



# COLORADO

## Bureau of Investigation

Department of Public Safety

## CJIS ONLINE

### *Guide for Vendor Employees*

#### **This Guide Includes:**

How to log into CJIS Online to take Security Awareness training, and to test for certification.

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## CHANGE MANAGEMENT

Historical changes prior to 2017 can be requested from the CBI Crime Information Management Unit at [cdps.cbi.ccic@state.co.us](mailto:cdps.cbi.ccic@state.co.us).

Version	Publish Date	Approved by
5.0	December 6, 2018	Emily C. Philip CJIS Information Security Officer/CCIC Supervisor
<b>Summary of Changes</b>		
<ul style="list-style-type: none"> <li>• Added branding and formatting changes.</li> <li>• Removed any outdated/inaccurate information.</li> <li>• Updated Message Field Codes and Police Authority Levels for all forms.</li> <li>• Added links to other chapters, policies, reference material, and outside resources as needed.</li> <li>• Changed language from Vendor Services Coordinator to Vendor Administrator.</li> </ul>		

Version	Publish Date	Approved by
5.1	January 16, 2019	Emily C. Philip CJIS Information Security Officer/CCIC Supervisor
<b>Summary of Changes</b>		
<ul style="list-style-type: none"> <li>• Revised instructions and screen shots to accommodate changes to CJIS Online.</li> </ul>		

Version	Publish Date	Approved by
5.2	December 5, 2019	Emily C. Philip CJIS Information Security Officer/CCIC Supervisor
<b>Summary of Changes</b>		
<ul style="list-style-type: none"> <li>• Revised instructions and screen shots to accommodate login screen changes to CJIS Online.</li> </ul>		

## INTRODUCTION

The CJIS Security Policy states that “basic security awareness training shall be required within six months of initial assignment, and biennially thereafter, for all personnel who have access to CJIS to include all personnel who have unescorted access to a physically secure location. [...] Records of individual basic security awareness training and specific information system security training shall be documented, kept current, and maintained.”

The CJIS Online utility is an optimal way to provide, certify, and track Security Awareness Training, and is required for vendors participating in the Colorado Bureau of Investigation’s CJIS Vendor Management Program. This utility is offered free of charge.

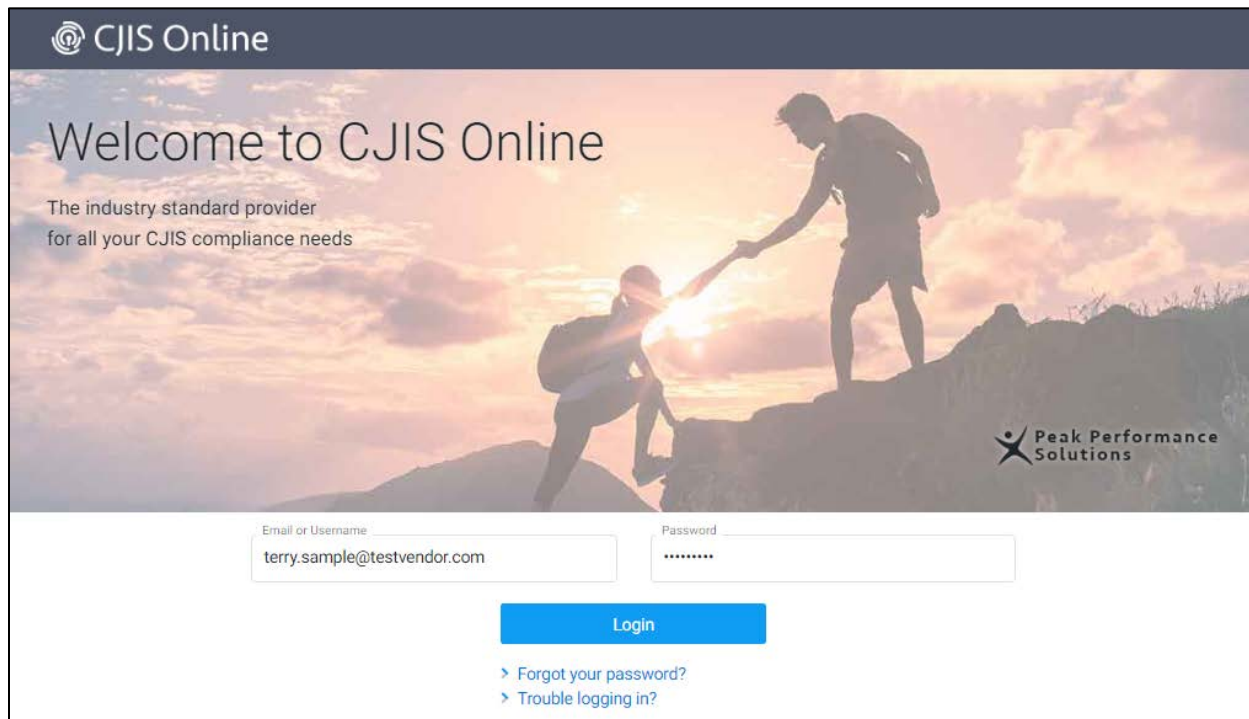
This guide is designed for the Vendor Employee whose organization is enrolled in this program, and illustrates how to log in, take the Security Awareness Training and Test, and view a certification history.

