkbox"/>	Alfredo Alvarez				Active
<input type="checkbox"/>	Celina Alvarez				Inactive
<input type="checkbox"/>	jaime alvarez				Active
<input type="checkbox"/>	Juan Alvarez				Active
<input type="checkbox"/>	Marv Alvarez				Active

←

→

https://www.cjis.gov/itim/console/main

Federal Bureau ...

LEEP Home

IBM Security Identity Mana...

File Edit View Favorites Tools Help

DPSNet

LEEP

TDEx Sharepoint

TxDPS - Services

CAPPS - 00010030681

LES Projects - TDEx

IBM Security Identity Manager

IBM

Home Manage Users Create User

ashley.baker1: My Work

Home

Manage Users

View Requests

Manage Activities

Specify Forgotten Password Information

Log Out

Create User

Manage Users > Create User > Select User Type

Select a business unit and the type of user to create and click Continue. The types of users that you can create may depend on the business unit selected.

Business unit

Beev

Search...

Select

^

User type

^

TDEX Person

Page 1 of 1

Total: 1

Displayed: 1

Selected: 1

Continue

Cancel

←

→

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HomeManage UsersCreate User

ashley.baker1: My Work

HomeManage UsersView RequestsManage ActivitiesSpecify Forgotten Password InformationLog Out

*TDEX Person

Service Indicators

Agency Information

Out of Band

LEO Attributes

Manage Users > Create User > TDEX Person

To create a new user, type information about the user in the fields. When you are done specifying information on each of the tabs, click Continue.

Additional Operations

*First name

First

*Last name

Last

*Full name

First Last

*Telephone number

555-123-4567

Fax number

*E-mail address

first.last@agencyname.gov

altmail

←

→

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altmail

Date of birth (YYYY-MM-DD)

Employee Id

*User ID(uid)

first.last

Organization name

Identity Provider Id

Federation Id

employername

*Employer ORI

TX0

Organizational unit name

←

→

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Log Out

Create User

Federation Id

employername

*Employer ORI

TX01

Organizational unit name

*Social Security Number

000-00-1234

☐ TDEX Admin Indicator

Admin Comments

Add

Delete

Continue

Cancel

←

→

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Create User

*TDEX Person

Service Indicators

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LEO Attributes

Manage Users > Create User > TDEX Person

To create a new user, type information about the user in the fields. When you are done specifying information on each of the tabs, click Continue.

