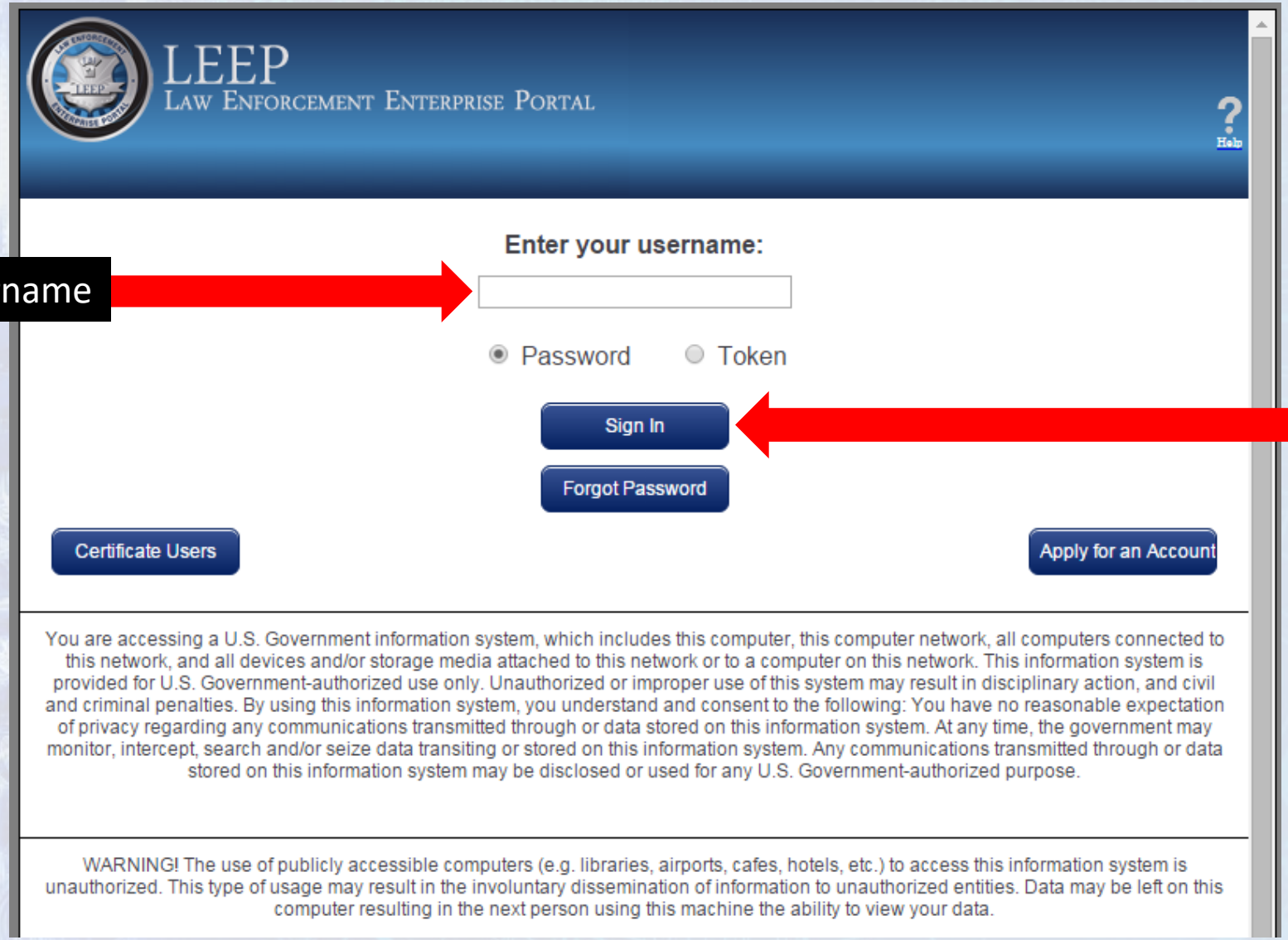
Accessing the BJA 28 CFR Part 23 Online Training Through the FBI Law Enforcement Enterprise Portal (LEEP)

28 CFR Part 23 Online Training

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

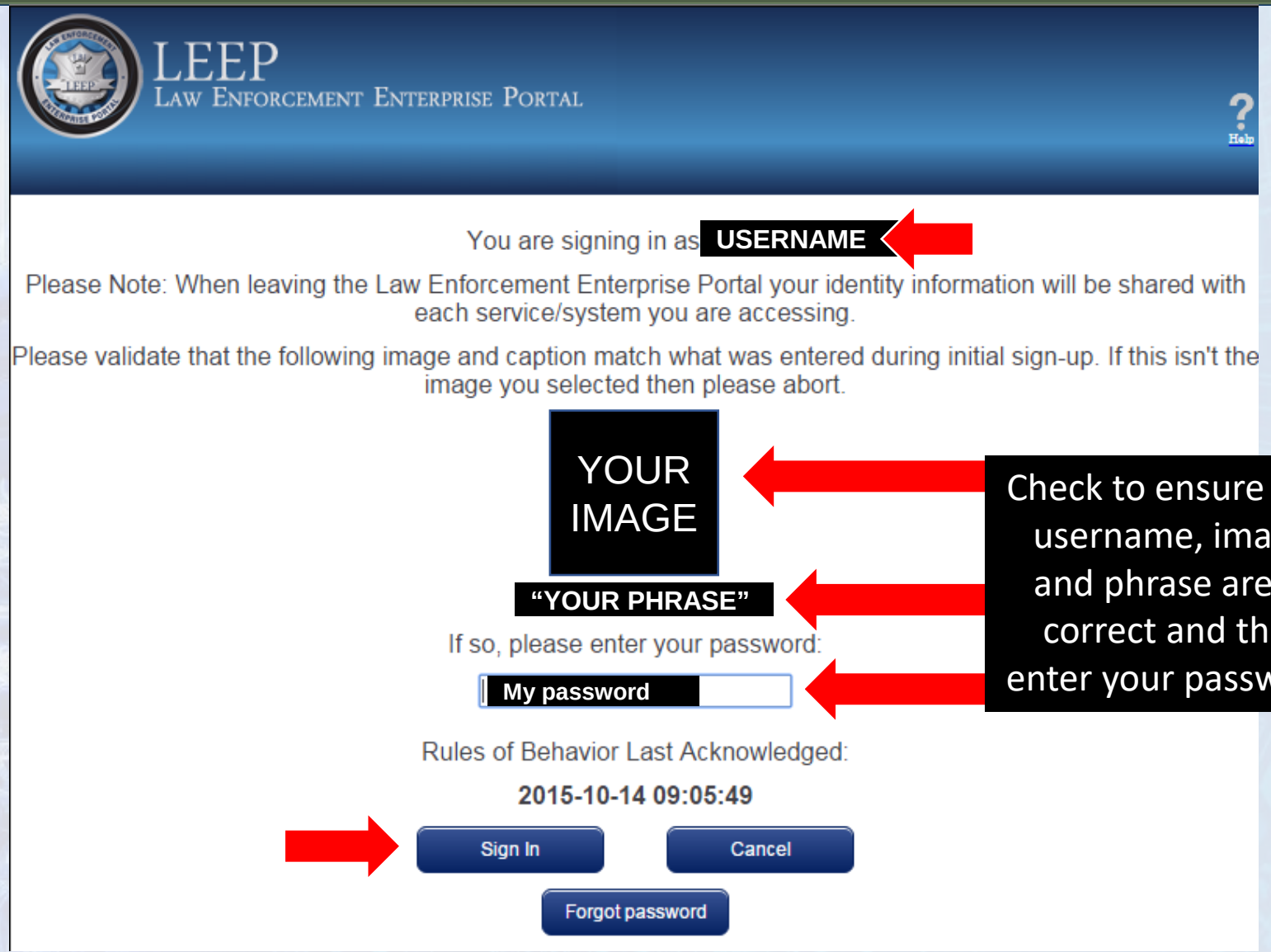
To access the LEEP "Sign In" page, go to: https://www.cjis.gov/CJISEAI/EAIController



