ILLINOIS STATE POLICE

CJIS ONLINE

USER INSTRUCTIONS

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Illinois State Police

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Document Control

Change Record

Date	Author	Version	Change Reference
7-13-2016	Bob Libman	Draft 1	No Previous Document
2-5-2019	Tony Kuseliauskas	V2	New release of CJIS Online
9-18-2019	Tony Kuseliauskas	V2.1	Updated launchpad link
12-4-2019	Tony Kuseliauskas	V2.1	Updated new login screen

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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 on how to take your Security Awareness Training via CJIS Online.

Scope of the Document

This document is solely for those users who are ONLY required to have Security Awareness Training. If an individual holds or is acquiring their LEADS certification, then Security Awareness Training is provided through that certification, and that individual should NOT be using CJIS Online.

This document also pertains to those individuals who have previously taken the LEADS Practitioner for Administrators and the LEADS Practitioner for Non-Administrator courses in the old SABA Learning Management System (LMS). Once an individual completes one of these two courses, they are responsible to take the Security Awareness Training every two (2) years. Those people have been configured within CJIS Online. However, if the Practitioner courses have been taken through the new nexTEST software, then those individuals will take their Security Awareness Training through nexTEST and NOT through CJIS Online.

CJIS Online User Instructions

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

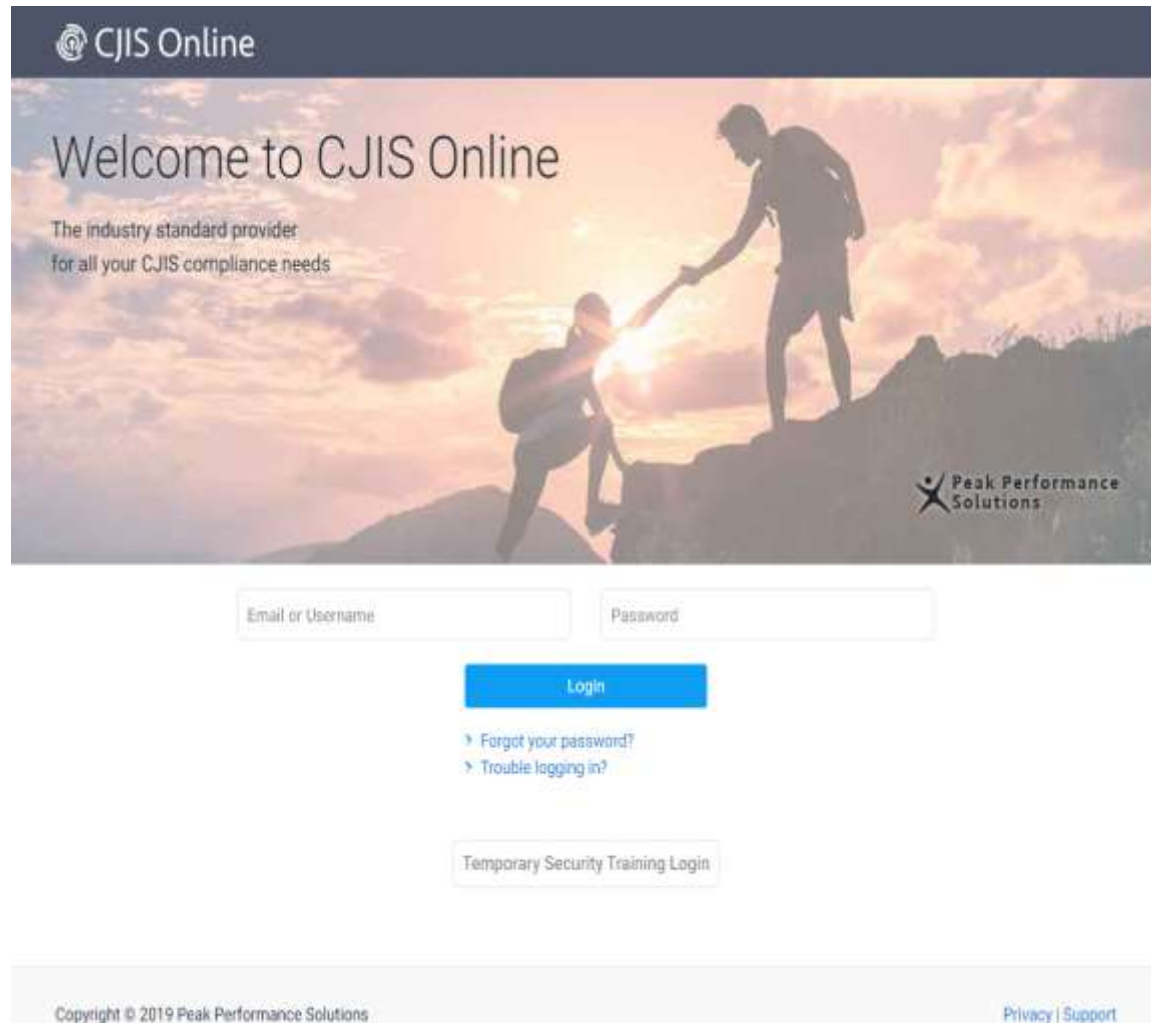https://illinois.cjisapps.com/launchpad/

Please note that the "IL" must be in all upper case, and the word "launchpad" must be in all lower case.

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).
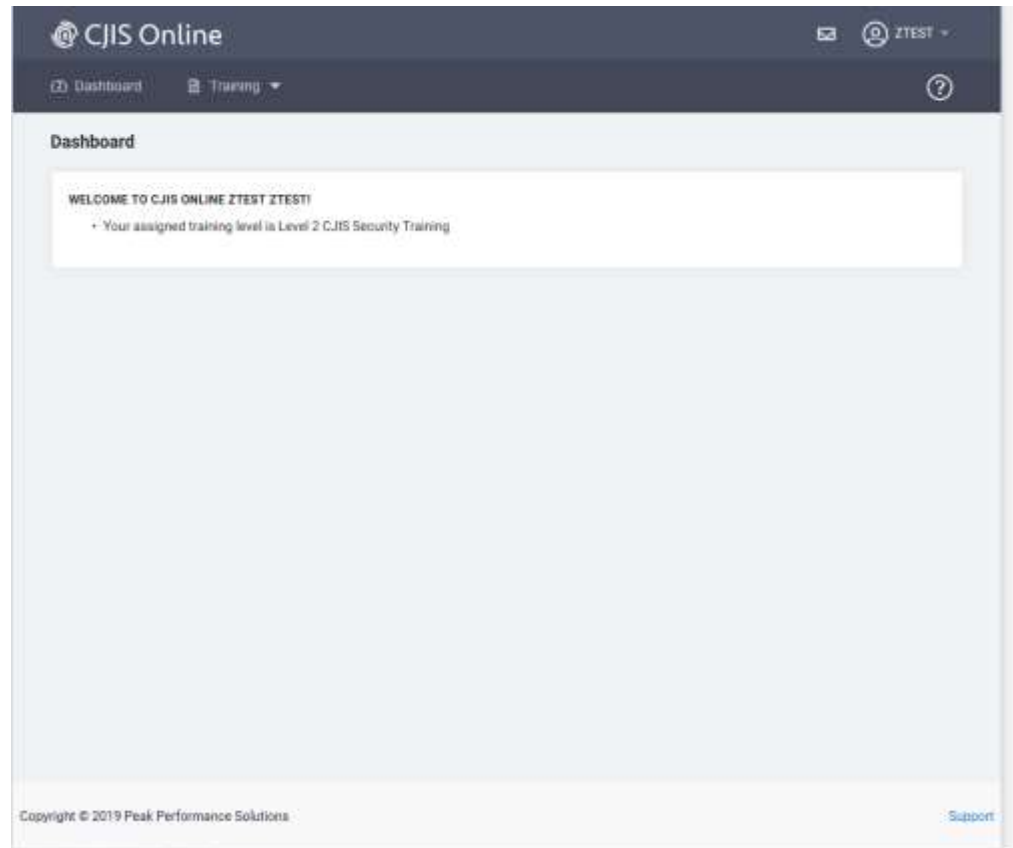
CJIS Online Main Menu