Additional Operations

*First name

First

*Last name

Last

*Full name

First Last

*Telephone number

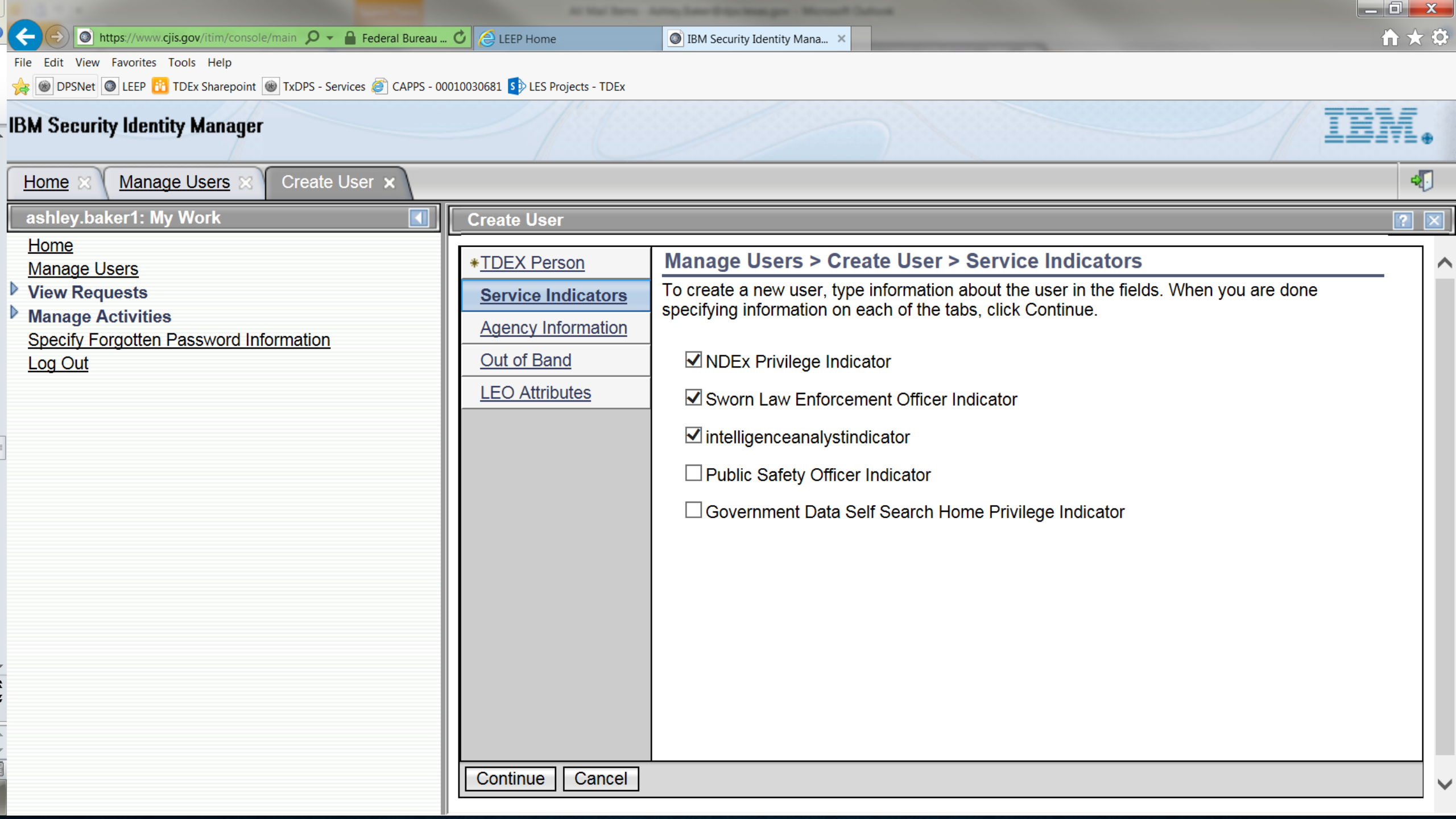
555-123-4567

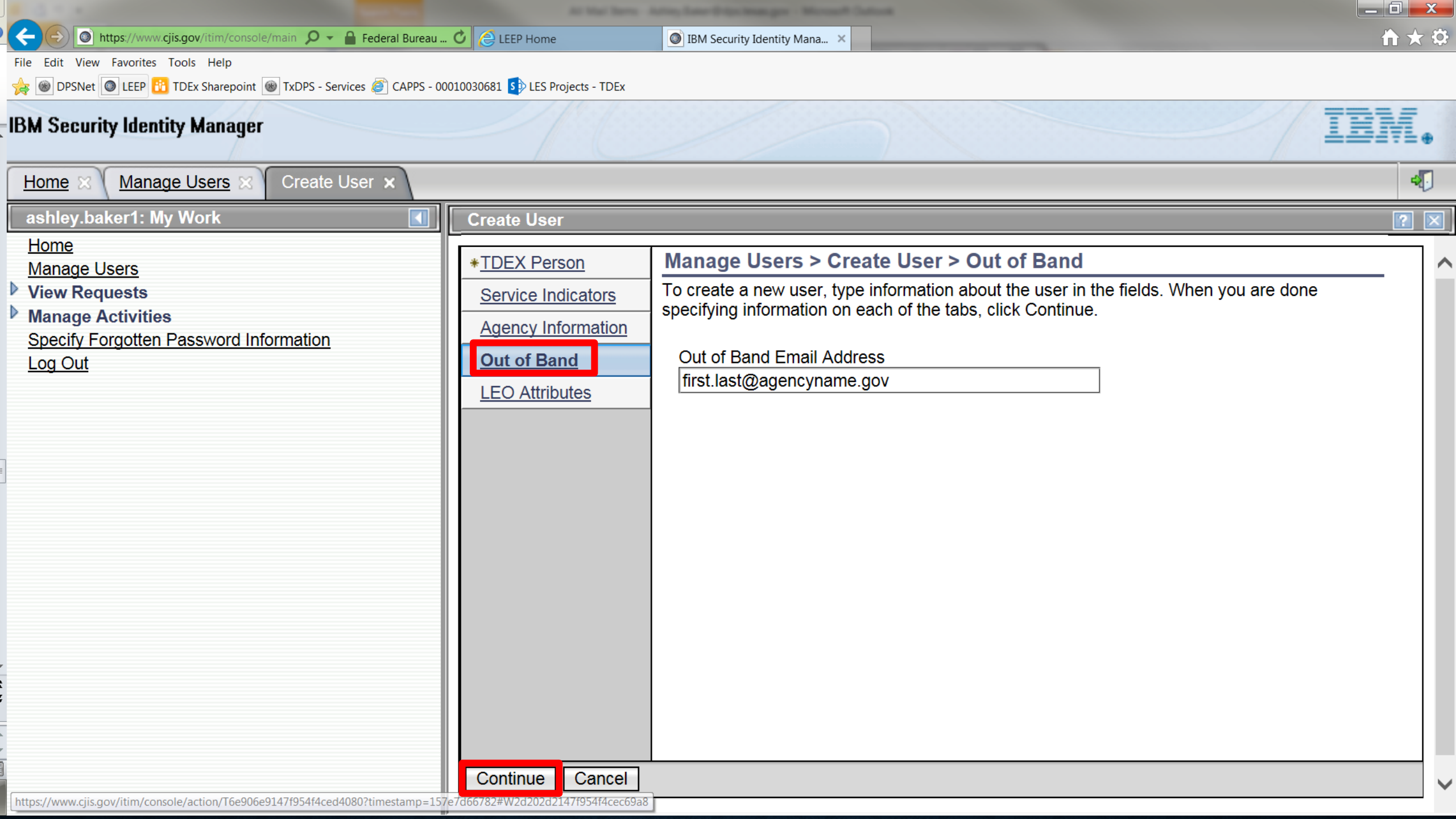
Fax number

*E-mail address

first.last@agencyname.gov

altmail





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- Home
- Manage Users
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- Specify Forgotten Password Information
- Log Out

Create User

- *TDEX Person
- Service Indicators
- Agency Information
- Out of Band
- LEO Attributes

Manage Users > Create User > Out of Band

To create a new user, type information about the user in the fields. When you are done specifying information on each of the tabs, click Continue.

Out of Band Email Address
first.last@agencyname.gov

←

→

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Specify Forgotten Password Information

Log Out

Create User

Manage Users > Create User > Create a New Password

To specify a password for the account, select whether you want to have the system generate the password or to specify the password now, and then click Submit. If you specify a password, the password must conform to the password strength rules for the account.

☒ Generate a password for me

☐ Allow me to type a password

Password

Confirm Password

View password strength rules

Schedule

Choose a time and date to schedule this operation.

☒ Immediate

☐ Effective date

Date

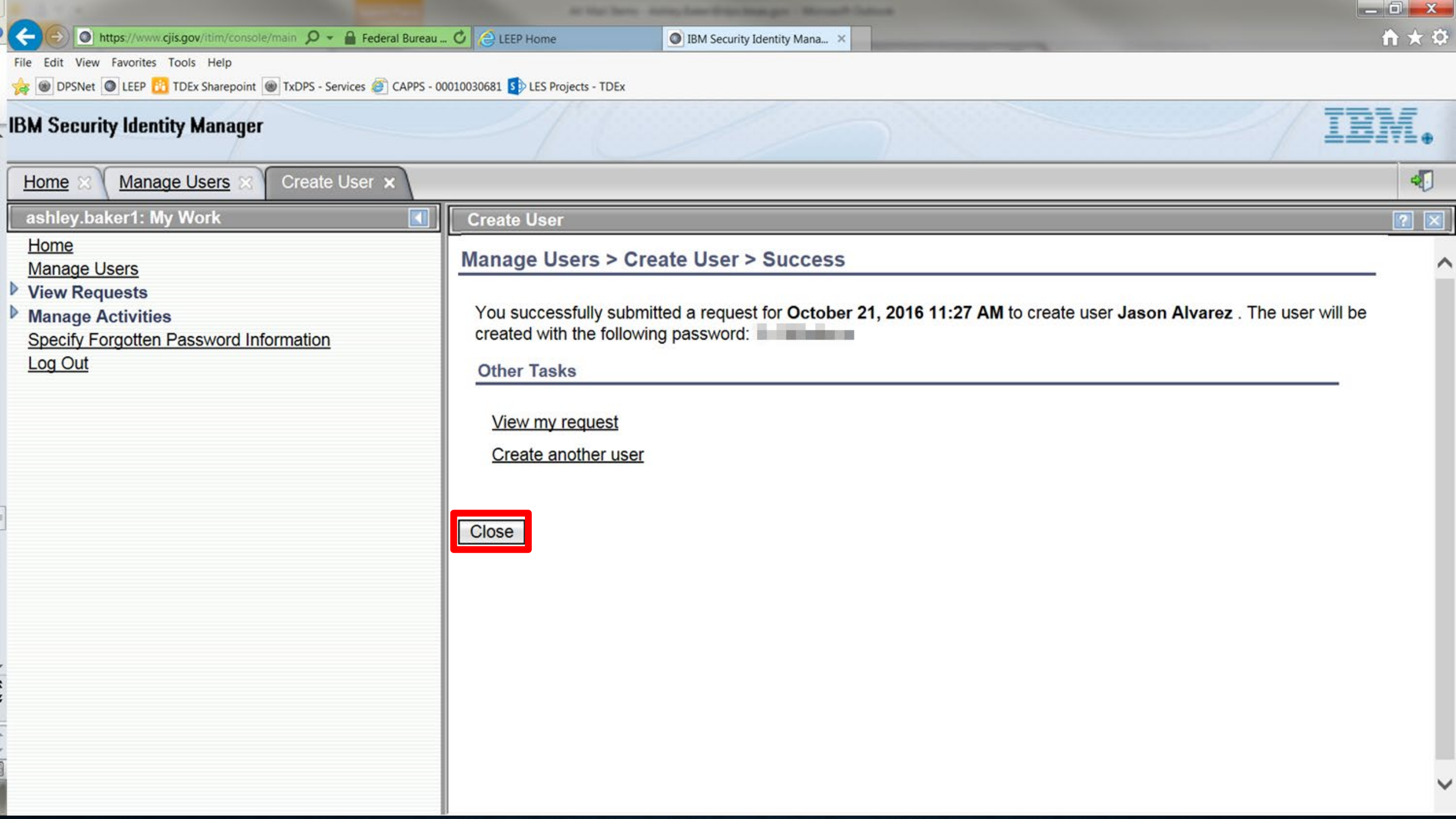
10/21/2016

Time

11:27 AM

Submit

Cancel



Home Manage Users Create User

ashley.baker1: My Work

- Home
- Manage Users
- View Requests
- Manage Activities
- Specify Forgotten Password Information
- Log Out

Create User

Manage Users > Create User > Success

You successfully submitted a request for **October 21, 2016 11:27 AM** to create user **Jason Alvarez** . The user will be created with the following password: [REDACTED]

Other Tasks

- [View my request](#)
- [Create another user](#)

Close

[Log Out](#)

Advanced...

9 results found for: alvarez

☒ Include individual accounts when suspending, restoring, or deleting users

CreateChangeDeleteSuspendRestoreTransferRefresh

☐

SelectNameE-mail Ad...Last NameBusiness...Status

☐

Alex Alvarez

Active

←

→

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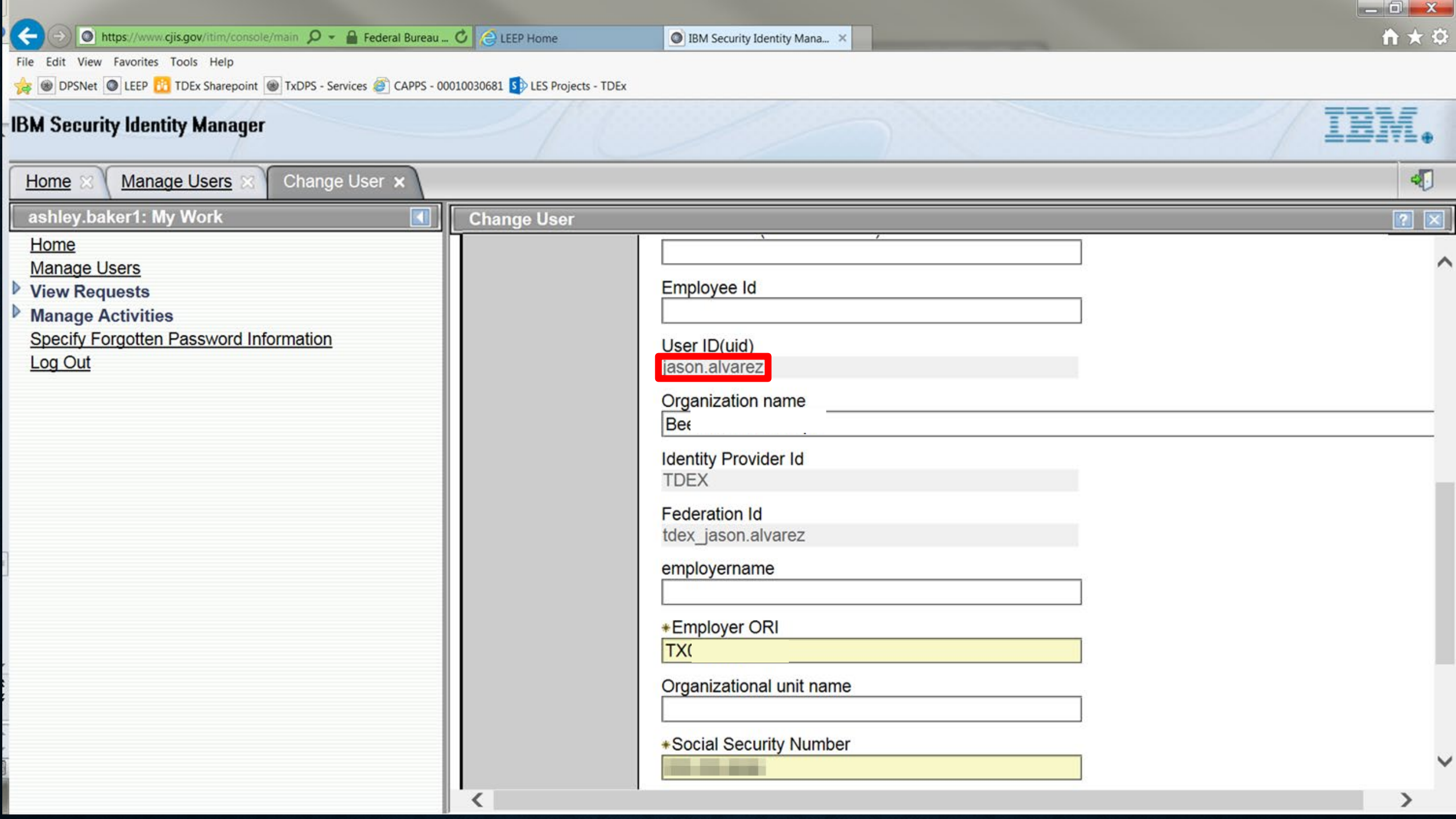
Specify Forgotten Password Information

