



ILLINOIS STATE POLICE CJIS ONLINE ADMIN INSTRUCTIONS

Author: [Tony Kuseliauskas](#)
Creation Date: February 5, 2019
Last Updated: December 4, 2019
Version: 1.1

Document Control

Change Record

Date	Author	Version	Change Reference
2-5-2019	Tony Kuseliauskas	Draft 1	No Previous Document
9/6/2019	Tony Kuseliauskas	1.1	Peak upgrade of CJIS Online
12/4/2019	Tony Kuseliauskas	1.1	Peak upgrade of CJIS Online logon screen

Reviewers

Name	Position

Distribution

Copy No.	Name	Location
1	Library Master	Project Library
2		
3		
4		

Note To Holders:

If you receive an electronic copy of this document and print it out, please write your name on the equivalent of the cover page, for document control purposes.

If you receive a hard copy of this document, please write your name on the front cover, for document control purposes.

Contents

Document Control	ii
Introduction	1
Purpose of this Document	1
Scope of the Document	1
CJIS Online Launch Pad.....	2
CJIS Online Main Menu	3
CJIS Online Dashboard	4
CJIS Online - Administration Options	5
CJIS Online - Manage Users.....	6
CJIS Online - Manage Vendors.....	7
CJIS Online - Manage Vendor Users	8
CJIS Online - Agency Profile.....	9
CJIS Online - Reports Drop down.....	10
CJIS Online - Test Activity Report	11
CJIS Online - Certification Expiration Report	12
CJIS Online - Fingerprint Report.....	13
CJIS Online - Logout or Tour.....	14

Introduction

CJIS Online is a tool that allows agencies (criminal justice and non-criminal justice) to provide Security Awareness training to their staff and contractors. The training is based on the most current release of the CJIS Security Policy, and is mandatory for any individual who has physical and/or logical access to criminal justice information.

The training is developed and managed by the company Peak Performance Solutions, Inc. based out of Florida. CJIS Online is used by agencies and vendors throughout the United States & Canada to administer and track the CJIS Security Training required by the CJIS Security Policy which is maintained by the FBI's Criminal Justice Information Services (CJIS) division.

Purpose of this Document

This document contains instructions for the TAC/LAC to manage the users directly under their agency as well as Vendor and Vendor users who are taking Security Awareness Training via CJIS Online.

Scope of the Document

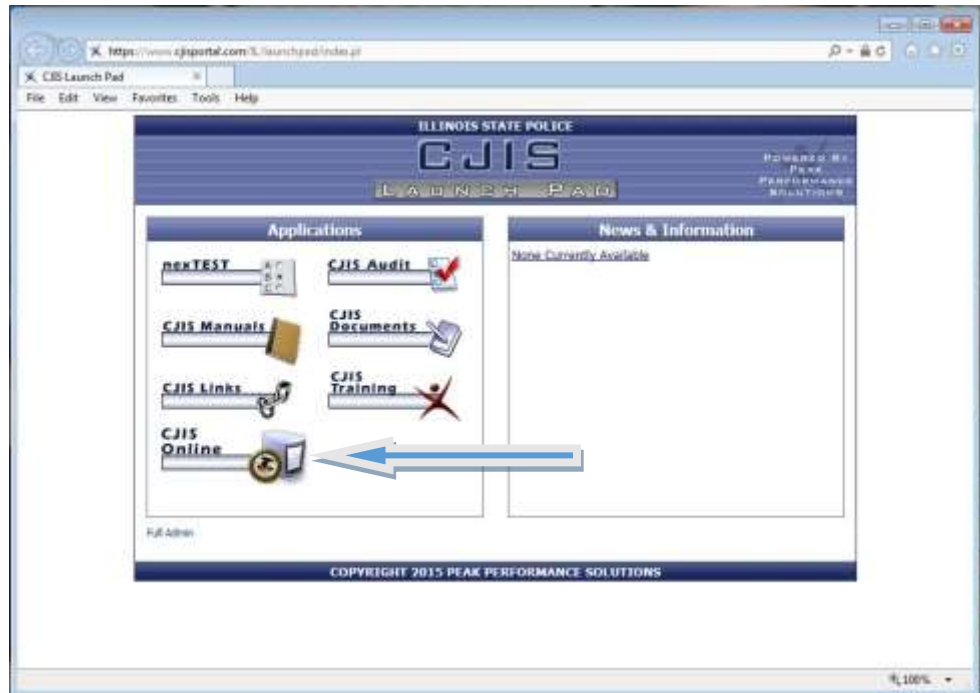
This document is solely for the Agency Admin as well as the Assistant Agency Admin(s) referred to as LEADS Agency Coordinator (LAC) or Technical Agency Coordinator (TAC) to manage the users directly under their agency as well as Vendor and Vendor users who are taking Security Awareness Training via CJIS Online

CJIS Online Launch Pad

To log on to CJIS Online, open your browser and in the address bar type in the following URL:

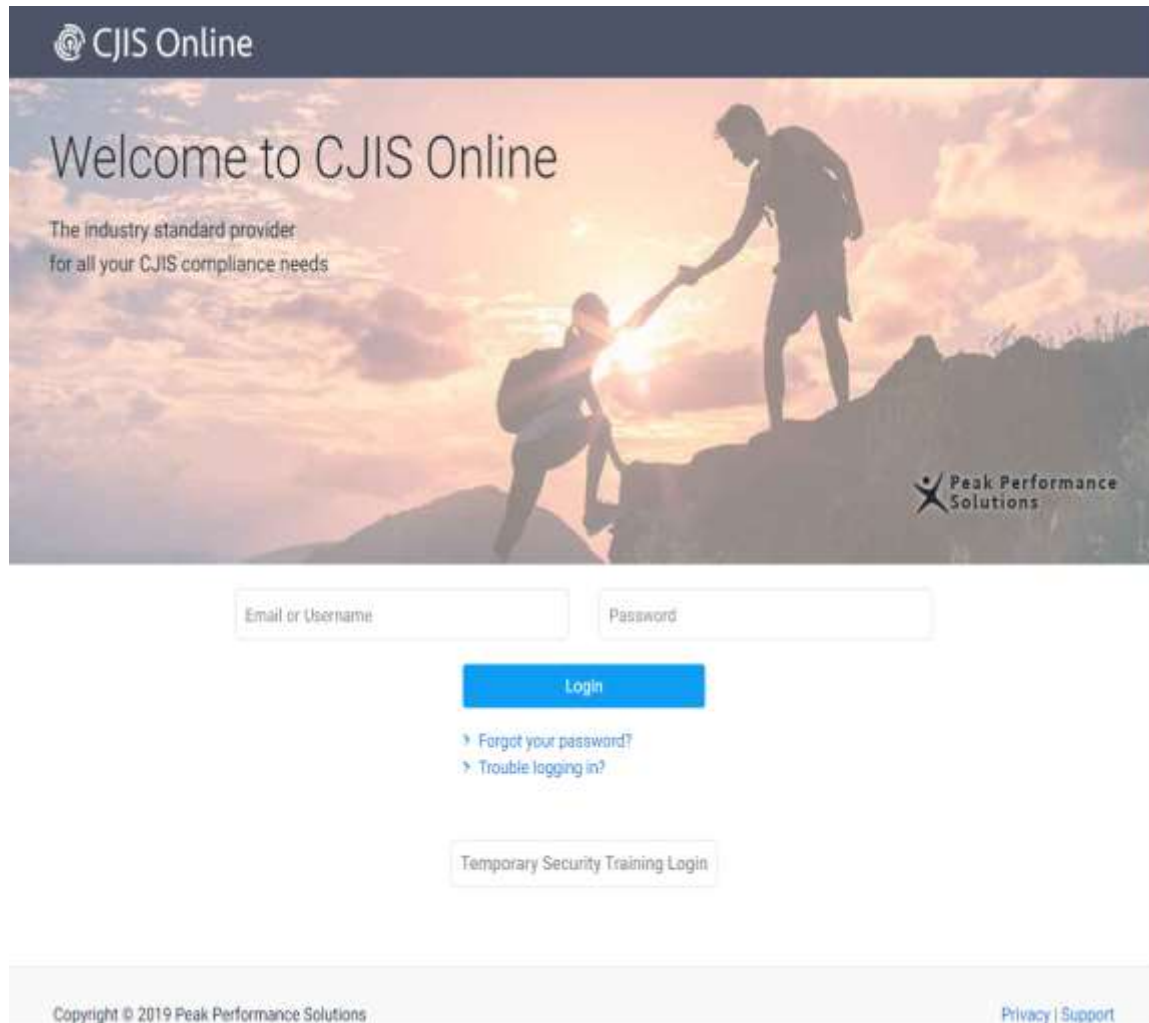
<https://www.illinois.cjisapps/launchpad>

You will see the following screen:



To access CJIS Online, click on the CJIS Online option from the Applications section of the Launchpad. After clicking on the CJIS Online option you are presented with the CJIS Online Main Menu (pictured on the next page).

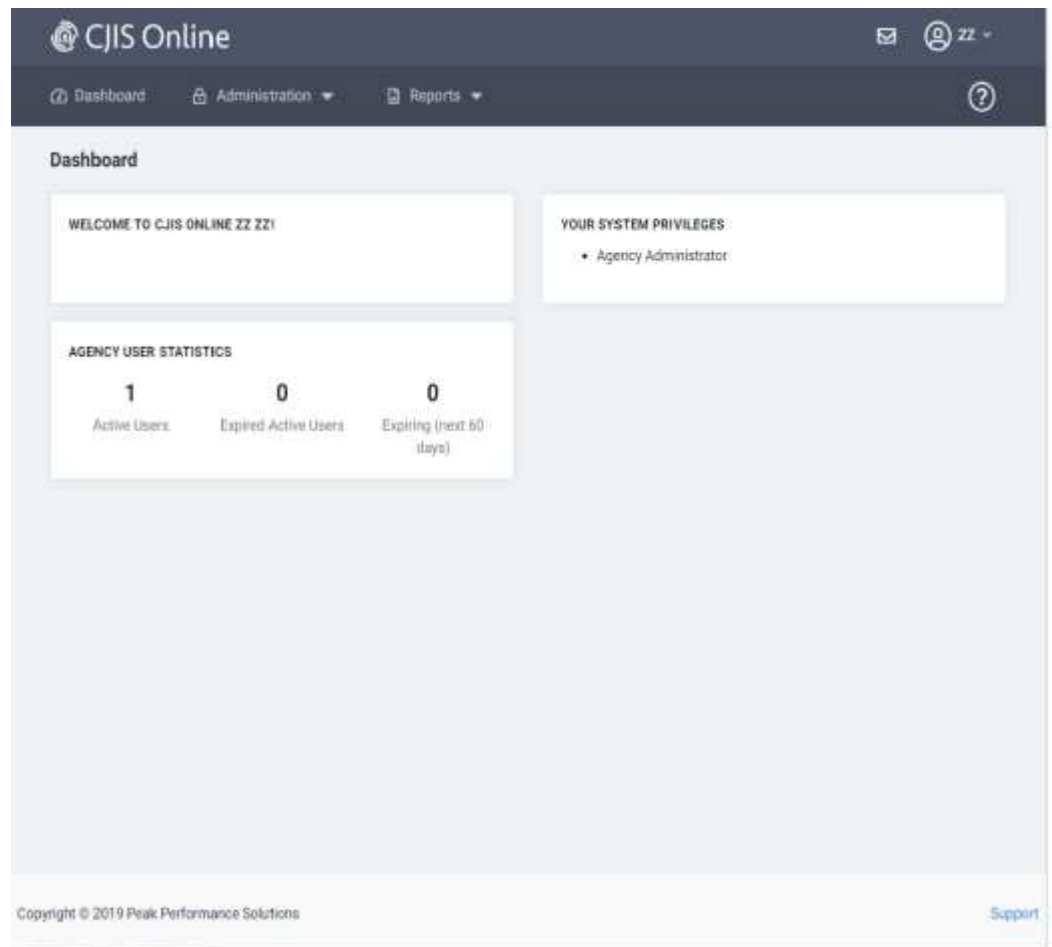
CJIS Online Main Menu



This is the CJIS Online Main Menu. You may also access this application by typing cjsonline.com into your web browser.

Enter your username/email address and your password. Please contact the CJIS Admin or open a Remedy ticket for your TAC/LAC log in credentials. If you forgot your password you may click the button "Forgot Your Password" to reset the password. Once you hit Login, you will see the screen on the following page.

CJIS Online Dashboard



This is the TAC/LAC Admin Dashboard displaying your system privileges and agency user stats.

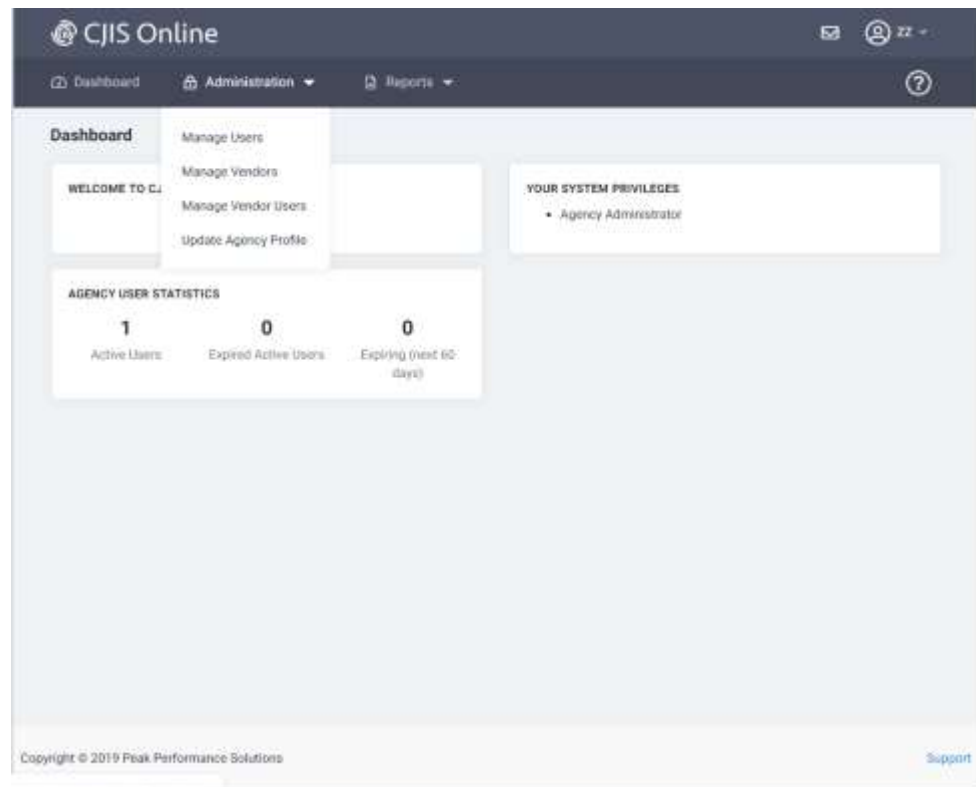
From the Administration drop down you can manage your Agency users, manage the Vendors that you contract and the Vendor users under the Vendors. You can also update your Agency profile.

From the Reports drop down you can run the Test Activity, Certification Expiration and Fingerprint reports.

