

Missouri State Highway Patrol CJIS Online Admin Guide



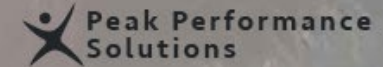
Welcome to CJIS Online

The industry standard provider
for all your CJIS compliance needs




Welcome to CJIS Online


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Administrators to manage their local agencies and users



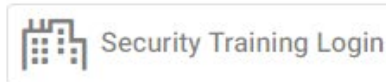
Agency Administrator Login
Login page for Agency Administrators to manage their local users



Vendor Login
Login page for Vendor Users to complete training and Admins to manage their company users



IT & Agency Users Login
Login page for IT and Agency Users to complete their training and testing



Security Training Login

Enter your information in the appropriate fields.

Password will be provided by MSHP Security Audit Team when the account is established.

Local Agency Login

[Forgot your password?](#)

To add new users select the Administration drop down and then select Manage Users.

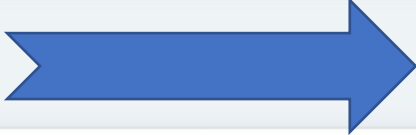
The screenshot displays the CJIS Online user interface. At the top left, the logo and text "CJIS Online" are visible. On the top right, there is a notification icon, a user profile icon labeled "TEST", and a help icon. Below the header, a dark navigation bar contains two main menu items: "Administration" with a lock icon and a dropdown arrow, and "Reports" with a document icon and a dropdown arrow. A large blue arrow points from the left towards the "Administration" menu. The "Administration" dropdown menu is open, showing four options: "Manage Users", "Manage Vendors", "Manage Vendor Users", and "Update Agency Profile". A second large blue arrow points from the right towards the "Manage Users" option. The main content area is divided into several sections: a "Dashboard" header, a "WELCOME TO CJIS" message, "AGENCY USER STATISTICS" with three metrics (4 Active Users, 1 Expired Active Users, 0 Expiring (next 60 days)), and "YOUR SYSTEM PRIVILEGES" which lists "Agency Administrator".

Select Add a User

CJIS Online ✉ 👤 TEST ▾

🏠 Dashboard 🔒 Administration ▾ 📄 Reports ▾ ❓

Manage Users

 [+ Add a User](#)

Last Name	First Name	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>
Username	User Status	Roles
<input type="text"/>	Active Users Only ▾	All Roles ▾

1

Account Details

2

Assignments

Agency Information

Agency *

MOMHP0001 - MSHP SECURITY UNIT TEST AGENCY x ▾

Organizational Unit

No Unit Selected ▾

Department

Legacy data - use Organizational Unit

User Information

Last Name *

First Name *

Middle Name

Phone

Phone Ext

Account Information

This user does not have an Email Address

Email *

Confirm Email *

Username

When adding a user, Username is reserved for the user to set unless this user does not have an email

Send account setup invitation

This user will receive an email invitation with a temporary password and instructions for finalizing the setup of their account.

Next →

Enter the user information in the appropriate fields. When complete select next. Leave the send account setup invitation checked. This allows CJIS Online to create a random password for the user to change at first sign on and alerts the user of account setup.

Add a User

Return to Search

1
Account Details

2
Roles

Security Training Access

- Level 1 CJIS Security Training

Personnel with Unescorted Access to a Physically Secure Location
(This level is designed for people who have access to a secure area but are not authorized to use CJI)
- Level 2 CJIS Security Training

All Personnel with Access to CJI
(This level is designed for people who do not have physical and logical access to CJI but may encounter it in their duties)
- Level 4 CJIS Security Training

Personnel with Information Technology Roles
(This level is designed for all information technology personnel including system administrators, security administrators, network administrator, etc...)
- Remove Security Training Access

Removing Security Training Access from a User disallows them from logging in to take Training, and excludes them from Certification Expiration Reports and Notifications.

Previous

Create User

- Select appropriate training level. Level 3 training is provided during MULES Recertification classes conducted by your trainer.
- Select Create User when done.



Edit User

+ Add Another User Search Users

Account Roles Certification Details

Agency Information

Agency * Department
MOMHP0001 - MSHP SECURITY UNIT TEST AGENCY

User Information

Last Name * First Name * Middle Name
SMITH BOB
Phone

Account Information

This user does not have an Email Address
Email * Confirm Email *
bobsmith@mshp.dps.mo.gov bobsmith@mshp.dps.mo.gov
Username Account Status
 Account Inactive
When adding a user, Username is reserved for the user to set unless this user does not have an email
Password Confirm Password

The password must be 8-20 characters long and must contain at least 1 letter and 1 number.

