

ND Criminal Justice Application



Agency Admin User Guide

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About ND Criminal Justice Application

The ND Criminal Justice Application allows authorized criminal justice professionals to apply for access to participating agency programs through a secure website. Participating agency programs include:

- Portal
- LERMS
- STARS
- VINEProtect
- VINEWatch
- 24/7
- MAP
- NCIC
- SLIC
- POST

Participating agency programs will be able to process criminal justice applications for licensure/access, background checks, denials, deactivations, and revocations. The ND Criminal Justice Application system will also provide notifications of suspensions, revocations, deactivations, and denials to the participating programs.

Gaining Access

As an Agency Administrator for your agency, you will be required to have ND CJIS Portal access.

To gain access to the ND CJIS Portal, please follow these steps:

- Fill out an online application at <https://attorneygeneral.nd.gov/cjis/coordinatedApplications/agencyAgreement/>.
 - Start the application by filling out the online form with your agency ORI and select the checkboxes of the systems you wish to apply for. Click “Continue”.
 - A pop-up box will ask you for personal identifying information. Enter your information and click “Continue”.
 - Review your information and submit the application(s). If you selected LERMS, NCIC, POST, SLIC, VINEWatch or VINEProtect application types, you will be asked for additional information. Enter the required information and submit the application(s).
- Complete the criminal history records check process. Information about the process can be found on page 4 of this document.

Criminal Justice Records Check Process

A fingerprint-based criminal history records check is required for access to ND CJIS Portal, VINEProtect, VINEWatch, 24/7, MAP, NCIC, SLIC and POST application types.

The ND Criminal Justice Application system utilizes BCI's Applicant Criminal Justice Record Check System (MAP App) to process the criminal history records checks. If your agency has submitted a MAP App for the applicant, then you can use the TCN from the submission. If your agency has not already submitted a MAP application file to BCI Criminal History for the applicant, please submit a MAP application file for the applicant.

If your agency is not currently using MAP App, please submit an application through the ND Criminal Justice Application system to request access.

Fingerprints can be sent to BCI Criminal History by:

1. LiveScan
 - a. Please include PCN number on the MAP application submission
2. US Mail
 - a. Please send 2 BLUE applicant fingerprint cards to:

Attn: Law Enforcement Record Checks
North Dakota Bureau of Criminal Investigation
PO Box 1054
Bismarck ND 58502-1054

- b. Fill out, and include fingerprint memo with fingerprint cards. The fingerprint memo can be found on the final page of this document.

Your fingerprints will be used to check the criminal history records of the FBI. You have the opportunity to review or challenge the accuracy of the information contained in the FBI identification record. The procedure for obtaining a change, correction, or updating an FBI identification record are set forth in Title 28 CFR 16.34.

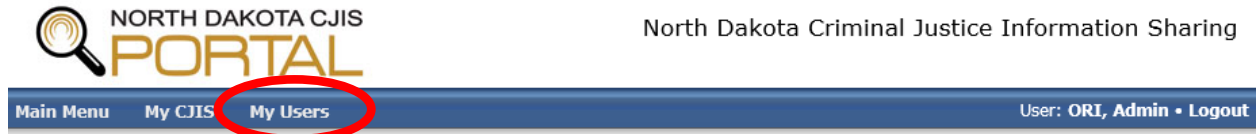
Agency Administrator Security

As an Agency Administrator, you have the security within ND CJIS Portal to do the following:

- Track the progress of new applicants through the application approval process for your agency.
- Ability to view results of criminal background checks.
- Manage current user accounts by adding/removing event rights and inactivate users that no longer work for your agency.
- Follow the progress of current users that are in the 5 year background check process.
- View a list of the current users for your agency.
- Manage personal information for users from your agency.
- View Access Logs for users from your agency.

