



CJIS ONLINE Training Guide



Contents

Introduction	2
Accessing CJIS Online:	4
Local Agency Admin	5
Reports	7
Agency Management	9
Vendor Management	11
Vendor Users Management	13
IT & Agency User Admin	15
Expiration Notifications	23
Vendor Access	24
Security Awareness Training	31
Frequently Asked Questions	37

Introduction

Welcome to the new CJIS Security Awareness Training software. The CJIS Security Awareness Training software is available to Ohio agencies and as well as vendors that service Ohio agencies. The training material is available to assist with meeting the CJIS new level requirements in Section 5.2 of the Security Policy.

It is recommend to start small by adding the agency's IT staff and vendor employees, or any personnel that typically do not have sign on credentials to nexTEST. Some vendors have been preloaded into the online training software and will not need re-entered. Next, it is recommended to add the agency's non-certified employees into the online training software. The new training software will be used to replace the current Security Awareness training and recordkeeping methods for non-certified employees. This application **DOES NOT REPLACE LEADS CERTIFICATION TESTING** available in nexTEST.

The guide is divided into parts. One section for the TAC, one for the vendor and one for the Security Awareness training process. The content labeled "TAC" refers to the main access and responsibilities the TAC holds referred to as the "Local Agency Admin" in this guide. The "Vendor Administrators" section is primarily for the vendor's use. The TAC can set up an administrative account for their Vendor Administrator. The Vendor Administrator keeps track of their own company's employee records. The TAC can search and view reports of their vendors, IT staff and employees training records. The third section is the overall training and testing process for all non-certified employees.

Some important tips to know before getting started; for personnel to be entered, each record **MUST** have a unique business or personal email address as this will become their sign on. When creating accounts for individuals make note of their initial login credentials as you will need to relay this information to them. **This training application is online only, and requires internet access to complete.** The agency's TAC will be provided an initial sign-on credential based on their current email address on file with LEADS.

CJIS Online is the latest addition to the resources LEADS has added to help agencies meet CJIS Security Awareness Training requirements. Definitions mentioned throughout this document include:

IT & Agency Users – Personnel in technology roles (internal regular staff or through a Management Control Agreement) and agency employees that have access to CJIS data and may not have a LEADS certification.

Local Agency Admin – Terminal Agency Coordinator (TAC) at agencies. This is the main contact person the agency has set up with LEADS to correspond changes, updates to connections and LEADS recordkeeping duties. This person is the authorized person on file to enter training records into the CJIS Online system.

Login – An individual’s **unique** business or personal email address. Email address cannot be shared.

Vendor Access – The location where the vendor will access their list of employees whom have been entered to take training in CJIS Online. The designated Vendor Admin signs into CJIS Online system at this location.

Vendor Admin – The main contact person designated at a vendor’s company whom is responsible for entering and maintaining their own employee records in the CJIS Online system.

Vendor — A private business, agency or individual which has entered into an agreement for the administration of criminal justice or noncriminal justice functions with a Criminal Justice Agency or a Noncriminal Justice Agency. Also, a private business approved by the FBI CJIS Division to contract with Noncriminal Justice Agencies to perform noncriminal justice functions associated with civil fingerprint submission for hiring purposes.

Accessing CJIS Online:

Open an Internet browser (e.g. Internet Explorer, Firefox, Chrome) to: <https://www.cjisonline.com/>

The screenshot shows the CJIS Online Portal homepage. At the top, a red banner reads "The Easy Online Resource for CJIS Information". Below this, the "SECURE CJIS RESOURCES" logo is on the left, and the "CJIS online" logo is in the center. On the right, it says "POWERED BY PEAK PERFORMANCE SOLUTIONS". A large red banner below the header says "WELCOME TO THE CJIS ONLINE PORTAL". To the left, a large grey oval contains the text "CJIS RESOURCES" and two images: a police car and a person pointing at a map. To the right of the oval are five red buttons: "STATE ADMIN", "LOCAL AGENCY ADMIN", "VENDOR ACCESS", "IT & AGENCY USERS", and "CJIS SECURITY TRAINING". At the bottom, there is a "Contact Support" link and a copyright notice: "Copyright © 2006 Peak Performance Solutions".

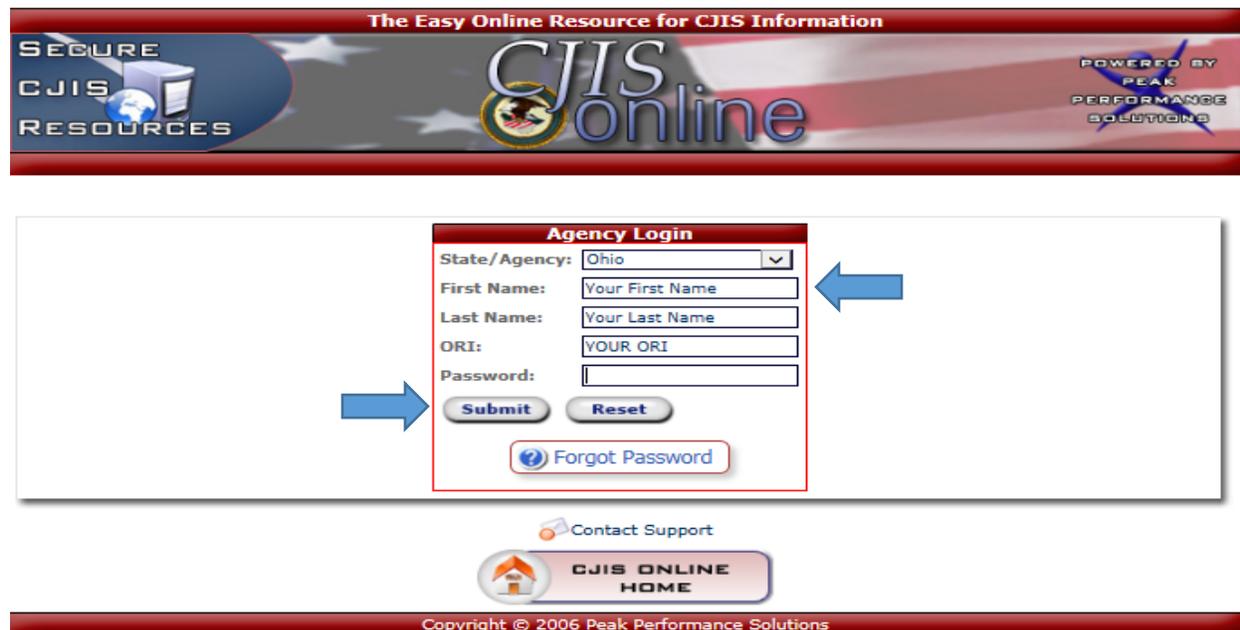
Local Agency Admin

Select the “Local Agency Admin” button.



