



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, user shall follow the login instructions to begin certifications.

Once user is logged in, the required Security Awareness Training (SAT) will show up on the dashboard. If you do not see training 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 SAT, you will follow this path:
Administration → Manage Users → “+Add User” → enter all required information, designated by a red * → click next → Assignments → SAT → select the level of SAT needed

** 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 Awareness Training for already enrolled staff, 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 Awareness Training → select the level of SAT needed

The Security Awareness Training will show up on their dashboards upon logging in.

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