W/B HIDTA Registration sign up notice:

Registration for any of the W/B classes can be accessed online by following these instructions:

Registration Instructions

Open your web browser and log into **https://registration.nhac.org**

Enter the word **Class (case sensitive)** for Username and Password

Select **Washington - Baltimore**

Select **Click to view Training Events** link

Select **the course you want to register for**

Case Explorer, GangNet and other courses that might be held in the future (TBA)

There may be multiple events scheduled with the same name.

Be sure to select the event using the date to indicate the proper event.

Fill in the **HOTT Online Application**

Select **Complete Registration**

To complete this process and receive the class confirmation notice, these two forms are REQUIRED.
You do not have a confirmed spot in any class until you have completed steps 1 and 2.
You will receive a class confirmation email after submission of your forms.

1. HIDTA registration form

You are required to submit a HIDTA registration form to rboland@wb.hidta.org
This information is used to create your HIDTA SSL account.
The HIDTA Registration for is on page 2 of this registration notice.

2. Your 28 CFR certificate

You are required to submit your 28 CFR to rboland@wb.hidta.org
This is required for access to Case Explorer. It is NOT optional.
The information on how to take this course if you do not already have this certificate is on page 3 of this registration notice. The W/B HIDTA'S pre-authorization code for this training.-GW9Q7

Please follow the instructions on how to access this training using the code. After you have completed the 28 CFR training, please send your registration form and 28 CFR certificate to:

rboland@wb.hidta.org

For questions call 443 980 8182 HOURS: Monday to Thursday 5 am to 3 pm EST.

The W/B HIDTA does not run or maintain the BJA's 28 CFR training website. Contact them directly for issues pertaining to the website: 28cfr23info@ncirc.gov

BJA Telephone number: Phone: (850) 553-3700 | Fax: (850) 385-3121

Washington/Baltimore HIDTA SSL/Training Registration Form

Press the "SAVE" button below and email completed forms to Registration@wb.hidta.org

All fields are required for the form to be processed

Requesting Access to and or Training: (Check all that apply) ☐ New User ☐ Existing User ☐ Refresher Course

☐ Secure Access (SSL) ☐ Case Explorer (CE) ☐ Performance Management Process (PMP)

☐ GangNet (GIS) ☐ Network Files Access ☐ Communication Analysis Portal (CAP)