Log Out

Manage Users

Create Change Delete Suspend Restore Transfer Refresh

Select	Name	E-mail Ad...	Last Name	Business...	Status
<input type="checkbox"/>	Alex Alvarez				Active
<input type="checkbox"/>	Alfredo Alvarez				Active
<input type="checkbox"/>	Celina Alvarez				Inactive
<input type="checkbox"/>	jaime alvarez				Active
<input type="checkbox"/>	Jason Alvarez				Active
<input type="checkbox"/>	Juan Alvarez				Active
<input type="checkbox"/>	Mary Alvarez				Active
<input type="checkbox"/>	Michael Alvarez				Active



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Manage Users

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Specify Forgotten Password Information

Log Out

Change User

Employee Id

User ID(uid)

jason.alvarez

Organization name

Identity Provider Id

TDEX

Federation Id

tdex_jason.alvarez

employername

*Employer ORI

TXI

Organizational unit name

*Social Security Number

←

→

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Specify Forgotten Password Information

Log Out

Change User

Date of birth (YYYY-MM-DD)

Employee Id

User ID(uid)

ashley.baker1

Organization name

Texas

Identity Provider Id

TDEX

Federation Id

tdex_ashley.baker1

employername

*Employer ORI

TX000

Organizational unit name

*Social Security Number

https://www.cjis.gov/itim/console/action/T5f4c5f4c147f98c5a01d7788?timestamp=157e8107d93#W5b345b34147f98c5a01ca498

LEEP Account - Message (HTML)

File Message Insert Options Format Text Review Developer

Paste Cut Copy Format Painter Clipboard

Calibri (Body) 11 A⁺ A⁻ [Bulleted List] [Numbered List] [Link]

B *I* U [Text Color] [Background Color] [Text Color] [Background Color]

Address Book Check Names Names

Attach File Attach Item Include

Follow Up High Importance Low Importance Tags

Zoom Zoom

To...

Send

Cc...

Bcc...

Subject: LEEP Account

Good Morning,

I have created your LEEP account. Please log into <https://www.cjis.gov> with this information (note that you can copy-paste the password):

Username: first.last

Password: 12_gTn4!

Thank you,

MODIFYING AN ACCOUNT



Manage Users > Select a User

To locate a user that you want to manage, type information about the user in the field, select a filter, and then click Search. clicking Search will search the system based on the beginning letters of the item you are searching for. To search for a text wildcard. (For example, typing *b* will find "abc".)

Search information

Search by



Users

To perform a particular task for a user, click the icon next to the name of the user, and then select the task that you want to

1 results found for: goerlitz

☒ Include individual accounts when suspending, restoring, or deleting users

<input type="checkbox"/> Select	Name	E-mail Ad...	Last Name	Business...	Status
<input type="checkbox"/>	Shawna Goerlitz			Texas Dept. Of Public Safety Headquarters Tcic/Ncic Control Section	Active

Page 1 of 1

Total: 1

Change

Delete

Change Passwords

Suspend

Restore

Accounts...

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TDEX Person

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LEO Attributes

Manage Users > Change User > TDEX Person

Type the appropriate information for the user. When you are done specifying information on each of the tabs, Click Submit Now to change the user immediately or Schedule Submission to schedule the request.

Additional Operations

*First name

Ashley

*Last name

Baker

*Full name

Ashley Baker

*Telephone number

512-

Fax number

*E-mail address

ashley.baker@

altmail

Date of birth (YYYY-MM-DD)

Employee Id

User ID(uid)

ashley.baker1

Organization name

Texas Dept. Of Public Safety

Identity Provider Id

←

→

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Change User

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Specify Forgotten Password Information

Log Out

Federation id

tdex_ashley.baker1

employername

*Employer ORI

TX000X00X

Organizational unit name

*Social Security Number

000-00-1234

☒ TDEX Admin Indicator

Admin Comments

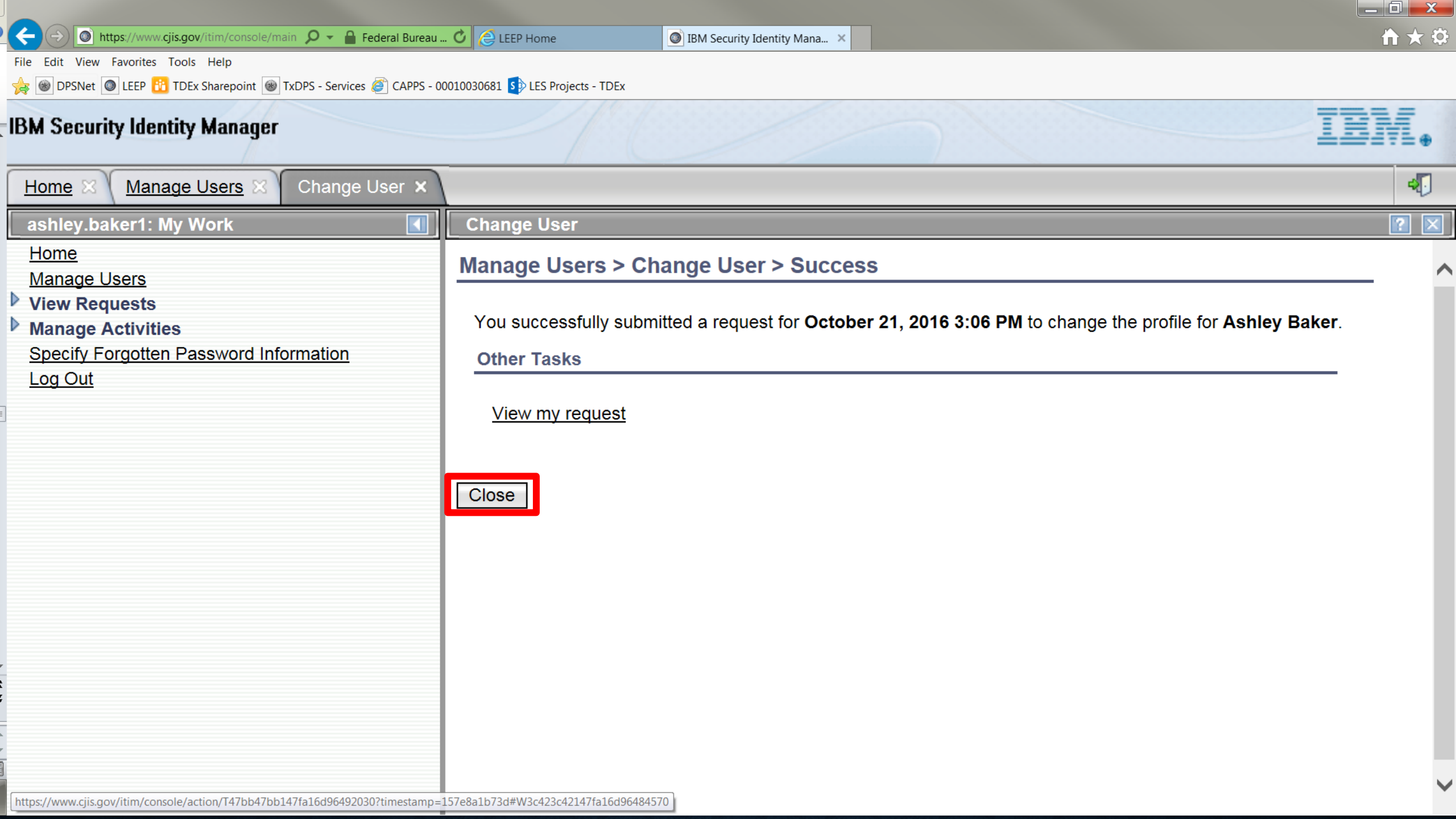
Add

Delete

Submit Now

Schedule Submission

Cancel



- Home
- Manage Users
- View Requests
- Manage Activities
- Specify Forgotten Password Information
- Log Out

Manage Users > Change User > Success

You successfully submitted a request for **October 21, 2016 3:06 PM** to change the profile for **Ashley Baker**.

