



**CRIMINAL JUSTICE INFORMATION NETWORK**  
*Ensuring the exchange of critical data*



**U.S. Department of Justice**  
*Office of the Chief Information Officer*

## Job Aid

## How to Request Access to N-DEx

The National Data Exchange Program (N-DEx) is a national asset that provides Criminal Justice Agencies (CJAs) with a robust criminal justice information sharing system. This national information sharing system provides the capability for sharing, searching, linking, and analyzing local, state, tribal, and federal records, including incident and case reports; arrest, incarceration, and booking data; pre-trial investigations; calls for service; photographs; field contact/identification records; and probation and parole data.

N-DEx is the newest dimension added to the Federal Bureau of Investigation's (FBI's) Criminal Justice Information Services (CJIS) Division's system of services and is recognized as one of the keystones for the U.S. Department of Justice's (DOJ's) transformation strategy expressed through the Law Enforcement Information Sharing Program (LEISP).

### **This job aid includes the following topics:**

1. Prerequisites for access
2. N-DEx overview and training materials
3. Accessing N-DEx training
4. How to apply for access to N-DEx

### **PREREQUISITES FOR ACCESS**

#### **Access to N-DEx requires the following two prerequisites:**

1. An assigned Originating Agency Identifier (ORI) code
2. A Law Enforcement Enterprise Portal (LEEP) account

### **N-DEX OVERVIEW AND TRAINING MATERIALS**

1. Log onto LEEP at <https://www.cjis.gov/CJISEAI/EAICController>. Use the scroll bar in the Services panel on the left to scroll to National Data Exchange (N-DEx) listed under "Services." Click on the word "HERE" in the sentence "LEEP Users click HERE to request access to N-DEx."

# Job Aid: How to Request Access to N-DEx



Figure 1: LEEP Home Page

2. Wait for the National Data Exchange Special Interest Groups (SIG) page to appear, which provides information about introductory videos, training material, and documentation.