From you agency drop down (upper right of screen) you can take a tour of the application and logoff from CJIS Online.

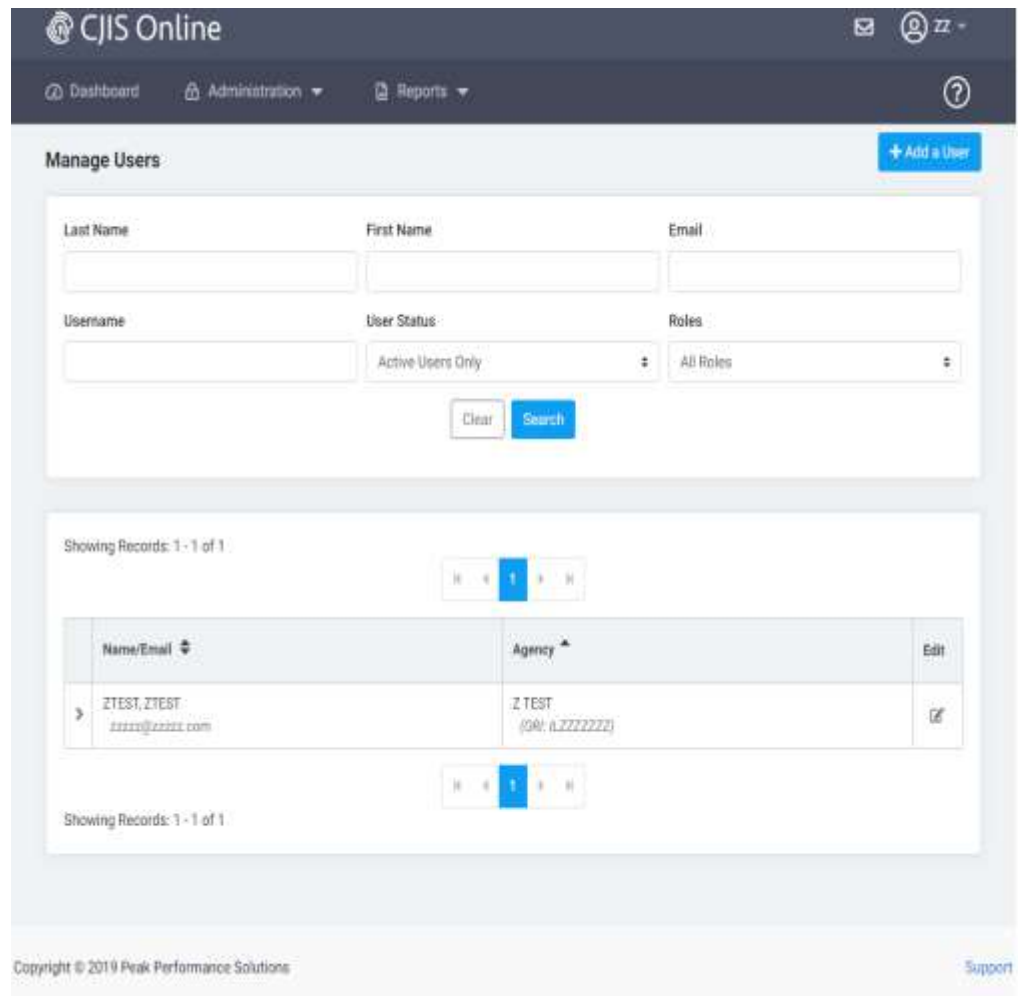
You can logout by hitting the down arrow next to your user name at the top right corner of this screen.

CJIS Online - Administration Options



After hitting the down arrow next to Administration, your available options appear. Select Manage Users or Vendors or Vendor Users or Update Agency Profile. The next 4 pages display the contents of these screens.