☐ ODMAP

Date of Request _____ Date of CE Training Class* _____

*CE Training dates for the Washington/Baltimore region can be found HERE

Requestor's Full Name _____ DOB: _____

First MI Last

Agency _____

Agency Type: ☐ Federal ☐ State ☐ Local ☐ Military ☐ Other: _____

Assigned to HIDTA Initiative: ☐ Yes ☐ No

Dept/Initiative/Task Force _____

Agency/Dept/Init/TF Address _____

_____

Email Address _____

Phone Number _____ ext. _____

Alternate Number (optional) _____

Supervisor's Name _____

Email Address _____

Phone Number _____ ext. _____

SAVE

Please direct questions to Registration@wb.hidta.org

PRINT

FOR OFFICE USE ONLY

SSL Username: _____

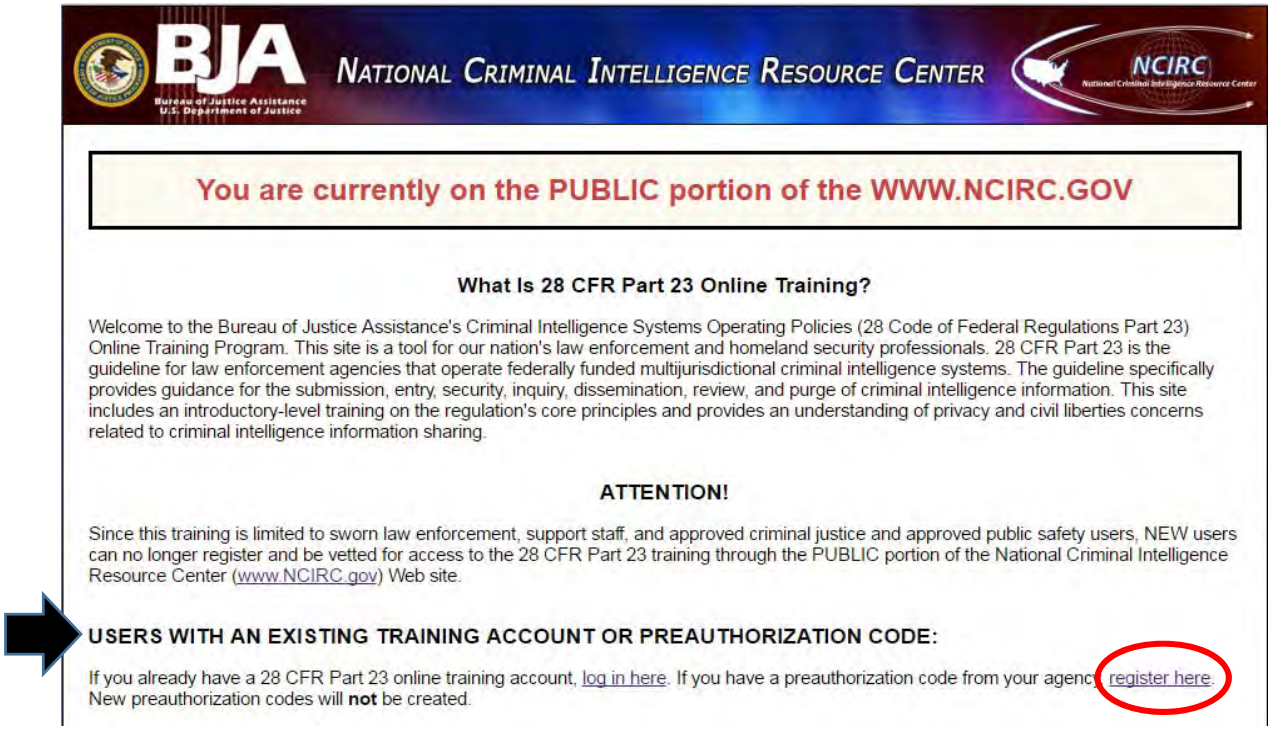
Type of Training: CEB-CE Admin-GIS-PMP V2 Date Trained: _____

Coordinator: Boland

Criminal Intelligence Systems Operating Policies (28 CFR Part 23) Online Training
User Registration Instructions Using a Preauthorization Code

W/B BJA code: **GW9Q7**

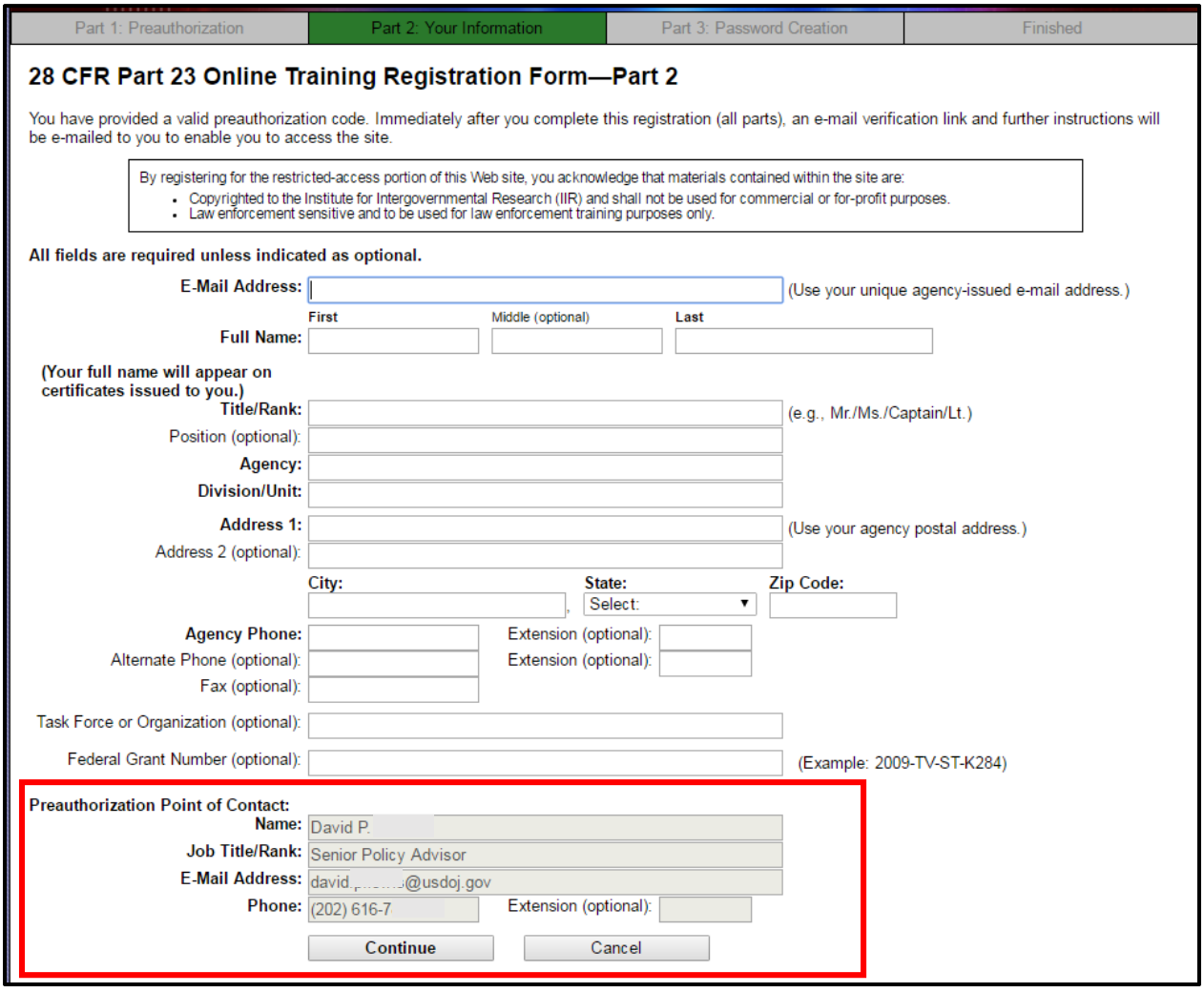
The user will get the preauthorization code from the preauthorization agent and then go to https://www.ncirc.gov/28cfr and click on the "register here" link under the "USERS WITH AN EXISTING TRAINING ACCOUNT OR PREAUTHORIZATION CODE:" section of the web site as depicted below. This will open the four-part registration form.



