

## LEADS TRAINING USING NEXTEST - INSTRUCTIONS

NexTEST is a software program purchased by the Illinois State Police (ISP) that will allow Law Enforcement Agencies Data System (LEADS) users to be properly trained and certified for their appropriate level of access to the LEADS program. NexTEST replaces the SABA Learning Management System that has been in use by the ISP since 2008. To sign on to nexTEST to complete your training and certification please follow these instructions:



1. Open your web browser and type the following URL into the address bar:  
<https://illinois.cjisapps.com/launchpad/>

Click on the nexTEST menu item under Applications to display the nexTEST Home Screen.



2. To look at your records and take your training click on the USER LOGIN option from the nexTEST Home Screen.



3. Enter your User ID and Password. Your User ID is the same as it was in LMS, and your password is “welcome” and click the Submit button. **Note: If your User ID and Password do not work, please check with your LAC.**



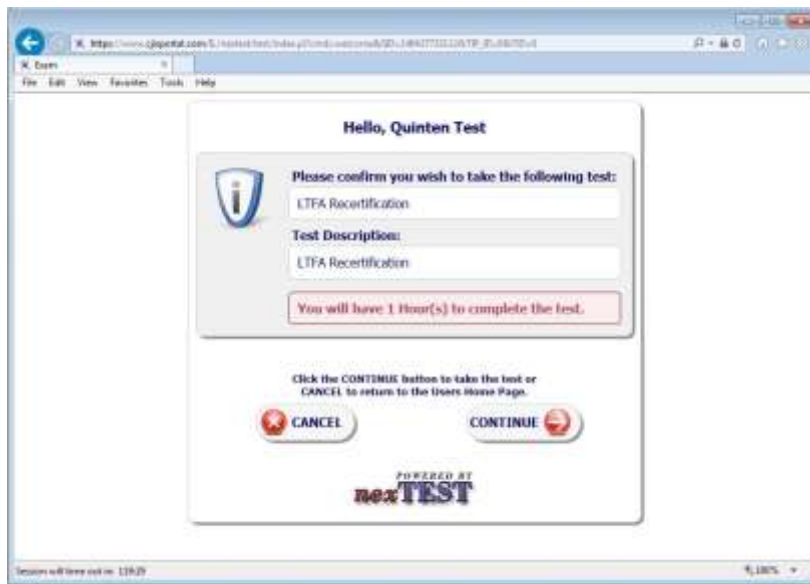
4. You are now at your home screen. From here you can view your training/certification history, take a training, or take an exam for certification. To take your training click on the training tab next to the NCIC Certification tab.



5. The training tab will display the modules you will need to complete prior to taking your certification exam. To begin a module click on the Start button next to the module description. The modules have been placed in the order you should take them. If you can't complete a module, you may exit the system and return to the place you've left off in order to complete the module. **Note: The module list will vary depending on the course you are assigned.**



6. Once you've completed all the modules in your assigned course you will be asked to confirm that you're training is complete. Clicking the Continue button will grant you the opportunity to take the appropriate exam for your level of certification, and you are brought back to your Home screen in the NCIC Certification tab, as shown on the left. To begin your examination, click on the Begin Test button next to your certification level.



7. Once you've clicked on the Begin Test button, you are presented with a confirmation page confirming that you are about to take the correct exam for your certification level. If you are in the right spot, click Continue. If you are not, or you don't have time to take the test, then click on Cancel. You will have one hour to complete the exam once you click on the Continue button.



8. Answer each question on the exam. Once you have completed the exam click on the button "Grade Exam" at the bottom of the screen.



9. Your test results are now displayed. If you have passed the exam you may print your certificate by clicking on the **Print Your Certificate** button. If you have not passed you will be instructed to retake the exam. You only have two (2) opportunities to pass the exam before being required to retake the Training modules.



10. Under the test results you will find the correct answers to any questions you may have missed in the exam. At this point, providing you passed the exam, you have completed your certification. You may now click the **Logoff** button to exit nexTEST, or you may return to your home page by clicking **User Home**.