CJIS Online - Manage Users

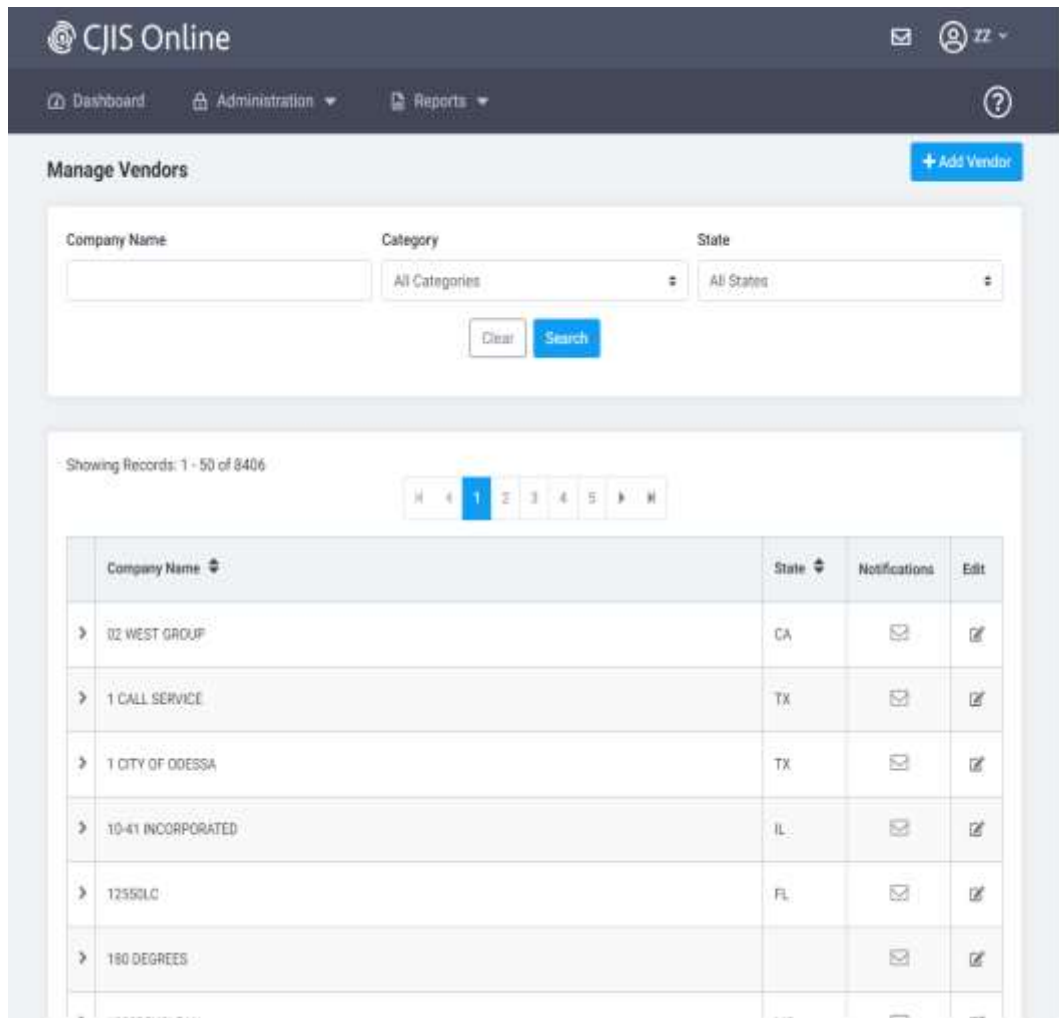


This is your agencies Manage User screen. These are users who are employed by your agency.

ADD A USER - upper right side of screen. This option allows you to add users under your ORI. Please note that these are users who are employed by your agency.

EDIT USER - Edit button to the right of each user. This allows you to edit information for the users under your agencies ORI..

CJIS Online - Manage Vendors



This is your Manage Vendors Screen. This will allow you find, add and edit Vendors that your Agency employs.

The search box at the top of the screen allows you to search by Company name, Category or State.

CJIS Online – Manage Vendor Users

Manage Vendor Users + Add a Vendor User

View Vendor Notifications Assigned to Me

Showing Records: 1 - 50 of 80765

1
2
3
4
5

>	Name/Email	Company	E-Notify Status	Edit
>	A RAFAT, SAIED raf.arafat@motorolasolutions.com	MOTOROLA	⊗	✍
>	A RAFAT, SAIED asa018@motorolasolutions.com	MOTOROLA	⊗	✍
>	AAB, DOMINIQUE daab@greatfloors.com	GREAT FLOORS	⊗	✍

This screen allows you to search for Vendor Users to see if they already have security awareness training. These are people who work for the Vendors your agency contracts with. You can also add Vendor Users by hitting the button at the upper top of the screen.

