

JJIS Access Procedure for Providers

Initial Access/ New Employee

Part 1: The PROVIDER JJIS ACCESS USER AGREEMENT form (MIS 1205.60) needs to be filled out by the provider/user. The user and the provider supervisor or designee signs the form. The provider sends the form to the DJJ Contract Manager. The form may be scanned and emailed so long as the document quality is very good.

The Contract Manager will confirm background screening for the requesting user and will enter this information on the form and will sign the form if access is approved. The Contract Manager will scan and email the form to the local DIO. The Contract Manager is responsible for maintaining the official version of the signed document.

The DIO is responsible for maintaining an electronic version of the signed document. The DIO coordinates with MIS to have the user's VPN account established.

Part 2: (May be done at the same time as Part 1) The JJIS Permissions Form is completed by the provider/user. The provider supervisor or designee signs the form. The provider sends the form to the DJJ Contract Manager. The form may be scanned and emailed so long as the document quality is very good.

The Contract Manager confirms the permissions requested are appropriate for the user and will sign the form if approved. The Contract Manager will scan and email the form to the local DIO. The Contract Manager is responsible for maintaining the official version of the signed document.

The DIO is responsible for maintaining an electronic version of the signed document. Once the VPN account is established, the DIO can create a JJIS account and begin the training process.

Information Security Awareness is required to be completed by the provider/user in SkillPro. The DIO will ensure this has been completed in SkillPro before granting access to JJIS. (For access to SkillPro each provider should designate a training coordinator to manage SkillPro accounts and access. If additional help is needed, contact local DIO or Staff Development and Training.) In the event the user/provider is not contracted with DJJ, the Information Security Awareness course can be completed on a case by case basis outside of SkillPro.

Update to JJIS Permissions for Existing JJIS Users

The JJIS Permissions Form is completed by the provider/user to add/modify permissions. The provider supervisor or designee signs the form. The provider sends the form to the DJJ Contract Manager. The form may be scanned and emailed so long as the document quality is very good.

The Contract Manager confirms the permissions requested are appropriate for the user and will sign the form if approved. The Contract Manager will scan and email the form to the local DIO. The Contract Manager is responsible for maintaining the official version of the signed document.

The DIO is responsible for maintaining an electronic version of the signed document. The DIO will ensure appropriate training is received and will update the JJIS account.