# Job Aid: How to Request Access to N-DEX

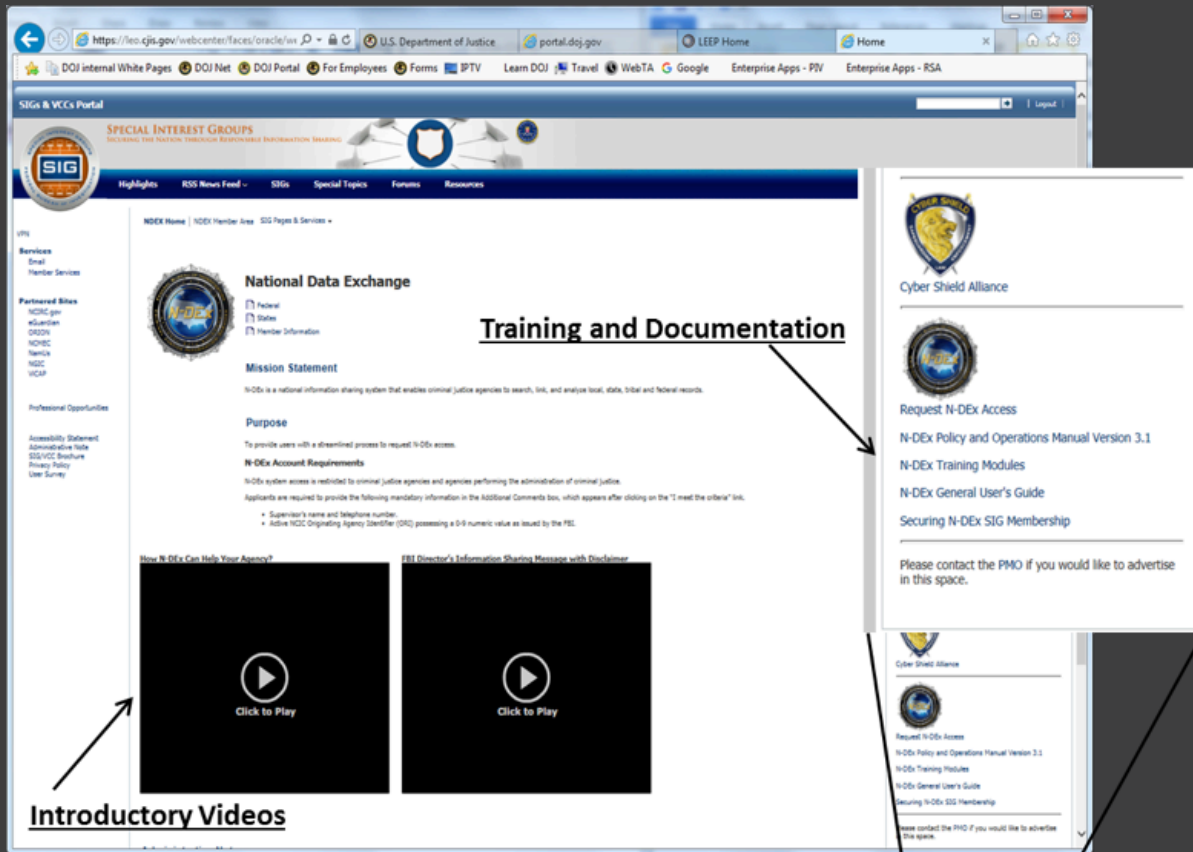


Figure 2: N-DEX Main Page

## Accessing N-DEX training

1. From the National Data Exchange page, select "N-DEX Training Modules" to access the "N-DEX Training Modules" page, where two computer-based training video modules are featured:
  - N-DEX Policy – provides an N-DEX policy overview for accessing law enforcement data via N-DEX
  - N-DEX System – provides training on how to use the N-DEX system.



Figure 3: N-DEX Training Modules

## Job Aid: How to Request Access to N-DEx

### How to apply for access to N-DEx

1. From the LEEP homepage, select “Access Details” from the N-DEx section of the **Services** panel to open a PDF file with detailed instructions on how to apply for N-DEx access
2. Under the **National Data Exchange (N-DEx) section of the LEEP homepage**, click on the word “HERE” in the sentence “LEEP Users click HERE to request access to N-DEx.” to open the **National Data Exchange Special Interest Groups page**.