Processing Applications

As an Agency Administrator, you are responsible for reviewing and approving applications to be sent to the System Administrator. To begin the process, you will need to be logged in to ND CJIS Portal. Click on the **MY USERS** link in the top navigation bar.



Click on the **UNPROCESSED APPLICATIONS** tab. This tab lists the applications for your agency that are waiting to begin the process.



Name	Login Id	Agency	Email	Application	Application Date	Status	Has previous Apps	Action
MAN, GRUMPY OLD SR		OFFICE OF THE ATTORNEY GENERAL	SCHATZ_T@YAHOO.COM	SLIC	06/11/2019	Pending Admin	Y	View
MAN, GRUMPY OLD SR		OFFICE OF THE ATTORNEY GENERAL	SCHATZ_T@YAHOO.COM	VINEWatch	06/11/2019	Pending Agency Admin	Y	Approve
POOL, DEAD		OFFICE OF THE ATTORNEY GENERAL	BJHOLZWORTH@ND.GOV	VINEWatch	06/10/2019	Pending Admin	Y	View
TEST21, JOB L		OFFICE OF THE ATTORNEY GENERAL	KIHAGEL@ND.GOV	SLIC	06/13/2019	Pending Agency Admin	Y	Approve
TEST341, DELOITTE		OFFICE OF THE ATTORNEY GENERAL	NCHRISTENSEN@ND.GOV	ND CJIS Portal	05/30/2019	Pending Agency Admin	Y	Approve
TESTING, MAP		OFFICE OF THE ATTORNEY GENERAL	TSCHATZ@ND.GOV	MAP	06/20/2019	Pending Agency Admin	Y	Approve
TESTINGCAT, BOBBI		OFFICE OF THE ATTORNEY GENERAL	BJHOLZWORTH@ND.GOV	VINEWatch	06/14/2019	Pending Agency Admin	Y	Approve
TESTUSER150, DELOITTE	TUSER340	OFFICE OF THE ATTORNEY GENERAL	SCHATZ_T@YAHOO.COM	ND CJIS Portal	06/13/2019	Pending Agency Admin	Y	Approve
TESTUSER209, DELOITTE P	TUSER209	OFFICE OF THE ATTORNEY GENERAL	JESSIMPSON@ND.GOV	MAP	06/17/2019	Pending Agency Admin	Y	Approve
TESTUSER209, DELOITTE P	TUSER209	OFFICE OF THE ATTORNEY GENERAL	SCHATZ_T@YAHOO.COM	VINEWatch	06/06/2019	Approved	Y	View
TESTUSER278, DELOITTE	TUSER278	OFFICE OF THE ATTORNEY GENERAL	SCHATZ_T@YAHOO.COM	ND CJIS Portal	06/07/2019	Pending Admin	Y	View
TESTUSER374, DELOITTE J	TUSER374	OFFICE OF THE ATTORNEY GENERAL	SCHATZ_T@YAHOO.COM	24/7	05/31/2019	Pending Admin	Y	View

Under the status column, you will see the following statuses:

Pending Agency Admin – The application has been submitted. The agency administrator needs to click on the approve link.

Pending Admin – The application is waiting for the system administrator to begin processing the application.

The following table provides a description of the columns found on the Unprocessed Applications tab.

Column Name	Description
Name	The name of the person that has an application pending.
Login ID	User assigned Login ID (NDGOV). The field may not be populated on this tab.
Agency	You agency's name.
Email	The email the application provided on the application.
Application	Type of application that was submitted.
Application Date	Date the applicant submitted the application.
Status	Where the application is in the process.
Has Previous Apps	Yes or No indicator if the applicant has previously applied for access to participating programs.
Action	Displays an APPROVE link to move the application further through the process or a VIEW link to display the application.

Under the action column, click on the **APPROVE** link for the application type of the applicant you are working with. You will then be directed to the View User Application page.

View User Application Page

The TCN field is required for all application types that required a criminal history records check (ND CJIS Portal, VINEProtect, VINEWatch, 24/7, MAP, NCIC, SLIC and POST). Enter the 6-digit TCN.

