

JJIS SECURITY FLOW



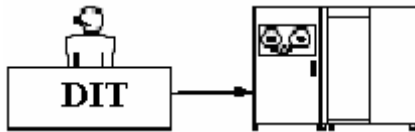
An **agency user** needs their JJIS access to be added changed or removed. The user's **supervisor** makes sure that the new user is trained and fills out the DIT-4 and JJSF-1 forms and makes sure that the forms are signed. The forms are sent to the Agency Security Liaison.



The **Agency Security Liaison** sends the DIT-4 form to the HPD Security Liaison at the ITD division of HPD.



The **HPD Security Liaison** at the ITD division of HPD reviews the DIT-4 form and sends it to the DIT security branch



The **DIT security branch** makes the appropriate Security Entries that will establish a new ACID or setup for user security changes. When completed, they return the DIT-4 to the HPD Security Liaison.



The **HPD Security Liaison** returns the DIT-4 form to the Agency Security Liaison.



The **Agency Security Liaison** faxes both the DIT-4 and the JJSF-1 form to the JJIS Security Liaison.



The **JJIS Security Liaison** makes the appropriate JJIS entries to add or modify a user's profile in the JJIS. The JJSF-1 form is faxed back to the Agency Security Liaison with the date it was completed on the form.



The **Agency Security Liaison** does a final review of the security information and informs the user that they now have access to the JJIS. New users should now be given their ACIDS.



The **agency user** can now sign-on into the JJIS. Remember, new users must first use 123xyz\$ as a password with their new ACID and then reset their password to something new.