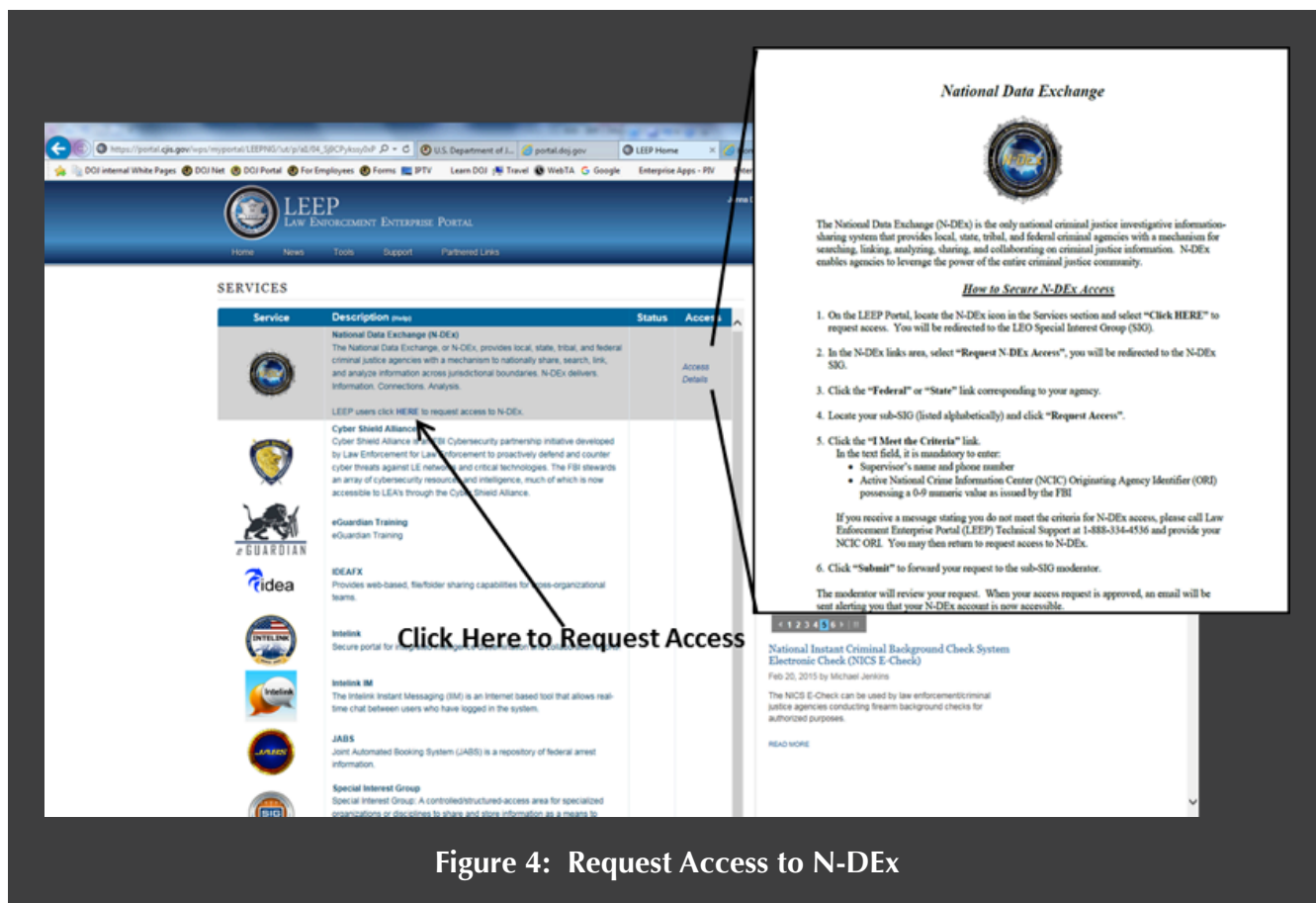


Figure 4: Request Access to N-DEx

3. Select “Federal.” to display an alphabetical list of federal agencies. Select “Tribal Nation,” and click “Request Access” to open the Request Access page.

# Job Aid: How to Request Access to N-DEx



Or, move the mouse over “SIG Pages & Services” above the National Data Exchange seal and header, then select “Request Access: Federal” from the dropdown menu.

# Job Aid: How to Request Access to N-DEX

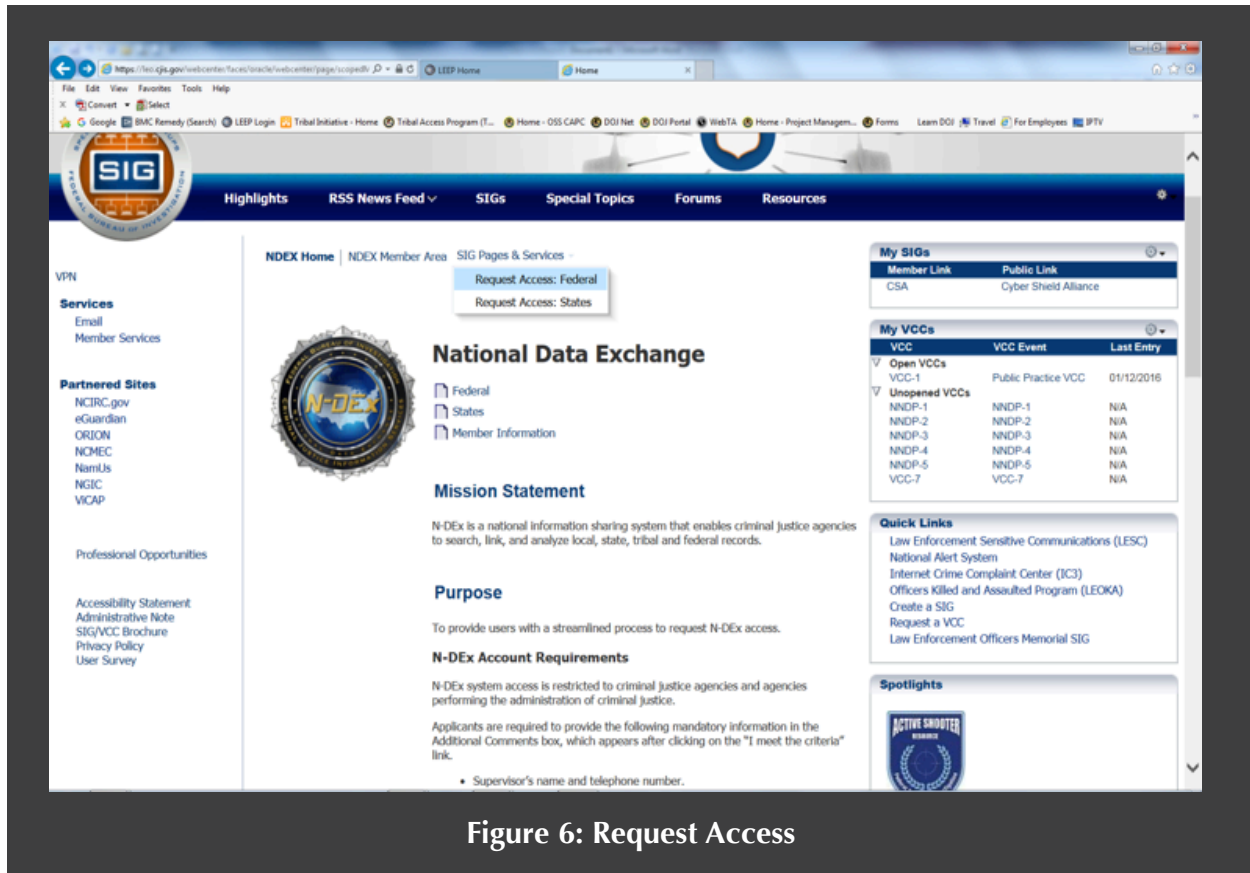


Figure 6: Request Access

4. From the Request Access – Tribe A Indian Nation – NDEX page, click on “I meet the criteria.”

