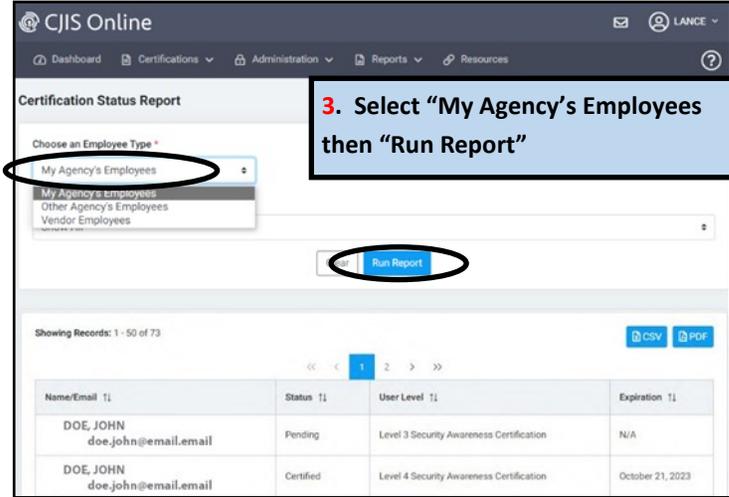
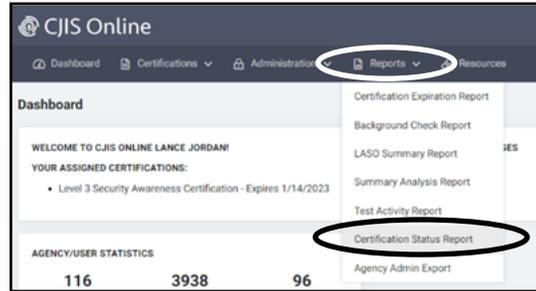


**CJIS SAT & NCIC User Status Reports**  
 This is a One Page Guide for TACs or those given TAC Authority to retrieve CJIS SAT and NCIC User Test certification records for users in their Agency.

To obtain a list of your Agency's Personnel CJIS Security Awareness Test Certification Status and Expiration Dates Follow steps 1 through 4

2. Select "Certification Status Report" Under Report



3. Select "My Agency's Employees" then "Run Report"

1. Log into CJIS Online at www.cjisonline.com or through the DOJ Training and Learning Portal at csa.justice.gov Username is your email address, you can select "Forgot your password?" if needed

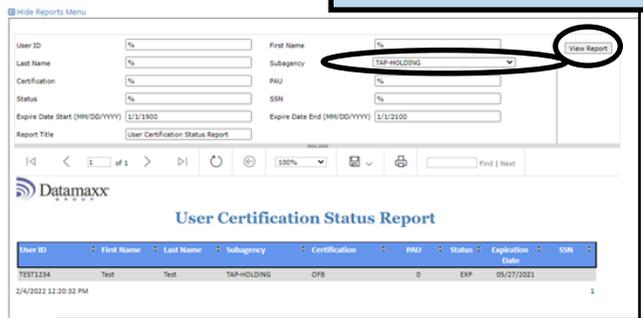
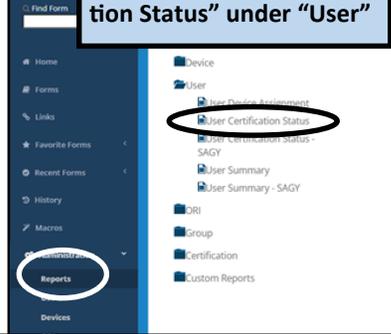
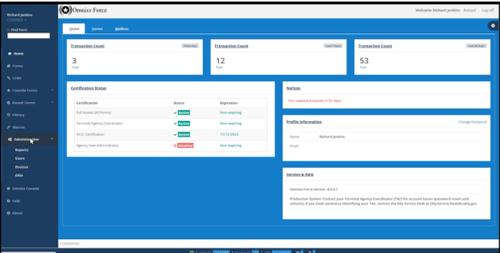
4. You will see all users assigned to your agency, their user level, and the expiration date of their most recent passing test.

Name/Email	Status	User Level	Expiration
DOE, JOHN doe.john@email.email	Pending	Level 3 Security Awareness Certification	N/A
DOE, JOHN doe.john@email.email	Certified	Level 4 Security Awareness Certification	October 21, 2023

To obtain a list of your Agency's Personnel NCIC User Test Certification Status and Expiration Dates Follow Steps 1 through 4

3. Select "User Certification Status" under "User"

4. Select your Agency in the Subagency field and click "View Report"



1. Log into JWIN from csa.justice.gov Username is your GT# you can select "Forgot login Credentials?" if needed

2. On the left border select "Reports" under "Administration"

The list will have all of the users in your Agency, the OFB Certification is the NCIC User Test. To save this list, click the Disk icon and select export type

