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**From:** Your Favorite TAC  
**To:** mylovelyemployees  
**Subject:** CJIS Security Awareness Training

**Importance:** High

Hello,

Please complete the following CJIS Security Awareness Training to stay in compliance with FBI requirements.

To access the training, please go to <https://www.cjisonline.com>

Enter your user credentials:

Username: emailaddress@here.com

Password: ihe@rtCJ!S22 (Please note the password is case sensitive)

Once logged into the system, you may change your password.

Click on 'Certification' then 'Security Awareness'. You must read the training modules in 'Start Certification' and 'Begin Training'.

After reading the training modules, return to the main menu.

Click on the 'Begin Test' button.

Read the policy statement and click on the 'Confirm Training' box. You will have 1 hour to take the 25 question test.

Take the test. To pass, you will need to achieve at least a 70 % (18 of 25 correct). This certification will be valid for two years after successfully completing.

If you do not pass, you will need to wait at least one hour before taking the test again. There are no limitations on how many times to retake the test.

Once successfully complete, you may print your certificate if desired.

Thank you for your cooperation in this matter,

Your caring TAC.

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