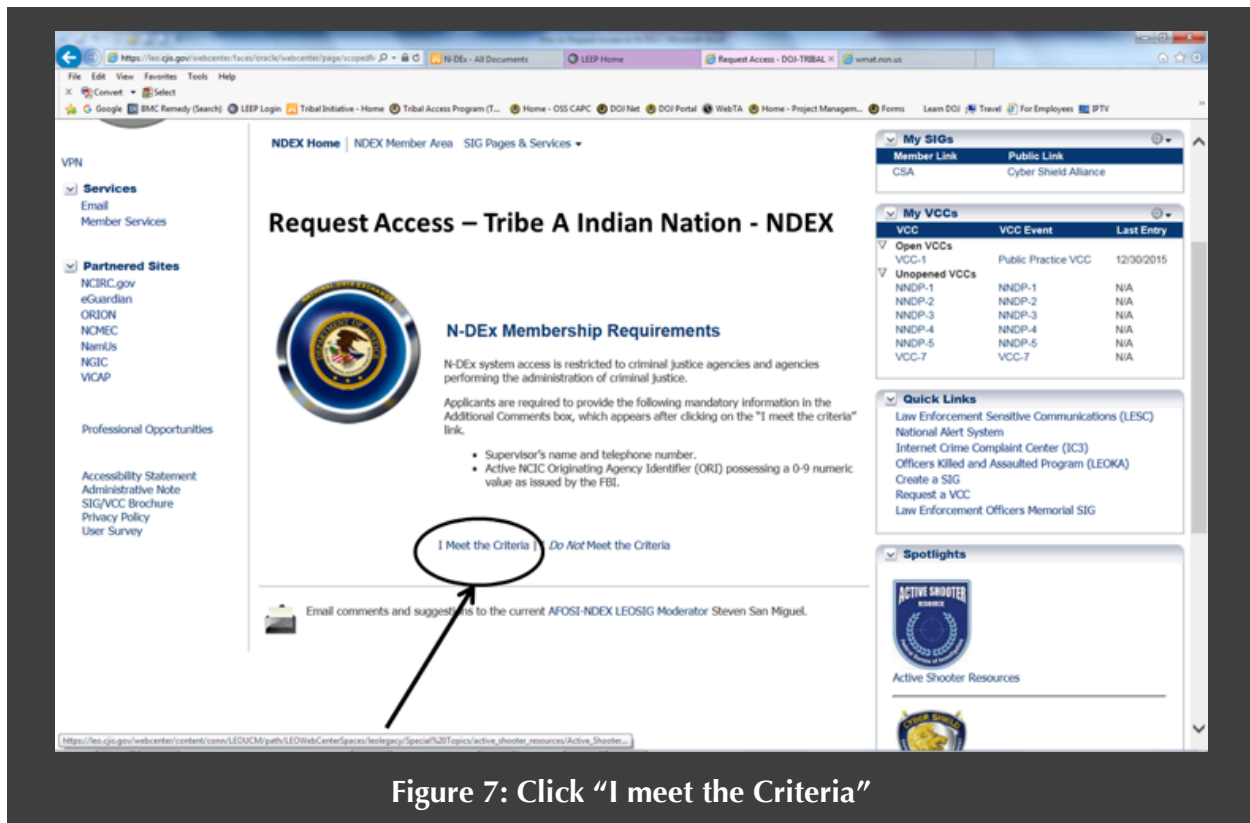



Figure 7: Click “I meet the Criteria”



## Job Aid: How to Request Access to N-DEx

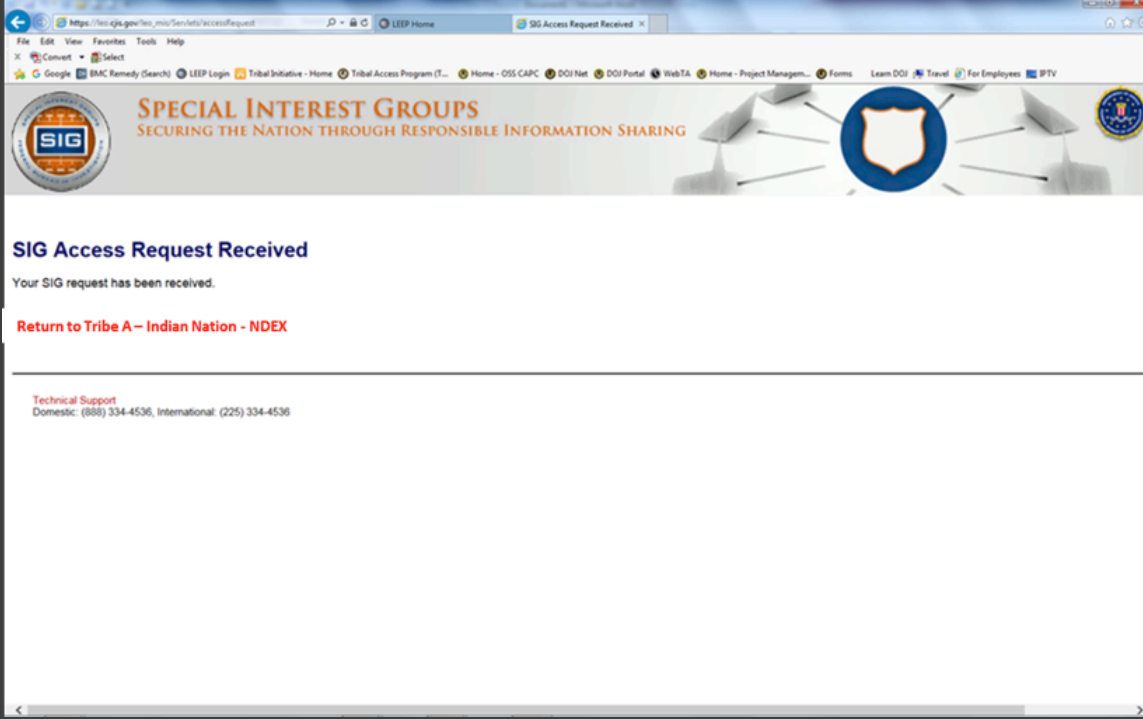
5. Complete all fields in the “SIG ACCESS Request” page, and click “Submit.”



