

# CCHRS Web Portal Quick Reference Guide

## First Login Instructions

As a new User to the Connecticut Criminal History Request System (CCHRS), you will have access to view the results of applicants who have completed the Fingerprint or Name/DOB based background check. Your User Name and temporary password will arrive in two separate e-mails, and you will need both in order to login. Please see additional steps below.

1. From the Login screen, enter your User Name and Temporary Password you received via e-mail. 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](#)

2. At the next screen, it will ask you for your CCHRS FlexCheck Token. **For your first time logging into the system, you will need to enter the text “onetime” on the token line.**



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

**I 2:**

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- After entering the “onetime” token, you will then need to print your unique CCHRS Token Sheet. **If you do not print the token sheet, you will not be able to login until your account has been reset by an Administrator.** After printing, you will need to create a new password (to be used on all future logins) and Security Questions/Answers. The Security Question/Answers can be used if you forget your password at a later time. Once complete, click save to be taken back to the initial login screen.

--	1	2	3	4	5
A	VCENYg	xPJew*	icjJou	277kJk	nWQoH4
B	5vloWl	BW*oEh	6z4C7D	vtPFQg	gwmoY!
C	9eret6	UHBHa2	V*BUPz	grsiBi	0wjkVh
D	!!2z8k	37feHA	wVdKvG	pK6m6J	FYpvGL
E	V0dzK8	mw9Y5u	uEKZU8	cKKCiK	7N8EZv
F	e*ANfm	Zs5TwD	h1f2SE	u9qbHT	zoy3uX
G	*8VUzp	M6XQYa	wS7CBK	DQa5Ga	E*jP*H
H	m7HdC6	LkteSZ	k9pYdg	u7C8hK	9rd7v6
I	ximd3N	NiAg0a	BK6KKn	N2P!TZ	BqNF0m
J	A*Ermx	UFRFUG	GCR5Nq	gH1T0*	*PFf4b

- At the initial login screen, you will now need to login with your username, newly created password, and Token Sheet to login. After completing successfully, you will now have access to CCHRS.