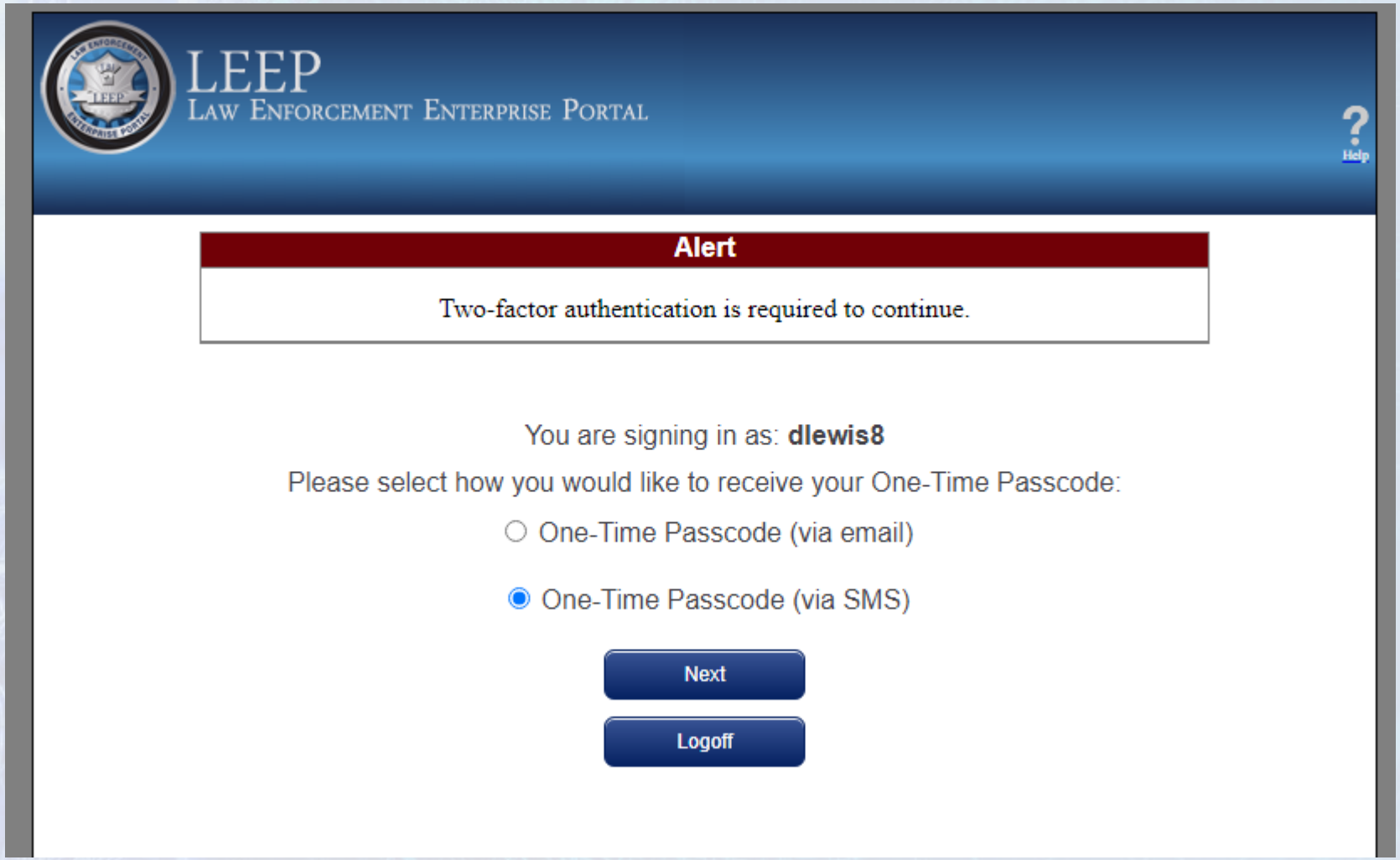
Enter your username

Sign in

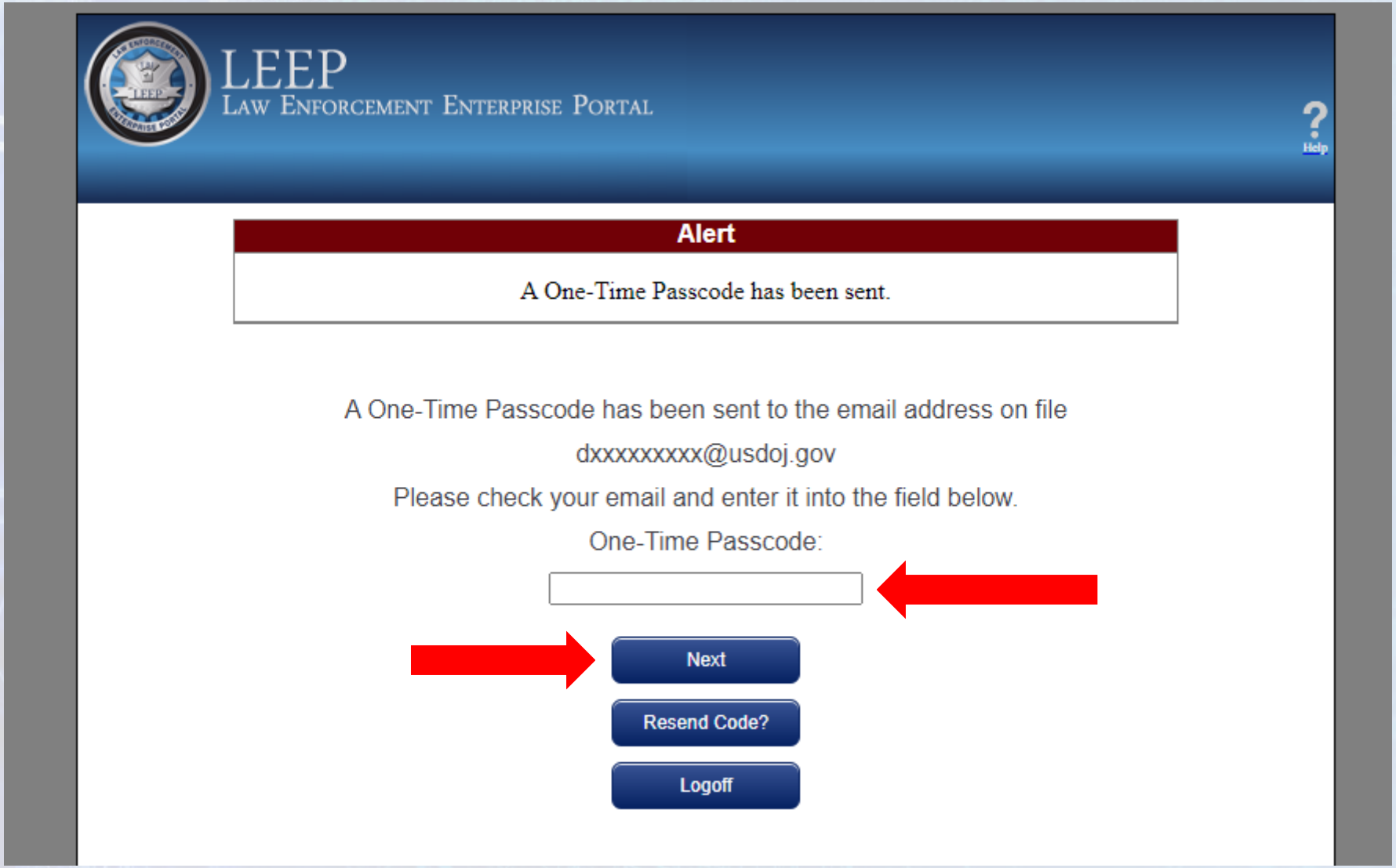
Select the “Sign In” button to be taken to this page where a password can be entered