This is the CJIS Online Main Menu. You may also access this application by typing cjisonline.com into your web browser.
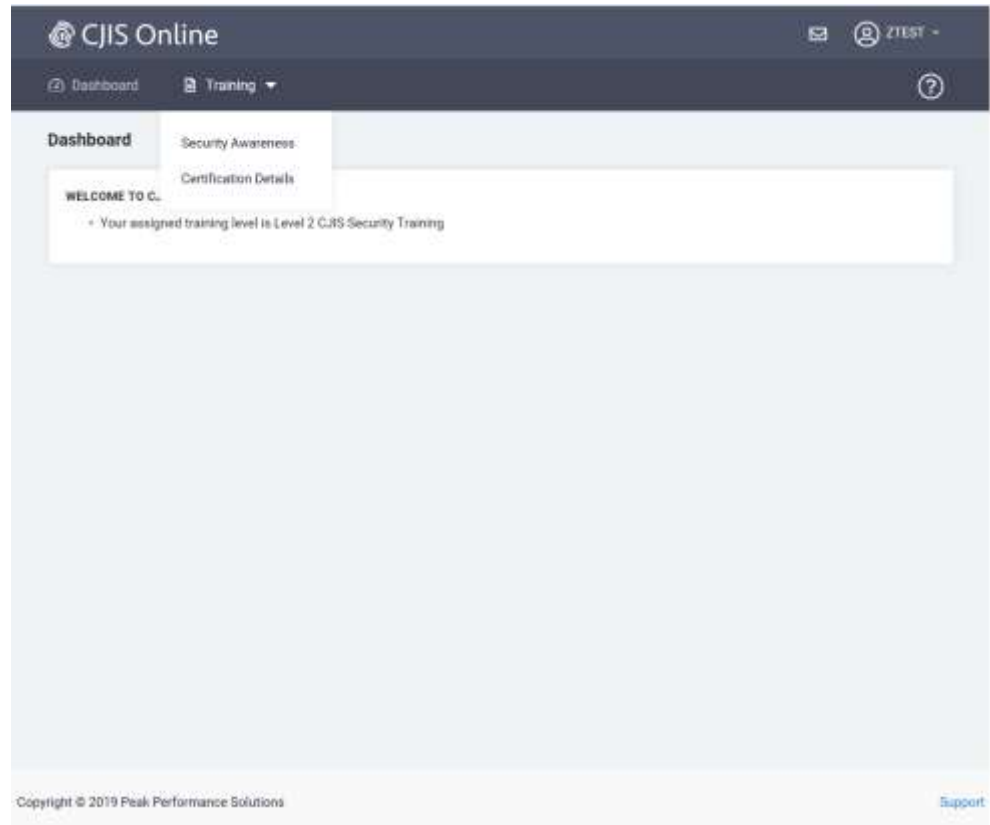
Enter your username/email address and your password. Please contact the CJIS Admin or open a Remedy ticket for your TAC/LAC log in credentials. If you forgot your password you may click the button "Forgot Your Password" to reset the password. Once you hit Login, you will see the screen on the following page.
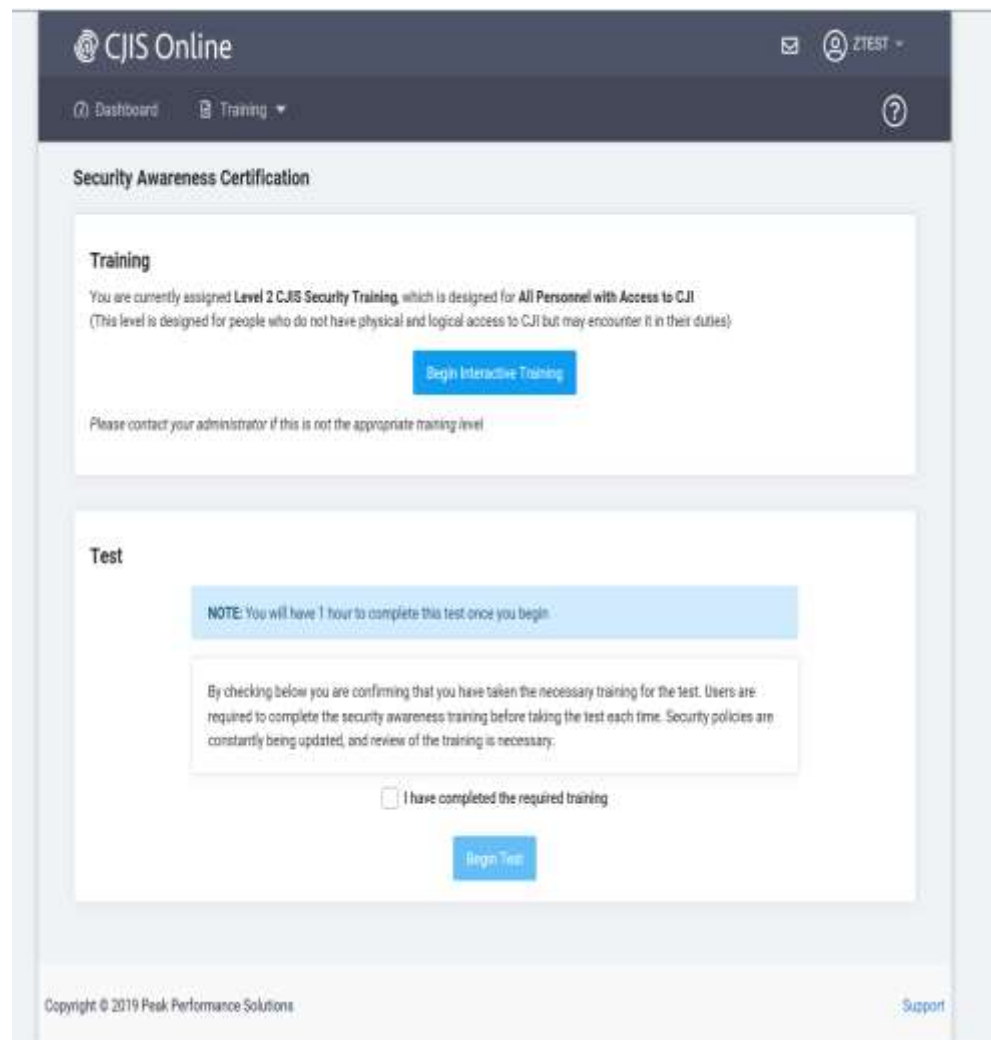
CJIS Online User Dashboard

