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 Crimi	nal History Request System
Welcome to the Connecticut Criminal H you are acknowledging you are an aut recipient of criminal record check resu system.	distory Record System (CCHRS) Website! By logging in horized user of the system and/or an authorized Its processed by your organization through the CCHRS
User Name	*
Password*	
	Login
	<u>Forgot my password</u>

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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3. 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.

ССНК	RS - Init Inforn	ializing your						
	CCHRS - Initial	izing your Information						
You have connected with a temporary passw for CCHRS has reset your password. You m	ord. This is because it ust reset all of the foll	is your first time accessing CCHRS or it may be because the administrator wing connection information before you are allowed to access the system.						-
				1	2	3	4	5
You	a must have a Te	ken to access this system	A	VCENYg	xPJew*	icjJou	277kJk	nWQoH4
10	a must have a to	ken to access this system.	В	5v1oW1	BW*oEh	6z4C7D	vtPFQg	gwmoY!
	Click here to pri	nt your CCHRS TOKEN	c	9eret6	UHBHa2	V*BUPz	grsiBi	0wjkVh
Marcall			D	!!2z8k	37feHA	wVdKvG	pKm6JJ	FYpvGL
tou will lose a	ccess to this s	istem if you do not print your token.	E	V0dzK8	mw9Y5u	uEKZU8	cKKCiK	7N8EZv
NOTE: You car	n re-print your token from	the 'Edit Your Account' option in the main menu.	F	e*ANFm	Zs5TwD	h1f2SE	u9qbHT	zoy3uX
	(1994) (1994) (1994) (1994) (1994)		G	*8VUzp	M6XOYa	wS7CBK	DOa5Ga	E*iP*H
Old Password*			н	m7HdC6	I kto57	k0nVda	u7C8bK	Ord7v6
New Password*	********	 Must have Alpha and Numeric characters Must have UPPER and lower case letters 		in/nuco	LKICJZ	Kapitug	u/CollK	510/10
Repeat New Password	*	Must be at least 8 characters long		ximd3N	NiAg0a	BK6KKn	N2P!TZ	BqNF0m
Please set/reset your	security questions ar	d answers	J	A*Ermx	UFRFUG	GCR5Nq	gH1T0*	*PFf4b
Facurity Questio	n 18	Answer 18						
question 1		answer 1						
Security Questio	n 2*	Answer 2*						
question 2		answer 2						
Security Questio	n 3*	Answer 3*						
question a		answer 3						
		Save						
		CCHRS ⁷⁸						
		Version: 10.0.1.3						

4. 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.

	CCHRS - Full Search
Full Search Recently Completed Pending Transactions PreEnrollment Name DOB Check Edit Your Account Contact Us Conditions of Use	Generic Search Criteria First Name: Last Name: Social Security Number (last 4 only) Applicant Type: Current Status: Date Range: to (mm/dd/yyy) Submit Query
Logaut	Specific Transaction Lookup Social Security Number (Full Number) Transaction Number: Submit Query