



STATE OF CONNECTICUT
DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION
DIVISION OF STATE POLICE
Connecticut On-Line Law Enforcement Communications Teleprocessing
Criminal Justice Business Applications Unit



How to Request User Access to Connecticut Criminal History Request System (CCHRS)

The COLLECT BAU is updating and changing the process of requesting access and training for CCHRS access. We are transitioning from an in person (TEAMS) training model to an online training at your pace and time. We will be utilizing CJIS Online, www.cjisonline.com . You may already be familiar with CJIS Online as it currently provides Security and Awareness Training.

In order to access CCHRS your employee must have a legitimate business need to see and review the Criminal History Record Information (CHRI). Remember if an employee might see or hear CHRI within your office they must have Security and Awareness Training. Not everyone NEEDS access to CCHRS and this should be limited to as few as possible.

1. Send an e-mail to DESPP.Audits@ct.gov requesting access for your employee.
 - a. Provide the employee's Full Name, work e-mail address and job title.
2. Our unit will assign the new user to training at www.cjisonline.com. Both trainings will need to be completed.
 - a. Security and Awareness Training Minimum level – General Role
 - b. CCHRS & NGI Training
3. Once you verify the training has been completed, send an e-mail to DESPP.Audits@ct.gov informing our unit the new user has completed both training modules. Provide the new users name and e-mail address.
4. Our unit will verify the training and create an account for the new user in CCHRS. The new user will receive an automated e-mail from CCHRS with a temporary password.
 - a. **The new user will need to logon within 24 hours or the temporary password will expire.**
5. The new user should follow the directions of first time logins.

The CCHRS & NGI Training PowerPoint slides can be found on the CJIS Online website. They are under the Resource tab. You will also find the instructions for first time logins. Many other documents are in this section. In the near future the same documents can be found on the DESPP website.

Additionally - The PDF form "*Certificate of Completion*" for FBI CJIS Security Policy Security and Awareness Training, (page 24 of the previous training), as of May 15, 2024, will no longer be accepted. **ALL** Security and Awareness Training **MUST** be completed utilizing CJIS Online www.cjisonline.com