

## NCID/CJLEADS FYI

### What is CJLEADS?

CJLEADS integrates data found within the State's various criminal justice applications and provides up-to-date criminal information in a centralized location via a secure connection for use by state and local government criminal justice professionals. CJLEADS has two primary objectives:

- to provide a comprehensive view of an offender through a single application, allowing for positive identification of an offender through a photographic image;
- and to provide an "offender watch" capability to alert criminal justice professionals when an offender has a change in status.

CJLEADS will only be accessible via City of Durham computers (in-house domain systems and MDC's).

### NCID

In order for users to get access to CJLEADS, they must first fill out a user account request form (for those of you who already have an NCID because of Crashweb access, this is a different system that will require a new user id). All accounts are now created by the agency admin. Users should not attempt to create a user id online, unless specifically directed by the agency admin to do so.

Once the agency admin receives a user account request form, he/she will create the user account and email the end user their user id and temporary password. The end user **MUST** log into the system (<https://ncid.nc.gov>) within 14 days and change their password and create the challenge questions/responses. If this is not done within the 14 day period, then the user id is deleted from the system, and this process must be started all over again.

For the challenge questions/responses, it is important for the end user to remember what they put in. Users can use a self-help website (<http://ncid.nc.gov>) if they forget their user id and/or password. If they are not able to use this site due to not having the correct answers to their challenge questions, then the admin must be contacted to reset passwords.

Password rules:

Passwords must not contain any 3 character sequences (ex: abc or 123)

Passwords must have at least 1 special character (on number keys 1-8)

No character can be used more than 2 times consecutively

Password must have at least 8 characters

Passwords expire every **90 days**

Passwords have a minimum reset date of 15 days (ie: if you change your password today, you can't go in and do it again tomorrow, you have to wait at least 15 days to change it again).

**If you lock out your account, it will reset after 1 hour. If you need access sooner, you need to call the agency admins to have them unlock your account.**

### **CJLEADS**

When users are first granted access to CJLEADS, they are set up as “pending training”. This means users are only able to access training/dummy data in the system.

Users MUST attend a training class. Either during training or shortly thereafter, the trainer (or a designated person) will go in and update the users status to “training completed”, which will then grant users access to live system data. The URL is: <https://cjleads.nc.gov>. Click “login” at the top right hand side of the screen.

If users attempt to access the system and enter incorrect login info 3 times, the user account becomes locked out. It will reset itself after one hour. If access is needed quicker, then the agency admin must be contacted to reset the user account.

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Once online, if users have trouble accessing the sites (and they use IE8), the site needs to be added as a “trusted” site.