ILLINOIS STATE POLICE

NEXTEST

AGENCY ADMINISTRATOR TRAINING MANUAL

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Illinois State Police

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Document Control

Change Record

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Reviewers

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Contents

Introduction

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 repTACes the SABA Learning Management System that has been in use by the ISP since 2008.

Purpose of this Document

The purpose of this document is to train Local Criminal Justice Agencies on how to administer the nexTEST software to track, assign, and modify LEADS certifications for the agency's employees who access LEADS. The Local Agency Administrator for the purposes of overseeing the LEADS Training in nexTEST is initially assigned to the LEADS Agency Coordinator (TAC), also referred to as the Terminal Agency Coordinator (TAC). The TAC does have the ability to assign assistant administrators within nexTEST who will also be able to perform the same functions as the TAC.

Scope of the Document

This document only pertains to the administration of a Criminal Justice Agency through nexTEST. Instructions on taking the training and the exams are covered under a separate document.

Logging On To nexTEST

Open your web browser and type the following URL into the address bar:

https:// illinois.cjisapps.com/launchpad/

Note that the "IL" above must be all upper case, and the word "launchpad" must be all lower case.

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

Once you've clicked on nexTEST you will click on the menu option "Agency Login" which is your Agency Administrator Home Screen. After clicking on Agency Login you will be prompted to log in to the system. Your User ID is the same as it was in LMS, and your initial password is "welcome" all in lower case. If you cannot log in you may contact the ISP helpdesk at 866/LEADS-00 and ask them to open a Remedy Ticket for CJIS Next Test. Please be sure to give them your name, agency, phone number and email address so a CJIS Support person can contact you with your information.

Agency Administration Menu Note This View is only For the Main TAC Not the Assistant TAC

The Agency Administration Menu will allow you, as the Agency Administrator, to access the various areas within nexTEST to produce Reports, Manage your agency's users, assign assistant administrators (Assistant TACs), Change your information, Get some Help, and return to nexTEST Home (Logs you out and brings you to the nexTEST Menu)

Reports – Run reports for Test Activity, Certificate Expiration, Finger Print and print certificates.

User Management – Allows you to manage user data, update user password and assign initial certification training.

Class Management – **Note: This function is only available for students utilizing LEADS video training in a classroom setting.**

Assistant TAC's – Assign one or more assistant TAC's . **Note: This option is only available for Main TAC of agency.**

Help – Basic help screens for application

NexTest Home – Logs you out of nexTest and brings you back to login screen.

My Info – Manage TAC and CC email addresses for notifications from Peak and manage TAC password.

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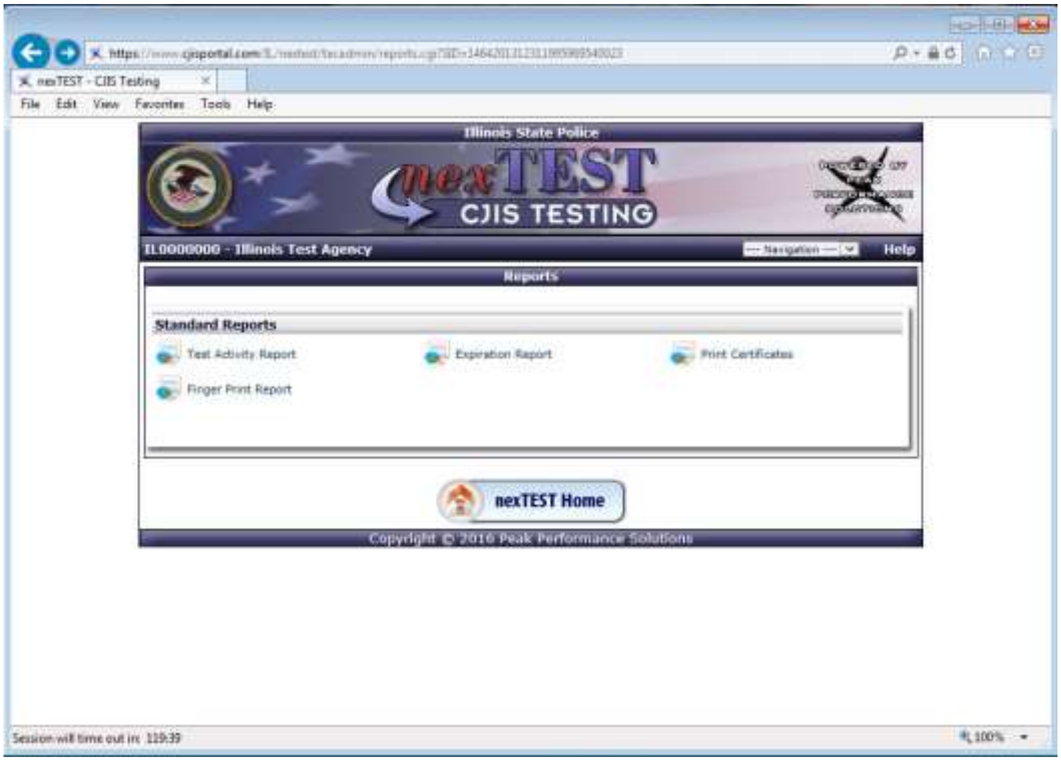
Reports