Other Tasks

[View my request](#)

Close

←

→

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Log Out

Manage Users

Manage Users > Select a User

To locate a user that you want to manage, type information about the user in the field, select a filter, and then click Search. The users that match your criteria are displayed in the table below. By default, clicking Search will search the system based on the beginning letters of the item you are searching for. To search for a textual pattern in the middle of an item, use the '*' symbol on the keyboard to indicate a wildcard. (For example, typing *b* will find "abc".)

Search information

baker

Search by

Last Name

Search

Advanced...

Users

To perform a particular task for a user, click the icon next to the name of the user, and then select the task that you want to perform.

19 results found for: baker

☒ Include individual accounts when suspending, restoring, or deleting users

Create

Change

Delete

Suspend

Restore

Transfer

Refresh

Select	Name	E-mail Address	Last Name	Business...	Status
<input type="checkbox"/>	Ashley Baker	ashley.baker@			Active

CHANGING PASSWORDS



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- Home
- Manage Users
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- Specify Forgotten Password Information
- Log Out

Change User


Search information: villanueva Search by: Last Name Search Advanced...

Users

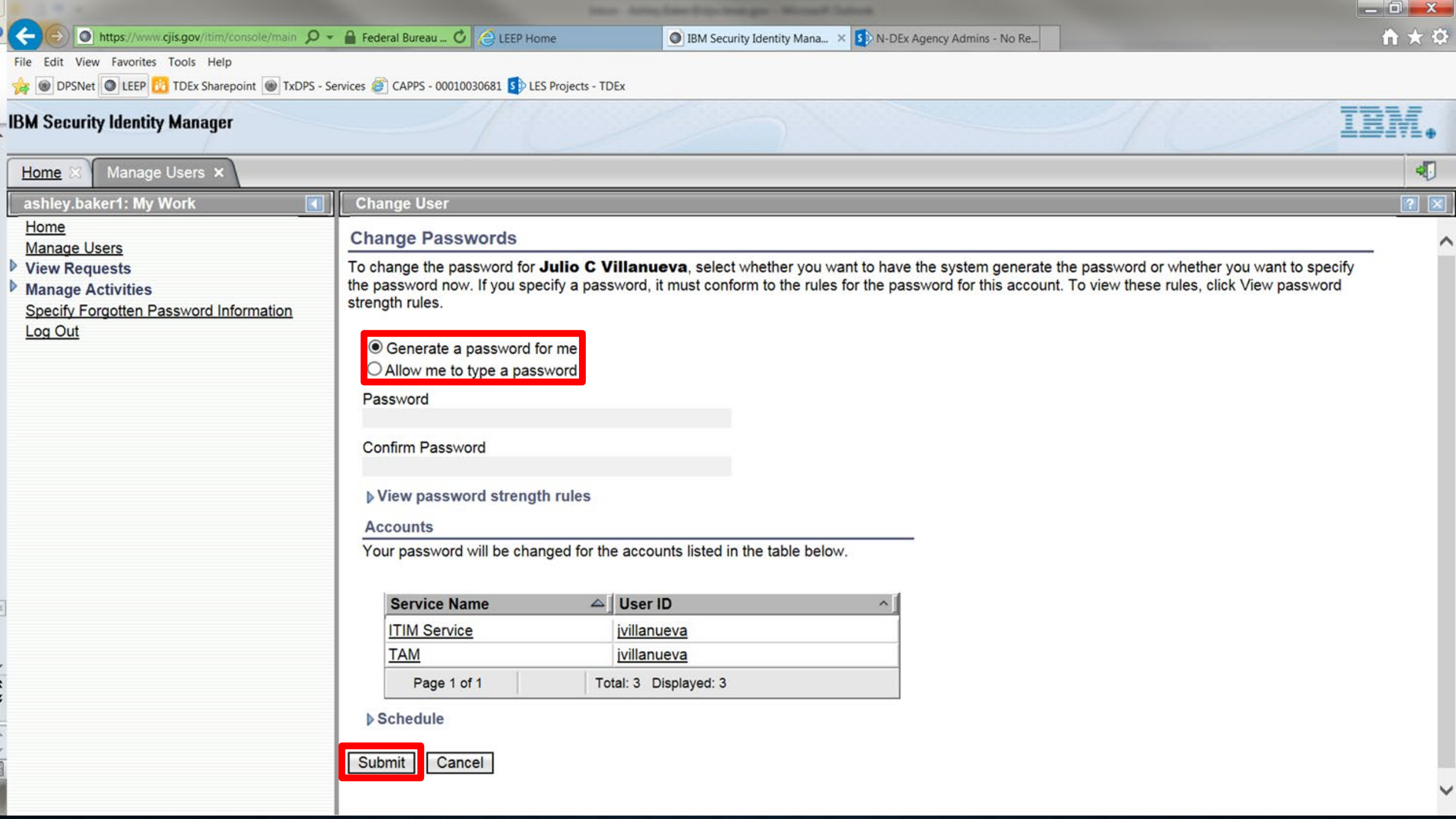
To perform a particular task for a user, click the icon next to the name of the user, and then select the task that you want to perform.

8 results found for: villanueva

☒ Include individual accounts when suspending, restoring, or deleting users

Create Change Delete Suspend Restore Transfer Refresh						
Select	Name	E-mail Ad...	Last Name	Business...	Status	
<input type="checkbox"/>	Brett Villanueva	Brett.Villanue...			Active	
<input type="checkbox"/>	Celia Villanueva	celia.villanue...			Active	
<input type="checkbox"/>	David Villanueva	David.Villanu...			Active	
<input type="checkbox"/>	Galdino Villanueva				Active	
<input type="checkbox"/>	 Villanueva				Active	

- Change
- Delete
- Change Passwords
- Suspend
- Restore
- Accounts...



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- ashley.baker1: My Work
- Home
- Manage Users
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- Specify Forgotten Password Information
- Log Out

Change User

Change Passwords

To change the password for **Julio C Villanueva**, select whether you want to have the system generate the password or whether you want to specify the password now. If you specify a password, it must conform to the rules for the password for this account. To view these rules, click View password strength rules.