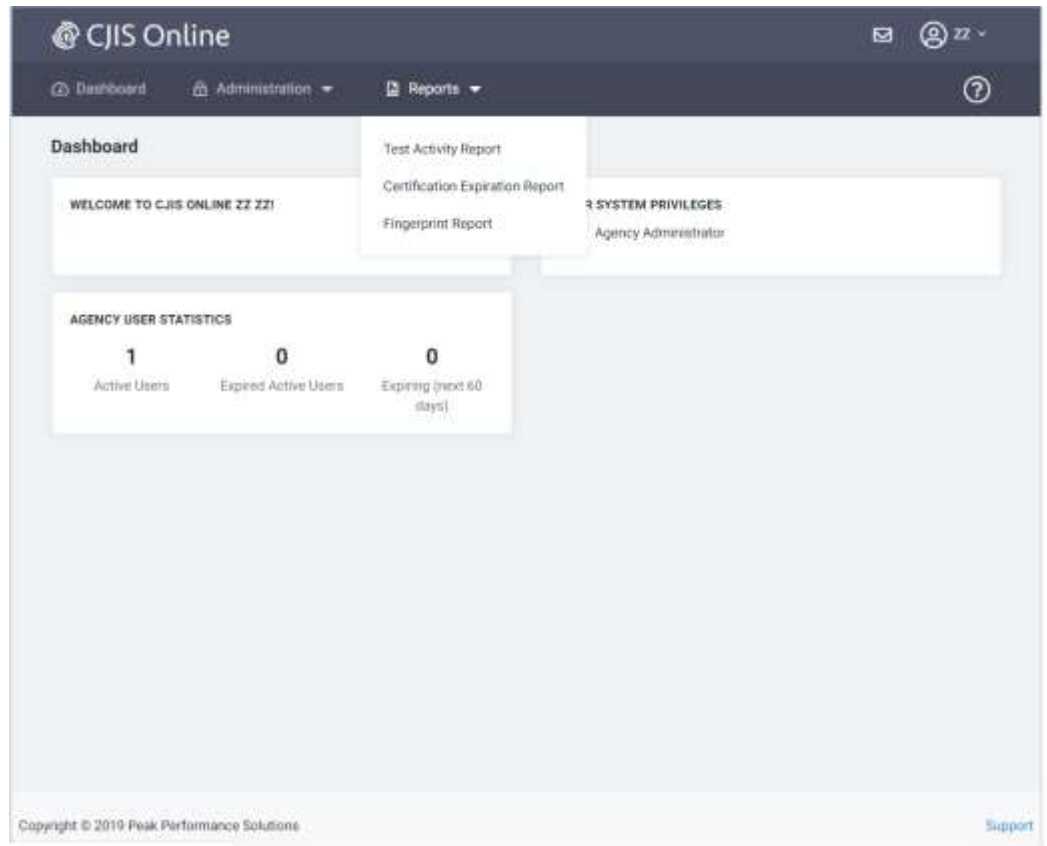
CJIS Online - Agency Profile

The screenshot shows the 'Agency Profile' page in the CJIS Online application. The page has a dark header with the 'CJIS Online' logo and navigation icons for 'Dashboard', 'Administration', and 'Reports'. The main content area is titled 'Agency Profile' and contains several sections of input fields:

- Agency Details:** Includes a text field for 'ORI' with the value 'IL777777' and a text field for 'Agency Name' with the value 'Z TEST'.
- Agency Head/Contact Details:** Includes text fields for 'First Name' (Z) and 'Last Name' (Z), a 'Contact Title' field (CHIEF), an 'Address' field (Z), and an 'Address 2' field (Z).
- Location:** Includes 'City' (Z), 'State' (a dropdown menu showing 'Illinois'), and 'Zip' (Z).
- Phone:** Includes 'Phone' and 'Ext' fields.

AGENCY PROFILE - This screen allow you to update your Agency information for your ORI on the CJIS Online application. Agency Head and Contact details in the middle of the page and scroll down to the bottom for Agency Admin and password information.

CJIS Online – Reports Drop down



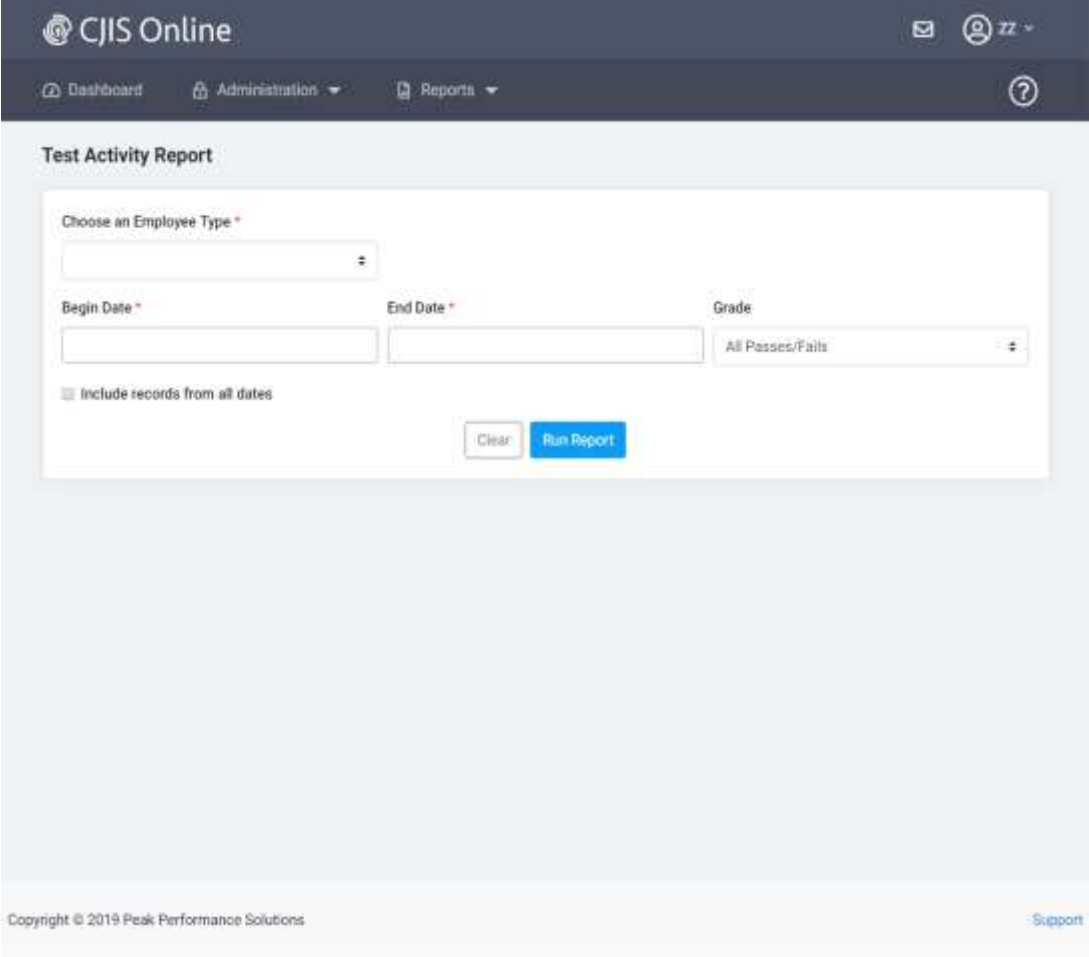
After hitting the drop down arrow next to Reports, your available options appear. Select which report you would like to run for your agency.