Select “Ohio” from the State/ Agency drop-down box then enter the TAC’s first name, last name, agency’s ORI and password.

Click the “Submit” button.



Local Agency Home Screen



This is your agency’s home screen. This screen shot shows all options available to your agency.

Reports – Test activity, Certification Expiration and Fingerprint reports.

Agency Management – Edit your agency’s contact information and TAC information.

Vendor Management – Add new vendors and list current vendors.

Vendor Users management – Add new vendor employee and current list vendor employees.

IT & Agency User Admin – Add new IT or agency employees and current list IT & agency employees.

Expiration Notifications – Turn on/off IT personnel expiration notifications.

Navigating through the application.

Once signed in the navigation list in the upper right area will enable you get to the other screens.



 The “Help” button will display additional information on the topic.

 CJIS Online Home button, logs you out and goes to the main screen.

Reports

Click on “**Reports**” button.

Use the back arrow key to return to the previous page.



Reports button will allow you to search user test results, Security Awareness expiration dates and finger print dates.



The screenshot displays the CJIS Online web application interface. At the top, a red banner reads "The Easy Online Resource for CJIS Information". Below this, the "SECURE CJIS RESOURCES" logo is on the left, and the "CJIS online" logo is in the center. On the right, it says "POWERED BY PEAK PERFORMANCE SOLUTIONS". A navigation dropdown menu is visible on the right side of the banner. Below the banner, a "HELP" button is present. The main content area is titled "Reports" and contains a section for "Standard Reports" with three report options: "Test Activity Report", "Certification Expiration Report", and "Fingerprint Report". At the bottom of the interface, there is a "CJIS ONLINE HOME" button and a "Contact Support" link. The footer of the page reads "Copyright © 2006 Peak Performance Solutions".

Test Activity Report – Search for test results on IT/ Agency Employees and Vendor Employees using defined search parameters with drop menus and selecting the date range.

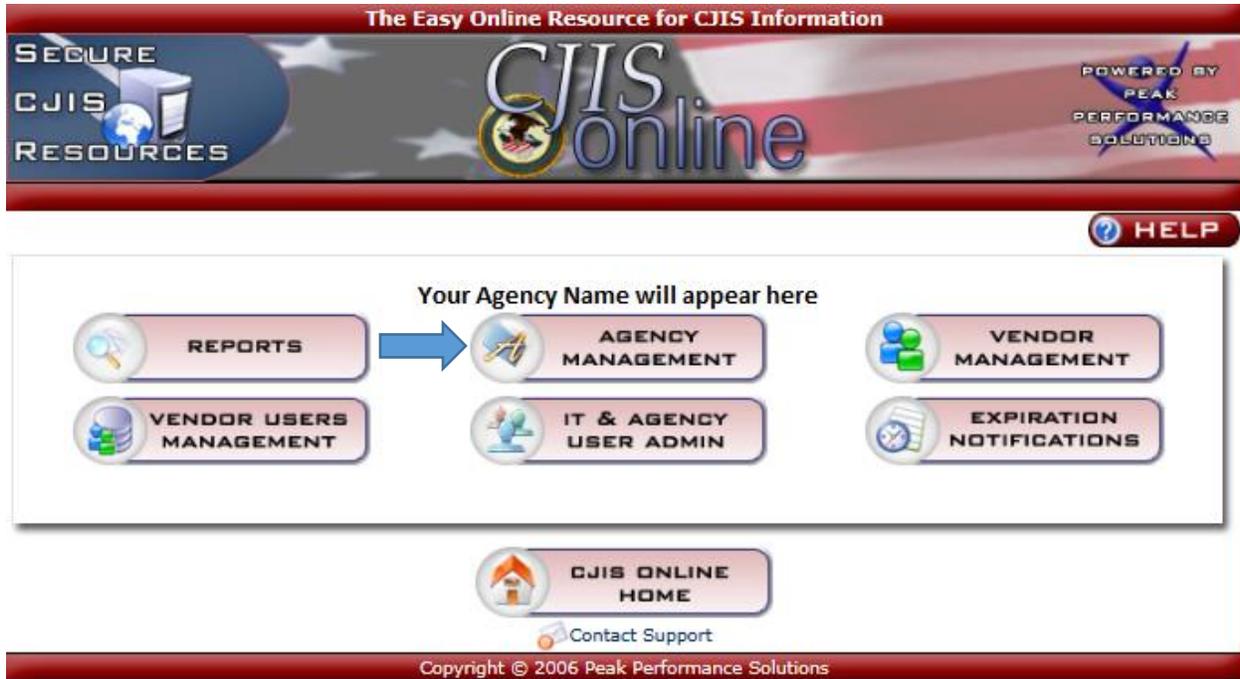
Certification Expiration Report – Search for expired Security Awareness certification on IT/ Agency Employees and Vendor Employees using defined search parameters with drop menus and selecting the date range.

Finger Print Report – Search for Finger Print results on IT/ Agency Employees and Vendor Employees using defined search parameters with drop menus and selecting the date range.

Agency Management

Click on “Agency Management” button.

Use the back arrow key to return to the previous page.



Edit Agency Information

Fields without an asterisk are optional.

Click the “Submit” button.

