

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. _____

Please direct questions to Registration@wb.hidta.org

FOR OFFICE USE ONLY	
SSL Username:	_____
Type of Training:	_____ Date Trained: _____
Coordinator:	_____

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.

You are currently on the PUBLIC portion of the WWW.NCIRC.GOV

What Is 28 CFR Part 23 Online Training?

Welcome to the Bureau of Justice Assistance's Criminal Intelligence Systems Operating Policies (28 Code of Federal Regulations Part 23) Online Training Program. This site is a tool for our nation's law enforcement and homeland security professionals. 28 CFR Part 23 is the guideline for law enforcement agencies that operate federally funded multijurisdictional criminal intelligence systems. The guideline specifically provides guidance for the submission, entry, security, inquiry, dissemination, review, and purge of criminal intelligence information. This site includes an introductory-level training on the regulation's core principles and provides an understanding of privacy and civil liberties concerns related to criminal intelligence information sharing.

ATTENTION!

Since this training is limited to sworn law enforcement, support staff, and approved criminal justice and approved public safety users, NEW users can no longer register and be vetted for access to the 28 CFR Part 23 training through the PUBLIC portion of the National Criminal Intelligence Resource Center (www.NCIRC.gov) Web site.

USERS WITH AN EXISTING TRAINING ACCOUNT OR PREAUTHORIZATION CODE:

If you already have a 28 CFR Part 23 online training account, [log in here](#). If you have a preauthorization code from your agency, [register here](#). New preauthorization codes will **not** be created.

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.

28 CFR Part 23 Online Training Registration With Preauthorization Code

If you have a valid preauthorization code, you can access the 28 CFR Part 23 training immediately after completing all parts of this form. Enter the security code you see below, then enter your preauthorization code and press the *Continue* button.

Security Code: 

Enter the security code displayed above:

Preauthorization Code:

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](#)

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 1: Preauthorization	Part 2: Your Information	Part 3: Password Creation	Finished
--------------------------	---------------------------------	---------------------------	----------

28 CFR Part 23 Online Training Registration Form—Part 2

You have provided a valid preauthorization code. Immediately after you complete this registration (all parts), an e-mail verification link and further instructions will be e-mailed to you to enable you to access the site.

By registering for the restricted-access portion of this Web site, you acknowledge that materials contained within the site are:

- Copyrighted to the Institute for Intergovernmental Research (IIR) and shall not be used for commercial or for-profit purposes.
- Law enforcement sensitive and to be used for law enforcement training purposes only.

All fields are required unless indicated as optional.

E-Mail Address: (Use your unique agency-issued e-mail address.)

Full Name: (First, Middle (optional), Last)

(Your full name will appear on certificates issued to you.)

Title/Rank: (e.g., Mr./Ms./Captain/Lt.)

Position (optional):

Agency:

Division/Unit:

Address 1: (Use your agency postal address.)

Address 2 (optional):

City: **State:** **Zip Code:**

Agency Phone: **Extension (optional):**

Alternate Phone (optional): **Extension (optional):**

Fax (optional):

Task Force or Organization (optional):

Federal Grant Number (optional): (Example: 2009-TV-ST-K284)

Preauthorization Point of Contact:

Name:

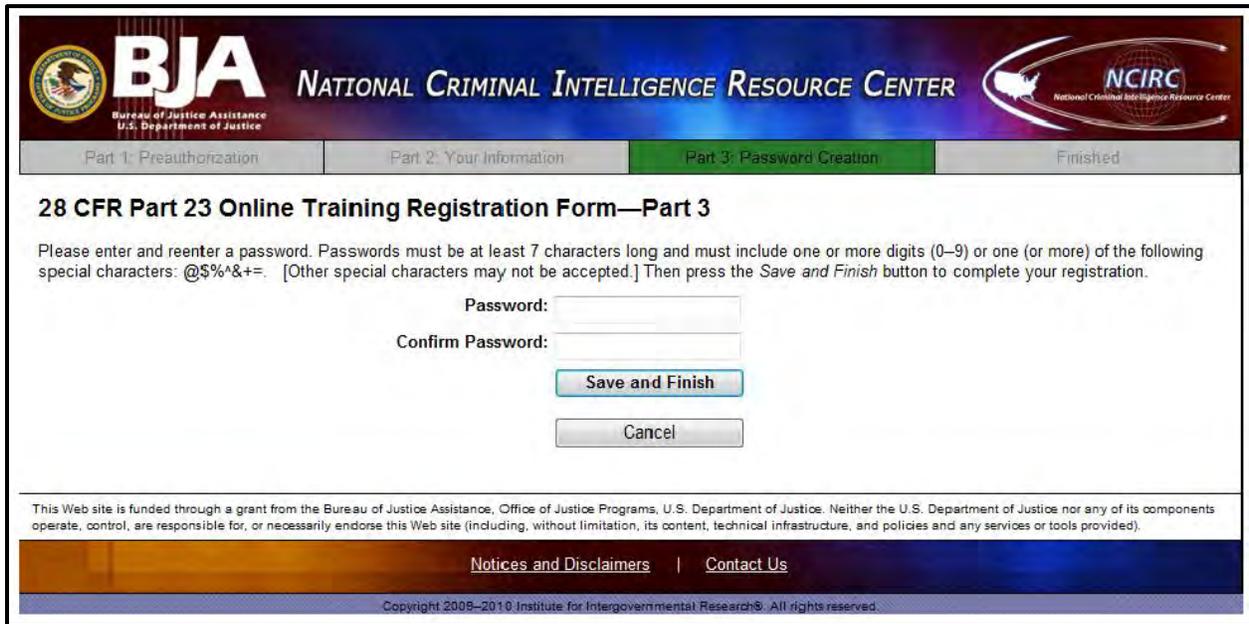
Job Title/Rank:

E-Mail Address:

Phone: **Extension (optional):**

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.”