Please contact the Colorado Bureau of Investigation at [cdps.cbi.cjisvendors@state.co.us](mailto:cdps.cbi.cjisvendors@state.co.us) for any questions about this guide or the Vendor Management Program.

## LOGGING IN

To log in as a Vendor Employee, first visit [www.cjisonline.com](http://www.cjisonline.com). Log in with your email address and the default password provided to you in your onboarding email.

If you do not know your password, click **Forgot Your Password?** or contact your company’s Vendor Administrator.



CJIS Online

# Welcome to CJIS Online

The industry standard provider  
for all your CJIS compliance needs

Peak Performance Solutions

Email or Username:

Password:

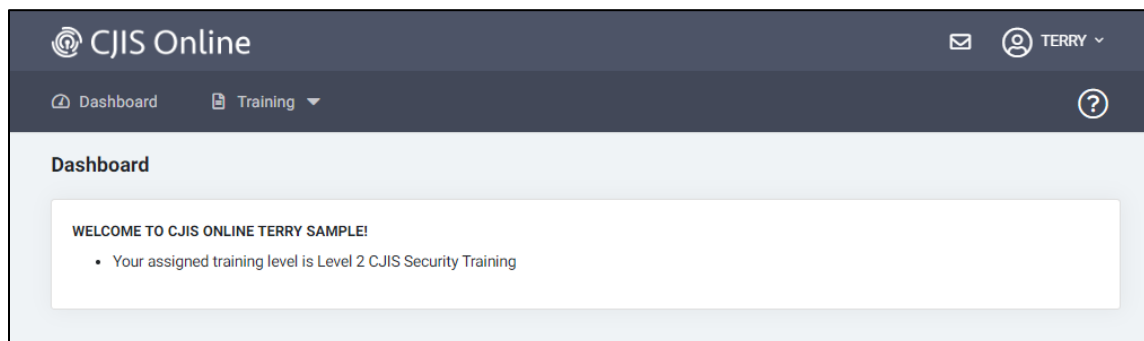
Login

> Forgot your password?  
> Trouble logging in?

If it’s your first time logging in, you’ll be prompted right away to change your password.

## DASHBOARD

Logging in will take you directly to the CJIS Online Dashboard.

