

USING CJIS AUDIT

CJIS Audit is a software program purchased by the Illinois State Police from Peak Performance Solutions. CJIS Audit is a tool used to help assess compliance for various audits conducted by the Illinois State Police (ISP) as the CJIS System Agency (CSA). This document provides you with the basic instructions for logging on to CJIS Audit.

To log on to CJIS Audit please follow these instructions:

1. Open your web browser and type in, or copy and paste the following URL into the address bar:
 - a. <https://illinois.cjisapps.com/launchpad/>
 - b. Note that the word launchpad must all be lower case.
2. Click on the button Agency Login.
3. Log on to CJIS Audit with the credentials supplied by your auditor.
4. Click on the link for CJIS Audit.

You are now brought to your main screen that looks like the screen below:



From here you can Preview the audit (highly suggested), Start the Audit, change your email address and password (My Info), view your audit history (Audit History), or create Assistant Administrators (Assistant Admins) who can then sign on and answer the audit questions appropriate to them. To find out more about these functions please visit our Video Tutorial section under the CJIS Training section on the CJIS Launchpad.

Please do not lose this instruction sheet as you will need to sign back on to CJIS Audit to respond to any audit findings, and to view your final audit report. Please contact your auditor should you have any questions regarding utilizing CJIS Audit or the audit itself.