New Hire

- **Name and DOB search**

  - Optional

  - MIL transaction

- ADD Transaction

  - What type of user are they?

  - Login ID

Step One- ADD Transaction

Before Granting Access

- Submit:

  - Fingerprints

  - User Setup Form

  - User Security Agreement

- Fingerprint background check *COMPLETED*

User Setup Form

- Filled out by TAC

- Submitted to UCJIS Help Desk

- Links fingerprints to user

- Requests access for user

User Setup Form

Utah Department of
Public Safety - TAC

Welcome!

TAC

Forms

The fingerprint submission and login activation forms have been combined and are now called the User Setup Form.

ORI Validation 2019

Criminal Justice Agency Agreement 2019 (formerly the Agency User Agreement)

User Security Agreement

User Training and Testing Agreement

Non-User Security Agreement

Authorization for Livescan

User Setup Form (physical card)

User Setup Form (Livescan)

Dissemination Log Request Form

NCIC Hit Confirmation Agreement

User Type Change

User Deletion

Ten-print Card

Submitted to UCJIS Help Desk through mail or hand delivered

User Setup Form
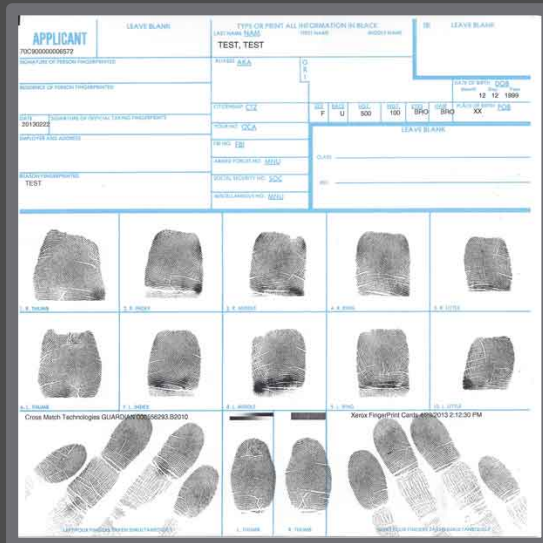
Bureau of Criminal Identification
3888 W 5400 S - Salt Lake City, Utah - 84129

Phone: 801-965-4446 Email: DPSCIC@UTAH.GOV

NOTE: This form must be MAILED to BCI in the same envelope as the fingerprint card(s).

All requests must include one set of fingerprints on the blue applicant card. Incomplete forms and/or fingerprint cards will be returned without being processed.

Date of request	
Agency	
TAC's Name	
TAC's Phone	
TAC's Email	

User Number One		User Number Two	
User's name		User's name	
AKA's		AKA's	
Login ID		Login ID	
SSN and DOB		SSN and DOB	
User Type:	User ☐ Non-Access User ☐ Non-User ☐	User Type:	User ☐ Non-Access User ☐ Non-User ☐

If user type is **USER**: Select Option 1, 2, or 3. **Access Not needed for Non-Users or Non-Access Users**

☐ Option 1. Default Agency Access	☐ Option 1. Default Agency Access
User is granted access to all file that agency accesses	User is granted access to all file that agency accesses
☐ Option 2. Other Access Request	☐ Option 2. Other Access Request
User is granted access to the indicated types of access.	User is granted access to the indicated types of access.
NCIC : ☐ 1F ☐ 1I ☐ None III: ☐ 2F ☐ None NLETS: ☐ MF ☐ MLIM ☐ None Local: ☐ LF ☐ LLIM	NCIC : ☐ 1F ☐ 1I ☐ None III: ☐ 2F ☐ None NLETS: ☐ MF ☐ MLIM ☐ None Local: ☐ LF ☐ LLIM
☐ Option 3. Special Instructions	☐ Option 3. Special Instructions

Fingerprints (Fill out for all user types)

User Number One	User Number Two
Submitted by mail (**with this form**) ☐	Submitted by mail (**with this form**) ☐
Retained prints on file ☐	Retained prints on file ☐

Livescan

Prints submitted through Livescan
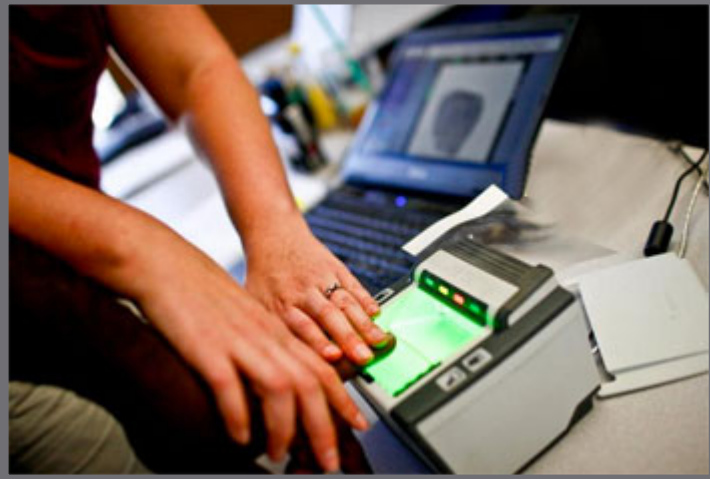
User Setup Form

