CJISOnline.com
Quick Reference Guide for Tribes:
Logging in, Enrolling Staff & Assigning Training

Standard Users:

When a new user is first set up, the administrator can send an account setup invitation via email. Once this invitation is received via email, the user shall follow the login instructions to begin certifications.

Once the user is logged in, their assigned certification will show up on the dashboard. If you do not see the certification listed, please contact your local administrator or the CAU for additional assistance.

Administrators:

To access CJIS Online go to https://www.cjisonline.com/

To enroll Staff into the platform and assign them Security and Privacy certification, you will follow this path:
Administration → Manage Users → "+Add User" → enter all required information, designated by a red * → click next → Assignments → Security and Privacy → select the Security and Privacy Role that is required.

** Please note: **There is no longer separate LASO training.** Per the CJISSECPOL Section AT-2, (3)(d)(4) the Security Role includes training for LASOs. The LASO Agency Assignment allows the user to manage users for that account.

** Please note: If an email invitation needs to be sent to the user to have them create a password and login for the first time, keep the "Send account setup invitation" box checked and click on the Next button at the bottom right to continue to the Assignments tab. If an email invitation is not required, uncheck the "Send account setup invitation" box and enter a password for the user. Then click on the Next button at the bottom right to continue to the Assignments tab.

To assign Security and Privacy Roles for staff already enrolled in CJIS Online, you will need to edit personal profiles within the platform. To do this, follow the pathway below:
Administration → Manage Users → Enter the staff member's last and first name → click search → under results, click on the 'pencil' icon below the word "Edit" → Assignments → Security and Privacy → select the Security and Privacy Role that is required.

The Security and Privacy Role certification will show up on their dashboards upon logging in.

Please contact the CJIS Audit Unit at cau@nigc.gov with any questions.