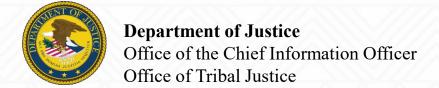


# User Accounts, Training and Certification Requirements

**April 2020** 



WEB: <u>WWW.JUSTICE.GOV/TRIBAL/TAP</u> EMAIL: TRIBALACCESS@USDOJ.GOV

#### **Overview**





- 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

# CJIS Security Awareness Training (SAT) and Certification Overview





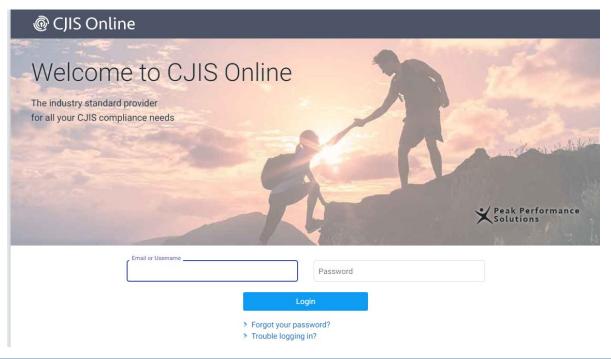
- Who needs to take CJIS SAT?
  - This training must be completed by everyone who has **unescorted** access to criminal justice information from CJIS systems, including personnel with information technology roles
  - A score of 70% or higher is required for certification
  - This is an 'open book' test 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: <a href="https://www.cjisonline.com/">https://www.cjisonline.com/</a>
  - 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.



### 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.

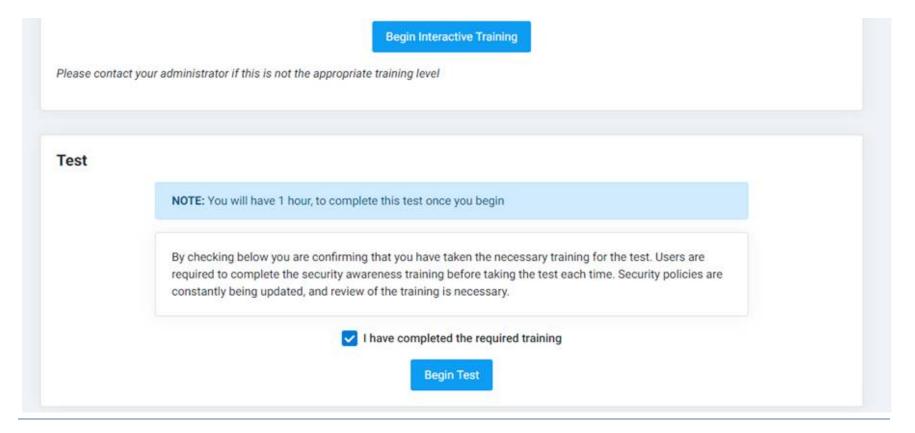


# How do I take the CJIS SAT Certification Test?





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"



# NCIC Certification Training and Test Overview





- 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: <a href="https://nextest.just.jmd.usdoj.gov/cjin/index.php">https://nextest.just.jmd.usdoj.gov/cjin/index.php</a>

#### 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.)

### **How to Access the NCIC Certification Test**





- Access from the JCIS Training and Learning Portal and is a webbased 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:
<a href="https://nextest.just.jmd.usdoj.gov/nextest/login\_page.cgi?type=user">https://nextest.just.jmd.usdoj.gov/nextest/login\_page.cgi?type=user</a>

### **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 :	
Submit Reset	

Copyright © 2017 Peak Performance Solutions

nexTEST Home

### **SORNA Officer Training**





- 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

#### **LEEP Accounts**





- 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)

## **How to Request Training Accounts**





- 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: <a href="https://www.justice.gov/tribal/onboarding-and-vetting">https://www.justice.gov/tribal/onboarding-and-vetting</a>
    - 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?