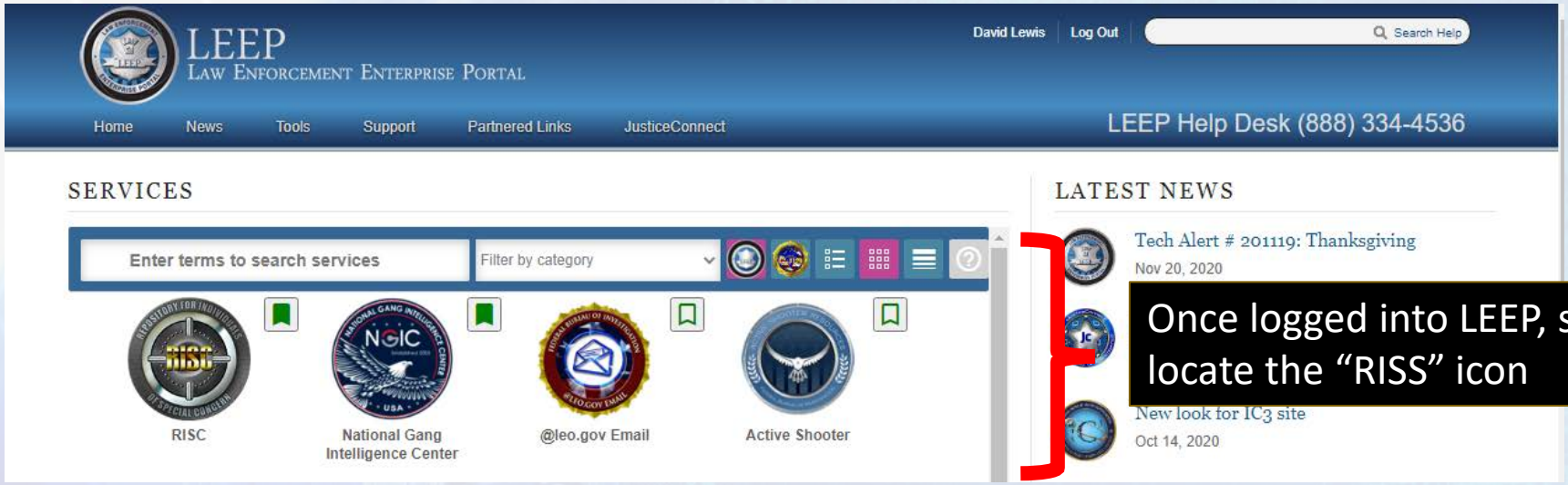


Signing in to LEEP will require a two-factor authentication that will be sent by email or text message



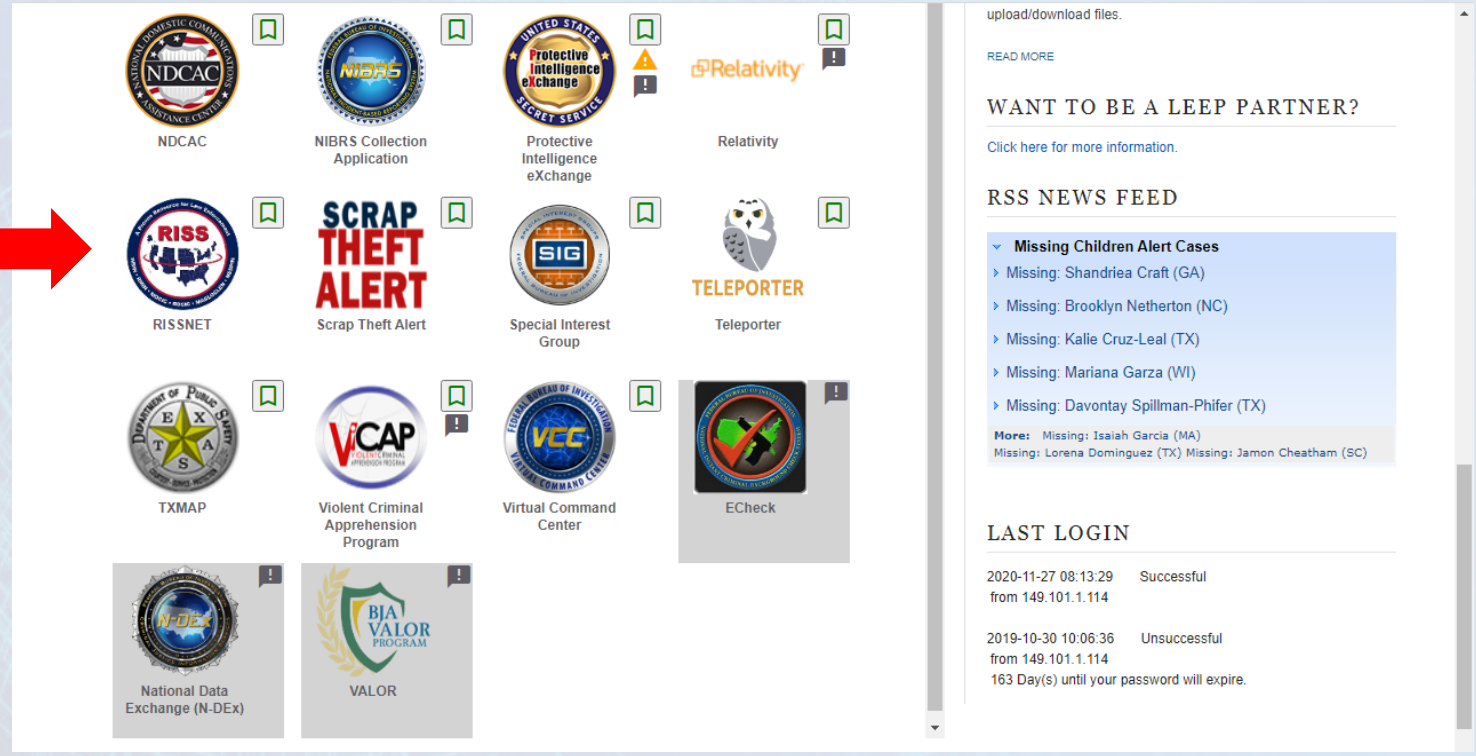
Enter the one-time passcode to complete the sign-in process