- ☒ Generate a password for me
- ☐ Allow me to type a password

Password

Confirm Password

View password strength rules

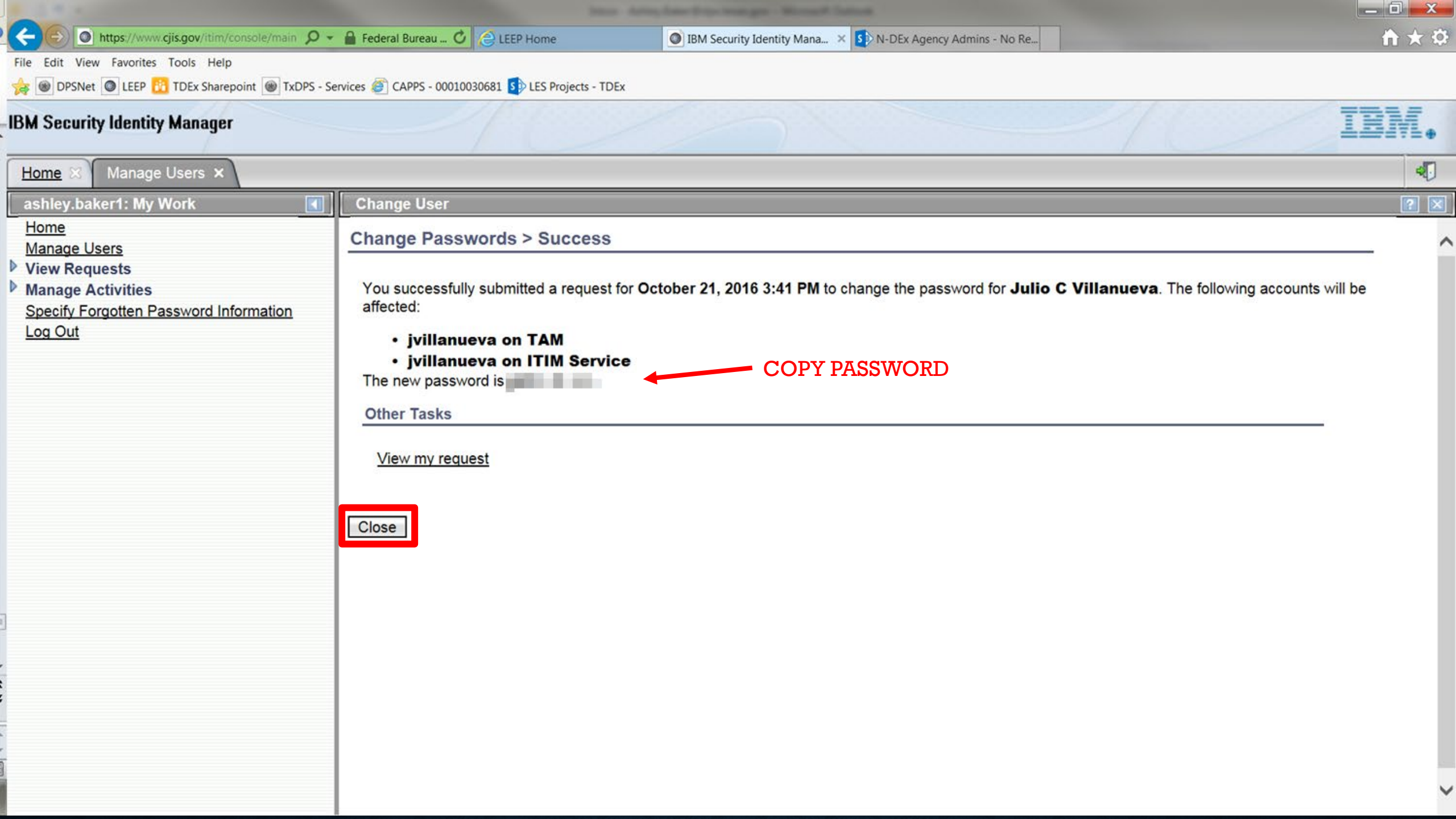
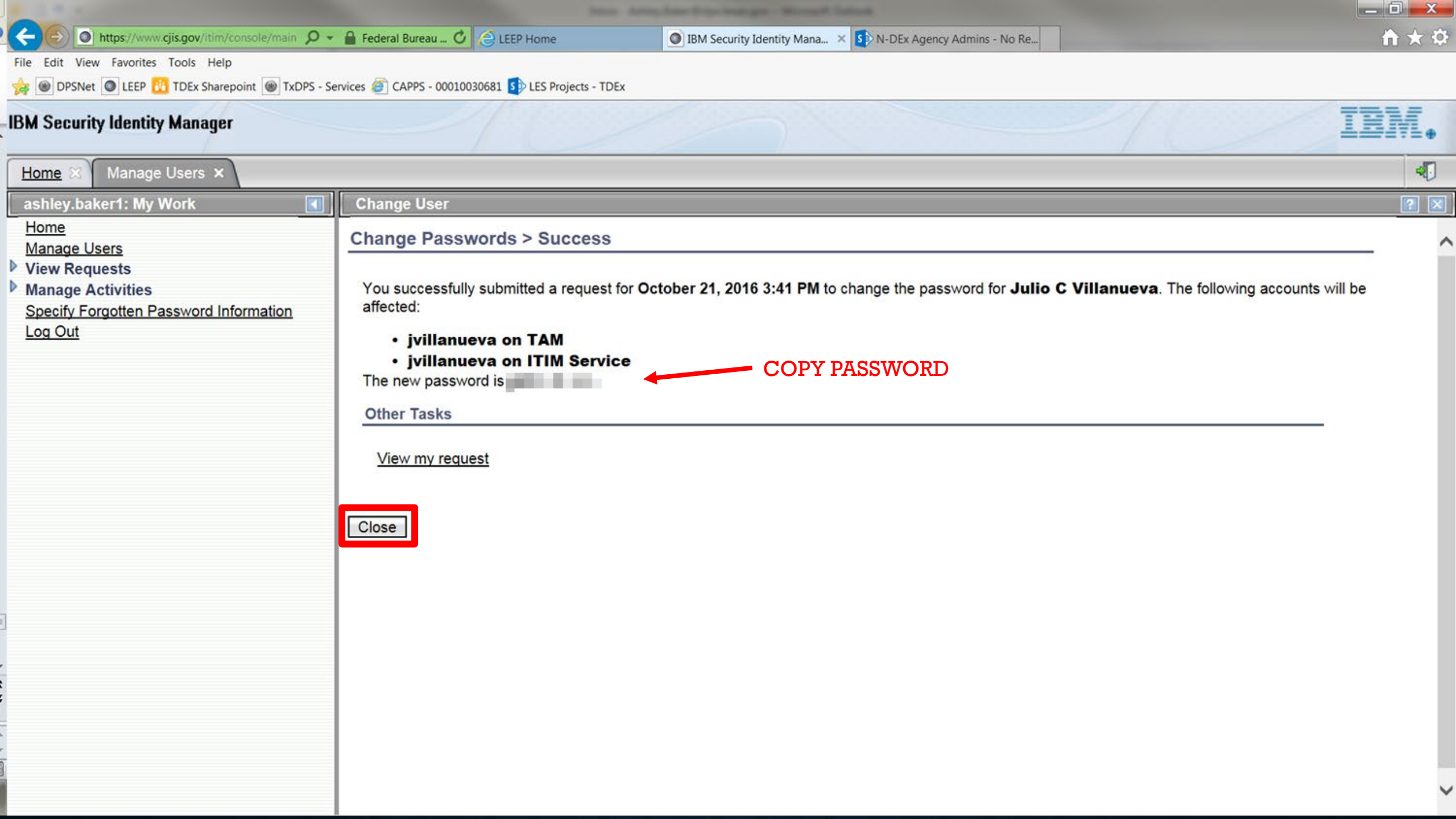
Accounts

Your password will be changed for the accounts listed in the table below.

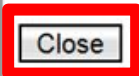
Service Name	User ID
ITIM Service	ivillanueva
TAM	ivillanueva
Page 1 of 1 Total: 3 Displayed: 3	

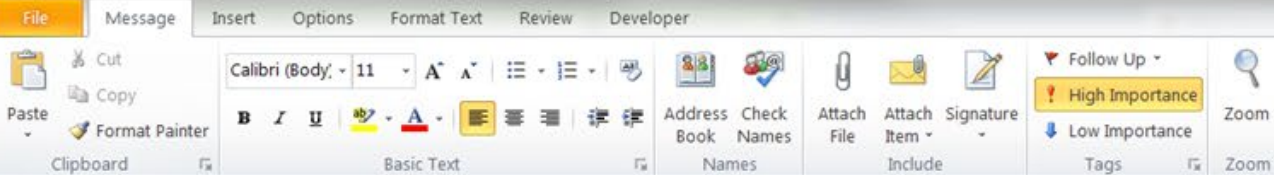
Schedule

Submit Cancel



COPY PASSWORD





To...
Cc...
Bcc...
Subject: LEEP Password Reset

You have successfully submitted a request to change your password.

Please observe the password carefully as it is case-sensitive and may include special characters. You CAN copy and paste this password.