For incoming Employees in an agency using UCJIS

ONLY USE THIS FORM IF YOU'RE SUBMITTING LIVESCAN

1. Enter user/non-user/non-access user into UCJIS using the ADD transaction.
2. Fill out this form and BCI CIC will process your request.
3. Fingerprints required for ALL User types!

TAC Email Address in Email address field.

* Required

Email address *

Your email

Agency Name *

Your answer

Requesting Agency ORI *

Your answer

TAC's Name *

Your answer

User's Name *

Your answer

True or False

When submitting new prints, you do NOT have to submit the fingerprints with a User Setup form.

False

REPT

REPT

True of False:

The **TAC** is responsible for running the **REPT** often to ensure accuracy and completeness.

True

How do I know if my user has been approved?

Background Status

True or False

CERT is the transaction to update the date that the individual was trained and tested.
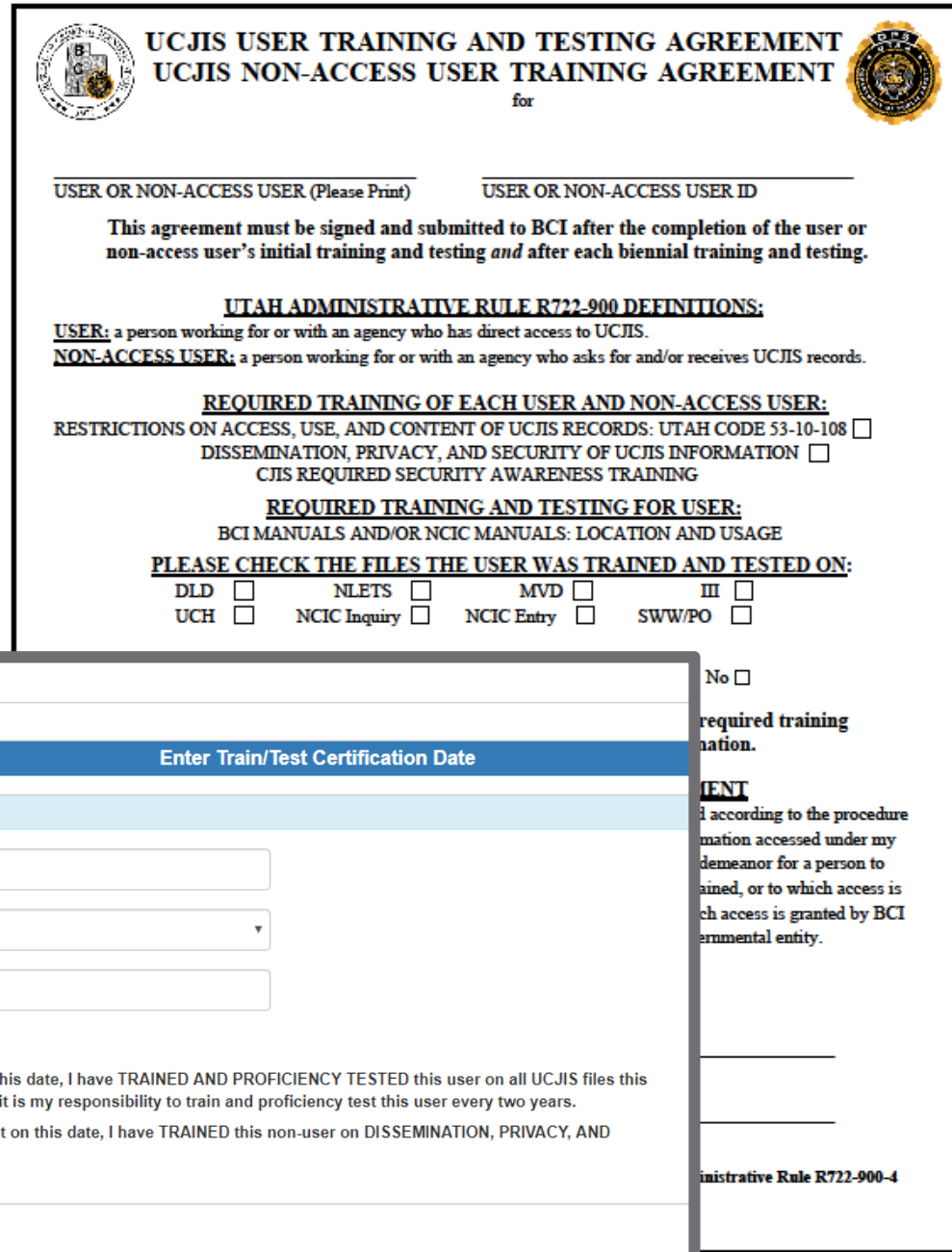
True