TEST ACTIVITY REPORT – A report that lists test activity for your agency users as well as vendor users by Vendor Company.

CERTIFICATION EXPIRATION REPORT – A report that lists the expiration dates for users under your agency's ORI.

FINGERPRINT REPORT – A report that lists the fingerprint date for users under your ORI.

CJIS Online – Test Activity Report



The screenshot shows the CJIS Online interface for generating a Test Activity Report. The header includes the CJIS Online logo, a user profile icon with 'ZZ', and navigation links for Dashboard, Administration, and Reports. The main content area is titled 'Test Activity Report' and contains a form with the following fields:

- Choose an Employee Type ***: A dropdown menu.
- Begin Date ***: A date input field.
- End Date ***: A date input field.
- Grade**: A dropdown menu with 'All Passes/Fails' selected.
- Include records from all dates**: A checkbox.
- Clear**: A button to reset the form.
- Run Report**: A blue button to generate the report.

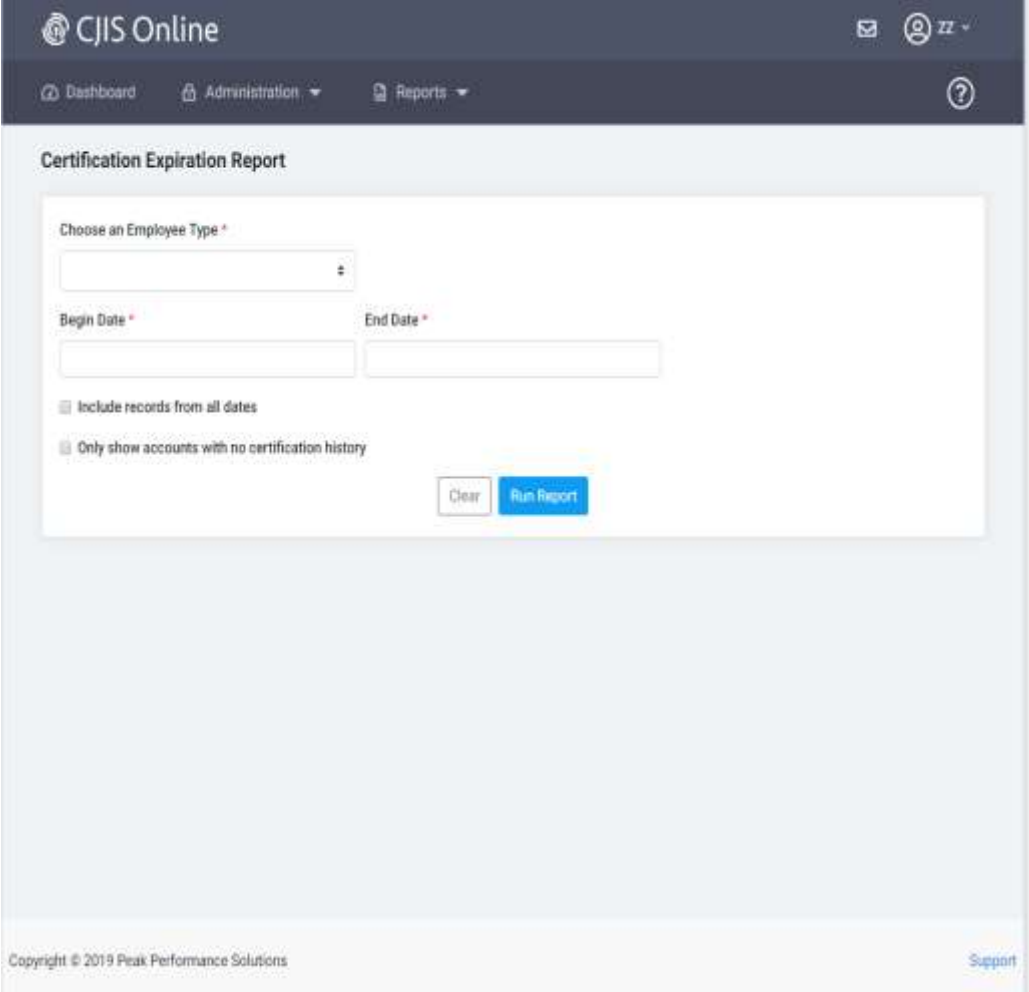
At the bottom of the page, there is a copyright notice: 'Copyright © 2019 Peak Performance Solutions' and a 'Support' link.

This report displays the test/exam results for the users under your ORI.

REQUIRED FIELDS are: Employee Type, Begin Date and End Date.

After the required fields are entered, hit the Run Report button.