The Easy Online Resource for CJIS Information

SECURE
CJIS
RESOURCES

POWERED BY
PEAK
PERFORMANCE
SOLUTIONS

Navigation

HELP

Edit Agency

*** Required Fields**

ORI: OHOHP0040

Agency Name: OSHP - LEADS CONTROL - COLUMBUS *

Agency Head/Contact

Contact Title: ←

Contact First Name:

Contact Last Name:

Address 1: 1952 WEST BROAD STREET

Address 2:

City: COLUMBUS

State: Ohio

Zip Code: 43223 ←

Phone: 6144663055

Extension:

TAC Information

TAC-ISO First Name: *

TAC-ISO Last Name: *

Password: *

Confirm Password: *

TAC Email Address: *

←

 **CJIS ONLINE HOME**

 [Contact Support](#)

Copyright © 2006 Peak Performance Solutions

Vendor Management

Click on “Vendor Management” button.

Use the back arrow key to return to the previous page.

The screenshot displays the CJIS Online web application interface. At the top, a red banner contains the text "The Easy Online Resource for CJIS Information" and the "CJIS online" logo. On the left, it says "SECURE CJIS RESOURCES" and on the right, "POWERED BY PEAK PERFORMANCE SOLUTIONS". Below the banner is a "HELP" button with a question mark icon. The main content area features a placeholder "Your Agency Name will appear here" above a grid of six buttons: "REPORTS", "AGENCY MANAGEMENT", "VENDOR MANAGEMENT", "VENDOR USERS MANAGEMENT", "IT & AGENCY USER ADMIN", and "EXPIRATION NOTIFICATIONS". Below this grid is a "CJIS ONLINE HOME" button and a "Contact Support" link. A blue arrow points to the "VENDOR MANAGEMENT" button. The footer contains the copyright notice "Copyright © 2006 Peak Performance Solutions".



Vendors – This page list all of the vendors that are currently in the CJIS Online system. You can search by company name, category or by state.

 **Vendor Notifications** – By clicking/ adding the notification icon a new will open. This window allows the users to sign up and receive an e-mail notification if a user’s training certification expires.

 **View Vendor** – By clicking the view icon a user can view all vendor information. This screen also allows the user to click on the e-mail address to send an email.

 **Edit Vendor** – By clicking the edit icon the user can edit the information related to the Agency.

Add Vendor – By clicking the “Add Vendor” button, the user can add a new vendor. Fields with an asterisk (*) are required.

Before adding a vendor, search to see if that vendor is already listed within the database.

Vendor Users Management

Click on “Vendor User Management” button.

Use the back arrow key to return to the previous page.

The screenshot displays the CJIS Online web application interface. At the top, a red banner reads "The Easy Online Resource for CJIS Information". Below this, the "SECURE CJIS RESOURCES" logo is on the left, and the "CJIS online" logo is in the center. On the right, it says "POWERED BY PEAK PERFORMANCE SOLUTIONS". A "HELP" button is located in the top right corner. The main content area features a white box with the text "Your Agency Name will appear here" at the top. Below this text are six buttons arranged in two rows and three columns: "REPORTS", "AGENCY MANAGEMENT", "VENDOR MANAGEMENT", "VENDOR USERS MANAGEMENT", "IT & AGENCY USER ADMIN", and "EXPIRATION NOTIFICATIONS". A blue arrow points to the "VENDOR USERS MANAGEMENT" button. Below these buttons is a "CJIS ONLINE HOME" button and a "Contact Support" link. The footer of the page contains the text "Copyright © 2006 Peak Performance Solutions".



Vendor Employees - This page lists all vendor employees. The user can search by “last name” or “company name”.

X E-Notify Status - This indicates if your agency has the e-notification turned on for this employee.

Vendor Employee View - By clicking the “view” icon the user can view all employee information. This area also allows the user to view a complete test history. The user could also enter a paper test history and certification expiration date.

The user could also add and view the date an employee was fingerprinted and enter any notes related to this person.

Add New Vendor Employee - By clicking the “Add New Vendor Employee” button a new window will open and allow the user to select which company you wish to add an employee into. Once a vendor is selected, a new employee may be entered. The * indicated which fields are required. The user can turn expiration notices on or off. This determines if local agency users can sign up for e-mail notices. The date this employee was fingerprinted can also be entered.

IT & Agency User Admin

Click on the “IT & Agency User Admin” button.

Use the back arrow key to return to the previous page.



IT Employees - This page lists all IT employees. The user can search by “last name”.

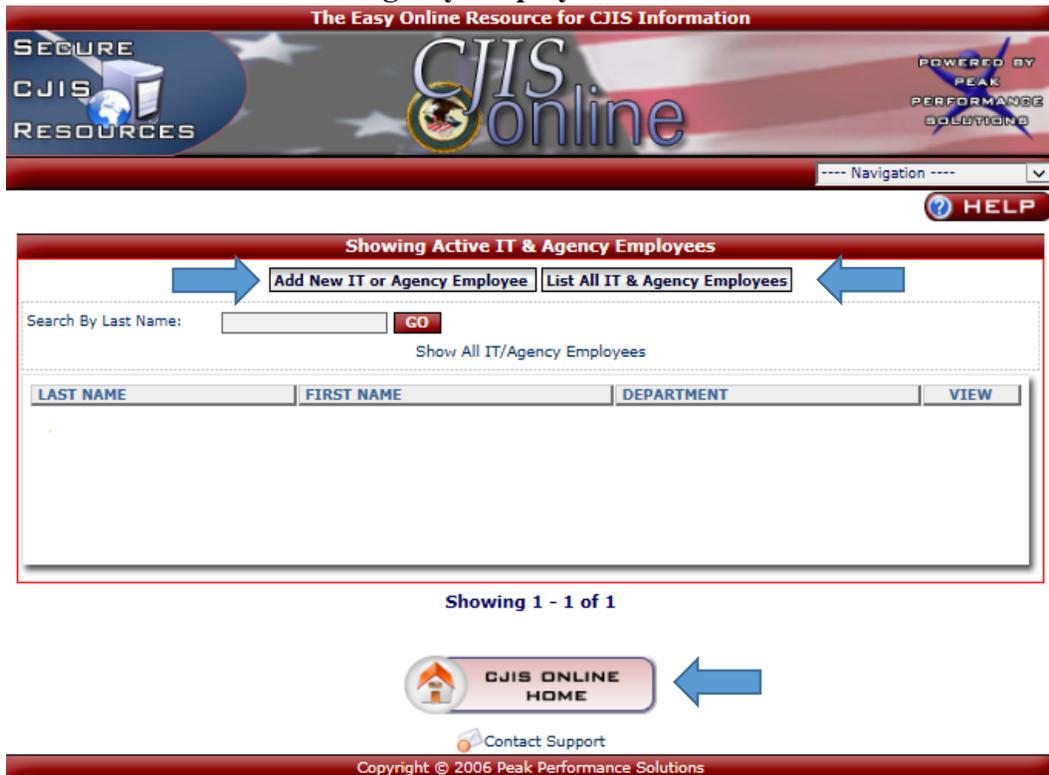
 **IT Employee View** - By clicking the “view” icon the user can view all employee information. This area also allows the user to view a complete test history. The user could also enter a paper test history and certification expiration date.