Username: jvillanueva

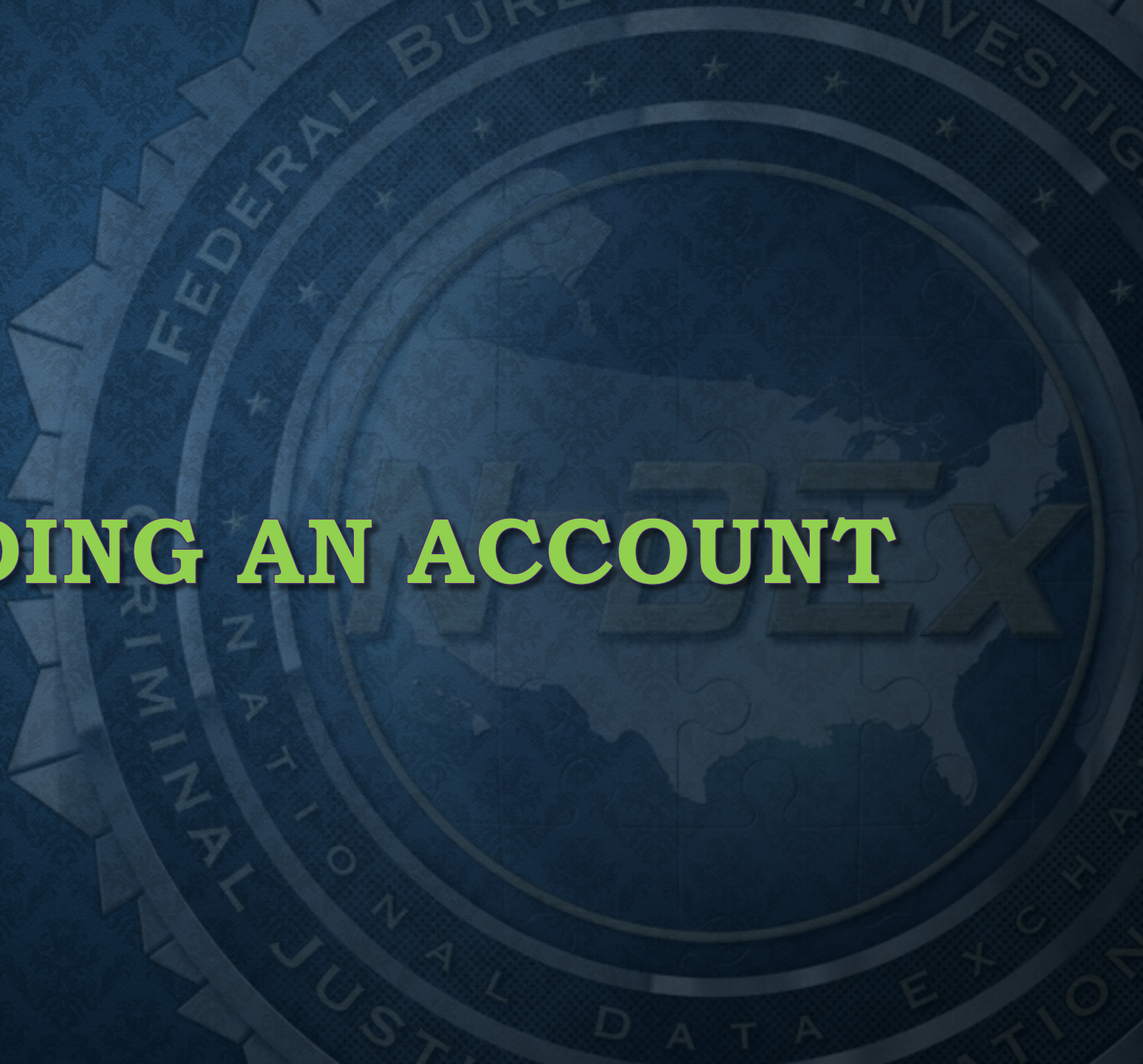
Password: [REDACTED]

← **PASTE PASSWORD**

Please log on to <https://www.cjis.gov/> with your username above. When you are prompted to provide your old password, use the one provided to you in this email.

Thank you,

SUSPENDING AN ACCOUNT



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Manage Users

Manage Users > Select a User

To locate a user that you want to manage, type information about the user in the field, select a filter, and then click Search. The users that match your criteria are displayed in the table below. By default, clicking Search will search the system based on the beginning letters of the item you are searching for. To search for a textual pattern in the middle of an item, use the '*' symbol on the keyboard to indicate a wildcard. (For example, typing *b* will find "abc".)

Search information

baker

Search by

Last Name

Search

Advanced...

Users

To perform a particular task for a user, click the icon next to the name of the user, and then select the task that you want to perform.

19 results found for: baker

☒ Include individual accounts when suspending, restoring, or deleting users

Create

Change

Delete

Suspend

Restore

Transfer

Refresh

Select	Name	E-mail Address	Last Name	Business...	Status
<input type="checkbox"/>	Ashley Baker	ashlev.baker@dps.te...			Active
<input type="checkbox"/>	Ashley Baker-Training				Active

←

→

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Manage Users

Manage Users > Select a User

To locate a user that you want to manage, type information about the user in the field, select a filter, and then click Search. The users that match your criteria are displayed in the table below. By default, clicking Search will search the system based on the beginning letters of the item you are searching for. To search for a textual pattern in the middle of an item, use the '*' symbol on the keyboard to indicate a wildcard. (For example, typing *b* will find "abc".)

Search information

Search by

baker

Last Name

Search

Advanced...

Users

To perform a particular task for a user, click the icon next to the name of the user, and then select the task that you want to perform.

19 results found for: baker

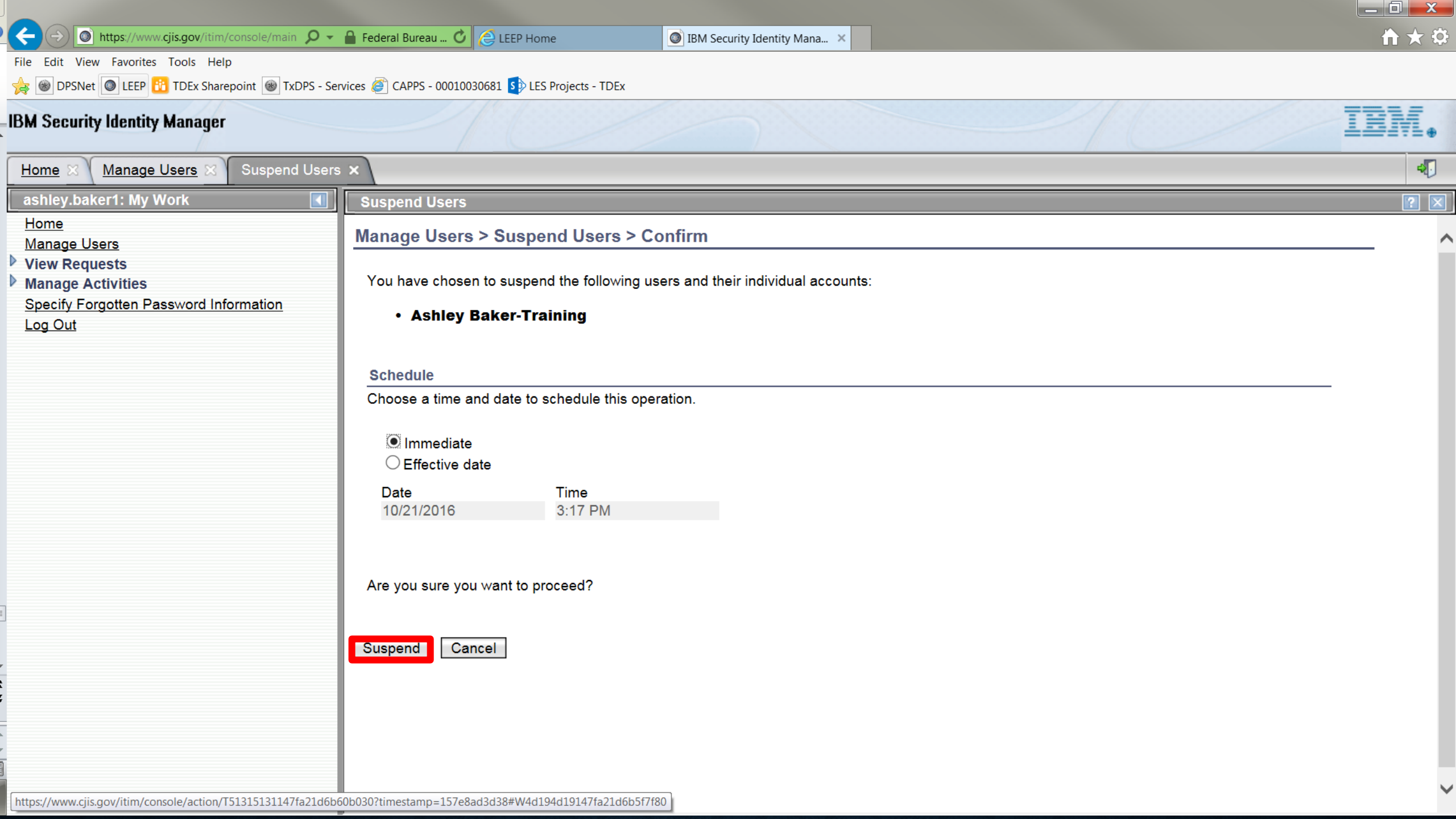
☒ Include individual accounts when suspending, restoring, or deleting users

