



Criminal Justice Information Sharing (CJIS) • 600 E Blvd Dept 125 • Bismarck ND 58505-0100
Office Phone: (701) 328-1110

New User

Password Change:

****Your password must be changed before you will be able to access the P1 LERMS.***

You have been given a temporary password, which was included in the welcome email.

To change your password, go to <https://www.nd.gov/itd/chanpass/default.aspx>. The password must contain:

- At least 20 characters
- Include three of the following.
 - Upper case letter
 - Lower case letter
 - Number
 - Special character

* You cannot re-use any of the last 24 previous passwords, any part of your first or last name, or any 4 characters that match your Login ID.

** This password will be good for 1 year.

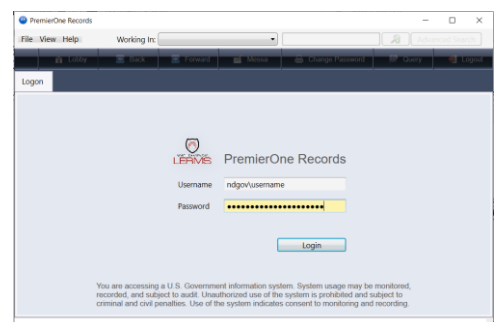
NDIT Security Online Password Information Form:

****This must be completed before logging into P1 LERMS. If you also applied to the ND CJIS Portal and have logged in and set your verification questions in that system, you will not need to complete this form.***

1. Go to <https://intranetapps.nd.gov/itd/passwordchg/emailentry.htm>
2. Enter in the email that you put on your STARS JustWare application form.
3. An email will be sent to your email address. You must click on the link in the email message to complete the password change process.
4. Set your verification questions and answers in the event you need your password reset in the future.

To Log into P1 LERMS:

1. Visit the P1 LERMS site at: <http://p1lerms.cjis.nd.gov/smartclient>
2. Click "Launch"
3. Click "Install"
4. In the box that appears:
 - a. Enter your NDGOV username with **ndgov** in front of it.
Example: ndgov\username
 - b. Enter your current NDGOV password.



Create a P1 Shortcuts:

Desktop Short Cut

1. Click on "Start".
2. Click on "All Programs"
3. Click on "Motorola Solutions" folder to open it
4. Right click on "Premier One Records"
5. Click on "Copy"
6. On your Desktop, right click and select "Paste"

Pin to Taskbar

1. Click on "Start".
2. Click on "All Programs"
3. Click on "Motorola Solutions" folder to open it
4. Right click on "Premier One Records"
5. Click "Pin to Taskbar"

For Assistance:

All software support issues are to be reported through the North Dakota Information Technology (NDIT) Service Desk by submitting an incident online at <https://www.nd.gov/itd/onlineincident/createincident.aspx> or calling 1-877-328-4470. These are operational 24 hours a day, 7 days a week and 365 days a year.

- Password unlocks and resets will be handled by the NDIT Service Desk.
- Software support issues, such as loading of software and compatibility, and NIBRS questions will be forwarded on to CJIS.

If you have any questions, please feel free to call ND CJIS at 701-328-1110.