The user could also add and view the date an employee was fingerprinted and enter any notes related to this person.

Add New IT Employee - By clicking the “Add New IT Employee” button, a new window will open and allow the user to enter a new employee. The * indicated which fields are required. The date this employee was fingerprinted can also be entered. The e-mail address and the password will be used for access to the system.

Adding New IT or Agency Employees

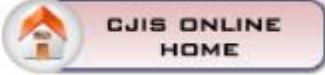
Click the “Add New IT or Agency Employee” button.



Note: to get help at any time, click the  “Help” button.



There is a Navigation drop down list in the top right corner to move to other screens.

Tip: CJIS Online Home button  will logout of the account and take you back to the main screen.

“Contact Support” button is also available “For support contact the help desk at 614-466-3055”.

Add Agency IT or Non LEADS Certified Employee

Top Section:

- Complete all mandatory fields.

Department
 First Name
 Last Name

Middle Section:

“Level Assignment” click the button next to level needed, 1, 2, or 4. Level 3 is now part of level 4. Choose the appropriate training level based on the level description.

Bottom Section:

***** Note: Fingerprint Information will be entered by the State.**

- Enter the person’s unique email address then enter an initial password you create. This will become the initial user’s sign on.
 - Select “Support” for all agency personnel not responsible for IT functions.
 - Select the appropriate IT function(s) for those individual’s being added who have an IT function for your agency.
- Click the “**Submit**” button.

Add IT or Agency Employee in Ohio

Agency/ORI: OHOHP0040

Department: *

State: Ohio

First Name: *

Middle Name:

Last Name: *

Phone Number:

Level Assignment

LEVEL NAME	LEVEL DESCRIPTION	ASSIGN
Level 1 CJIS Security Training	Personnel with Unescorted Access to a Physically Secure Location <small>(This level is designed for people who have access to a secure area but are not authorized to use CJI.)</small>	<input type="radio"/>
Level 2 CJIS Security Training	All Personnel with Access to CJI <small>(This level is designed for people who do not have physical and logical access to CJI but may encounter it in their duties.)</small>	<input type="radio"/>
Level 4 CJIS Security Training	Personnel with Information Technology Roles <small>(This level is designed for all information technology personnel including system administrators, security administrators, network administrator, etc.)</small>	<input type="radio"/>

Finger Print Information

Date:

Email address is your user name

Email Address: *

Confirm Email Address: *

Password: *

Confirm Password: *

IT/Agency Related Categories

Programming

Networking

IT Management

Database Management

Server Management

Support

Close Window

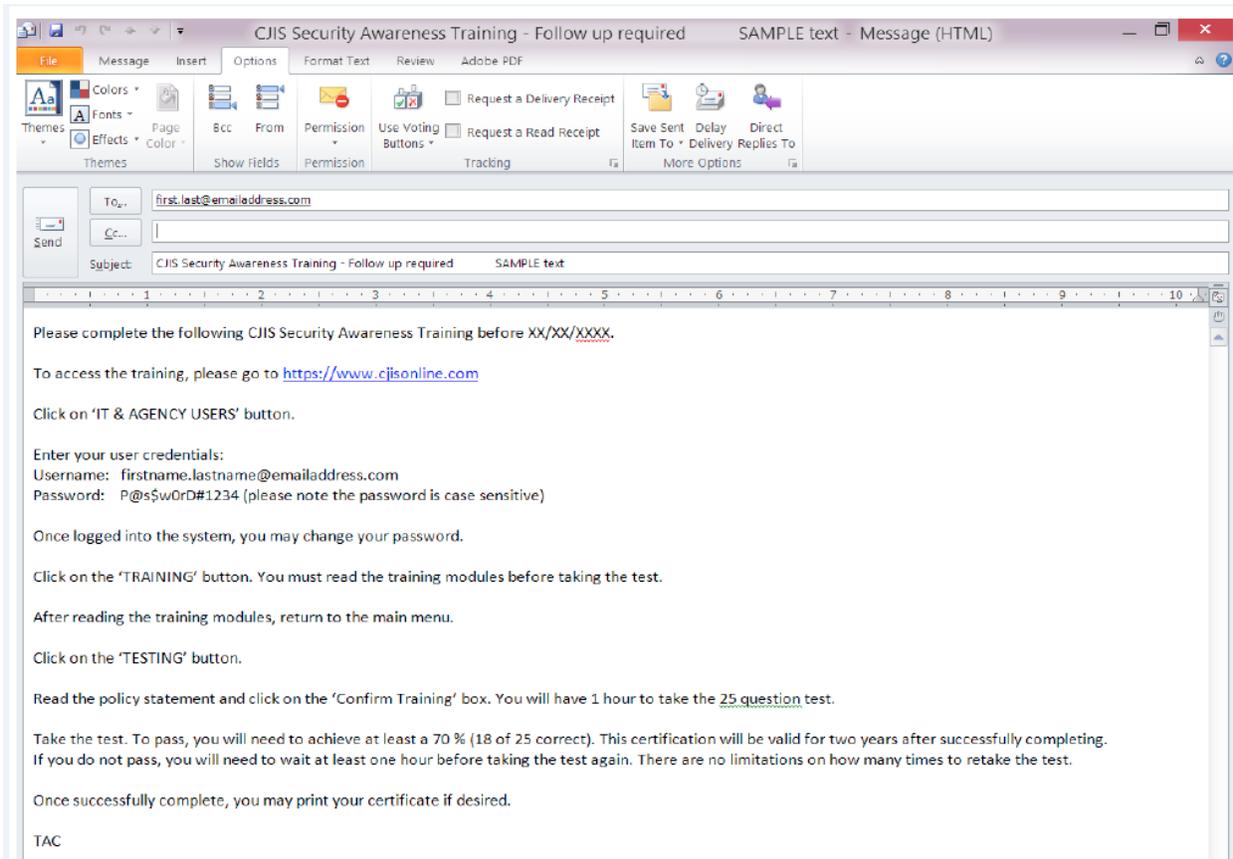
Notes:

Follow the same process to add additional IT staff or agency employees when necessary. Fields without an asterisk are optional.

You can set the password to any secure password appropriate for the agency.

Make a note of the employee login credentials as you will be relaying this information.

Below is a sample email that can be used to notify users of their credentials.



Record Maintenance for IT Staff and Personnel

From the agency's home menu screen, select the "IT & Agency User Admin" button.



List and View Employees

The “**List ALL IT & Agency Employees**” button should be selected if/when you want to see a list of all **ACTIVE** users.

The “**Show ALL IT/ Agency Employees**” link should be selected if/when you want to see a list of all **ACTIVE and INACTIVE** users.

Select the appropriate button. The IT staff and employee list appears like below. Find the employee on the list, you will be able to edit and view their record. Click on “**View**” button.

The screenshot displays the CJIS Online interface. At the top, there is a banner with the text "The Easy Online Resource for CJIS Information" and "CJIS online". Below the banner, there is a navigation menu with a "HELP" button. The main content area is titled "Showing Active IT & Agency Employees". It features two buttons: "Add New IT or Agency Employee" and "List All IT & Agency Employees". Below these buttons is a search bar labeled "Search By Last Name:" with a "GO" button and a link "Show All IT/Agency Employees". A table with the following columns is shown: LAST NAME, FIRST NAME, DEPARTMENT, and VIEW. Below the table, it says "Showing 1 2 of 2". At the bottom, there is a "CJIS ONLINE HOME" button and a "Contact Support" link. The footer contains the text "Copyright © 2006 Peak Performance Solutions".

Select the “Edit” button to update the record.

The screenshot shows the CJIS Online interface. At the top, it says "The Easy Online Resource for CJIS Information" and "POWERED BY PEAK PERFORMANCE SOLUTIONS". The main content area is titled "Viewing Employee Kevin Locke" and includes a link for "List All IT & Agency Employees". The "Employee Personal Information" section contains fields for First Name, Middle Name, Last Name, Phone No, User Name, Agency, State, Department, Active/Inactive, and Level Assigned. An "EDIT" button is located to the right of this section, with a blue arrow pointing to it. To the right of the personal information fields is the "IT/Agency Related Categories" section, which lists "IT Management". Below this is the "Testing History" section, which includes a "Showing Current Certifications" header and a "Show All Certifications" button. A table displays the following data:

EXPIRATION DATE	TEST NAME	GRADE	SCORE	CERTIFICATE
August 25, 2018	Level 4 CJIS Security Test	Pass	96.0	

Below the table is the "Finger Print Information" section with an "ADD" button and the message "No Fingerprint Records Found". At the bottom, there is a "CJIS ONLINE HOME" button, a "Contact Support" link, and a copyright notice: "Copyright © 2006 Peak Performance Solutions".

Note: From this screen you are able to show current certifications under Testing History.

On this screen you are able to edit an existing record. Click “Submit” when done.

Editing Employee Kevin Locke

Agency/ORI:
Department: *
State: Ohio
First Name: *
Middle Name:
Last Name: *
Phone Number:

Level Assignment

LEVEL NAME	LEVEL DESCRIPTION	ASSIGN
Level 1 CJIS Security Training	Personnel with Unescorted Access to a Physically Secure Location (This level is designed for people who have access to a secure area but are not authorized to use CJI.)	<input type="radio"/>
Level 2 CJIS Security Training	All Personnel with Access to CJI (This level is designed for people who do not have physical and logical access to CJI but may encounter it in their duties.)	<input type="radio"/>
Level 4 CJIS Security Training	Personnel with Information Technology Roles (This level is designed for all information technology personnel including system administrators, security administrators, network administrator, etc.)	<input type="radio"/>

Email address is your user name

Email Address: *
Confirm Email Address: *
Password: *
Confirm Password: *
Active/Inactive Status: ▾

IT/Agency Related Categories

Programming Networking
 IT Management Database Management
 Server Management Support