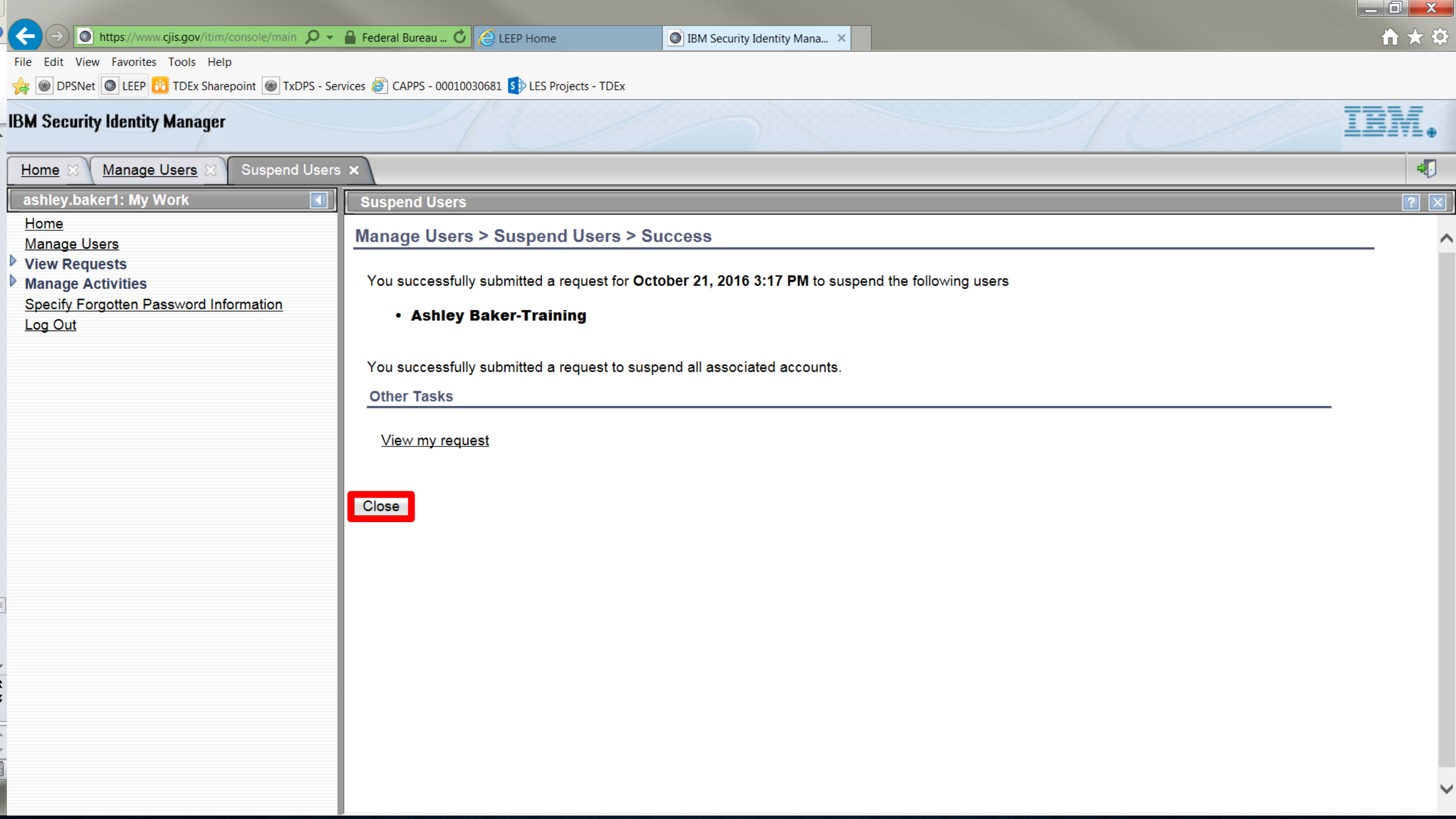
CreateChangeDeleteSuspendRestoreTransferRefresh

Select	Name	E-mail Address	Last Name	Business...	Status
<input type="checkbox"/>	Ashley				Active
<input checked="" type="checkbox"/>	Ashley Baker-Training	ashley.baker@			Active
					Active

https://www.cjis.gov/itim/console/action/T24bb24bb147fa20c9333b230?timestamp=157e8ac229d#W1940194147fa20c93326628

connie.baker@leo.gov





- Home
- Manage Users
- View Requests
- Manage Activities
- Specify Forgotten Password Information
- Log Out

Manage Users > Suspend Users > Success

You successfully submitted a request for **October 21, 2016 3:17 PM** to suspend the following users

- Ashley Baker-Training

You successfully submitted a request to suspend all associated accounts.

Other Tasks

[View my request](#)

Close

←

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Specify Forgotten Password Information

Log Out

Manage Users

Manage Users > Select a User

To locate a user that you want to manage, type information about the user in the field, select a filter, and then click Search. The users that match your criteria are displayed in the table below. By default, clicking Search will search the system based on the beginning letters of the item you are searching for. To search for a textual pattern in the middle of an item, use the '*' symbol on the keyboard to indicate a wildcard. (For example, typing *b* will find "abc".)

Search information

Search by

baker

Last Name

Search

Advanced...

Users

To perform a particular task for a user, click the icon next to the name of the user, and then select the task that you want to perform.

19 results found for: baker

☒ Include individual accounts when suspending, restoring, or deleting users

Create

Change

Delete

Suspend

Restore

Transfer

Refresh

Select	Name	E-mail Address	Last Name	Business...	Status
<input type="checkbox"/>	Ashley				Active
<input checked="" type="checkbox"/>	Ashley Baker-Training	ashley.baker@dps.texas.gov			Active
					Active

https://www.cjis.gov/itim/console/action/T24bb24bb147fa20c9333b230?timestamp=157e8ac229d#W1940194147fa20c93326628

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Specify Forgotten Password Information

Log Out

Manage Users

Manage Users > Select a User

To locate a user that you want to manage, type information about the user in the field, select a filter, and then click Search. The users that match your criteria are displayed in the table below. By default, clicking Search will search the system based on the beginning letters of the item you are searching for. To search for a textual pattern in the middle of an item, use the '*' symbol on the keyboard to indicate a wildcard. (For example, typing *b* will find "abc".)

Search information

baker

Search by

Last Name

Search

Advanced...

Users

To perform a particular task for a user, click the icon next to the name of the user, and then select the task that you want to perform.

19 results found for: baker

☒ Include individual accounts when suspending, restoring, or deleting users

CreateChangeDeleteSuspendRestoreTransferRefresh

Select	Name	E-mail Address	Last Name	Business...	Status
<input type="checkbox"/>	Ashley				Active
<input type="checkbox"/>	Ashley Baker-Training	ashley.baker@dps.texas.gov			Inactive
<input type="checkbox"/>	connie baker	connie.baker@leo.gov			Active

RESTORING AN ACCOUNT



IBM Security Identity Manager

Home x Manage Users x

- ashley.baker1: My Work
- Home
 - Manage Users
 - View Requests
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 - Specify Forgotten Password Information
 - Log Out

Manage Users

Manage Users > Select a User

To locate a user that you want to manage, type information about the user in the field, select a filter, and then click Search. The users that match your criteria are displayed in the table below. By default, clicking Search will search the system based on the beginning letters of the item you are searching for. To search for a textual pattern in the middle of an item, use the '*' symbol on the keyboard to indicate a wildcard. (For example, typing *b* will find "abc".)

Search information: Search by:

Users

To perform a particular task for a user, click the icon next to the name of the user, and then select the task that you want to perform.

19 results found for: baker

☒ Include individual accounts when suspending, restoring, or deleting users

<input type="button" value="Create"/> <input type="button" value="Change"/> <input type="button" value="Delete"/> <input type="button" value="Suspend"/> <input type="button" value="Restore"/> <input type="button" value="Transfer"/> <input type="button" value="Refresh"/>					
<input type="checkbox"/> Select	Name	E-mail Address	Last Name	Business...	Status
<input type="checkbox"/>	Ashley E				Active
<input checked="" type="checkbox"/>	Ashley Baker-Training	as.gov			Inactive
<input type="checkbox"/>	connie baker				Active

- Change
- Delete
- Change Passwords
- Suspend
- Restore
- Accounts...

IBM Security Identity Manager

IBM

Home Manage Users

- ashley.baker1: My Work
- [Home](#)[Manage Users](#)[View Requests](#)[Manage Activities](#)[Specify Forgotten Password Information](#)[Log Out](#)

Manage Users

Manage Users > Select a User

To locate a user that you want to manage, type information about the user in the field, select a filter, and then click Search. The users that match your criteria are displayed in the table below. By default, clicking Search will search the system based on the beginning letters of the item you are searching for. To search for a textual pattern in the middle of an item, use the '*' symbol on the keyboard to indicate a wildcard. (For example, typing *b* will find "abc".)

Search information

Search by

baker

Last Name

Search

Advanced...