Save User

- When all the information is completed select Save User.

Manage Users

+ Add a User

Last Name First Name Email

Username User Status Roles

Active Users Only All Roles

Clear Search

Showing Records: 1 - 5 of 5



Name/Email	Agency	Edit
HURR, HANNAH hannah.hurr@mshp.dps.mo.gov	MSHP SECURITY UNIT TEST AGENCY (ORI: MOMHP0001)	
ROBINSON, SCOTT jaws38@hotmail.com	MSHP SECURITY UNIT TEST AGENCY (ORI: MOMHP0001)	
TEST, IT it@mshp.com	MSHP SECURITY UNIT TEST AGENCY (ORI: MOMHP0001)	
USER, TEST testuser1@mshp.com	MSHP SECURITY UNIT TEST AGENCY (ORI: MOMHP0001)	
WOODS, PATRICK patrick.woods@mshp.dps.mo.gov	MSHP SECURITY UNIT TEST AGENCY (ORI: MOMHP0001)	

- To view or edit an employee profile select the Edit button next to appropriate employee.



Edit User

Return to Search

Account

Roles

Certification Details

Agency Information

Agency * Department

MOMHP0001 - MSHP SECURITY UNIT TEST AGENCY IT

User Information

Last Name * First Name * Middle Name

TEST IT

Phone

Account Information

This user does not have an Email Address

Email * Confirm Email *

it@mshp.com it@mshp.com

Username Account Status

Account Inactive

When adding a user, Username is reserved for the user to set unless this user does not have an email

Password Confirm Password

The password must be 8-20 characters long and must contain at least 1 letter and 1 number.

There is no option to delete a User. Accounts for employees who have left the agency should be placed in an inactive status.

Change Password

Save User

- The first screen allows the administrator to edit basic information about each user.
- Security Awareness Training levels may be selected by accessing the Roles Tab along the top.
- Certification Status and fingerprint information may be accessed from the Certification Details tab.



Manage Users

- Test Activity Report
- Certification Expiration Report
- Fingerprint Report

+ Add a User

Last Name Email

Username User Status Roles

Clear Search

Showing Records: 1 - 6 of 6



	Name/Email	Agency	Edit
>	HURR, HANNAH hannah.hurr@mshp.dps.mo.gov	MSHP SECURITY UNIT TEST AGENCY (ORI: MOMHP0001)	
>	ROBINSON, SCOTT jaws38@hotmail.com	MSHP SECURITY UNIT TEST AGENCY (ORI: MOMHP0001)	
>	SMITH, BOB bobsmith@mshp.dps.mo.gov	MSHP SECURITY UNIT TEST AGENCY (ORI: MOMHP0001)	
>	TEST, IT it@mshp.com	MSHP SECURITY UNIT TEST AGENCY (ORI: MOMHP0001)	
>	USER, TEST testuser1@mshp.com	MSHP SECURITY UNIT TEST AGENCY (ORI: MOMHP0001)	
>	WOODS, PATRICK patrick.woods@mshp.dps.mo.gov	MSHP SECURITY UNIT TEST AGENCY (ORI: MOMHP0001)	



Showing Records: 1 - 6 of 6

- Agency reports may be accessed via the reports tab.

Tour
Logout

Manage Users

Last Name First Name Email
 Username User Status Roles
 Active Users Only All Roles
 Clear Search

Showing Records: 1 - 6 of 6

Name/Email	Agency	Edit
HURR, HANNAH hannah.hurr@mshp.dps.mo.gov	MSHP SECURITY UNIT TEST AGENCY (ORI: MOMHP0001)	
ROBINSON, SCOTT jaws38@hotmail.com	MSHP SECURITY UNIT TEST AGENCY (ORI: MOMHP0001)	
SMITH, BOB bobsmith@mshp.dps.mo.gov	MSHP SECURITY UNIT TEST AGENCY (ORI: MOMHP0001)	
TEST, IT it@mshp.com	MSHP SECURITY UNIT TEST AGENCY (ORI: MOMHP0001)	
USER, TEST testuser1@mshp.com	MSHP SECURITY UNIT TEST AGENCY (ORI: MOMHP0001)	
WOODS, PATRICK patrick.woods@mshp.dps.mo.gov	MSHP SECURITY UNIT TEST AGENCY (ORI: MOMHP0001)	

Showing Records: 1 - 6 of 6

- Select the drop down in the upper right hand portion to view two options. Select Tour to view a guided tour of the new format. Select Logout to exit the program.