If you are working with an application type that requires additional information to be entered or allows you to request security levels, there will be additional fields to fill in.

VPN Access

ND CJIS Portal, P1 LERMS and STARS application types allow you to request VPN access for the applicant. If you wish to request access, click the checkbox(es) that applies to your agency.

VPN Access	<input type="checkbox"/> CJIS VPN	<input type="checkbox"/> Netmotion VPN
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Security Roles and Payments

The LERMS application type allows you to enter the Personnel Number and requires a selection for the LERMS Role.

Personnel Number	<input type="text"/>
LERMS Role	<input type="radio"/> Admin <input type="radio"/> Dispatch <input type="radio"/> Jail <input type="radio"/> Patrol

The STARS application type requires you to choose Security Rights and allows you to request access for the applicant to view Law Enforcement to JustWare interface reports.

*Security Rights:	<input type="radio"/> JustWare Admin <input type="radio"/> JustWare Non-Admin User <input type="radio"/> View Only - can add documents to filing cabinet <input type="radio"/> View Only
View Law Enforcement to JustWare interface reports	<input type="radio"/> Yes <input type="radio"/> No

The NCIC application type requires you to choose the User Type for the applicant.

User Type	<input type="radio"/> Limited/Mobile Access <input type="radio"/> Full Access
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The POST application type will require the agency administrator to enter payment information if the applicant indicated that the application fee is to be paid by the agency. The agency has the option to pay by ACH (Electronic Check) or Check.

If the ACH button is selected, the Account Number and Routing Number will be collected.

*Payment Type	<input checked="" type="radio"/> ACH <input type="radio"/> Check
*Account Number	<input type="text"/>
*Routing Number	<input type="text"/>

If the Check button is selected, check information will be displayed.

*Payment Type	<input type="radio"/> ACH <input checked="" type="radio"/> Check
Check Information	Please Make Checks Payable to: POST Board Mail to: POST Board PO Box 1054 Bismarck, ND 58502-1054

The MAP application type requires you to choose security access for the applicant.

Criminal Justice Records Check:	<input type="radio"/> Submit Only <input type="radio"/> Submit and Review
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SUBMIT ONLY allows the user to submit MAP application submissions. **SUBMIT AND REVIEW** allows the user to submit and review results of MAP submissions.

Supporting Documents

The system allows you to upload supporting documents for any application type. File types that are allowed include: doc, docx, xls, xlsx, pdf, tiff, tif, gif, jpg, png, bmp, and txt.

Editing an Application

To edit an application, click on the **EDIT** button. The following screen will allow you to change the application information. To continue, click **SAVE**.

Approving an Application

To approve the application for submission to the system administrator, click the **APPROVE** button.

Denying an Application

If you choose to deny an application, click the **DENY** button.

If you are not ready to submit the application to the system administrator, click the **RETURN** button. The My Users screen will load and display the Unprocessed Applications.

View User Application for JESSICA COCHRANE

User Application

Application Type	247				
*TCN	<input type="text"/>				
Name	JESSICA COCHRANE				
DOB	05/30/1985				
SSN	172-55-9073				
Previous Names					
Work Phone	(701) 000-0000				
Cell Phone					
Job Title	DISPATCHER				
County	WARD				
Work Email	JESSIMPSON@ND.GOV				
Agency	OFFICE OF THE ATTORNEY GENERAL				
ORI	NDAG00000				
Notes					
Supporting Documents	<table border="1"> <thead> <tr> <th>Document</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Add Attachment</td> <td></td> </tr> </tbody> </table>	Document	Action	Add Attachment	
Document	Action				
Add Attachment					

Return Edit Deny Approve

To view the application status as it is being processed, click on the **NEW APPLICANTS** tab. This tab lists the applications for your agency that the system administrator is processing.



My Users

[New Applicants \(13\)](#) [Background Renewal Check \(0\)](#) [Current Users \(179\)](#) [Unprocessed Applications \(28\)](#) [Unprocessed POST Renewals \(0\)](#)

Name	Login Id	DOB	Agency	Application	Application Date	Status	VPN	Action
DOG, GRANNY SMURF	TUSER236	03/22/1966	OFFICE OF THE ATTORNEY GENERAL	ND CJIS Portal	06/17/2019	Pending Agency Administrator		Activate User
GRISWOLD, CLARK	CLOAD16	07/04/1955	OFFICE OF THE ATTORNEY GENERAL	POST ³	06/07/2019	Pending		
MAN, GRUMPY OLD SR		10/19/1938	OFFICE OF THE ATTORNEY GENERAL	ND CJIS Portal	06/11/2019	Pending		
RIDL, JOSH		01/02/1999	OFFICE OF THE ATTORNEY GENERAL	NCIC ²	06/21/2019	Pending Admin Approval		
RIDL, JOSH	CLOAD33	01/01/1999	OFFICE OF THE ATTORNEY GENERAL	ND CJIS Portal	06/20/2019	Pending Agency Administrator		Activate User
TEST, CJIS 16		06/01/1985	OFFICE OF THE ATTORNEY GENERAL	NCIC	06/06/2019	Pending Admin		
TEST17, CJIS	CJIS17	11/11/1984	OFFICE OF THE ATTORNEY GENERAL	NCIC	06/06/2019	Pending Admin Approval		
TESTING, CC	TUSER500	08/08/1988	OFFICE OF THE ATTORNEY GENERAL	LERMS	06/18/2019	Pending		
TESTING, CJIS J		04/22/1982	OFFICE OF THE ATTORNEY GENERAL	SLIC ²	05/29/2019	Pending Admin Approval		
TESTING, SSN	TUSER299	09/09/2000	OFFICE OF THE ATTORNEY GENERAL	STARS	06/18/2019	Pending		
TESTINGPOST, JESSICA	TUSER067	07/22/1989	OFFICE OF THE ATTORNEY GENERAL	ND CJIS Portal	06/10/2019	Pending Agency Administrator		Activate User
TESTUSER150, DELOITTE	TUSER340	08/30/1966	OFFICE OF THE ATTORNEY GENERAL	STARS	06/13/2019	Pending		
TESTUSER278, DELOITTE	TUSER278	02/02/1999	OFFICE OF THE ATTORNEY GENERAL	VINEProtect ²	06/07/2019	Pending		

[Return](#)

¹ - A CJIS Portal application is being processed.

² - An approved Background Check exists.

³ - An approved CJIS Portal application exists.

The following table provides a description of the statuses found on the New Applicants tab.

Status	Description
Pending Admin	Waiting for the system administrator to submit the application to BCI Criminal History.
Pending BCI	Waiting for BCI Criminal History to perform the criminal history records check.
Pending BCI Director	A hit record occurred and waiting for BCI Director's decision.
Pending NCIC Director	A hit record occurred and waiting for NCIC Director's decision (NCIC application type).
Approved - BCI	BCI Criminal History has finished their criminal history records check with a favorable determination. Waiting for the system administrator to start approval process.
Denied - BCI	BCI Criminal History has finished their criminal history records check with an unfavorable determination. Waiting for the system administrator to update status.
Pending Admin Approval	Waiting for the system administrator to complete approval process.
Pending Agency Administrator	Waiting for agency administrator to complete approval process.
Denied	Applicant was denied.

Activating a User

You are the final approval for the ND CJIS Portal application type. To activate a ND CJIS Portal user, click the **ACTIVATE USER** under the action column.

New Applicants (2)		Background Renewal Check (0)		Current Users (37)		Unprocessed Applications (53)		Unprocessed POST Renewals (1)	
Name	Login Id	DOB	Agency	Application	Application Date	Status	VPN	Action	
SIMPSON, MAP	CJIS07	07/01/1954	OFFICE OF THE ATTORNEY GENERAL	CJIS Portal	05/30/2019	Pending Agency Administrator		Activate User	
SIMPSON, MAP	CJIS07	07/01/1954	OFFICE OF THE ATTORNEY GENERAL	MAP	05/30/2019	Approved - BCI			

The Activate User screen will display the criminal history records check results for the applicant. To continue the activation process, click **CONTINUE**.

You will be redirected to the Edit User screen. Here you will select the security settings for the ND CJIS Portal user. By default under Event Access all boxes are checked allowing complete access to the system. To remove access to an event, uncheck the box beside the event.

Personal Information	Previous Name	Applications	Security	Notifications	Training	Attachments	Notes
Attorney General Application Access							
<input type="checkbox"/> Offender Registration Electronic Submissions							
Event Access							
<input checked="" type="checkbox"/> ARR - Arrests - (Limited Access)							
<input checked="" type="checkbox"/> BKG - Bookings							
<input checked="" type="checkbox"/> CHS - Child Support							
<input checked="" type="checkbox"/> COF - Check Offenses							
<input checked="" type="checkbox"/> CST - Custody							
<input checked="" type="checkbox"/> CWIS - CWIS Warrants							
<input type="checkbox"/> CWP - Concealed Weapon Licenses							
<input checked="" type="checkbox"/> DL - Drivers Licenses							
<input checked="" type="checkbox"/> DNA - DNA Records on File							
<input checked="" type="checkbox"/> DOTIMAGES - DOT Images							
<input checked="" type="checkbox"/> DR - Death Records							
<input checked="" type="checkbox"/> GFHE - Game and Fish Hunter Education							
<input checked="" type="checkbox"/> GFLIC - Game and Fish Licenses and Lottery							
<input checked="" type="checkbox"/> INC - Incident Reports - (Limited Access)							
<input checked="" type="checkbox"/> JOSH - Event Category for testing							
<input type="checkbox"/> MM - Medical Marijuana							
<input checked="" type="checkbox"/> MV - Motor Vehicle Records							
<input checked="" type="checkbox"/> NDHP - ND Highway Patrol Citations							
<input checked="" type="checkbox"/> OFR - Offender Registrations							
<input checked="" type="checkbox"/> PRO - Protection Orders							
<input type="checkbox"/> PROTECTUPD - Protection Order Updates							
<input checked="" type="checkbox"/> SPR - Parole/Probation							
<input checked="" type="checkbox"/> WTC - Boat and Personal Watercraft Registrations							
<input type="button" value="Cancel"/> <input type="button" value="Inactivate User"/> <input type="button" value="Activate User"/>							

To activate the user, click the **ACTIVATE USER** button.

Managing Users for your Agency

To view a list of users for your agency, click on the **CURRENT USERS** tab found on the My Users page.

My Users

New Applicants (12) Background Renewal Check (0) **Current Users (177)** Unprocessed Applications (29) Unprocessed POST Renewals (0)

Name	Login Id	Email	Phone	Application	Last Login	Action
COLLINS, MEGAN	TUSER063	[redacted]	(701)000-0000	24/7		Inactivate
COLLINS, MEGAN	TUSER063	[redacted]	(701)000-0000	ND CJIS Portal		Edit Security Inactivate
COLLINS, MEGAN	TUSER063	[redacted]	(701)000-0000	LERMS		Inactivate
COLLINS, MEGAN	TUSER063	[redacted]	(701)000-0000	MAP		Inactivate
COLLINS, MEGAN	TUSER063	[redacted]	(701)000-0000	NCIC		Inactivate
COLLINS, MEGAN	TUSER063	[redacted]	(701)000-0000	POST		Inactivate
COLLINS, MEGAN	TUSER063	[redacted]	(701)000-0000	SLIC		Inactivate
COLLINS, MEGAN	TUSER063	[redacted]	(701)000-0000	VINEProtect		Inactivate
COLLINS, MEGAN	TUSER063	[redacted]	(701)000-0000	VINEWatch		Inactivate

To notify the system administrator that a user no longer needs access, click the **INACTIVATE** link under the Action column for the application type(s) that are applicable.

Security settings can be adjusted for a user with ND CJIS Portal access. To do so, click the **EDIT SECURITY** link under the Action column. You will be directed to the Edit User page with the Security tab open.

Under the name column, the user's name is an active link. When clicked, it directs you to the Edit User page with the Personal Information tab open.

NOTE: The security settings that are displayed on the Edit User screen are dependent on the application type row that is selected from this screen. Security settings are only displayed for ND CJIS Portal, LERMS and STARS application types.

Edit User

Name: SIMPSON, MAP **Login Id:** CJIS07 **User #:** 105693
Previous Name(s):
DOB: [REDACTED] **SSN:** [REDACTED]
Office Phone: [REDACTED] **Cell Phone:**
Job Title: TEST JOB **Email:** [REDACTED]
ORI: NDAG00000 **Agency:** OFFICE OF THE ATTORNEY GENERAL **County:** BURLEIGH
Application Date: 05/30/2019 **VPN Access:** No

[Personal Information](#) | [Previous Name](#) | [Applications](#) | [Security](#) | [Notifications](#) | [Training](#) | [Attachments](#) | [Notes](#)

***Email:**
***Confirm Email:**
Alternate Email: Use Primary Use Alternative
***Work Phone:** (2223334444) Ext: (1234)
Cell Phone: (2223334444)
***Job Title:**
Comment:

*Required

You are able to edit the email addresses, phone numbers and job title for the user. Comments can also be added.

The Previous Name tab displays any previous names the user has. The tab is read-only.

The Applications tab displays all applications the user has submitted and the status.

Application Date	Agency	Application	Application Login ID	Background Date	Status	Status Date	Added By	Date Added	Last Login	Action
06/07/2019	OFFICE OF THE ATTORNEY GENERAL	24/7	TUSER063	06/07/2019	Approved	06/14/2019	Admin, 247admin	06/07/2019		View
06/07/2019	OFFICE OF THE ATTORNEY GENERAL	LERMS	TUSER063		Approved	06/07/2019	Admin, CJIS	06/07/2019		View
06/07/2019	OFFICE OF THE ATTORNEY GENERAL	MAP	TUSER063	06/07/2019	Approved	06/19/2019	Admin, mapadmin	06/07/2019		View
06/07/2019	OFFICE OF THE ATTORNEY GENERAL	NCIC	TUSER063	06/07/2019	Approved	06/21/2019	Admin, ncicadmin	06/07/2019		View
06/07/2019	OFFICE OF THE ATTORNEY GENERAL	ND CJIS Portal	TUSER063	06/07/2019	Approved	06/21/2019	Admin, CJIS	06/07/2019		View
06/07/2019	OFFICE OF THE ATTORNEY GENERAL	POST	TUSER063	06/07/2019	Approved	06/19/2019	Admin, postadmin	06/07/2019		View
06/07/2019	OFFICE OF THE ATTORNEY GENERAL	SLIC	TUSER063	06/07/2019	Approved	06/07/2019	Admin, slicadmin	06/07/2019		View
06/07/2019	OFFICE OF THE ATTORNEY GENERAL	VINEProtect	TUSER063	06/07/2019	Approved	06/19/2019	Admin, CJIS	06/07/2019		View
06/07/2019	OFFICE OF THE ATTORNEY GENERAL	VINEWatch	TUSER063	06/07/2019	Approved	06/07/2019	Admin, CJIS	06/07/2019		View

When clicked, the application link under the Application column will display the application as it was entered by the applicant. Click the **X** at the top right of the application window to return to the applications listing.

The Background Date column lists the date that a criminal history records check was done for the application type. When clicked, the link displays the criminal history records check results. Click the **RETURN** button to return to the applications listing.

The Status column displays the application status. When clicked, a history for the application is displayed. Click the **RETURN** button to return to the applications listing.

The Action column displays a View link. When clicked, application details are displayed. Click the **RETURN** button to return to the applications listing.

The Security tab displays any security settings relevant to the application type you clicked on from the Current Users tab.

The Notifications tab allows you to modify the notification settings for the user. Notifications sent to the email address on file can be turned on or off. Use Last Name Soundex search setting can be turned on or off.

The Training tab displays NexTest and CJIS Online expiration dates. This tab is read-only.

The Attachments tab allows you to add an attachment to the user profile. To add an attachment, click the **ADD ATTACHMENT** link.

The Notes tab allows you to add a note to the user profile. To add a note, click the **ADD NOTE** link.

Email a Link to User Applications

The system can send a link for the user to view their current applications. The user can also submit additional applications.

To email a link to a user's applications for your agency, click on the **MY USERS** button in the top blue navigation bar.

Click on the **CURRENT USERS** tab. Click on the name of the user you wish to email a link.

The Edit User screen will be displayed. Click on the **APPLICATIONS** tab.

At the bottom of the screen, click the **EMAIL LINK TO APPLICATIONS** button. The user will receive an email.

POST Renewal Process

On a yearly basis, the system will send out a renewal notice to all POST license holders who will need to renew their license. The renewal notice includes a link to submit a POST license renewal through the system. Once submitted, the POST renewal applications that are waiting to begin the process can be found on the Unprocessed POST Renewals tab.

My Users

New Applicants (1) Background Renewal Check (0) Current Users (38) Unprocessed Applications (63) Unprocessed POST Renewals (1)								
Name	Login Id	Agency	Email	Application	Application Date	Status	Has previous Apps	Action

Under the action column, click on the **APPROVE** link for the application type of the applicant you are working with. You will then be directed to the View User Application page.

The following screen will require you to enter payment information if the applicant indicated that the application fee is to be paid by the agency. The agency has the option to pay by ACH (Electronic Check) or Check.

If the ACH button is selected, the Account Number and Routing Number will be collected.

*Payment Type	<input checked="" type="radio"/> ACH <input type="radio"/> Check
*Account Number	<input type="text"/>
*Routing Number	<input type="text"/>

If the Check button is selected, check information will be displayed.

*Payment Type	<input type="radio"/> ACH <input checked="" type="radio"/> Check
Check Information	Please Make Checks Payable to: POST Board Mail to: POST Board PO Box 1054 Bismarck, ND 58502-1054

To approve the application for submission to the system administrator, click the **APPROVE** button.

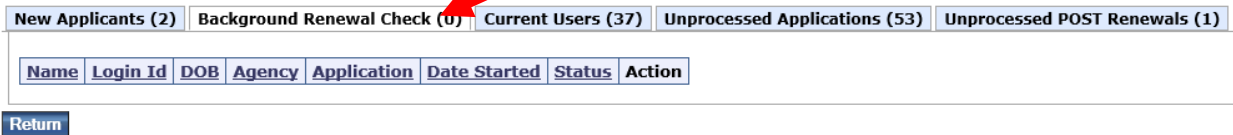
An email notification will be sent out to the applicant and the agency administrator(s) once the renewal application has been approved.

Five (5) Year Renewal Check

Every five years, the system will initiate a criminal history records check on all users with active application types that require a criminal history records check. Upon completion, you will receive a copy of the email notice to the user stating the result of that records check.

To monitor the status of the applications that are in the five year renewal check process, click on the [BACKGROUND RENEWAL CHECK](#) tab under My Users.