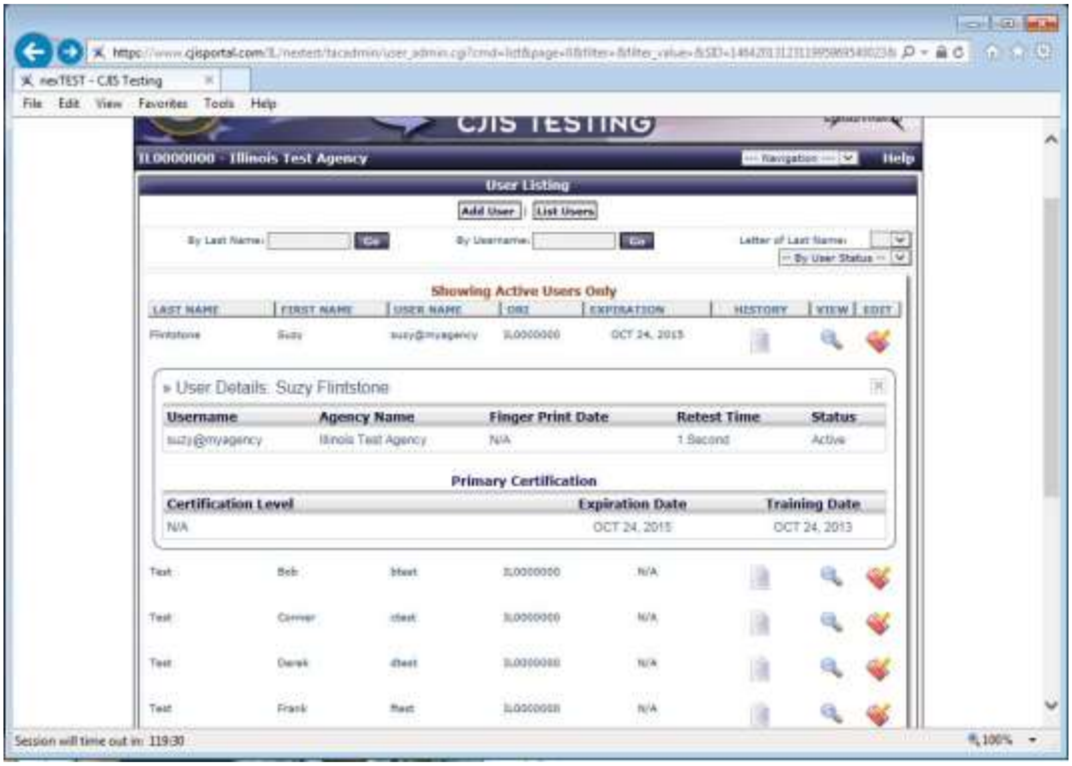
The Report Menu allows the Administrator to run on-line reports based on certain input criteria. The reports are run on-line and the results are presented on the user's screen; however, the system has the ability to print the report if the Administrator so wishes. The following reports are available:

Report Name	Report Description
Test Activity Report	Displays the users Testing Results. You can see the results for one type or all the types of certifications offered. This is where to go in order to see when someone, or a group of people have taken the exams with their results.
Expiration Report	Displays the users, their current level of certification/training and the date the certification/training expires. This report can be run over a time period to determine whose certification will expire during that time period. **NOTE: The TAC can run this report to notify users of their expiration. The system will NOT email users directly, however the TAC/Assistant TAC's will be notified by email.**
Print Certificates	This report lists out all the users in your agency and gives you the opportunity to print their current certificate for your records. To print the certificate, find the user in your user list, click on the History Icon, then click on the Certificate Icon. **Note: The certificates are only available to those who have completed the training through nexTEST – current and past certificates where NOT migrated to this program.**
Fingerprint Report	This report will list out the users who have their fingerprints set to expire within the time period of the report. It is recommended that

	agencies review the backgrounds of their employees every 5 years, and this report will help you track when a review – should you choose to do one – should be completed.

