



TRIBAL ACCESS PROGRAM

FOR NATIONAL CRIME INFORMATION
ENSURING THE EXCHANGE OF CRITICAL DATA

User Accounts, Training and Certification Requirements

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Department of Justice
Office of the Chief Information Officer
Office of Tribal Justice

WEB: WWW.JUSTICE.GOV/TRIBAL/TAP
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- Purpose: Understand what training, certifications and user accounts are required by time of deployment
 - Training that is required prior to deployment:
 - CJIS Security Awareness Training and Certification Test*
 - NCIC Certification Training
 - NCIC Certification Test*
 - SORNA Officer Training
 - Accounts that are required prior to deployment (in addition to above) that require user action:
 - LEEP Accounts
- *Requires 80% of users to pass before DOJ-TAP provides deployment day training



- Who needs to take CJIS SAT?
 - This training must be completed by everyone who has **unescorted** access to criminal justice information from CJIS systems, including personnel with information technology roles
 - A score of 70% or higher is required for certification
 - This is an 'open book' test so users may consult references material to answer the questions
 - Certification test is required regardless of previous certifications (including if you took it through the state)
 - Certification test must be taken every two years to maintain certification
 - Failure to take test or to re-certify may result in a FBI audit finding

How do I access CJIS SAT?



- How do I access the CJIS SAT? Through CJIS Online
 - Web based: <https://www.cjisonline.com/>
 - CJIS Online will no longer support Internet Explorer. We highly recommend you use the latest version of Chrome, Edge, Firefox or Safari to ensure you can use CJIS Online in the future.

A screenshot of the CJIS Online login page. The page features a dark header with the "CJIS Online" logo. Below the header is a large banner image showing two hikers on a mountain peak at sunset, with one hiker helping the other up. The text "Welcome to CJIS Online" is overlaid on the banner, along with the tagline "The industry standard provider for all your CJIS compliance needs". The "Peak Performance Solutions" logo is in the bottom right corner of the banner. Below the banner are two input fields: "Email or Username" and "Password". A blue "Login" button is centered below the fields. At the bottom, there are two links: "> Forgot your password?" and "> Trouble logging in?".

© CJIS Online

Welcome to CJIS Online

The industry standard provider
for all your CJIS compliance needs

Peak Performance Solutions

Email or Username

Password

Login

> Forgot your password?
> Trouble logging in?

How do I take the CJIS SAT Training?



1. What is my username and password?

- You will receive a notification when your account has been established with your username and password.

2. After signing in, please click on Certification > Security Awareness

3. Then, Click on “Begin Interactive Training” The training will open in a new window.

The image shows a screenshot of the CJIS Online web application. The top navigation bar includes "Dashboard", "Certifications", and "Resources". A dropdown menu is open under "Certifications", showing "Security Awareness" and "Certification Details". The main content area is titled "Security Awareness Certification" and contains a "Training" section. This section states: "You are currently assigned **Level 3 CJIS Security Training**, which is designed for **Personnel with Physical and Logical Access to CJI** (This level is designed for operators who typically have access to query, enter, or modify CJI data)". Below this text is a prominent blue button labeled "Begin Interactive Training". At the bottom of the training section, there is a note: "Please contact your administrator if this is not the appropriate training level".

How do I take the CJIS SAT Certification Test?



- After completing your training navigate back to Certification > Security Awareness screen. Please scroll down to “Test”, check the required box confirming that you have completed the required training, and click on “Begin Test”

Begin Interactive Training

Please contact your administrator if this is not the appropriate training level

Test

NOTE: You will have 1 hour, to complete this test once you begin

By checking below you are confirming that you have taken the necessary training for the test. Users are required to complete the security awareness training before taking the test each time. Security policies are constantly being updated, and review of the training is necessary.

I have completed the required training

Begin Test



- Who needs to take NCIC Certification Training?
 - Required by all NCIC operators who are entering/querying property and person files(staff with active user accounts that will be hands on users of NCIC and related systems)
 - Recommended for non-operator Law Enforcement officers who did not complete NCIC training as part of Basic Law Enforcement training.
 - NCIC Operators must take the test; a score of 70% or higher on the test is required to pass
 - This is an 'open book' test so users may consult references to answer the questions.
 - NCIC test is required regardless of previous certifications
 - NCIC test must be taken every two years to maintain certification and access to NCIC and related systems

How to Access the NCIC Certification Training Courses



- How do I access the NCIC certification training courses?
 - Web based through the JCIS Training and Learning Center:
<https://nextest.just.jmd.usdoj.gov/cjin/index.php>

National Crime Information Center (NCIC)

NCIC Certification Course

All sworn law enforcement personnel and all NCIC Operators must complete the NCIC Certification Course.

NCIC Overview (9 min.)

NCIC Policy and Procedures (29 min.)

NCIC Files (20 min.)

Interstate Identification Index (III) Overview (12 min.)

NCIC Operators must also complete the OpenFox Messenger Overview training.

OpenFox Messenger Overview (28 min.)



- Access from the JCIS Training and Learning Portal and is a web-based test that requires a user account/password issued by TAP
- This user account/password will also be used to access OpenFox Messenger (OFM)
- PDF of the training and audio script is available **for use during the test**

NCIC Certification Test

All NCIC Operators must complete the NCIC Certification test.

- A score of 70% or higher is required for certification.
- This is an 'open book' test so users may consult references to answer the questions

 [NCIC Certification Test](#)

[NCIC Certification Course Slides and Audio Script PDF](#)

[OpenFox Messenger User Guide](#)

- You can also access via link:

https://nextest.just.jmd.usdoj.gov/nextest/login_page.cgi?type=user

How to Log Into the NCIC Test



- Username: GT ## FLAS
is a 2-digit number specific to the tribe
F = first letter of first name
LAS= first three letters of last name
e.g. George Jones would be GT##GJON
- Password is your user id in lowercase: gt##flas (e.g. gt##gjon)

User Login

Policy Statement

You are accessing a U.S. Government information system, which includes: (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and 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:

I have read and agree to the above policy:

User Name:

Password :





- Co-hosted with the SMART Office 2-3 weeks prior to deployment
 - Overview of SORNA requirements and process
- SORNA Officers need to have:
 - Active LEEP Account
 - Passed CJIS SAT Test
 - Passed NCIC Certification Test



- Required for those who are:
 - Submitting civil or criminal fingerprint captures to CJIS
 - Access to the National Data Exchange (N-DEx)
 - Sending criminal justice information via email
- LEEP accounts take approximately 6 weeks to process
- Civil applicants must be sponsored by a LEEP POC (criminal justice agency TAC)
- LEEP accounts are managed by the LEEP Office and expire after non-use and/or require passwords to be reset after 90 days
- LEEP Webinar to be hosted and “How to Apply for a LEEP Account” job aid can be found on our website
 - www.justice.gov/tribal/onboarding-and-vetting (*password = ask BRM for password*)



- All accounts with the exception of LEEP can be established by completing a User Account excel spreadsheet that is provided by the TAP team.
 - You can find this spreadsheet at our TAP Onboarding and Vetting Page here: <https://www.justice.gov/tribal/onboarding-and-vetting>
 - *Password: Ask BRM for Password*
- Need to be able to answer for each user:
 - Will the user be taking and submitting fingerprints?
 - Will the user be an NCIC Terminal Operator?
 - Is the user a TAC?