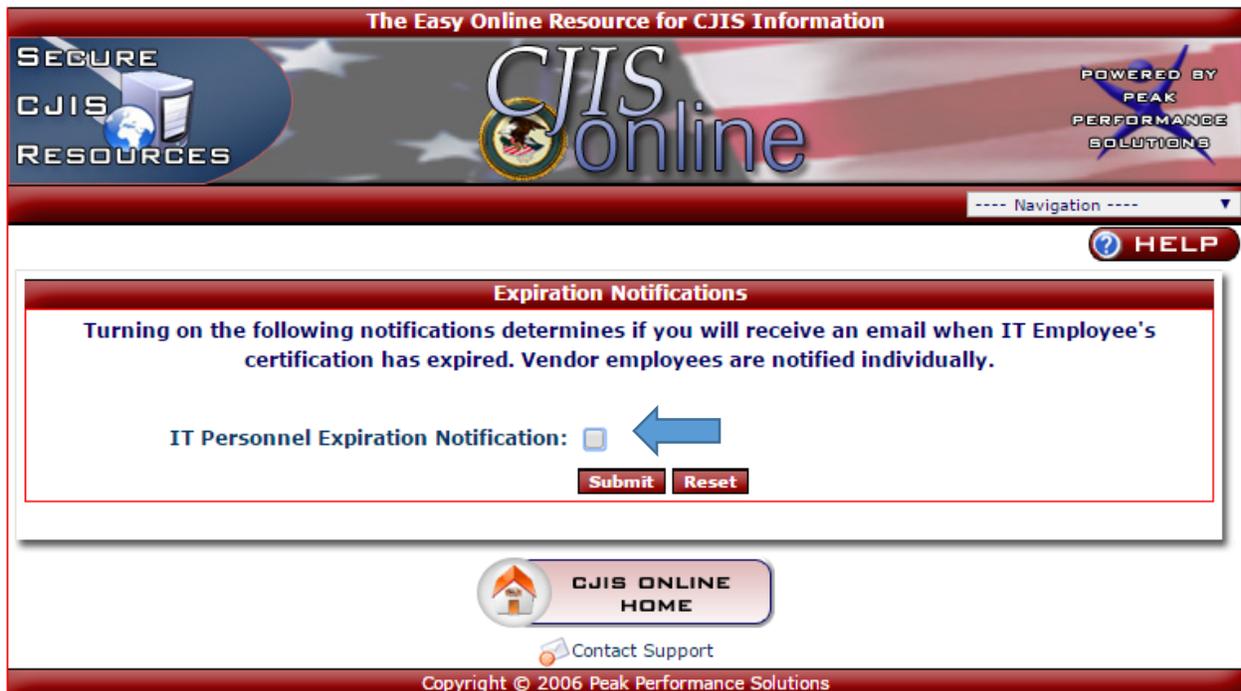


[Close Window](#)

Expiration Notifications

Click on the “Expiration Notifications” button.

Use the back arrow key to return to the previous page.



Click on the box to receive expiring notifications.

Click the “submit” button to save.

Vendor Access

Vendor Administrator

Open an Internet browser (e.g. Internet Explorer, Firefox, Chrome) to: <https://www.cjisonline.com>

Select the “Vendor Access” button.



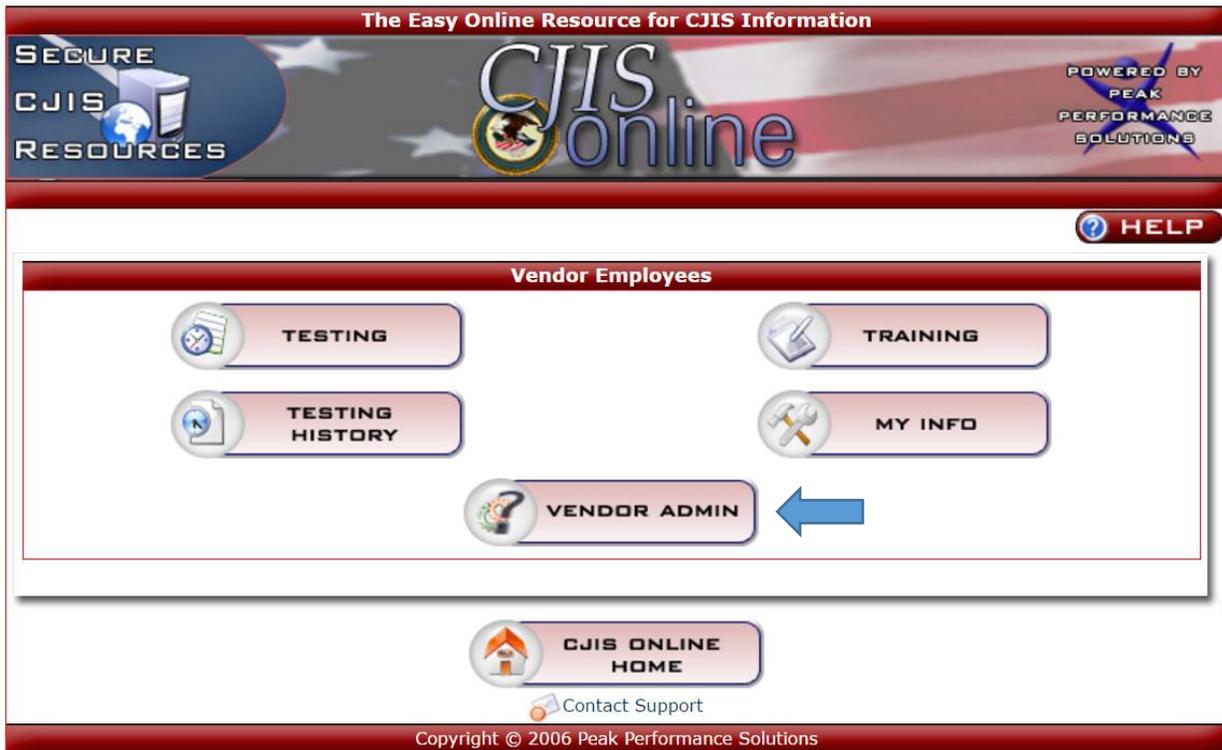
Enter the Vendor Administrator’s email address and initial password created on under “**Vendor Users Management**” in a previous step.

Click the “**Submit**” button.



Note: The Local Agency Admin (TAC) must create the initial sign on credential for the person(s) designated at the vendor/ company who will be the company’s training records administrator, if the agency does not currently exist within CJIS Online.

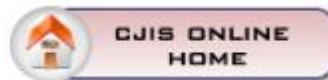
Select the “Vendor Admin” button.



Note: To get help at any time, click the “Help” button.



Tip: CJIS Online Home button



will log out of the account and take you back to the main screen.

“Contact Support” button is also available “For support contact the help desk at 614-466-3055”.

Vendor User Management

Select the “Vendor Users Management” button.



New Vendor Employee

Select “Add New Vendor Employee” button.

Note: To view your current user’s list select “List Vendor Employees.”



Choose your vendor from the list to add an employee. Click the “Continue” button once you have located the vendor.

Note: If the vendor is not found or if it is the first time entering for this vendor use the “**Add New Vendor**” button.

The screenshot shows a web interface titled "Pick Vendor" with a dark red header. Below the header, the instruction "Choose a vendor from the list below to add an employee." is displayed. A scrollable list of vendor names is shown, with a blue arrow pointing to the first item, "City of Cameron Court Clerk". Below the list is a red "Continue >>" button with a blue arrow pointing to it. Underneath the button is a blue "Add New Vendor" link. At the bottom of the interface is a "Close Window" button.

Pick Vendor

Choose a vendor from the list below to add an employee.

- City of Cameron Court Clerk
- 02 West Group
- 1 City of Odessa
- 12550LC
- 180 Degrees
- 1800dryclean
- 1st Staffing Group Cleaning Co
- 2-H Mechanical
- 2-Way Communications Service
- 20th-82nd Judicial District Juvenile Dept

Continue >>

[Add New Vendor](#)

Close Window

Vendor Administrator – Add New Vendor Employee

Top Section:

- Complete all mandatory fields.
 - Department
 - First Name
 - Last Name

Middle Section:

“Level Assignment” click the button next to level needed, 1, 2, or 4. Level 3 is now part of level 4. Choose the appropriate training level based on the level description.

Bottom Section:

- *** **Note: Fingerprint Information will be entered by the State.**
- Enter the person’s unique email address then enter an initial password you create. This will become the initial user’s sign on.
- Select “Support” for all agency personnel not responsible for IT functions.
- Select the appropriate IT function(s) for those individual’s being added who have an IT function for your agency.

Add Vendor Employee to Peak Performance Solutions

Company Name: Peak Performance Solutions

First Name: *

Middle Name:

Last Name: *

Phone Number:

Level Assignment

LEVEL NAME	LEVEL DESCRIPTION	ASSIGN
Level 1 CJIS Security Training	Personnel with Unescorted Access to a Physically Secure Location <small>(This level is designed for people who have access to a secure area but are not authorized to use CJI.)</small>	<input type="radio"/>
Level 2 CJIS Security Training	All Vendors with Access to CJI <small>(This level is designed for vendors who do not have physical and logical access to CJI but may encounter it in their duties.)</small>	<input type="radio"/>
Level 4 CJIS Security Training	Vendors with Information Technology Roles <small>(This level is designed for all vendors with information technology roles including system administration, security administration, network administration, etc.)</small>	<input type="radio"/>

Expiration Notification:

This will allow a vendor employee to manage employees in their company.

Admin Status:

Finger Print Information

Date:

Email address is your user name

Email Address: *

Confirm Email Address: *

Password: *

Confirm Password: *

Close Window

Click the “**Submit**” button.

Notes:

The “**Expiration Notification**” button, if turned ‘On’, will notify you if when the individual becomes pass due with their training.

The “**Admin Status**” button, if turned ‘On’, will give the individual Admin Status.

Fields without an asterisk are optional. **Fingerprint Information will be entered by the State.**

You can set the password to any secure password appropriate for the agency.

Make a note of the vendor admin login credentials as you will be relaying this to them so they can enter their employee records.

Security Awareness Training

Open an Internet browser (e.g. Internet Explorer, Firefox, Chrome) to: <https://www.cjisonline.com/>

Select the “Vendor Access” or “IT & Agency Users” button.

Vendors – Select the “Vendor Access” button.

IT & Agency Users – Select the “IT & Agency Users” button.

DO NOT USE the “CJIS Security Training” - This button is not authorized for use in Ohio.



Vendor Users should see this login on screen:

Enter the email address and password used to establish the account then, select **“Submit.”**



IT & Agency Personnel should see this login screen:

Enter the email address and password used to establish the account then, select **“Submit.”**



Select the “**Training**” button.



Note: “**My Info**” button allows user to change password, update email address and name information.

This announcement will appear on the screen if the ‘User Profile’ has been set to Level 4 CJIS Security Training.

If the person is accessing the inappropriate level of training contact the Local Agency Admin or TAC to make the appropriate changes.

To continue with the training, select the “**Begin Training**” button.



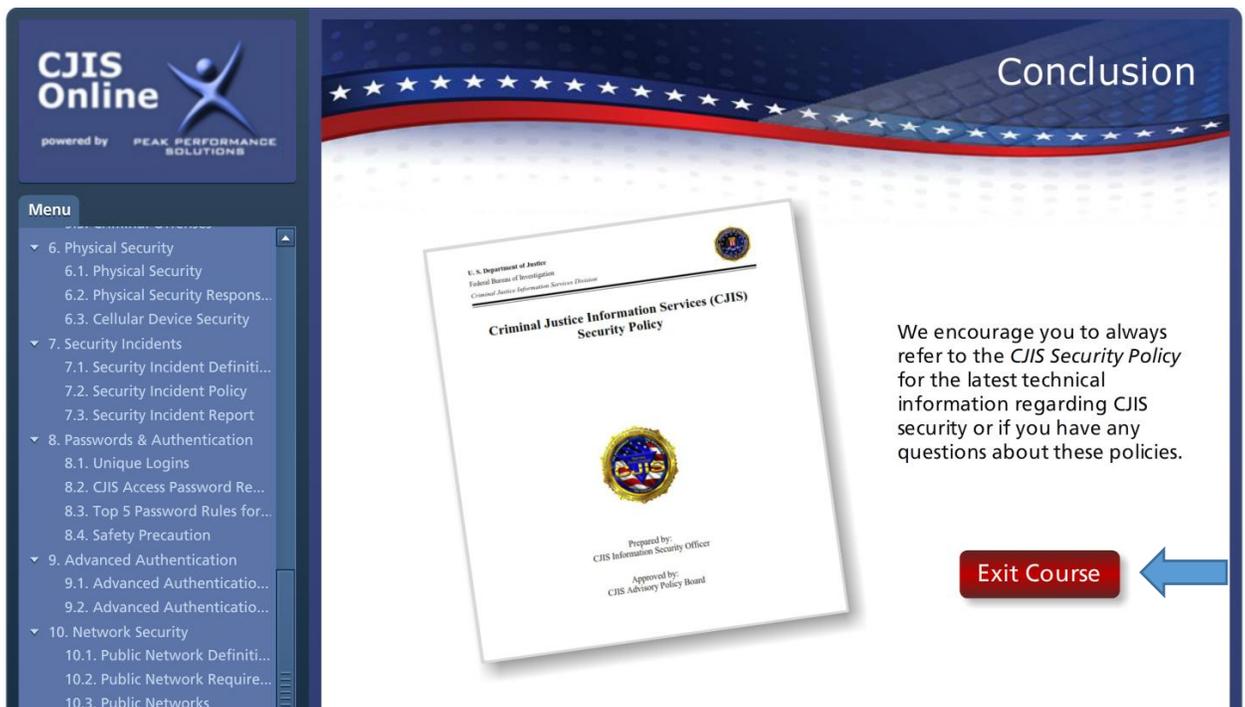
The screen that appears should be similar depending on the training level.

