



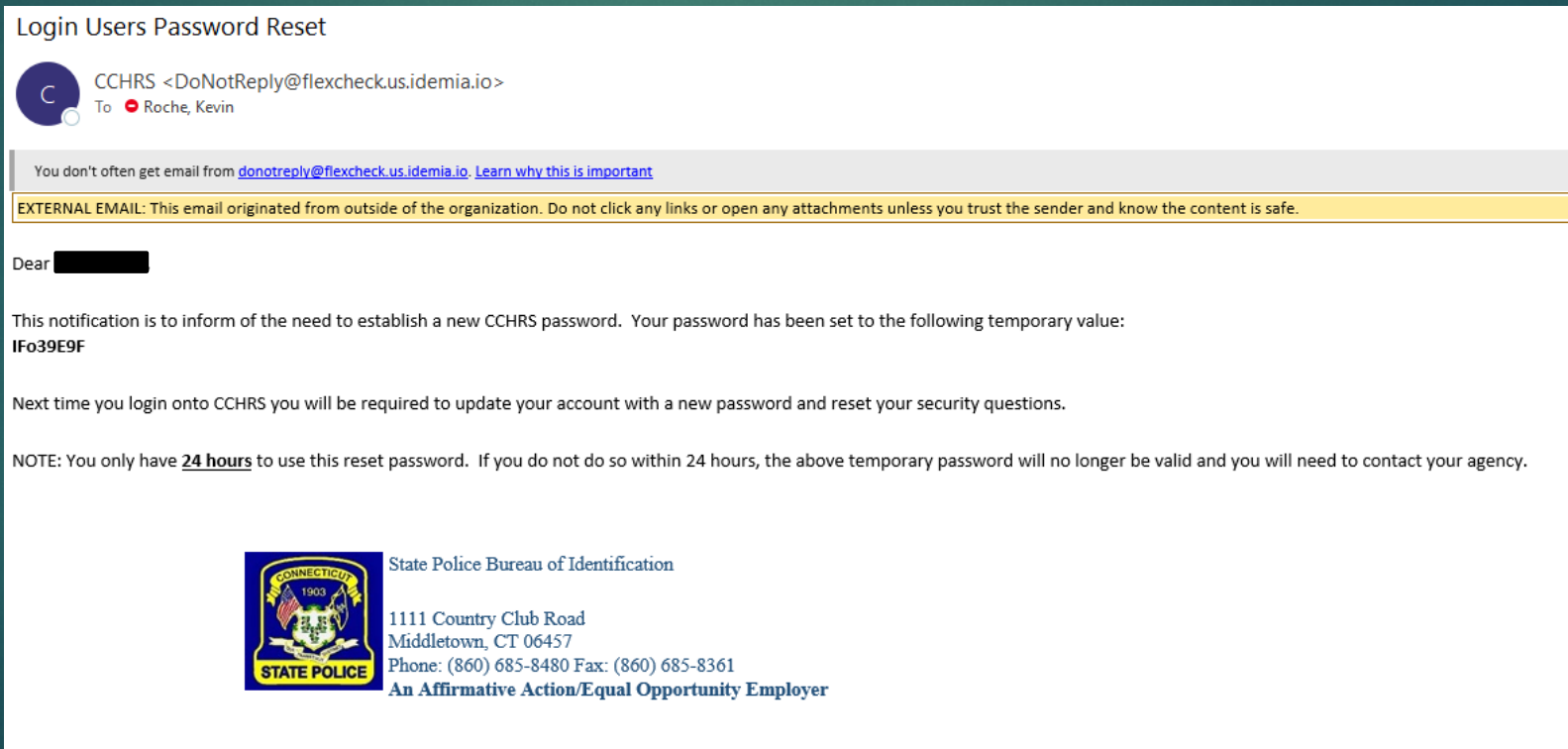
First Time Login



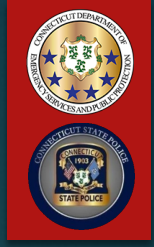


Once Access is Approved you will Receive an E-mail

1. Check your email for a temporary password.
2. It will be emailed from the CCHRS System and expires in 24 hours.



CCHRS & NGI Training



Click on the Registered Agency Link:
<https://ct.flexcheck.us.idemia.io/CCHRSPublic>

1. Go to the above link.
2. Enter your Username and Temporary Password which was e-mailed to you.
3. Click Login to continue.



Connecticut Criminal History Request System



Welcome to the Connecticut Criminal History Record System (CCHRS) Website! By logging in you are acknowledging you are an authorized user of the system and/or an authorized recipient of criminal record check results processed by your organization through the CCHRS system.

User Name*

Password*

[Forgot my password](#)

CCHRS & NGI Training



Enter the word “**onetime**” in the token box.

All lower-case, no spaces

**You will only
use the
word
“onetime”
the first time
you log into
CCHRS**



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Using your CCHRS FlexCheck Token, please fill in the value located in square **I 2**

I 2:

Enter the word “onetime”

CCHRS & NGI Training



You MUST Print a Token Sheet

Intranet LEEP Login CJIS S ct.flexcheck.us.idemia.io says You must print a token or lose access to this system OK N-Dex Policy a... COLLECT Applicatio...