User Management

In the User Management the Administrator can Add and Update their Agency's users. Clicking on the User Management menu item a screen will be displayed listing all the users associated with your agency.



From this screen you can Add a New User, Edit a user, View the details of the user, and view the Certification History of the user. Note: this is the same screen you will see when running the Print Certification Report.

Adding a New User/ Assigning Training

Clicking on the button "Add User" at the top of the User Management Screen will display the following form:

From this screen you simply complete the fields for the user. Please note that the fields containing an asterisk (*) are mandatory.

The Certification Level is a dropdown list containing the appropriate LEADS level for the new user (e.g., Full Access Initial, LTFA Initial, etc.). If this is a new user who does not have a certification then you'll want to be sure that they take the Initial. Certification/Training for the appropriate LEADS Access. By completing this step you have assigned the user their initial training Once they have completed the Initial Certification Level, nexTEST will automatically move them onto the Recertification Path for that same level of access.

The Fingerprint Date field allows you to enter the date that the user's fingerprints were last taken and used to perform a background check. It is recommended individual background re-investigations be conducted every five years unless Rap Back is implemented (CJIS Security Policy 5.12.1.1). Completing this field will allow you to track the five (5) year cycle. Those who are coming up on their 5 year cycle can be located by using the Fingerprint Report described in the previous section.

The User Name must be completed. User Names must be unique throughout the entire nexTEST system, which means the chances are good that the User Name you choose may already be in use, thereby, forcing you to select a different User Name. During the migration from the old LMS system User Names were brought over utilizing the format in LMS (FirstMiddleInitialLastMMDDYY – where MMDDYY are the month, day, and year of birth). Feel free to continue to use this format, or you may utilize another format should you so desire.

There are no restrictions on Passwords. It is suggested that you have a generic password you assign the user during this process. The user may then change the password when they log on to the system.

Once complete, click on the Submit button to save the user to the system.

Updating an Existing User/Resetting a Password

To update an existing user, first find the user to update within the list of users from the User Listing Screen. To find your user you may scroll through the user listing, search by last name, search by user name, or search by the last letter of the last name. Once you find the user to update on the screen click on the Edit icon to the far right to display the Edit screen for that user.

From this screen you can update any of the user fields including the level of training, the user id, and you may reset the user's password from this screen. In addition, you may also change the status of the user from Active to Inactive should that user no longer be employed by your agency.

Classroom Management NOTE: This is only utilized for LEADS Video Classroom Instruction

