

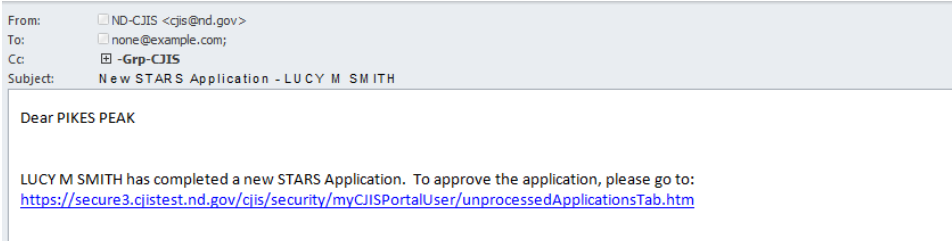


Criminal Justice Information Sharing (CJIS) • 600 E. Blvd Avenue, Dept 125 • Bismarck, ND 58505
Office: (701) 328-1110 • Fax: (701) 328-2226

STARS Application Process for Agency Administrator

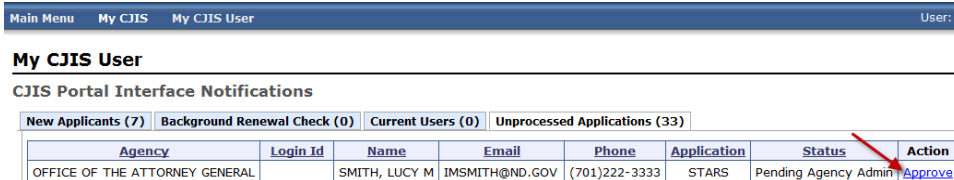
Once the new employee has submitted their on-line application the agency administrator will receive an email from ND-CJIS with a link to approve the application.

1. Click on the link provided in the email. It will take you to the Unprocessed Applications tab in the Portal.



Notice: A VPN connection may be required.

2. Under Action in the right column click on “Approve”



3. Click “Edit” to put in the Security Rights.

View User Application for LUCY SMITH

NDGOV	
User Number	
Application Type	STARS
PCN	
Name	LUCY M SMITH
DOB	02/02/1954
SSN	777-88-9999
Previous Names	LUCY M ANDERSON LUCY M JUST
Work Phone	(701) 222-3333
Cell Phone	(701) 426-1111
Job Title	STATE'S ATTORNEY
County	ADAMS
Work Email	IMSMITH@ND.GOV
Agency	OFFICE OF THE ATTORNEY GENERAL
*Security Rights	

*Required



4. Review all information and Select a Security Right.

Edit User Application for LUCY SMITH

NDGOV																
User Number																
Application Type	STARS															
PCN																
First Name	LUCY															
Middle Name	M															
Last Name	SMITH															
DOB	02/02/1954 (mmddyyyy)															
SSN	777889999															
Previous Name	<table border="1"> <thead> <tr><th>First Name</th><th>Middle</th><th>Last Name</th><th>Suffix</th><th>Action</th></tr> </thead> <tbody> <tr><td>LUCY</td><td>M</td><td>ANDERSON</td><td></td><td>Delete</td></tr> <tr><td>LUCY</td><td>M</td><td>JUST</td><td></td><td>Delete</td></tr> </tbody> </table> Add Previous Name	First Name	Middle	Last Name	Suffix	Action	LUCY	M	ANDERSON		Delete	LUCY	M	JUST		Delete
First Name	Middle	Last Name	Suffix	Action												
LUCY	M	ANDERSON		Delete												
LUCY	M	JUST		Delete												
Work Phone	7012223333															
Cell Phone	7014261111															
Job Title	STATE'S ATTORNEY															
*County:	ADAMS															
Work Email	IMSMITH@ND.GOV															
*Select one:	<input checked="" type="radio"/> Admin <input type="radio"/> Financials <input type="radio"/> General <input type="radio"/> View Only															

- a. Admin – Agency Administrative Staff which will have merge and delete rights
 - b. Financials – staff working with payments
 - c. General – staff that do data entry with rights to edit
 - d. View Only – staff that will only have access to view and not edit
5. Click “Save”
 6. Completion Options

View User Application for LUCY SMITH

NDGOV	
User Number	
Application Type	LERMS
PCN	100001111
Name	LUCY M SMITH
DOB	02/02/1954
SSN	777-88-9999
Previous Names	LUCY M ANDERSON LUCY M JUST
Work Phone	(701) 222-3333
Cell Phone	(701) 426-1111
Job Title	DEPUTY
County	ADAMS
Work Email	LMSMITH@ND.GOV
Agency	CJIS OFFICE
Badge #	1234
Hire Date	07/31/2012
Full Time/Part Time	Full Time
Notes	

Personnel Number	1111
Admin/Patrol	<input checked="" type="radio"/> Admin <input type="radio"/> Patrol

- a. Return – will take you back to the Unprocessed Applications tab
 - b. Edit – will open an Edit User Application screen so the agency admin can update any incorrect information.
 - c. Deny – will deny the application and send an email to the new employee
 - d. Approve – will approve the application and will send it to CJIS for completion.
7. You will continue to see the new employee in the Unprocessed Applications tab until CJIS approves it. At that time it will move to the New Application tab.
 8. Once CJIS has completed the STARS application and email will be sent to the agency administrator with log on information.