Security Awareness Training FAQ

With the changes to the CJIS Security Policy version 5.9.4, the CJIS Security Awareness will be required to be taken annually. Users that access LEADS and/or receive LEADS data will continue to use nexTEST for their certifications. LEADS training/testing and CJIS Security Awareness training/testing will be separated and will be two separate training/testing in nexTEST on the user's profile. LEADS testing will still be every two years. For IT personnel who are not direct employees of the criminal justice entity and all person(s) who have unescorted access to areas with criminal justice information (CJI) [for example - Janitorial, Maintenance, Private Contractors] are required to take their security awareness training on CJIS Online (not nexTEST). CJIS Online can be accessed through the CJIS Launch Pad, contact your LEADS Agency Coordinator if you need an account created. https://illinois.cjisapps.com/launchpad/

Below are frequently asked questions about Security Awareness Training.

1. **What is Security Awareness Training?**
    - Security Awareness Training provides training on topics from basic data security concepts to advanced data security concepts depending on your role in the organization and your role with criminal justice information. This training is mandated by the Criminal Justice Information Services (CJIS) Security Policy developed by the CJIS Advisory Policy Board (APB) and adopted by the FBI. When finished with security awareness training, the user should have a competent understanding of how to handle criminal justice information in relation to the user's role within their department.

2. **Who must take Security Awareness Training?**
    - All users who access criminal justice information (CJI) or CJI is disseminated to them verbally or in written format. The security Awareness training will be available through nexTEST for these users. (This includes all Less than Full Access, Full Access, and Practitioner)

    - Any person(s) with unescorted access to areas which has criminal justice information (CJI) or the potential to have CJI must be security awareness trained. This includes Janitorial, Maintenance, Support, and Information Technology Personnel, and any other person(s) with unescorted access. (The CJIS Online is designed specifically for these persons - nexTEST should not be accessed by them)

3. **When do I need to take the CJIS Security Awareness Training?**
    - All LEADS and Practitioner users ***must*** complete the CJIS Security Awareness training and certification prior to having access to criminal justice information, and/or access to systems with CJI, to include LEADS stations, mobile and handheld devices which access CJI.
    - All persons with unescorted access must complete the CJIS Security training and certification prior to having access to CJI areas.
    - Security Awareness is required to be completed annually.

4. **Do the personnel who must complete Security Awareness Training need to be fingerprinted?**

    - **Yes**, just as criminal justice employees are required to have background checks completed prior to access, any person(s) who have unescorted access to areas where CJI is or can be located must be fingerprinted before the unescorted access can be granted. A criminal background check must be performed through your agency with Purpose Code J. (This includes all users – LTFA, FA and Practitioner users as well.)
        - Refer to the LEADS Security Policy, section 5.7 for information pertaining to background checks.

5. **Will the personnel be notified of their expiring certification? How many days before it expires?**

    - Yes, all users will be notified by email. The email associated with the users' profile will receive an email 60 days prior to the expiration date.

6. **Where can I take Security Awareness Training?**

    - There are two methods available for accessing Security Awareness Training.

        1) Through the CJIS Launch Pad, https://illinois.cjisapps.com/launchpad/, users can access the appropriate site for their training and certification – CJIS Online or nexTEST.
            a. IT personnel and **all** person(s) with unescorted access must take their training and certification via CJIS Online.
            b. nexTEST is accessed for the training and certification for all LTFA, FA and Practitioner users.

7. **What are the different Roles of Security Awareness Training?**

    - There are 3 roles for Security Awareness listed below:

- **Basic Role**: **Personnel with unescorted access within a physically secured facility.** This level is designed for people who have access to a secure area but are not authorized to use CJI. (For example - Janitorial, Maintenance, Private Contractors)

  a. Access, Use and Dissemination of Criminal History Record Information (CHRI), NCIC Restricted Files Information, and NCIC Non-Restricted Files Information Penalties
  b. Reporting Security Events
  c. Incident Response Training
  d. System Use Notification
  e. Physical Access Authorizations
  f. Physical Access Control
  g. Monitoring Physical Access
  h. Visitor Control
  i. Personnel Sanctions

- **General Role**: **All personnel with access to CJI.** This level is designed for people who are authorized to access an information system that provides access to CJI. (All LEADS users, Full Access and Less Than Full Access, Practitioner for Non-Admin, Practitioner for Admin)

  All items in Basic Role plus:

  a. Criminal Justice Information
  b. Proper Access, Use, and Dissemination of NCIC Non-Restricted Files Information
  c. Personally Identifiable Information
  d. Information Handling
  e. Media Storage
  f. Media Access
  g. Audit Monitoring, Analysis, and Reporting
  h. Access Enforcement
  i. Least Privilege
  j. System Access Control
  k. Access Control Criteria
  l. System Use Notification
  m. Session Lock
  n. Personally Owned Information Systems
  o. Password
  p. Access Control for Display Medium
  q. Encryption
  r. Malicious Code Protection
  s. Spam and Spyware Protection
  t. Cellular Devices

u. Mobile Device Management
v. Wireless Device Risk Mitigations
w. Wireless Device Malicious Code Protection
x. Literacy Training and Awareness/Social Engineering and Mining
y. Identification and Authentication (Organizational Users)
z. Media Protection

- **Privileged Role**: **Personnel authorized to perform security-relevant functions.** This level is designed for <u>all</u> information technology personnel including system administrators, security administrators, and network administrators.

  All items in the Basic and Privileged roles plus:

  a. Access Control
  b. System and Communications Protection and Information Integrity
  c. Patch Management
  d. Data backup and storage—centralized or decentralized approach
  e. Most recent changes to the CJIS Security Policy

8. What is my User ID and Password for Security Awareness Training?

- LEADS and Practitioner users will access the training and certification through nexTEST. The User ID will be the LEADS 3.0 user id and current password. If you are a practitioner, your user id and password are the same as when you took the initial training. Contact your LEADS/Terminal Agency Coordinator (LAC/TAC) to obtain for password assistance.
- For person(s) accessing CJIS online, the username and password were provided when the account was created. If you need your password reset, or need an account created contact the LAC/TAC for assistance.

9. I'm on CJIS Online, but how do I get to my training?

- Once you log into CJIS Online Main Menu follow the instructions on the screen. Your assigned certification will populate on the screen, click “Start Now” to begin.

10. What are my CJIS Online User ID and Password?

- Contact your LEADS/Terminal Agency Coordinator (LAC/TAC). The LAC for each LEADS agency has the ability to manage users within the CJIS Online system, including setting up User IDs and Passwords.

11. Do I have to use CJIS Online for my Security Awareness Training?

- CJIS Online is for IT staff, vendors of the criminal justice agency and all person(s) with unescorted access. CJIS Online provides each agency with an electronic method to deliver and efficiently track Security Awareness Training for staff, contractors, and Non-Criminal Justice Agency computer service providers.

- LEADS users and practitioners must access nexTEST for Security Awareness training.

12. Do I have to pass the test to be properly trained in Security Awareness?

- Yes. Security Awareness is mandatory for all personnel who directly access LEADs information, or who have access to the CJI and anyone with unescorted access to areas that contain CJI.