Part 1:
Users will enter the security code and the preauthorization code and then click on "continue" to proceed to Part 2. The preauthorization code will grant the user immediate approval to access the online training after completion of the registration process.

Part 2:
Users will complete the registration form Part 2 and then click the "continue" button to proceed to Part 3.

NOTE: The preauthorization point of contact information is prepopulated with the name and contact information provided by the preauthorized agent as depicted in the red box below.



Part 3:
The username for access to the online training is the email address entered in Part 2. In Part 3 the user will create a password unique to them and they will remember. The guidance on the criteria for the password is provided just above the box for entry of the new "password."

Once the password is created and confirmed the user will click “Save and Finish” taking them to Part 4.

Part 4:
This screen will confirm that the user’s preauthorized registration has been received. Once their registration has been approved they will receive an email advising them of the approval and the email will have an activation link that **MUST BE CLICKED** before the user will be able to log onto the training.

Email Verification:
The following is a sample of the email verification the user will receive. The RED box highlights the activation link that **MUST BE CLICKED** before the user can access the online training.

Tue 4/5/2016 7:31 PM

NCIRC/28CFR Online Training <no-reply@ncirc.gov>

[NCIRC/28CFR] Your Preauthorized Registration

To User

User

Your registration has been approved.

Please visit http://www.ncirc.gov/28cfr/activation.aspx?id=53025&vcode=7WMW1A to activate your 28 CFR Part 23 Online Training account.

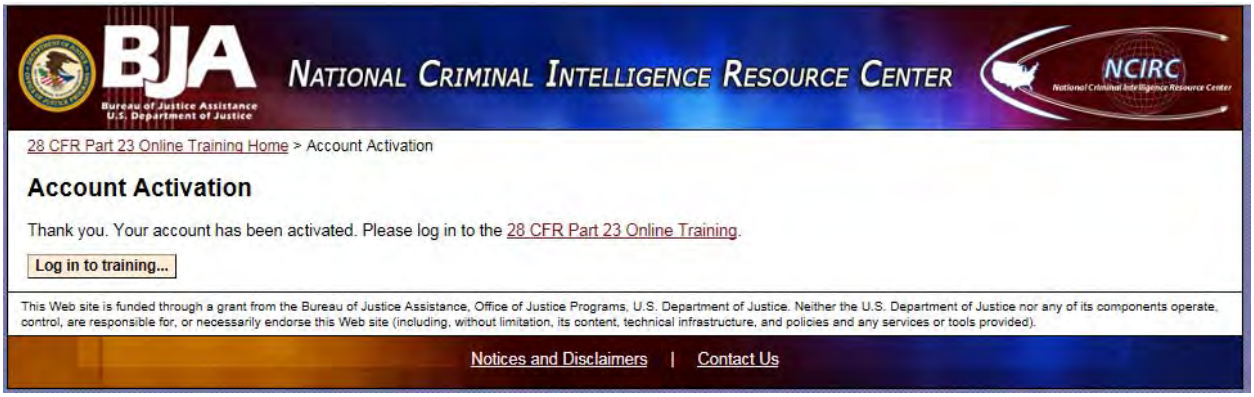
You will then be able to log in to the training Web site (http://www.ncirc.gov/28cfr/) using the e-mail address and password you submitted with your site registration. If you have any problems accessing the Web site, please contact the 28 CFR Part 23 Online Training help desk at 28cfr23info@ncirc.gov.