This is your User Dashboard. From here you review what certifications you have or need to complete. You can navigate to the training screen by hitting the Training tab. You can logout by hitting the down arrow next to your user name at the top right corner of this screen.

CJIS Online User Training Drop down

After hitting the down arrow next to training, your available options appear. Select Security Awareness or Certification Details. The next 2 pages display the contents of these screens.

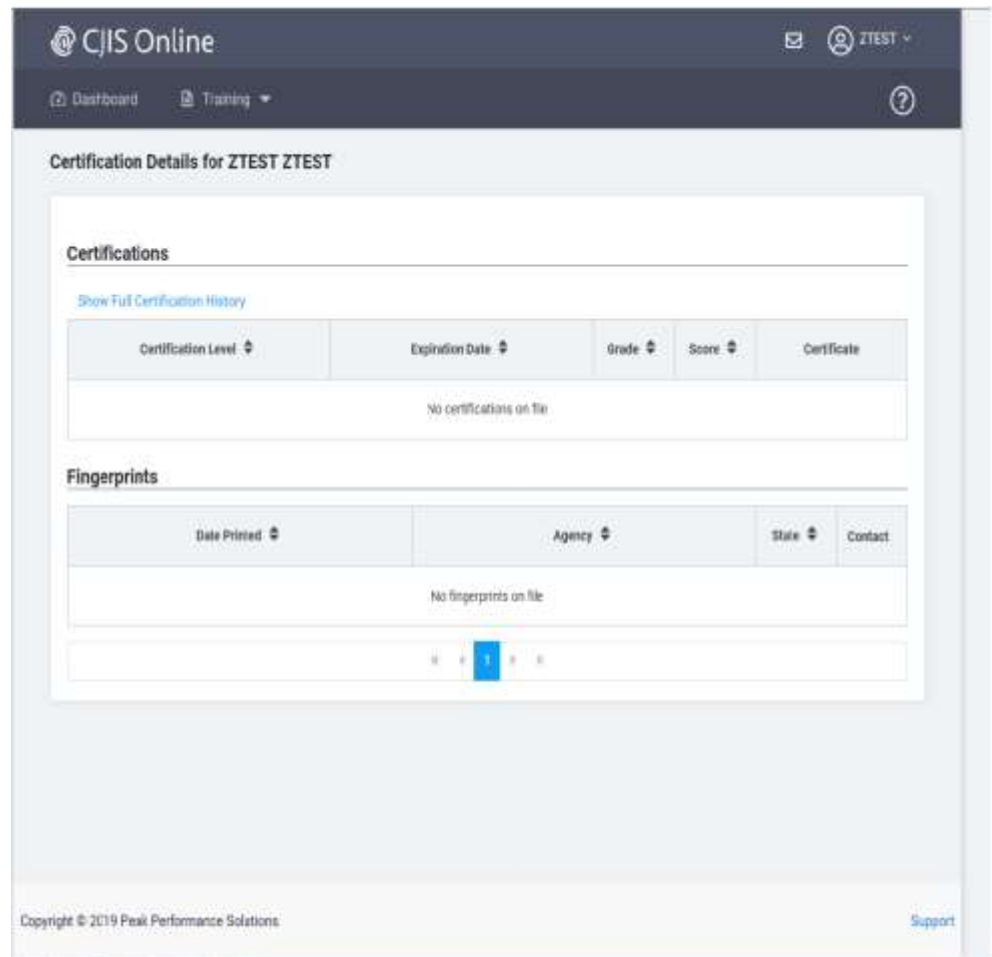## CJIS Online User Security Awareness Training