CJIS Online – Certification Expiration Report



The screenshot shows the CJIS Online interface for the Certification Expiration Report. The header includes the CJIS Online logo, a user profile icon with 'ZZ', and navigation links for Dashboard, Administration, and Reports. The main content area is titled 'Certification Expiration Report' and contains a form with the following fields and options:

- Choose an Employee Type ***: A dropdown menu.
- Begin Date ***: A date input field.
- End Date ***: A date input field.
- Include records from all dates**
- Only show accounts with no certification history**
- Clear** button
- Run Report** button

At the bottom of the page, there is a copyright notice: 'Copyright © 2019 Peak Performance Solutions' and a 'Support' link.

This report displays the expiration dates for the users under your ORI.

REQUIRED FIELDS are: Employee Type, Begin Date and End Date.

After the required fields are entered, hit the Run Report button.

CJIS Online - Fingerprint Report

The screenshot shows the 'Fingerprint Report' form in the CJIS Online interface. The form is contained within a white box on a light blue background. At the top of the page, there is a dark blue header with the 'CJIS Online' logo and navigation links for 'Dashboard', 'Administration', and 'Reports'. The form itself has the following elements:

- A dropdown menu labeled 'Choose an Employee Type *'.
- Two date input fields labeled 'Begin Date *' and 'End Date *'.
- Two checkboxes: 'Include records from all dates' and 'Only show accounts with no prints on file'.
- Two buttons at the bottom right: a grey 'Clear' button and a blue 'Run Report' button.

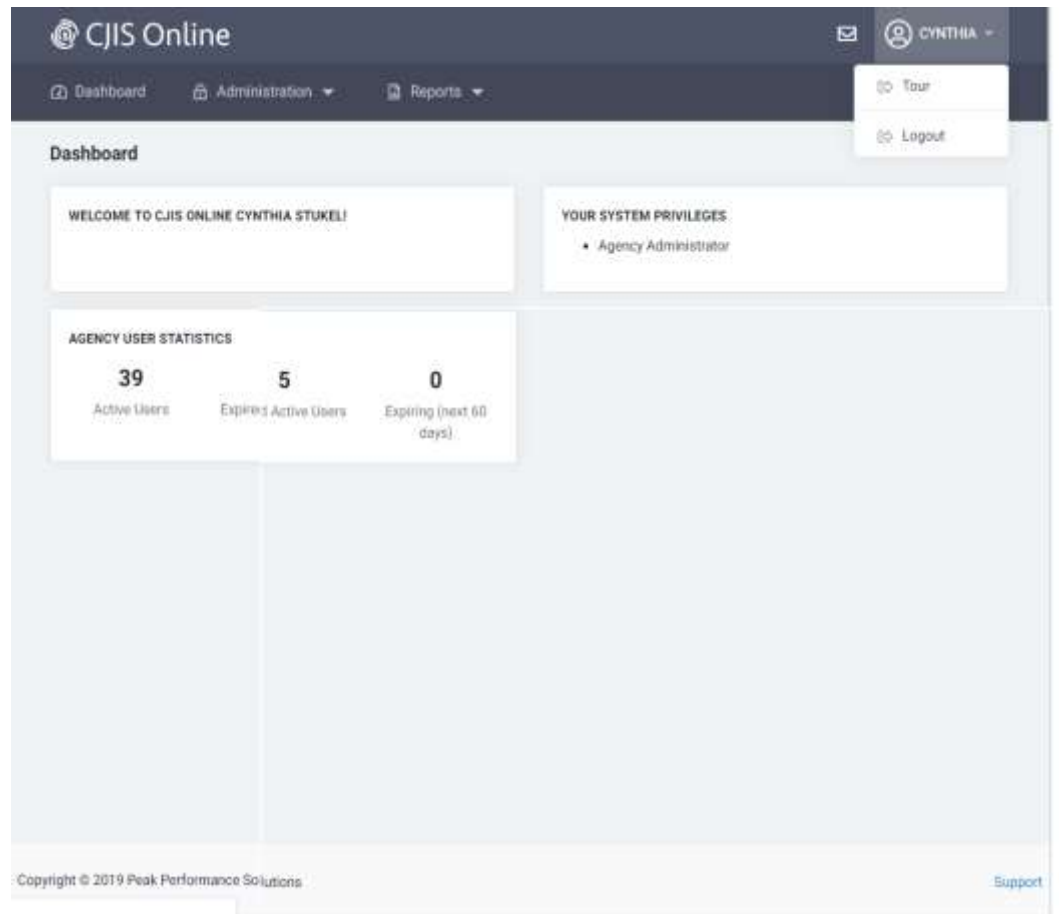
At the bottom of the page, there is a footer with the text 'Copyright © 2019 Peak Performance Solutions' and a 'Support' link.

This report displays the fingerprint dates for the users under your ORI.

REQUIRED FIELDS are: Employee Type, Begin Date and End Date.

After the required fields are entered, hit the Run Report button.

CJIS Online - Logout or Tour



This is the dashboard with the Tour and Logout options displayed.

The upper right hand drop down menu allows you to access your user profile information, gives you a Tour of the application and this is where you can logout of the application.

TOUR - This option launches a tutorial for this application.

LOGOUT - Select this icon to logout from the CJIS Online application.