<u>Agency Security Contact</u>

How to log into your account

1. Go to https://www.cjisonline.com/
2. Enter the email address that DPS has on file for you in the "Email or Username" box. Capitalization does not matter for the Email or Username.
3. Your temporary password will be sent to the email address on file when your profile was created.
4. You will be required to reset your password on your first log-in.
5. You will be on the User Profile page. Review your information. If you do not need to make any changes click the "Everything looks good, let's go to the Dashboard" link at the bottom. If you do make changes, click Save.
6. You will then go through a short tutorial explaining the features of the Dashboard. Click Done when finished.

How to add a user

1. Click the *Administration* tab.
2. Click *Manage Users*.
3. Click the *Add a User* button.
4. Assign individual usernames and passwords to authorized personnel. This will allow the ASC to automatically track everyone's training here electronically once they have completed the test.
   a. In the *User Information* section enter the Last Name and the First Name.
   b. In the *Account Information* section add the email address in the *Email* and *Confirm Email* boxes. If they don't have an email address, you can create a Username. You can select the "Send account setup invitation" option if an email address was entered.
   c. In the *Assignments* section select *Level 2 Security Awareness Certification* (or *Level 4 Security Awareness Certification* if your agency stores CJI/CHRI electronically).
   d. Click *Save User.*
   e. Logout when finished.

How to record completion of training for all Authorized Personnel.

1. Using the Training Documentation Form found in the NCJ Agency Guide Appendix G, or online at the NCJ website at https://www.azdps.gov/services/government/ncj, enter the person's name and the date they completed the CJIS Online Security Awareness Training. It is also acceptable to create your own training documentation spreadsheet, which includes the dates of completion for the CJIS Online and Agency Policies and Procedures required pieces of training and the completion of an acknowledgment statement.
2. Authorized Personnel must complete both pieces of training biennially (every two years).
3. Retain this document for your audit. Do not submit a copy of this record unless requested by DPS.

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Authorized Personnel

How to take the Security Awareness training

1. Go to https://www.cjisonline.com/
2. Login in with the email address or username and password that your ASC has assigned to you. Your temporary password will be sent to the email address on file when your profile was created.
3. You will be prompted to reset your password.
4. You will be on the User Profile page. Review your information. If you do not need to make any changes click the "Everything looks good, let's go to the Dashboard" link at the bottom. If you do make changes, click Save.
5. You will then go through a short tutorial explaining the features of the Dashboard. Click Done when finished.
6. On the Dashboard, you will see under Your Assigned Certifications the Security Awareness training assigned to you. If you do not see *Level 2 Security Awareness Certification* (or *Level 4 Security Awareness Certification* if your agency stores CJI/CHRI electronically) listed, contact your ASC to have the training assigned to you.
7. At the Security Awareness Certification screen there are two portions: Training and Test. You must complete the Training prior to taking the Test.
8. Click the Begin Training button. Once started, you will have 30 days to complete the Training and Test before it expires, and your ASC must reassign it.
9. Inform the ASC when you have completed the Training. The Test will generate a certificate upon successful completion.
10. Authorized Personnel must review the Training materials biennially (every two years).

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