28 CFR Part 23 Online Training Registration Form—Part 3

Please enter and reenter a password. Passwords must be at least 7 characters long and must include one or more digits (0–9) or one (or more) of the following special characters: @\$%^&+=. [Other special characters may not be accepted.] Then press the *Save and Finish* button to complete your registration.

Password:

Confirm Password:

[Save and Finish](#)

[Cancel](#)

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](#)

Copyright 2008–2010 Institute for Intergovernmental Research®. All rights reserved.

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.



28 CFR Part 23 Online Training Registration Form—Finished

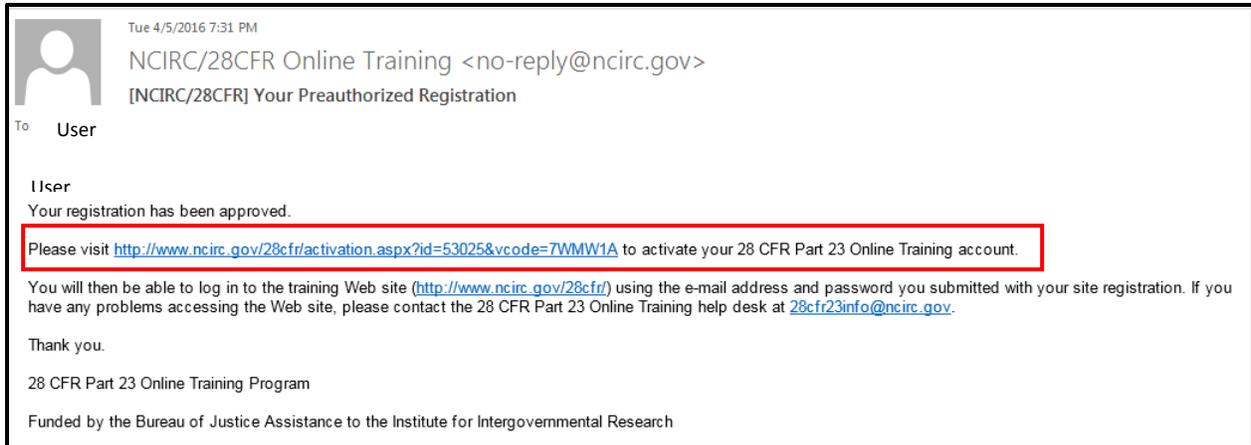
Thank you! Your preauthorized registration has been received. You should soon receive an email message that includes an email verification line and further instructions. After you follow the email verification link, you will be able to access the site.

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](#)

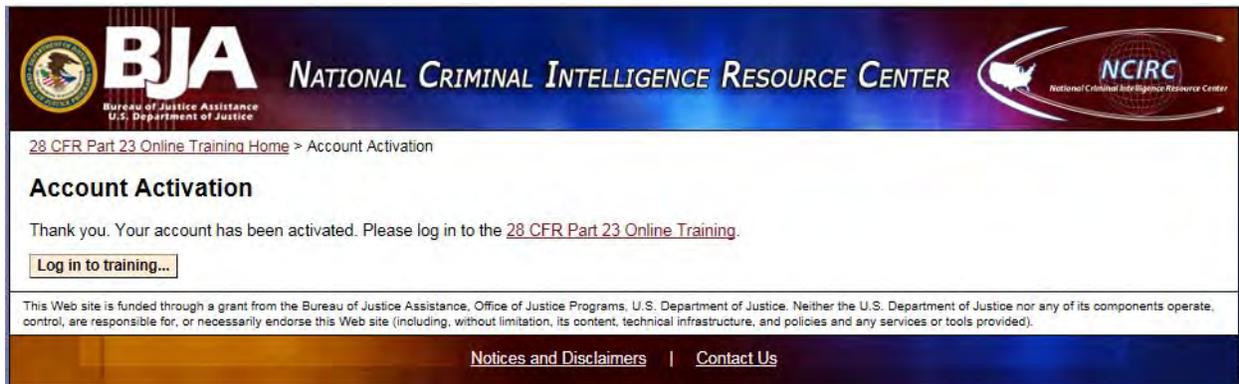
Email Verification:

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.



Account Activation Confirmation:

Once the user clicks on the “activation link” they will get this screen in their browser:



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 registration as the **username** and the unique **password** created in Part 3.

BJA NATIONAL CRIMINAL INTELLIGENCE RESOURCE CENTER

Bureau of Justice Assistance
U.S. Department of Justice

NCIRC
National Criminal Intelligence Resource Center

28 CFR Part 23 Online Training Log-In:

Use this form to log in if you have a 28 CFR Part 23 Online Training account and do not have access to RISS or LEEP.

E-Mail Address:

Password:

[Forgot your password?](#)

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](#)

Should the user forget the password they can click on the “Forgot your password 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.