My Users

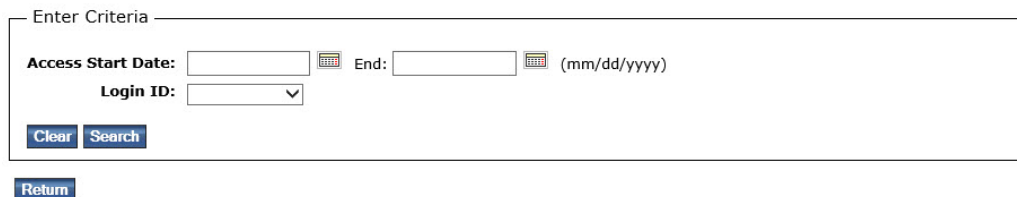


The screenshot shows the 'My Users' interface. At the top, there are five navigation tabs: 'New Applicants (2)', 'Background Renewal Check (0)', 'Current Users (37)', 'Unprocessed Applications (53)', and 'Unprocessed POST Renewals (1)'. A red arrow points to the 'Background Renewal Check (0)' tab. Below the tabs is a table with the following headers: 'Name', 'Login Id', 'DOB', 'Agency', 'Application', 'Date Started', 'Status', and 'Action'. A 'Return' button is located below the table.

Access Logs Search

The Access Log Search allows the Agency Administrator to see what each of their agency's users are viewing. Click on the [MAIN MENU](#) link in the top navigation. In the Administrative box, click the [ACCESS LOGS SEARCH](#) link.

Access Log Search



The screenshot shows the 'Access Log Search' form. It has a title 'Enter Criteria' and a search area with the following fields: 'Access Start Date' with a date picker icon, 'End:' with a date picker icon and '(mm/dd/yyyy)' text, and 'Login ID:' with a dropdown menu. There are 'Clear' and 'Search' buttons at the bottom of the search area. A 'Return' button is located below the search area.

Enter the access start date and end date by click on the date picker icons to the right of the fields.

Click the Login ID dropdown box to select the user you wish to download access logs for. The Login ID dropdown box will list all users for your agency who have searched on the ND CJIS Portal in the past six months.

Click the [SEARCH](#) button.

An Excel spreadsheet will be available for download. The report shows the date/time of activity, what the activity is (login, logout, Search Driver License etc.), and more details about the activity (who the search was on, reason for a driver's license search etc.)

Twelve (12) Month Non-Use Policy

Logging into ND CJIS Portal on a regular basis will prevent your account from being deactivated.

After 11 consecutive months of non-use, you will receive an email that your account is at risk of being deactivated. You must sign in to Portal to continue to have access. Loss of ND CJIS Portal access will also result in loss of applications validating off Portal, including 24/7 and DOT Reporting.

Your Portal account is automatically deactivated one month after your warning email. To regain access, you will have to submit a new application.

Help

If you are having problems submitting an application or managing applications for your agency, please call (701) 328-4470 or (877) 328-4470, or [submit an incident online](#).

**CRIMINAL JUSTICE FINGERPRINT
SUBMISSION MEMORANDUM**

TO: BCI Law Enforcement Record Checks

FROM: Criminal Justice Agency Requestor

RE: Applicant Fingerprint Card Submission

DATE:

Please process the enclosed fingerprints for:

Applicant Name:
Date of Birth:

Agency ORI:

For the purpose of (check all that apply):

- ND Criminal Justice Application (ex. NDCJIS Portal, Vine, 24/7, etc.)
- Pre-Employment Record Check / Employee Re-check
- Contractor/Vendor/Volunteer Clearance

Please disseminate results via:

View Results In Applicant Records Check System (ARCS)

Mail Results to:
Attn to:
Agency Name:
Address:
City/State/Zip:

Mail (2) complete fingerprint cards and this memo to:

Attn: Law Enforcement Record Checks
North Dakota Bureau of Criminal Investigation
PO Box 1054
Bismarck ND 58502-1054