This is your Security Awareness Training Screen.

TRAINING – This option will launch the appropriate level of Security Awareness training. There are currently four (4) levels of training available and each level depends on your role within your agency and your access to criminal justice information. Your LAC is responsible for assigning the correct level of training for your role.
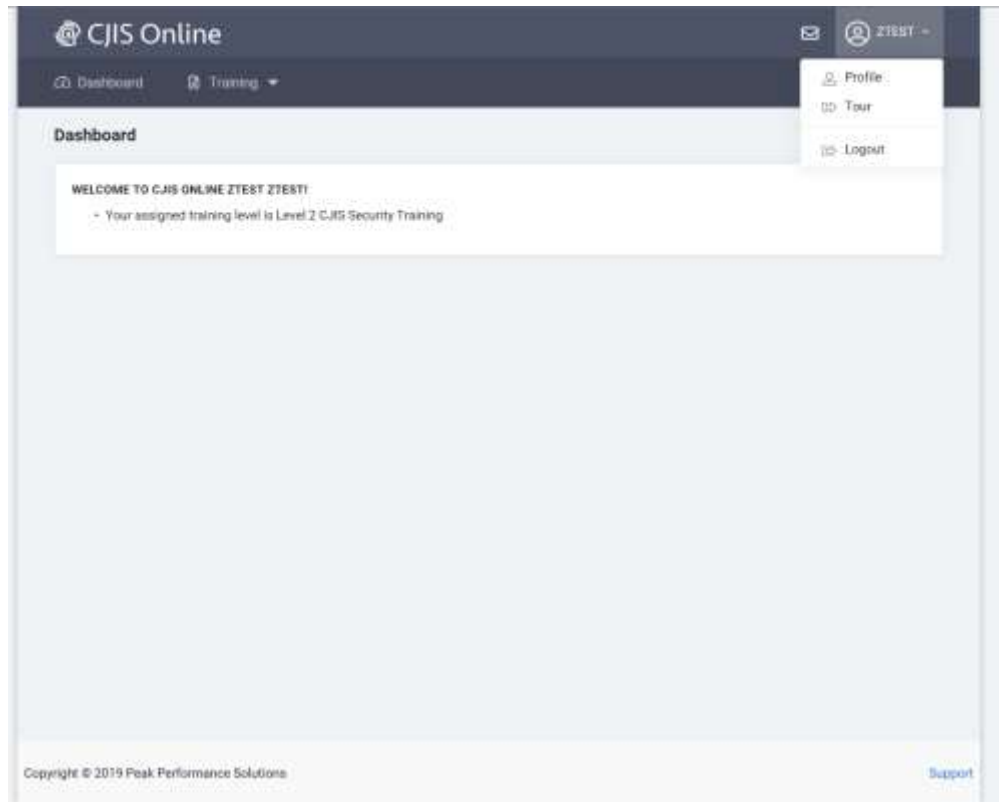
TEST – This is where you will take the exam for Security Awareness Training. This is a 25 question exam which you must pass with 75% accuracy in order to be considered Security Awareness trained. You are required to take the training prior to taking the test, so if you haven't taken the training yet, clicking on TESTING will present you with a button to take the training. If you have already gone through the training, you will be able to launch the test from this menu option.

CJIS Online User Certificate Screen

This is your Certification Details Screen. This will allow you to see a history of your Security Awareness Training.

CJIS Online User Profile/Logout

This is the dashboard with the Profile, 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.

PROFILE – This option allows you to change your name, phone number, email address and password.

TOUR – This option launches a tutorial for this application.

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