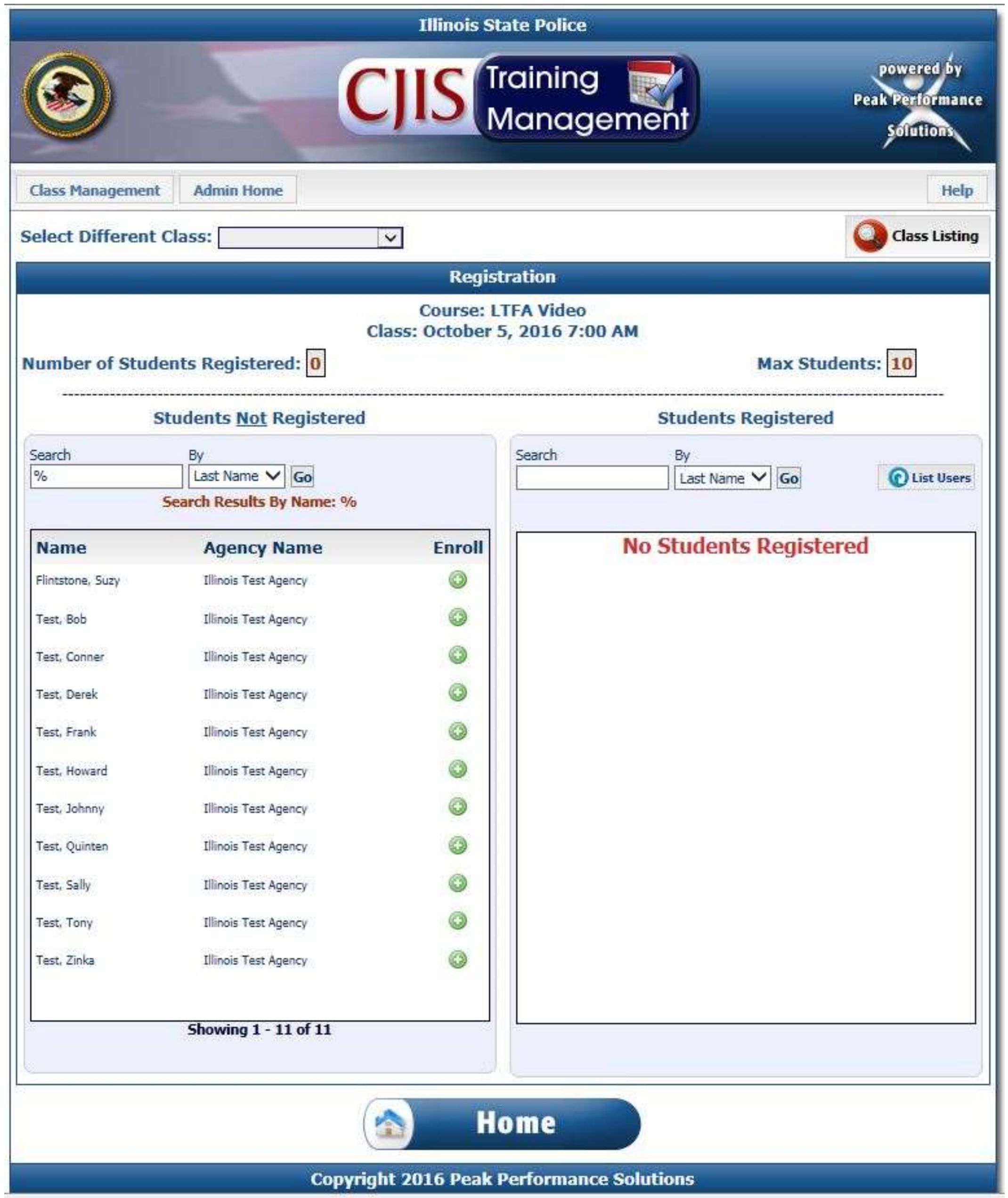
Classroom Management is a vehicle in which certain agencies may train their staff in a classroom environment with a trainer, rather than taking the training online via nexTEST. The only certification level available through classroom training is the Less Than Full Access (LTFA) training. If your agency is sending somebody to a class to be LTFA certified, then this is the option you will use to register your employee in the class.

Clicking on Classroom Management will display a listing of all the class dates and times available for training.

From this screen you may view details about the class by clicking on the Details Icon, or you may register students in the class by clicking on the Registration Icon.

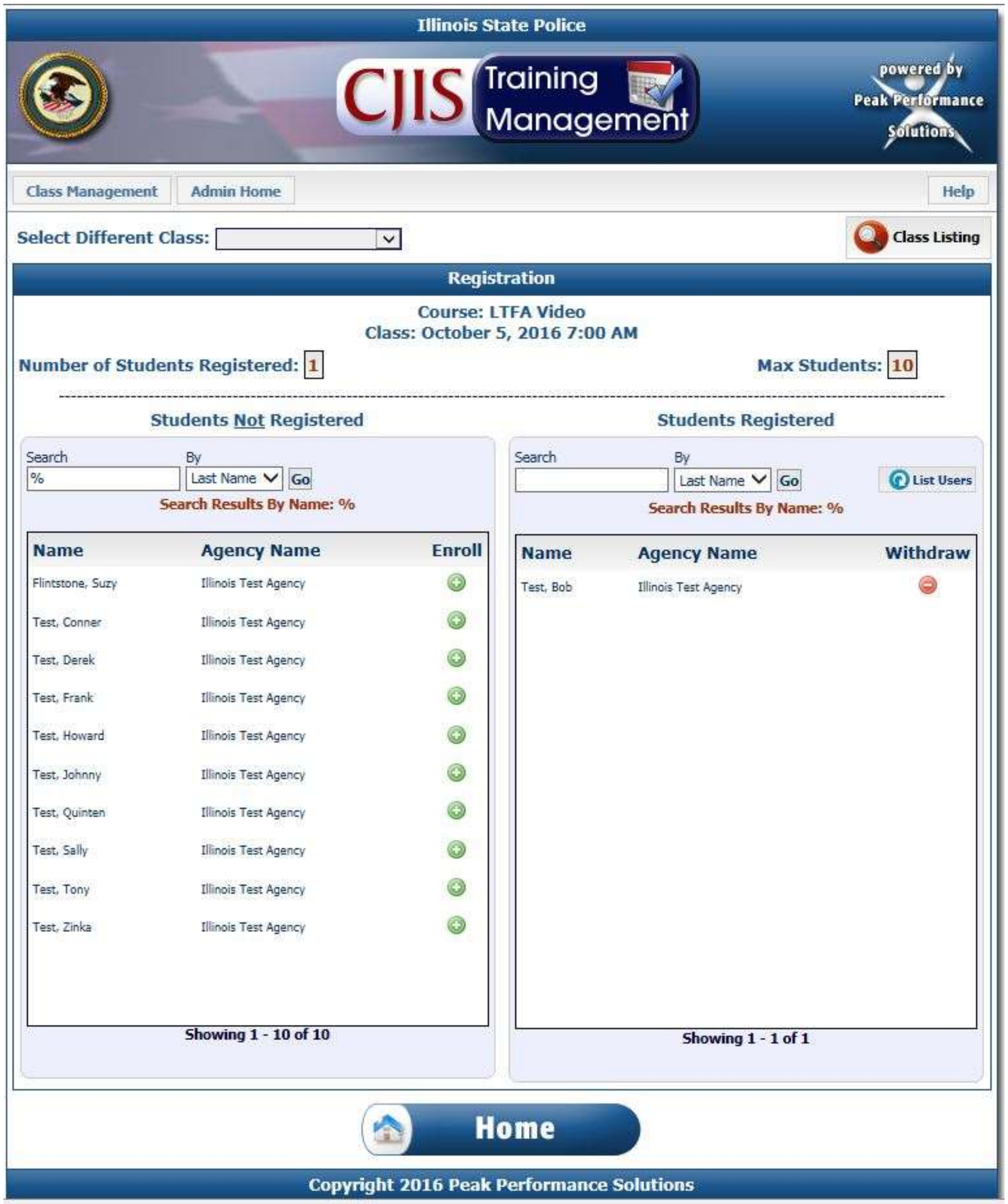
Registering a Student for a Class NOTE: This only utilized for LEADS Video Classroom Instruction

To register a student for a class certification you will find the class you want to register that student in by looking down the list of available classes. Once you find the class you're looking for, click on the Registration icon next to the appropriate class, and the following screen will display.



You may search out students by either Last Name or by User Name. You will only see students who are employed by your agency. If you would like to see the entire list of employees for your agency you may enter a percent (%) sign in the search box and all employees will be displayed.

To enroll a student into the class, click on the green Enroll Icon next to the student's name, and that student will be moved from the left side of the screen to the right side of the screen. This student is now enrolled into the instructor led class.



To cancel someone's enrollment from the class, you must withdraw them from the class. Find the person you would like to withdraw from the class and click the Withdraw Icon next to the name. The person will be removed from the right side of the screen and pTACed back on the left side of the screen.

The instructor will input the results of the test the student completed and that score will be reflected under the Test History tab in the student's record.

Assistant TACs - NOTE: Only the Master TAC has access to the screen

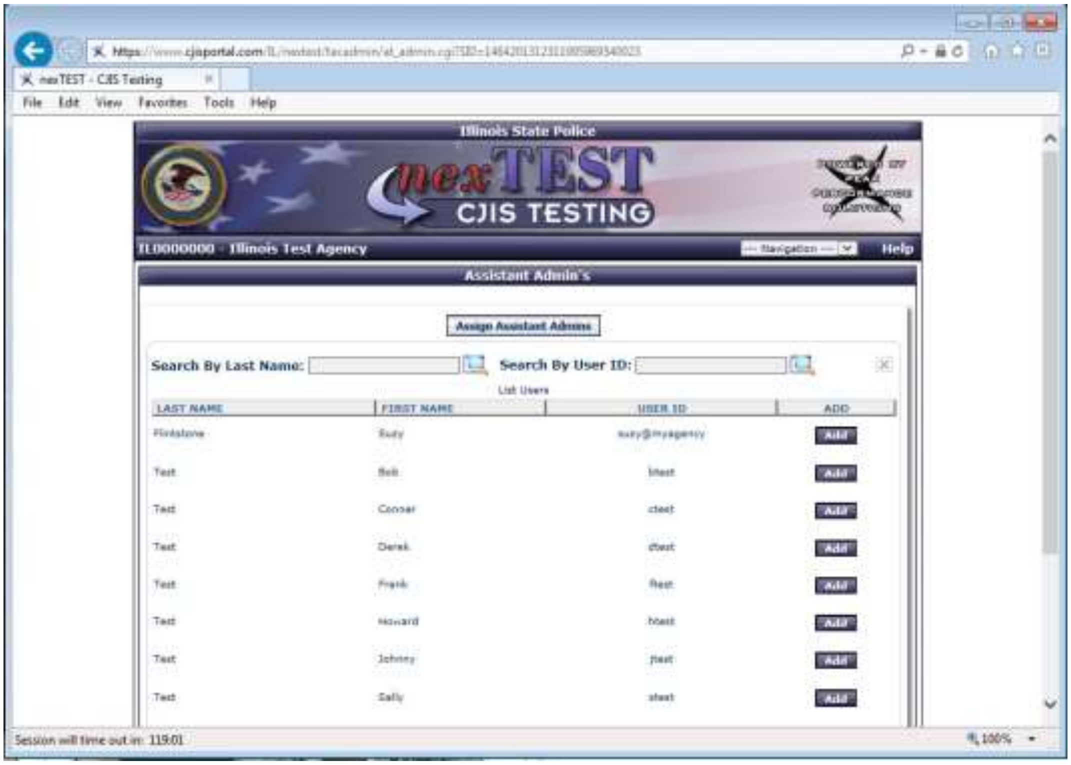
The Assistant TAC (TAC) screen lists all the Assistant TACs for your agency. This screen also allows you to assign the capability to other users in your agency to perform Administrative functions within nexTEST. Assistant TACs will not be able to view this screen.

Removing an Assistant TAC - NOTE: Only the master TAC has access to this screen

To remove an Assistant TAC, scroll through the above screen, find the Assistant TAC to remove, and click on the button labeled "Remove" on the line with the Assistant TAC you are removing. This will remove the roll of Assistant TAC, but it will not remove the user from the system.

Assigning an Assistant TAC- NOTE: Only the master TAC has access to this screen

Click on the button Assign Assistant Admin to display the following screen.



Please note that prior to assigning someone the role of Assistant TAC that person must first be added in as a user for your agency.

To add the Assistant TAC, find the user from your agency by either scrolling through the screen, searching by last name, or searching by the user name. Once you have located the correct individual, click on the button "ADD" on the appropriate row.

Once completed, that person will now have the same options as the TAC with the exception of being able to assign/remove Assistant TACs.

My Info/Changing Your Password for Main TAC Only

The My Info screen (shown above) allows you to edit your email address, add an email address of someone who would like to be copied in on reports, and allows you to change your password.

Make the corrections and updates you wish then click on the Save button.

NOTE: ASSISTANT TAC'S WILL ONLY SEE THE BOTTOM PORTION (CHANGE PASSWORD). IT IS RECOMMENDED THAT THE MASTER TAC KEEP ALL EMAIL ADDRESSES CURRENT

Quick Hints and Tips

FAQ's

1) Where can I take my LEADS certification training?

Log onto www.cjisportal.com/IL/launchpad/ and then hit the NexTest icon.

2) How to assign LTFA Initial / FA Initial / Certification training:

Sign on as the Agency Login. NOTE only main TAC/LAC and assistant TAC/LAC can assign initial training. Only NexTest system admins can assign re-certification.

Go to user management.

Hit the far right EDIT icon for the user.

Hit the drop down arrow on Change User Level.

Click on one of the available training classes.

Submit.

3) If user is not in NexTest:

The main TAC/LAC or assistant TAC/LAC can add a new user as well as NexTest Admins.

4) User is expired….now what?

NOTE: that the NexTest system will let the user take the Recert modules over and over again but will NOT generate an exam if the certification has expired.

The main TAC/LAC or assistant TAC/LAC can assign the Initial training if the users' certification has expired. See section 2.