Training and Testing

- Train and test within 6 months

- User Testing Agreement

UCJIS USER TRAINING AND TESTING AGREEMENT
UCJIS NON-ACCESS USER TRAINING AGREEMENT
for

USER OR NON-ACCESS USER (Please Print)   USER OR NON-ACCESS USER ID

This agreement must be signed and submitted to BCI after the completion of the user or non-access user's initial training and testing *and* after each biennial training and testing.

UTAH ADMINISTRATIVE RULE R722-900 DEFINITIONS:
USER: a person working for or with an agency who has direct access to UCJIS.
NON-ACCESS USER: a person working for or with an agency who asks for and/or receives UCJIS records.

REQUIRED TRAINING OF EACH USER AND NON-ACCESS USER:
RESTRICTIONS ON ACCESS, USE, AND CONTENT OF UCJIS RECORDS: UTAH CODE 53-10-108 ☐
DISSEMINATION, PRIVACY, AND SECURITY OF UCJIS INFORMATION ☐
CJIS REQUIRED SECURITY AWARENESS TRAINING

REQUIRED TRAINING AND TESTING FOR USER:
BCI MANUALS AND/OR NCIC MANUALS: LOCATION AND USAGE

PLEASE CHECK THE FILES THE USER WAS TRAINED AND TESTED ON:
DLD ☐   NLETS ☐   MVD ☐   III ☐
UCH ☐   NCIC Inquiry ☐   NCIC Entry ☐   SWW/PO ☐
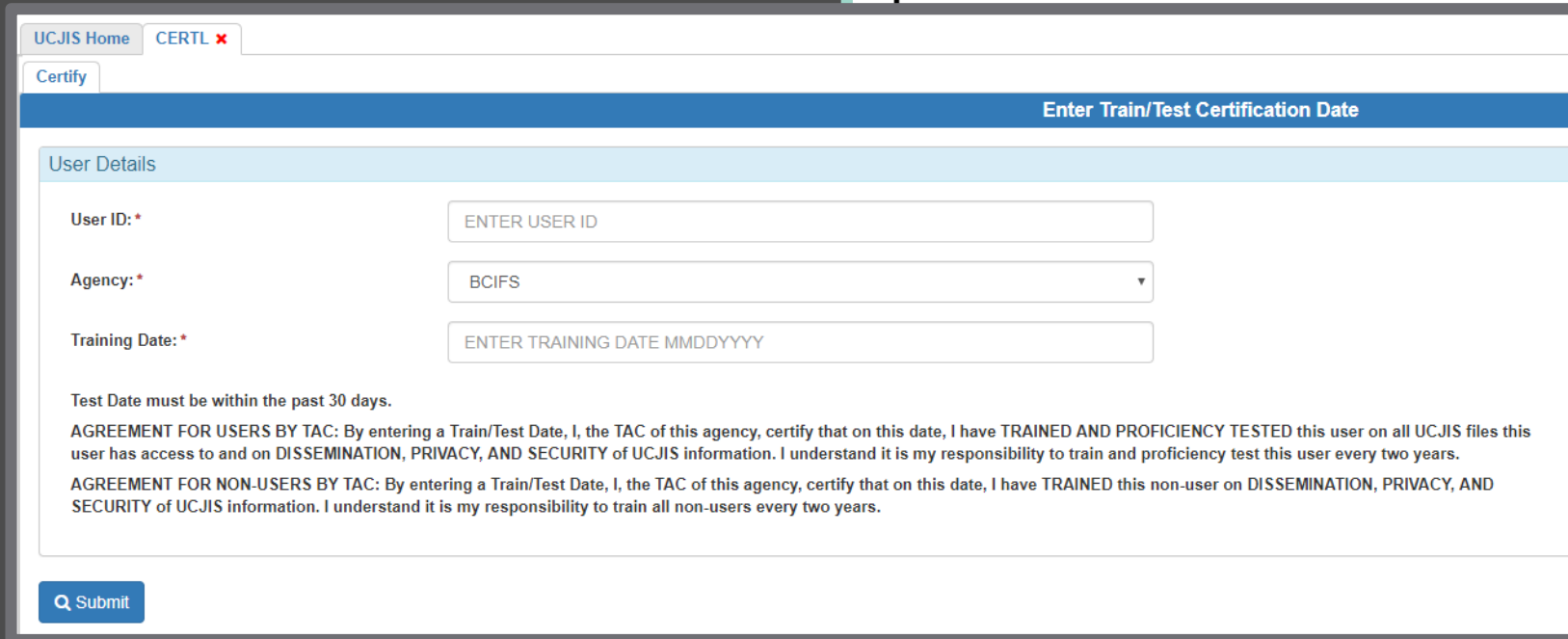
No ☐

required training ...nation.