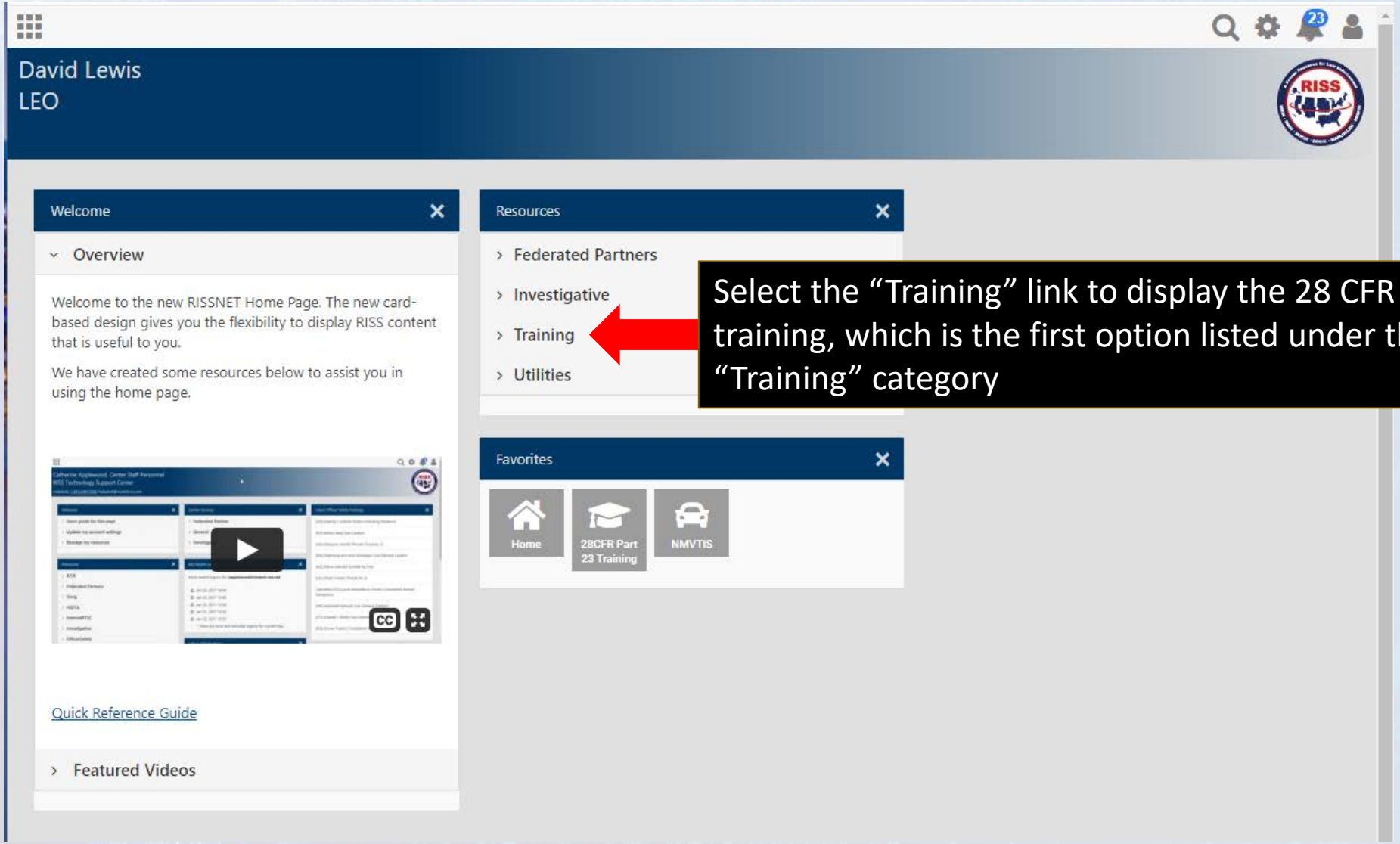


Once logged into LEEP, scroll down (using the scroll bar) to locate the “RISS” icon

Select the “RISS” icon



This will bring the user to the RISSNET Portal, which will provide access to the 28 CFR Part 23 online training



David Lewis
LEO

Welcome

Overview

Welcome to the new RISSNET Home Page. The new card-based design gives you the flexibility to display RISS content that is useful to you.

We have created some resources below to assist you in using the home page.