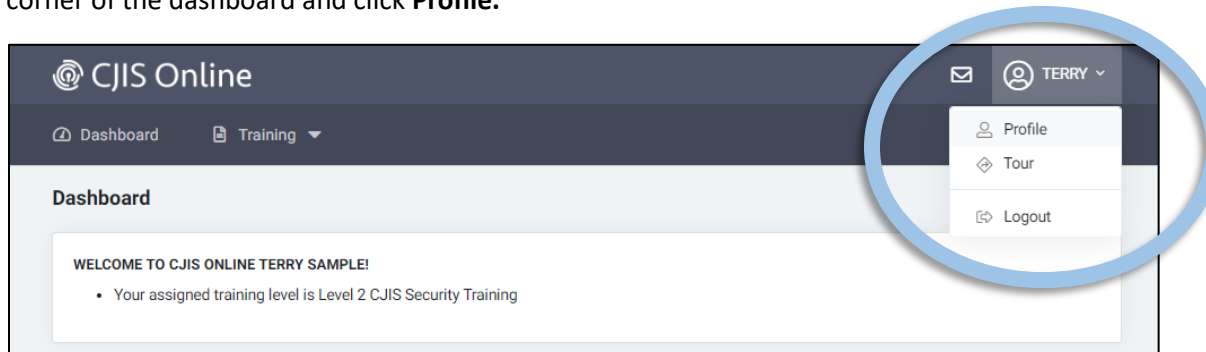


Your dashboard will tell you what level of CJIS Security Awareness training you have been assigned.

If you have already taken a certification test, your status and expiration date will display here as well.

## USER INFO

If you want to change your password or any other account details, click on your name in the upper right corner of the dashboard and click **Profile**.

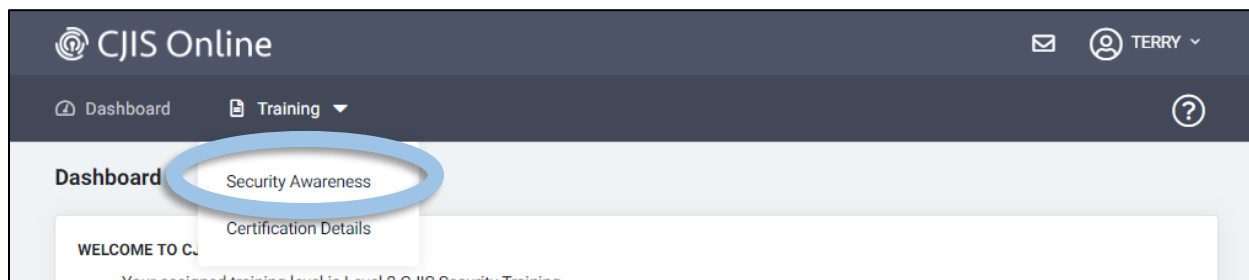


Edit the fields you want to update; then click **Save**.

User Information		
First Name	Middle Name	Last Name
TERRY		SAMPLE
Account Information		
<input type="checkbox"/> This user does not have an Email Address		
Email *	Confirm Email *	
<input type="text" value="terry.sample@testvendor.com"/>	<input type="text" value="terry.sample@testvendor.com"/>	
Username	Phone	Phone Ext
<input type="text"/>	<input type="text" value="303-555-9876"/>	<input type="text"/>
Change Password		
Current Password	New Password	Confirm Password
<input type="text"/>	<input type="text"/>	<input type="text"/>
<small>The password must be 8-20 characters long, must contain at least 1 letter and 1 number and not begin or end with a space.</small>		

## TRAINING

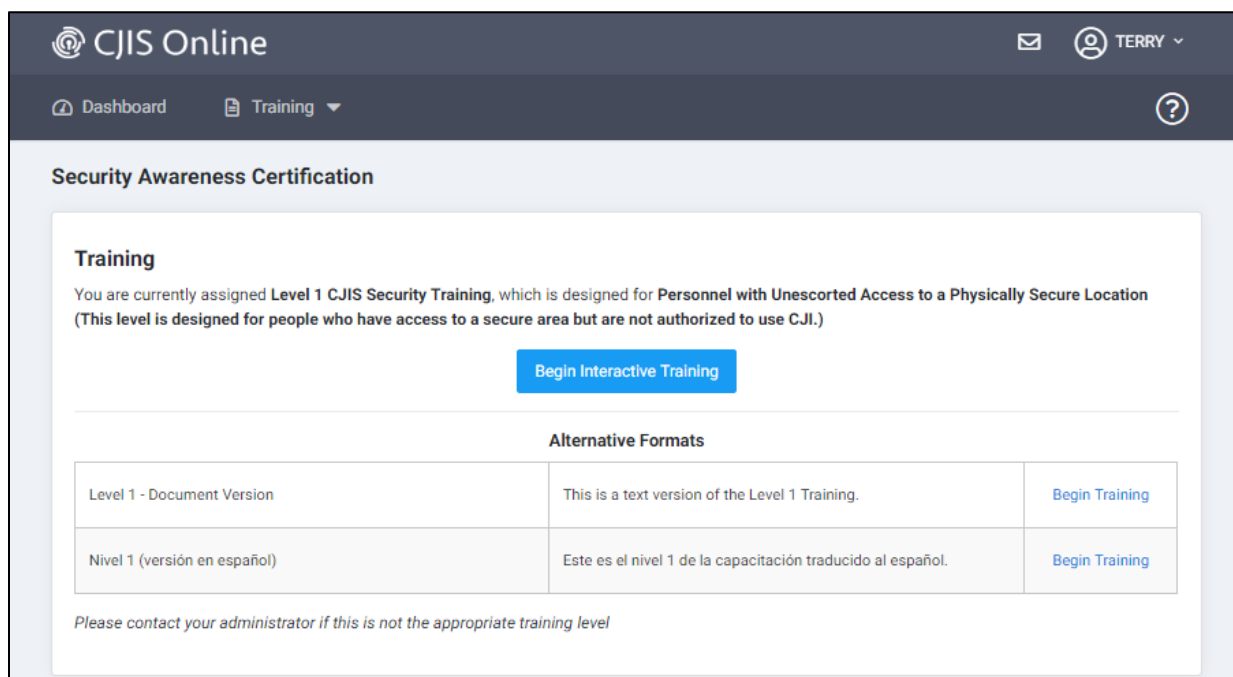
To take your training, click on the Training menu and select **Security Awareness**.



Depending on the training level assigned to you, you may see one of the following screens.

### Level 1

Users with Level 1 roles have a few different options. They may take the interactive training in English, or they can view a text document that explains the basics of CJIS policy. The text document is available in both English and Spanish.



Example of the Spanish-language training:

**Nivel 1 de la Capacitación en Conciencia de la Seguridad**

**Objetivo y descripción general**

Esta capacitación está destinada a todo el personal cuyas obligaciones requieren el acceso sin acompañante a un lugar físicamente seguro que procesa o almacena Información de la Justicia Penal (CJI, por sus siglas en inglés). La siguiente información está dirigida específicamente al personal que no debe tener acceso ni debe manejar la mencionada CJI.

La Política de Seguridad del Sistema de Información de la Justicia Penal (CJIS, por sus siglas en inglés) del FBI establece que todo el personal que tenga acceso sin acompañante a una ubicación físicamente segura que procesa o almacena Información de la Justicia Penal (CJI) debe completar la capacitación en Conciencia de la Seguridad del CJIS dentro de los 6 meses posteriores a la designación o a la asignación en su puesto. Después de la capacitación inicial, debe realizar una

## Levels 2-4

Users with Level 2- 4 are given an interactive training.

The screenshot shows the CJIS Online dashboard. The user is logged in as CORNELIA. The navigation menu includes Dashboard, Training, Administration, and Reports. The main content area is titled "Security Awareness Certification" and contains a "Training" section. The text in the training section reads: "You are currently assigned **Level 2 CJIS Security Training**, which is designed for **All Vendors with Access to CJI** (This level is designed for vendors who do not have physical and logical access to CJI but may encounter it in their duties)". A blue button labeled "Begin Interactive Training" is prominently displayed. Below the button, a note states: "Please contact your administrator if this is not the appropriate training level".

## Training

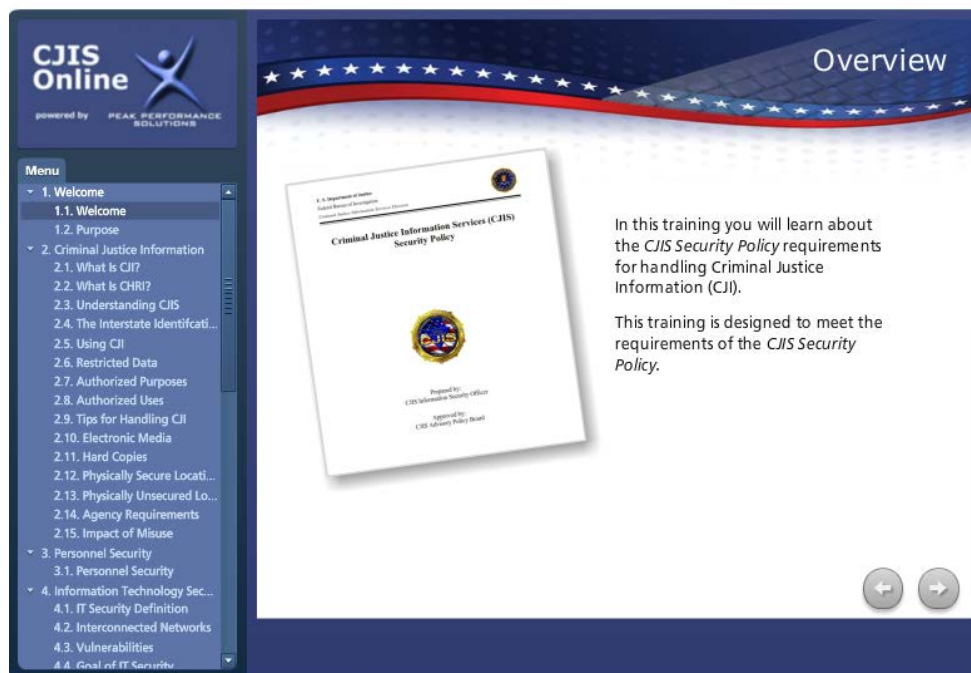
The interactive training will launch in a new window.

Once you begin your training, you'll be presented with a series of slides about Security Awareness as it relates to criminal justice information. You can take the training as often as you need to.

The information in the training is based on the [CJIS Security Policy](#), a publication by the FBI that governs the proper use and handling of criminal justice information.

Follow the prompts until you have completed the training.

Below is a screen shot of the first training slide:



## TESTING

After you have completed your training, you must certify that you are now aware of CJIS policy. Again, depending on your level assignment, you may have different options.

### Level 1

Users with Level 1 access only need to confirm their understanding of CJIS policy. Tick the boxes to acknowledge each statement, then click the button that says **Record Confirmation**.

**Confirmation**

[Version en Español](#)

You must confirm that you have completed the Level 1 Security Training and understand everything that was presented. You are required to complete the security awareness training each time you recertify. Security policies are constantly being updated and review of the training is required.

I confirm that I read and understand the Level 1 Security Training.

I understand that I am not authorized to access, read, handle or discuss Criminal Justice Information.

I understand that unauthorized access, handling or discussion of Criminal Justice Information could result in criminal prosecution and/or termination of employment.

[Record Confirmation](#)

There is a Spanish-language version if needed; click **Version en Español**.



## Levels 2-4

Users with Level 2, 3, or 4 are required to take a test. Click the **Begin Test** button to launch the test.

**Test**

**NOTE:** You will have 1 hour to complete this test once you begin

By checking below you are confirming that you have taken the necessary training for the test. Users are required to complete the security awareness training before taking the test each time. Security policies are constantly being updated, and review of the training is necessary.

I have completed the required training

[Begin Test](#)

You will have 60 minutes to complete a 25-question test.

**Test Timer**

0:59:16

[Close](#)

**POWERED BY**  
*nex***TEST**

**3** Custodial workers that access the terminal area must have a fingerprint background check done and training unless they are escorted in these areas.

True


False

When you are finished, you will be given your score.

[Close](#)

**100%**

**Congratulations!**



As identified by your logon, **CORNELIA VOLKSWAGEN**, you completed the **Level 2 CJIS Security Test** exam on **January 16, 2019**. You answered 25 out of 25 questions correctly and achieved a score of **100%**.

Time it took to complete the exam: 3 Minute(s) 32 Second(s)

Please click 'Close' at the top right when you are finished.

**Congratulations! You answered all the questions correctly.**


You also have the option to print your Certificate of Completion.

### Security Awareness Certification


Great job TERRY SAMPLE! You passed the **Level 2 CJIS Security Training** exam on 12/12/2019 with a score of 96.0%.

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Print your certificate



With Border



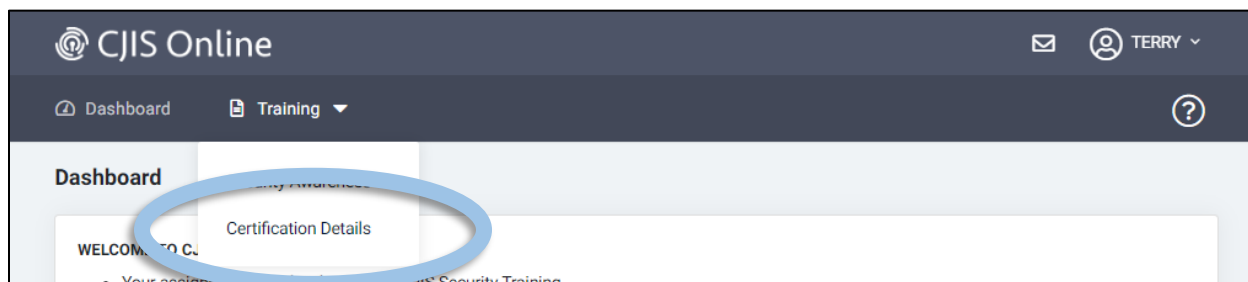
No Border

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*Note: If you need to re-print this certificate in the future, you can go to the Training menu option and choose Certification Details*

## CERTIFICATION DETAILS

Certification Details shows you how many times you have taken the Security Awareness test—to include passes and fails—and allows you to download your certificates again if you need them.





The screenshot shows the CJIS Online interface. The top navigation bar includes 'Dashboard' and 'Training'. The 'Training' dropdown menu is open, and 'Certification Details' is circled in blue. The main content area shows a 'Dashboard' section with a 'WELCOME TO CJIS' message and a 'Certification Details' link.

It also displays your deadline for taking the test again. According to the CJIS Security Policy, vendors who access criminal justice information need to renew their Security Awareness Certification **every two years**.


### Certification Details for TERRY SAMPLE

#### Certifications

[Show Full Certification History](#)

Certification Level	Expiration Date	Grade	Score	Certificate
Level 2 CJIS Security Training	December 12, 2021	Pass	96.0%	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p>With Border</p> </div> <div style="text-align: center;">  <p>No Border</p> </div> </div>

#### Documents

Document Type	Upload Date	File Type	View
SECURITY ADDENDUM CERTIFICATION	December 05, 2019	PDF	

« ‹ 1 › »

If there is no document in the Documents section called “Security Addendum Certification”, see your Vendor Administrator. They will have you sign this form, and then upload it into your profile for you.