The screenshot shows the "SIG Access Request" page for "Tribe A - Indian Nation - NDEX". The page header includes the SIG logo and the text "SPECIAL INTEREST GROUPS SECURING THE NATION THROUGH RESPONSIBLE INFORMATION SHARING". Below the header, the title "SIG Access Request" and "Tribe A - Indian Nation - NDEX" are displayed. A red message states: "Your request to become a member of this SIG is pending. To send an additional request fill out the form below." A note reads: "Please provide any pertinent information below (\* denotes a required field). Once you have entered all information, click on the Submit button. Your request will be sent to the moderator overseeing DOJ - Tribal - NDEX. Upon review, you will receive a response from the SIG's moderator via e-mail." The form fields are: "Employer Name" (United States Department of Justice), "Employer Address\*" (145 North Street, NE), "Employer City\*" (Washington), "Employer State\*" (DC), and "Employer Zip Code\*" (20530). There is an "Additional Comments:" text area and a "Submit" button. A red link "Return to DOJ - Tribal - NDEX" is at the bottom.

Figure 8: SIG Access Request

6. An acknowledgement that the request was received will display.



The screenshot shows the "SIG Access Request Received" confirmation page. The page header is identical to Figure 8. The main heading is "SIG Access Request Received" with the message "Your SIG request has been received." Below this is a red link "Return to Tribe A – Indian Nation - NDEX". At the bottom, there is a "Technical Support" section with contact information: "Domestic: (888) 334-4536, International: (225) 334-4536".

Figure 9: Access Request Submission Confirmation

## Job Aid: How to Request Access to N-DEx

7. The N-DEx SIG moderator will be review the request and e-mail an approval or rejection notification.

From: leosa@leo.gov [mailto:leosa@leo.gov]  
Sent: Thursday, January 07, 2016 12:53 PM  
To: Smith, John  
Subject: Access To Tribe A- Tribal Nation SIG Rejected

John Smith:

Thank you for your interest to access the Tribe A- Indian Nation SIG. Your request has been APPROVED. You should use your LEO logon and password to access this LEO SIG via the SIG Member Area.

If you have any questions about the content posted in this SIG, please contact the Moderator through the e-mail hot-link provided on the SIG's home page.

Note: The LEO Program is not responsible nor participates with the LEO SIG's decision to approve or deny access to any SIG Member Area on LEO. Please refer all [inquires](#) to the SIG's Moderator. Thank you.

### APPROVED Notification

From: leosa@leo.gov [mailto:leosa@leo.gov]  
Sent: Thursday, January 07, 2016 12:53 PM  
To: Smith, John  
Subject: Access To Tribe A- Tribal Nation SIG Rejected

John Smith:

Thank you for your interest to access the Tribe A- Indian Nation SIG. Your request has been evaluated and determined that you do not meet the criteria required to access this member area at this time.

If you feel there was an error in the Moderator's decision, please contact the Moderator via the email hot-link provided on the SIG's home page.

Note: The LEO Program is not responsible nor participates with the LEO SIG's decision to approve or deny access to any SIG Member Area on LEO. Please refer all [inquires](#) to the SIG's Moderator. Thank you.

### REJECT Notification

Figure 10: APPROVED/REJECTED Notifications