5) How to check training module completion:

Go to user management.

Hit the history icon next to user.

Hit training history tab.

View modules - a module is complete if it has a date and time stamp. A module is ***not*** complete if "Started on" appears after the module. LTFA and FA recert have 2 modules. LTFA Initial has 5 modules. FA Initial has 14 modules. ALL modules must show completed before exam appears.

Special note regarding exams: Once completing all the training modules you will have a maximum of 30 days to begin your exam. If you do not begin your exam within the 30 day limit you will be required to complete the training modules again before the exam is assigned.

6) How to handle exam failures:

If a student is on the Initial Certification level and fails the exam twice, the student will be locked, and they are supposed to take the training again before being allowed to take the test again. So for support for this issue, the TAC should contact the NexTest admin once the user is locked out, and the TAC should verify that the user has gone through the training again(section 5) before we unlock the test for them to take it again.

If a student fails the recertification exam twice, then they must go back and take the initial certification class and exam. So for this support, the TAC can move the student over to the Initial Certification level without having to contact us.

7) How to update email address / get NexTest generated Expiration reports / test completed reports:

NOTE: Only Master TAC's have the authority to update the email addresses.

Sign on as the Agency Login.

Go to the My Info button and add/update the email addresses for the Master TAC and ***all*** assistant TAC's. NexTest will generate monthly emails for expiration and test completed reports.

Multiple email addresses should be delimited by a semi-colon. For example: Jane_doe@email; John_Doe@email

This is the only place in NexTest where emails are stored and providing email addresses for all TAC's makes it much easier to communicate via email than by phone in a 365/24/7 world.

8) How to assign Assistant TAC

NOTE: Only Master TAC's have the authority to assign/update Assistant TAC.

Sign on with Agency Login and hit the Assistant TAC button.

Scroll and select assistant TACs

9) How to transfer somebody from another agency:

Open a Remedy ticket with the user name, user id, agency currently with and agency moving to. Only the NexTest admin can move users between agencies.

10) How many Master TACs per agency?

There can be only one Master TAC per agency.

11) How many assistant TACs per agency?

There can be zero to many Assistant TAC's.

12) How to get/view a certificate as a secondary agency?

NexTest does not offer a solution for this issue. Have your user provide you a copy of the certificate from the primary agency or contact the LAC of the primary agency for a copy of the certificate.

13) How to have my agency be an admin for another agency:

One agency can view EVERYONE for another agency if the sub agency agrees. Please contact NexTest Admin if your agencies would like a Master Agency to admin for a sub-agency.

14) What courses are available in NexTest:

LTFA Initial and FA Initial can be assigned by Master TAC/LAC and assistant TAC/LAC.

LTFA re-cert and FA re-cert can be assigned by NexTest system admin only.

LTFA re-cert includes 2 modules: LTFA News You Can Use and Security Level III

FA Re-cert includes 2 modules: FA News You Can Use and Security Level III

LTFA Initial includes 5 modules: Introduction to LEADS, System Overview, Types of Inquires, Hit Procedures and Security Level III.

FA Initial includes 14 modules: Introduction to LEADS, System Overview, Types of Inquires, Criminal History (CHRI), Vehicles, License Plates, Wanted Persons, Missing Persons, Aliases, Add-ons, Modify/Cancel/Void, Administrative Messages, Hit Procedures and Security Level III.

15) What is my userid and password:

Userid is usually your LMS Id. Password is usually welcome. The Master TAC/LAC and Assistant TAC/LAC can administer user ids and passwords as well as NexTest Admins.

Conclusion

Administering through nexTEST is a much simpler process than you are used to. The functions that you can do as an administrator are much less cumbersome and much more straight-forward. Should you have any issues with administering your agency through nexTEST, please do not hesitate to contact the Illinois State Police Integrated Help Desk at the information below.

Illinois State Police Integrated Help Desk
(866) 532-3700
helpdesk@isp.state.il.us

Please remember that users will NOT be notified that their certification is going to expire. However, the TAC will receive a report (ON THE xx OF EACH MONTH) notifying them of who is going to expire. Note: PLEASE DO NOT RESPOND BACK TO THE EMAIL

The Agency Administrator is responsible for running the Expiration Report on a monthly basis and informing their users that they must recertify in LEADS. This also gives the Agency Administrator the ability to ensure the proper training and user information exists in the user's record.