Please follow the prompts to continue with the training module.



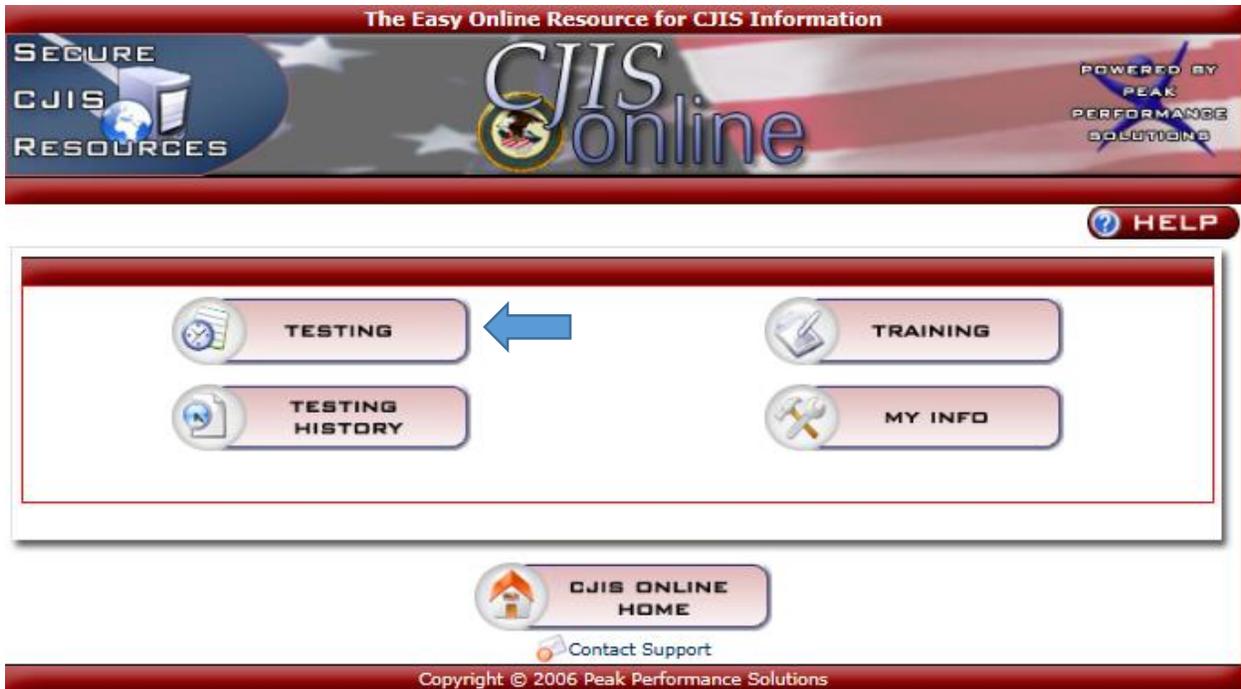
After the Security Awareness Training is completed, the following screen should appear.

Select the “Exit Course” button to close the training module.



The training module will always be accessible for reference.

To start testing, select the “Testing” button.



Confirm taking the Security Awareness Training by checking the box on the page before beginning the test.

After checking the box, click “Submit” button.



Personnel must score at least 70% within 1 hour to pass the test.

If they do not pass the test, they must wait 1 hour before trying again.

Upon successful test completion (70% or better) they will receive a certificate.

Upon expiration, the person will need to complete the training and testing process again.



The Local Agency Admin or TAC can access the tester's history from the main page. Testing history and certificate can be printed.

Frequently Asked Questions

1. Can the agency have more than one Local Agency Admin account?

Not at this time.

2. Is the CJIS Online training mandatory?

Security Awareness Training is *required* every **two (2)** years and within **six (6)** months of assignment. The CJIS Online software is another resource to help consolidate and automate training records for the agency. At this time, the agency may continue to use their own created as long as it meets the CJIS requirements in section 5.2. The state will no longer provide a PowerPoint.

3. How much does the CJIS Online software cost the agency?

There is no monetary cost to the agency.

4. If I enter a vendor record or account record incorrectly, can I delete it?

No. Records can be edited, but not deleted by the agency. The agency can deactivate the account, but not delete the record. The record will show inactive.

5. How will personnel be notified to be tested again in two years?

Each individual user will receive an automated email at **60 days** and again at **30 days** prior to their expiration date on the first of the month in which that date falls. If the Local Agency Admin would like to receive these emails as well for their users, they will need to log in as the Local Agency Admin and click on the Expiration Notification button and turn on the feature, manually. This feature will cause the system to send the Local Agency Admin an email on the first of each month of all their users who will be expiring in 60 and 30 days.

6. My employees do not have a unique work email address?

The CJIS Online software requires an email address. In addition, personnel can use a personal email address.

7. Is there a Spanish version available?

Yes, only for level one.

8. Whom should I contact if I have questions about the CJIS Online software?

Contact LEADS Control at 1-800-589-2077 for general support.