...ENT

...d according to the procedure ...mation accessed under my ...demeanor for a person to ...ained, or to which access is ...ch access is granted by BCI ...ernmental entity.

...inistrative Rule R722-900-4

UCJIS Home | **CERTL ✖**

Certify

Enter Train/Test Certification Date

User Details

User ID: *   [ENTER USER ID]

Agency: *   [BCIFS ▾]

Training Date: *   [ENTER TRAINING DATE MMDDYYYY]

Test Date must be within the past 30 days.

AGREEMENT FOR USERS BY TAC: By entering a Train/Test Date, I, the TAC of this agency, certify that on this date, I have TRAINED AND PROFICIENCY TESTED this user on all UCJIS files this user has access to and on DISSEMINATION, PRIVACY, AND SECURITY of UCJIS information. I understand it is my responsibility to train and proficiency test this user every two years.

AGREEMENT FOR NON-USERS BY TAC: By entering a Train/Test Date, I, the TAC of this agency, certify that on this date, I have TRAINED this non-user on DISSEMINATION, PRIVACY, AND SECURITY of UCJIS information. I understand it is my responsibility to train all non-users every two years.

[🔍 Submit]

Training and Testing

What do you do if you forgot to update the CERT date and it has been longer than 30 days?

Email your Field Service representative

Training must include:

- Security awareness
  - CJIS Security Policy

- Misuse, privacy and security of UCJIS
  - UCA 53-10-108
  - R722-900

- BCI Operating Manual and NCIC Manuals

- File specific

True or False:

Janitors, facility personnel, vending machine fillers, etc. must be TRAINED by the TAC.

True

Testing

- Users only
- Determined by TAC
  - Paper test
  - Verbal test
  - Proficiency test

Training and testing must happen every 2 years

* If BCI already has a Security Agreement for your user, don't send another with the Training and Testing Agreement.

UCJIS passwords must be and can only be _ characters.

A) 8
B) 10
C) As many as you want

Submit   Clear

User Certification Test

Run a full multi inquiry on Yogi Bear DOB 02/11/1950 for a suspected DUI, case number 17-test1234.

Is Yogi Bear's drivers license active? Y/N

How many warrants does Yogi Bear DOB 02/11/1950 have?

TAC Test

Due every year by October 31ˢᵗ

Modifying user information - MUSR

Changing a user type

User Type Change Form

Changing any user type to a different user type

TACs Email

* Required

Email address *

Your email

Contacting Utah Bureau of Criminal Identification

Communications and Information Center - (801)965-4446

Agency Name *

Your answer

Requesting Agency ORI *

Your answer

TAC's Name *

Your answer

NEXT

User's Information

User's Name *

Your answer

User ID *

Your answer

Preferred New ID *

Your answer

Last Date Trained *
Date

mm/dd/yyyy

User Type Change *

○ Non-User or Non-Access User TO User

○ User TO Non-User

○ User TO Non-Access User

○ Non-User TO Non-Access User

○ Non-Access User TO Non-User

BACK   NEXT

Never submit passwords through Google Forms.

True or False

By completing the RU transaction, or "Remove User" transaction, this will completely delete someone from your agency.

False

Temporarily "removing" someone from your agency

- Military leave
- Maternity leave
- Extended leave

Deleting a user from your agency

LOGS

*Recommended to run the LOGS transaction at least once a week, even if you are the only user.

LOGS

What if you need to run logs that are past 21 days?

→ Gina McNeil
gmcneil@utah.gov

What do you look for when running the LOGS transaction?

- Purpose codes
- File types
- Unusual dates & times
- Famous names
- Family names
- Etc.

RSPW – Reset Password

BCI Audit

BCI is required to audit each agency at a minimum of once every three years

Policies & Procedures

- Misuse

- Privacy and Security

- Validations

- Warrants

- $.P. and $.F.

- BMSG

Transactions

- ADD – Add someone in UCJIS
- MUSR – Modify personal info
- RU – Remove someone
- RSPW – Reset password
- CERT – Update training dates
- REPT – Agency report
- LOGS – Transaction logs of agency
- ACNT – Agency transaction counts
- TCNT – User transaction counts

Agency Default

- Know your agency default:
  - Know what access your users have
  - Auditing will vary based on your access
    - 1F, MF, MLIM, LLIM

How do I get permissions added to an existing user?

UCJIS Help Desk:
dpscic@utah.gov

Questions?