Quick Reference Guide

Featured Videos

Resources

Federated Partners

Investigative

Training

28CFR Part 23 Training

Select the link to the 28 CFR Part 23 training

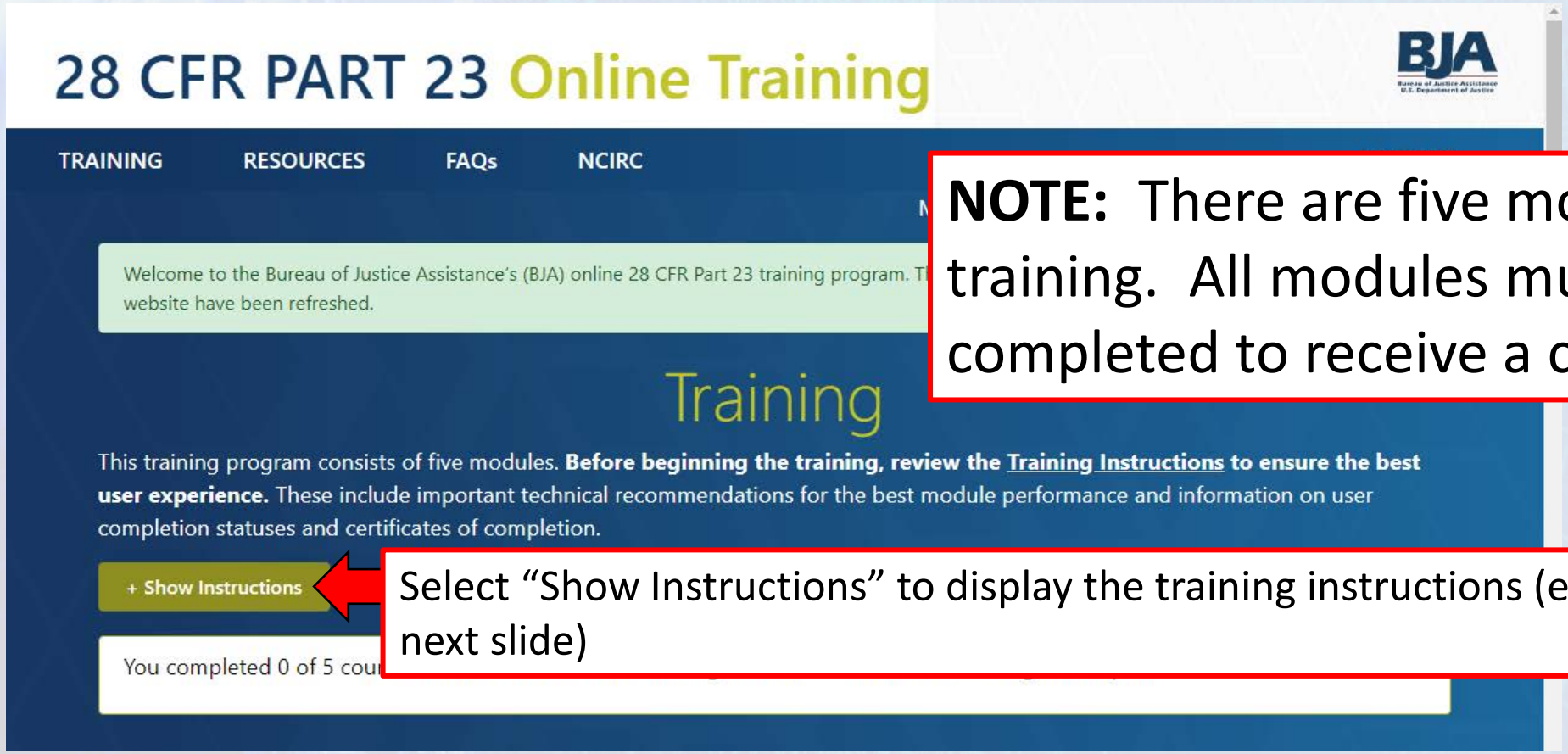
Utilities

Favorites

Home

NMVTIS

This will bring the user to the 28 CFR Part 23 Online Training page



NOTE: There are five modules in the training. All modules must be completed to receive a certificate.