Information

Initializing your Information

You have connected with a temporary password. This is because it is your first time accessing CCHRS or it may be because the administrator for CCHRS has reset your password. You must reset all of the following connection information before you are allowed to access the system.

You must have a Token to access this system.

[Click here to print your CCHRS TOKEN](#)

You will lose access to this system if you do not print your token.

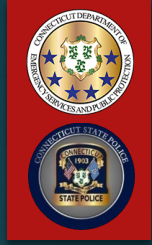
NOTE: You can re-print your token from the 'Edit Your Account' option in the main menu.

Old Password*

New Password* -- Must have **Alpha** and **Numeric** characters
-- Must have **UPPER** and **lower** case letters
Repeat New Password* -- Must be **at least 8** characters long

Please set/reset your security questions and answers

Security Question 1*	Answer 1*
<input type="text"/>	<input type="text"/>
Security Question 2*	Answer 2*
<input type="text"/>	<input type="text"/>
Security Question 3*	Answer 3*
<input type="text"/>	<input type="text"/>



Printing the Token Sheet

- You **MUST** have a token sheet to access CCHRS
- Print and save your unique Token Sheet.
- There is one token sheet per person.

CCHRS - Initializing your Information

CCHRS - Initializing your Information

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You must have a Token to access this system.

[Click here to print your CCHRS TOKEN](#)

You will lose access to this system if you do not print your token.

NOTE: You can re-print your token from the 'Edit Your Account' option in the main menu.

Old Password*

New Password* -- Must have Alpha and Numeric characters
-- Must have UPPER and lower case letters

Repeat New Password* -- Must be at least 8 characters long

Please set/reset your security questions and answers

Security Question 1*	Answer 1*
question 1 <input type="text"/>	answer 1 <input type="text"/>
Security Question 2*	Answer 2*
question 2 <input type="text"/>	answer 2 <input type="text"/>
Security Question 3*	Answer 3*
question 3 <input type="text"/>	answer 3 <input type="text"/>

CCHRS™
Version: 10.0.1.3

Printing the Token Sheet

- Print and save the token sheet in an accessible format for future use.
- You will need the token sheet every time you log into the CCHRS.
- You **WILL NOT** be able to log into the CCHRS, if you do not have your token sheet.

FlexCheck Token - 02/02/2024

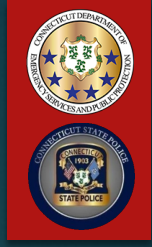
--	1	2	3	4	5
A	&McHnP	b4MprQ	sTPZcd	TS@sY7	brccR2
B	*nXtMv	b@Wc*g	2jhw4d	G8oH6o	9bayJb
C	LCbDw5	ZsNYX3	dweP63	oS3Uuf	&J8awX
D	D*Xp&5	@F3@af	Ru@Hna	M&nhge	mj6M2R
E	MJShV3	QMFyNZ	eZqHoU	qH3oHW	VYSw6C
F	gAk3Ps	b3JpMY	o3szRG	PqBf7o	JCJ3RN
G	FaXNTF	T9ZE2G	mAcC&k	wi@us9	MjE@z2
H	GbtE&S	pbmZ52	KRGgqA	GJHNfi	TVX58n
I	&eHoNY	GV6Rvu	CYCVWj	WXHaGh	vADCB9
J	J4YZLr	*TDkXF	wqS#Ee	H@6dAK	mSZFjz

Token Sheet – Sometimes referred to as a BINGO card



NOTE

- If you are logged out and lose, destroy, or otherwise become unable to use your current token card you will need to have your agency administrator 'Clear' your token.
- Once cleared, you will need to log in using “onetime” as your token, then print your new token card.
- If you are logged in, you can print a new token card for yourself at any time. Once a new card is printed, any previous token card you may have had is rendered invalid.



Set Up Your Profile

1. Enter temporary password from the e-mail as the old password.
2. Create your own new password.
3. Create your own security questions. For example; Who is your favorite teacher?
4. Create your own answers to the questions?
5. **CLICK SAVE.**
6. You will be logged out of the system automatically.

Connecticut Criminal History Request System

Initializing your Information

Initializing your Information

You have connected with a temporary password. This is because it is your first time accessing CCHRS or it may be because the administrator for CCHRS has reset your password. You must reset all of the following connection information before you are allowed to access the system.

You must have a Token to access this system.

[Click here to print your CCHRS TOKEN](#)

You will lose access to this system if you do not print your token.

NOTE: You can re-print your token from the "My Profile" option in the main menu.