Thank you.

28 CFR Part 23 Online Training Program

Funded by the Bureau of Justice Assistance to the Institute for Intergovernmental Research

Account Activation Confirmation:
Once the user clicks on the "activation link" they will get this screenin their browser:



BJA Bureau of Justice Assistance U.S. Department of Justice

NATIONAL CRIMINAL INTELLIGENCE RESOURCE CENTER

NCIRC National Criminal Intelligence Resource Center

28 CFR Part 23 Online Training Home > Account Activation

Account Activation

Thank you. Your account has been activated. Please log in to the 28 CFR Part 23 Online Training.

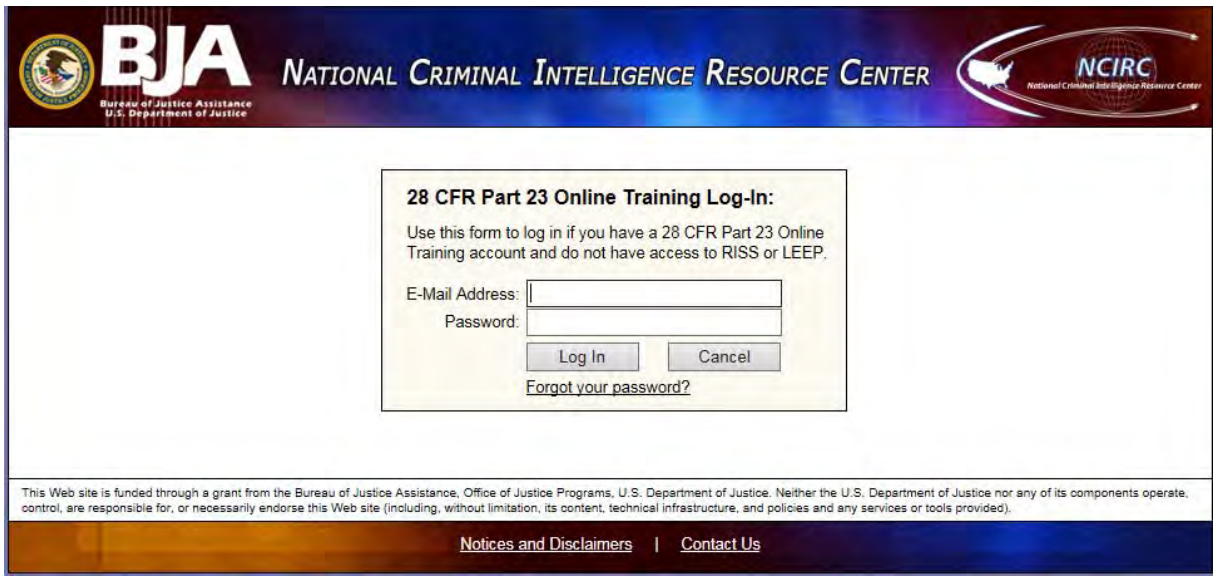
Log in to training...

This Web site is funded through a grant from the Bureau of Justice Assistance, Office of Justice Programs, U.S. Department of Justice. Neither the U.S. Department of Justice nor any of its components operate, control, are responsible for, or necessarily endorse this Web site (including, without limitation, its content, technical infrastructure, and policies and any services or tools provided).

Notices and Disclaimers | Contact Us

Logging onto the Training:
The user can now either click on the "log in to training" button on the previous screen or close out and return to the training through www.ncirc.gov/28cfr and log in as an "existing user." (refer to first graphic and the beginning of this document)

Username and Password:
The user MUST use the email entered in Part 2 of the regisration as the **username** and the unique **password** created in Part 3.



Should the user forget the passwork they can click on the “Forgot your passwork link just below the “Log In and Cancel” buttons.

If a user should have any problems they should contact the program at 28cfr23info@ncirc.gov.