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

Standard Users:

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

For users logging in for the first time or if you do not know your password, use the "Forgot your password?" button→ and enter your email address. A code will be sent to your email. Please input the reset password code from your email along with a new password to complete your password reset. (you have 15 minutes to complete this). Once complete, go back to the Login page to proceed with logging in with your email and new password you have just chosen.

Once you are logged in the required Security Awareness Training will show up on your dashboard. If you do not see training listed, please contact your local administrator or the CAU for additional assistance.

Administrators:

To enroll Staff into the platform and assign them Security Awareness Training, 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: When you have your staff enrolled and have assigned Security Awareness Training, you will need to notify them via email and provide the following information:
Website: www.cjisonline.com
Username: email provided
Password: temporary password you have set for your staff or provide the Standard Users instructions noted above.

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.