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.