Old Password*

New Password* -- Must have **Alpha** and **Numeric** characters
-- Must have **UPPER** and **lower** case letters
-- Must be **at least 8** characters long

Repeat New Password*

Please set/reset your security questions and answers

Security Question 1*	Answer 1*
<input type="text" value="dog"/>	<input type="text" value="kiera"/>
Security Question 2*	Answer 2*
<input type="text" value="cat"/>	<input type="text" value="lionel"/>
Security Question 3*	Answer 3*
<input type="text" value="food"/>	<input type="text" value="pizza"/>


This is the temporary Password from the E-mail

Click Save



How to Successfully Login – Step 1

1. Go to the Registered Agency Website:
<https://ct.Flexcheck.us.idemia.io/CCHRSPublic>
2. Enter your username.
3. Enter your password you just created.
4. Click Login



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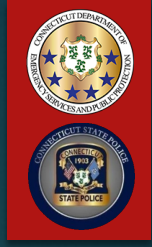
Password saved successfully.
You may now log in with your new password.

User Name*

Password*


[Forgot my password](#)

WARNING: Access to this system is restricted to users authorized by Connecticut Authorized Recipient agencies. Unauthorized access is a violation of state and federal laws, regulations, and policies. Violators will be prosecuted.




How to Successfully Login – Step 2

Enter the correct value from **YOUR** token sheet into the token box.



Connecticut Criminal History Request System



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Using your CCHRS FlexCheck Token, please fill in the value located in square **D 5**

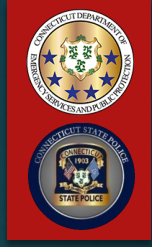
D 5:

WARNING: Access to this system is restricted to users authorized by Connecticut Authorized Recipient agencies. Unauthorized access is a violation of state and federal laws, regulations, and policies. Violators will be prosecuted.

FlexCheck Token - 02/02/2024


--	1	2	3	4	5
A	&McHnP	b4MprQ	sTPZcd	TS@sY7	brccR2
B	*nXtMv	b@Wc*g	2jhw4d	G8oH6o	9bayJb
C	LCbDw5	ZsNYX3	dweP63	oS3Uuf	&J8awX
D	D*Xp&5	@F3@af	Ru@Hna	M&nhge	mj6M2R
E	MJShV3	QMFyNZ	eZqHoU	qH3oHW	VYSw6C
F	gAk3Ps	b3JpMY	o3szRG	PqBf7o	JCJ3RN
G	FaXNTF	T9ZE2G	mAcC&k	wi@us9	MjE@z2
H	GbtE&S	pbmZ52	KRgGqA	GJHNfi	TVX58n
I	&eHoNY	GV6Rvu	CYCVWj	WXHaGh	vADCB9
J	J4YZLr	*TDkXF	wqS#Ee	H@6dAK	mSZFjz

In this example you are looking for the value in **D5**, you would enter “**mj6M2R**”



How to Successfully Login – Step 2

Enter the correct value from **YOUR** token sheet into the token box.




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Welcome to the Connecticut Criminal History Record System (CCHRS) Website! By logging in you are acknowledging you are an authorized user of the system and/or an authorized recipient of criminal record check results processed by your organization through the CCHRS system.

Using your CCHRS FlexCheck Token, please fill in the value located in square D 5

D 5:

WARNING: Access to this system is restricted to users authorized by Connecticut Authorized Recipient agencies. Unauthorized access is a violation of state and federal laws, regulations, and policies. Violators will be prosecuted.



FlexCheck Token - 02/02/2024

--	1	2	3	4	5
A	&McHnP	b4MprQ	sTPZcd	TS@sY7	brccR2
B	*nXtMv	b@Wc*g	2jhw4d	G8oH6o	9bayJb
C	LCbDw5	ZsNYX3	dweP63	oS3Uuf	&J8awX
D	D*Xp&5	@F3@af	Ra@Hna	M&nhge	mj6M2R
E	MIShV3	QMFjNZ	eZqH0U	qH3oHW	VYSw6C
F	gAk3Ps	b3JpMY	o3szRG	PqBf7o	JCJ3RN
G	FaXNTF	T9ZE2G	mAcC&k	wi@us9	MjE@z2
H	GbtE&S	pbmZ52	KRgGqA	GJHNfi	TVX58n
I	&eHoNY	GV6Rvu	CYCVWj	WXHaGh	vADCB9
J	J4YZLr	*TDkXF	wqS#Ee	H@6dAK	mSZFjz



In this example you are looking for the value in **D5**, you would enter “**mj6M2R**”

Successful Login

Upon successfully logging into the CCHRS, you will see the Full Search Screen

al.dll/main?T\$C3_1204630D04513F7E397E207B0379276E125F55=Req&T\$C3_2A7D686D056774424A545475616421461B2E5D311E355A04=1&T\$C3_5054177318

gle CJIS Launch Pad CJIS Online CCHRS



Connecticut Criminal History Request System

Full Search

[Full Search](#)[Recently Completed](#)[Pending Transactions](#)[PreEnrollment](#)[Name DOB Check](#)[Edit Your Account](#)[Agency Info](#)[Contact Us](#)[Conditions of Use](#)[Logout](#)

Generic Search Criteria

First Name:

Last Name:

Social Security Number (last 4 only)

Applicant Type:

Current Status:

Date Range: to (mm/dd/yyyy)

Specific Transaction Lookup

Social Security Number (Full Number)

Transaction Number: