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ATTENTION: AGENCY TAC/POC

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REVIEW AND DISTRIBUTE THIS NOTICE ACCORDINGLY



Updates for Security Awareness Training

Currently, all users having access to Criminal Justice Information (CJI) are required to complete Security Awareness Training every two (2) years per the FBI's Criminal Justice Information Services (CJIS) Security Policy. DCIN certified users complete the training in nexTEST and non-certified users in CJIS Online. Users were required to be Security Awareness Certified within six (6) months of accessing CJI. These requirements are changing, effective October 2023.

Pertinent Info:

- Due to updates in the FBI's CJIS Security Policy, version 5.9.2, users will now be required to complete Security Awareness Training, in both nexTEST and CJIS Online, **annually**. Users will take the Security Awareness Training every year. Users must now be certified for Security Awareness Training **BEFORE** access CJI.
- The nexTEST header and navigation options will look a little different after the updates are completed. The top menu will now offer Dashboard- to return to the main menu, Reports-now its own menu option will take you to the reports page, Administration-has administrative functions, such as E-Notifications, Course Management, etc., and Help-the question mark icon (?) on the right side of the menu bar will take you to the Training Portal. There are n. two (2) new features in the header:
 - The **Product Navigation Icon** ☰ allows you to move between Peak Products, including Peak Manager. Note: this feature is not available in all configurations.
 - The **User Icon** (👤) allows you to update your email address or password by selecting **My Info** in the drop-down box. Selecting **Logout** allows you to log out of the application.
- While the header looks different and navigation has been improved, none of the main features that you are accustomed to using have changed, such as Test and Course Management, E-Notifications, and Reports.

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If you are uncertain about any issue, please seek out guidance from your agency legal counsel or contact the SBI for direction to an appropriate guiding authority.

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- User and Agency Management are also the same as before. However, soon we will be launching a new product called Peak Manager, which will allow you to manage all your users and agencies in one tool. More information on Peak Manager can be found in the “New Features” section of the Training Portal.

User Testing Workflow:

1. New user is added to nexTEST and assigned the “**Security and Privacy - General**” test.
 - a. The user must take the following online training courses.
 - i. **Security and Privacy Training – General**
 - b. The user will then be able to take the “**Security and Privacy - General**” test. Passing the test will give the user an expiration date of 1 year.
 - i. The user must take the test within 1 month (30 days) or they will have to retake the “**Security and Privacy Training – General**” training course.
2. When the user expires after 1 year, they will repeat the same process.

In Review:

- Users must re-certify every year.
- Users must be Security Awareness Certified **BEFORE** access CJI.
- The header in nexTEST has been updated and navigation has been improved.
- Users will be added to nexTEST and assigned Security and Privacy- General.
- Contact SATHelp@ncsbi.gov with any questions.

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