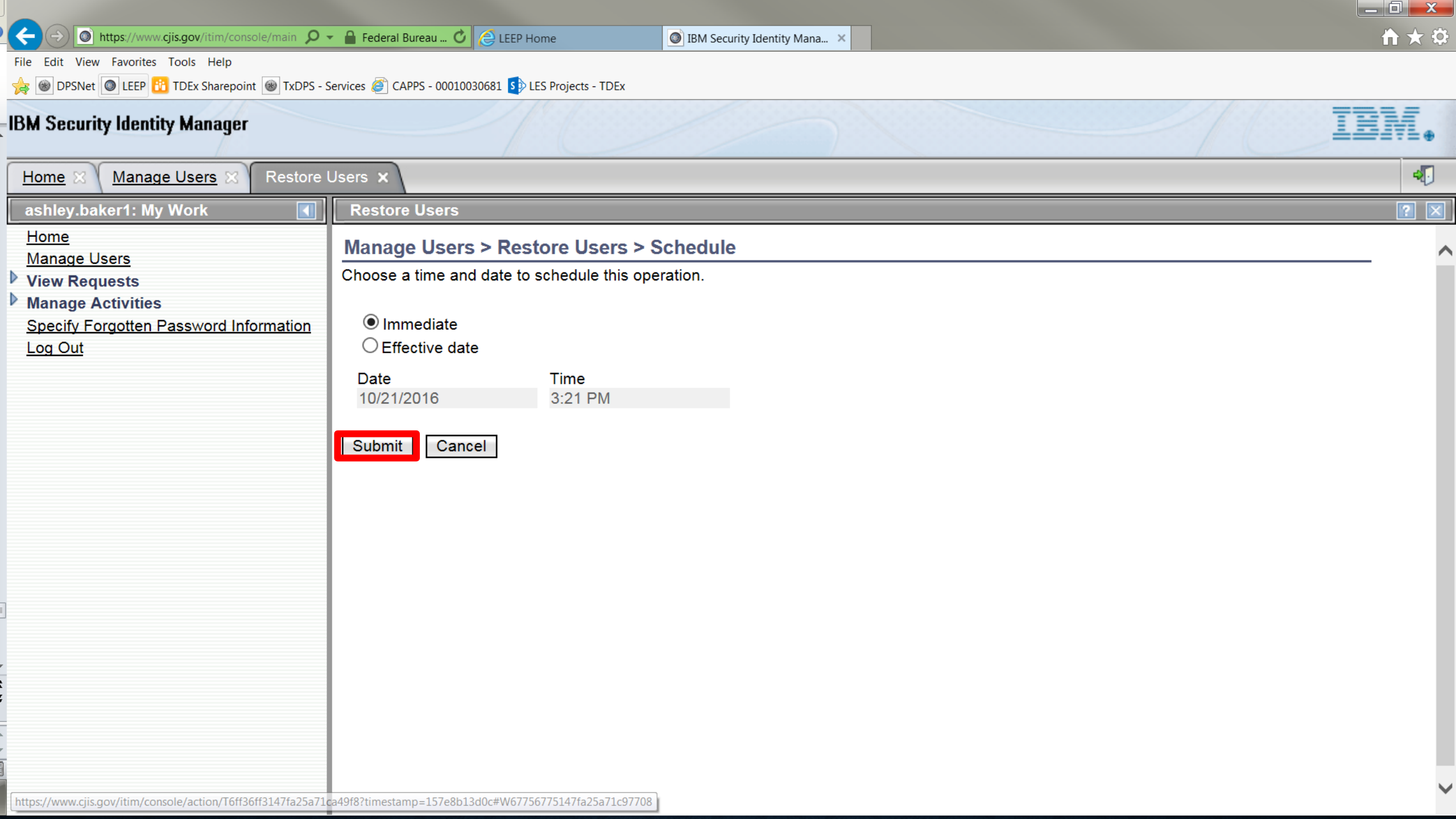
Users

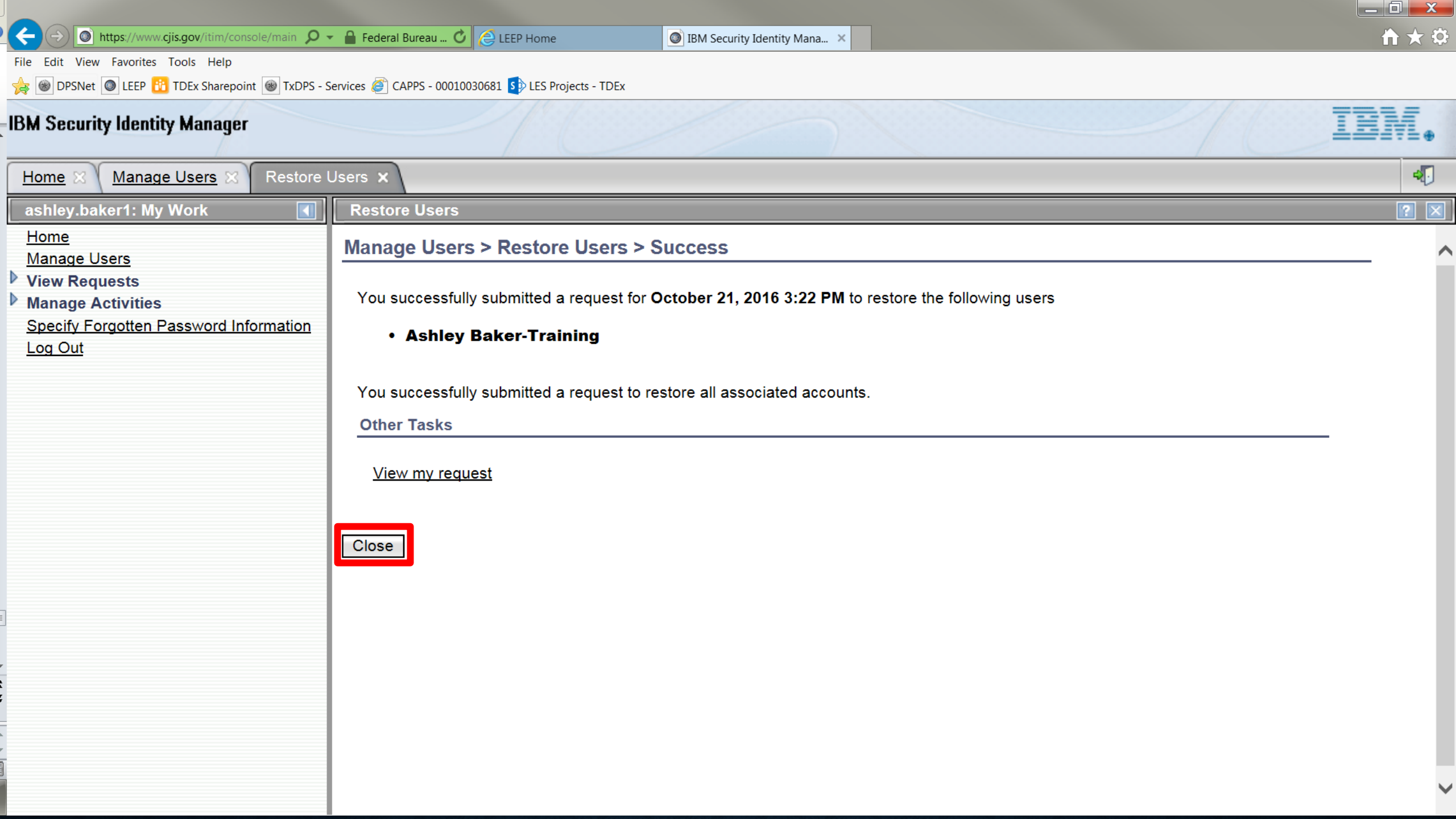
To perform a particular task for a user, click the icon next to the name of the user, and then select the task that you want to perform.

19 results found for: baker

☒ Include individual accounts when suspending, restoring, or deleting users

<div>CreateChangeDeleteSuspendRestoreTransferRefresh</div>					
Select	Name	E-mail Address	Last Name	Business...	Status
<input type="checkbox"/>	Ashley				Active
<input checked="" type="checkbox"/>	Ashley Baker-Training	ashley.baker@dps.texas.gov			Inactive
					Active





Manage Users > Restore Users > Success

You successfully submitted a request for **October 21, 2016 3:22 PM** to restore the following users

- Ashley Baker-Training

You successfully submitted a request to restore all associated accounts.

Other Tasks

[View my request](#)

Close

←

→

https://www.cjis.gov/itim/console/main

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TxDPS - Services

CAPPS - 00010030681

LES Projects - TDEx

IBM Security Identity Manager

Home

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Manage Users

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Search information

baker

Search by

Last Name

Search

Advanced...

Users

To perform a particular task for a user, click the icon next to the name of the user, and then select the task that you want to perform.

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☒ Include individual accounts when suspending, restoring, or deleting users

Create

Change

Delete

Suspend

Restore

Transfer

Refresh

Select	Name	E-mail Address	Last Name	Business...	Status
<input type="checkbox"/>	Ashley I				Active
<input type="checkbox"/>	Ashley Baker-Training	ashley.baker@dps.texas.gov			Active
<input type="checkbox"/>	connie baker	connie.baker@leo.gov			Active

RESOURCES

- Texas DPS LEEP Website:
 - <https://www.dps.texas.gov/section/crime-records/leep-law-enforcement-enterprise-portal>
- Email our office at LEEP@DPS.Texas.gov for any questions concerning LEEP.



THANK
YOU

Compliance and Training Bureau
Training Team

NIBRS & Other IBR Trainings

- ◇ Crimes Against Persons
- ◇ Crimes Against Property
- ◇ Crimes Against Society
- ◇ Group B Offenses
- ◇ Hate Crimes
- ◇ Texas Specific Errors
- ◇ Use of Force Overview
- ◇ NIBRS Errors and Warnings
- ◇ NIBRS Overview
- ◇ Molly Jane's Law
- ◇ Texas Specific Reports
- ◇ Cargo Theft
- ◇ N-DEx Overview and Audit
- ◇ NIBRS Overview for ISD PDs

Email IBR Training at IBR.Training@dps.texas.gov

Uniform Crime Reporting

IBR Bureau

512-424-2091

LEEP@dps.texas.gov

IBR.training@dps.texas.gov