Select "Show Instructions" to display the training instructions (expanded on the next slide)

The **Training Instructions** drop-down topic expanded for reference

- Hide Instructions

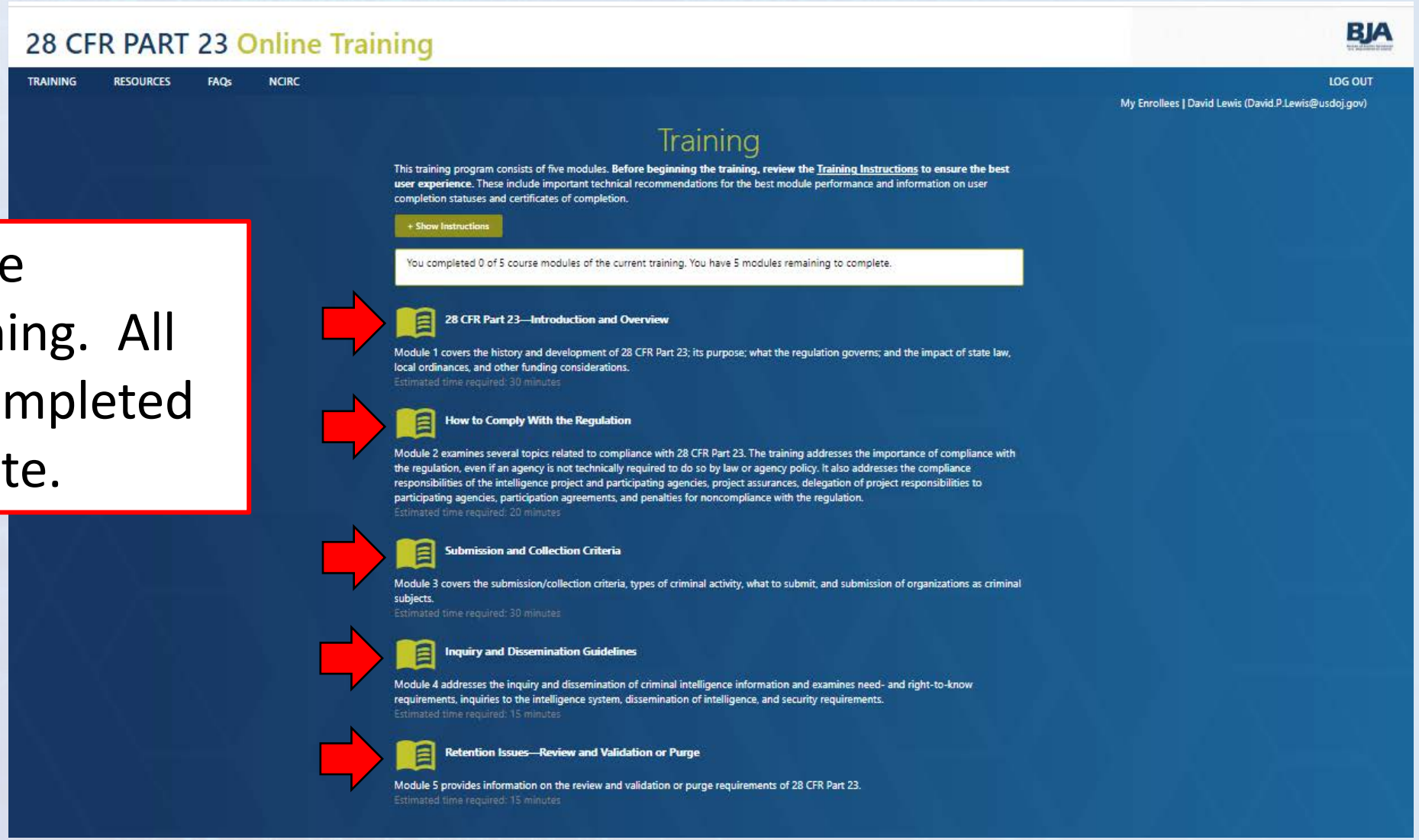
Training Instructions

1. **Agency information**—Prior to taking the training, users are encouraged to familiarize themselves with the following agency information to better understand how to implement regulation requirements within their agency.
   - The agency's policies and procedures
   - The agency's standard definitions of need to know and right to know
2. **Technical specifications**—Training modules incorporate the use of graphics and video. To ensure the best experience, refer to the following recommended technical specifications:
   - **Web Browsers:** Use the most current version available. Google Chrome, Microsoft Edge, and Apple Safari are preferred. Internet Explorer is no longer supported.
   - **Internet Speed:** A solid and fast broadband internet connection will reduce buffering and time spent waiting for content to load.
   - **Devices:** Laptops or desktop computers provide the best format for viewing the modules. While the training can be completed on a mobile device, such as a smartphone or tablet, not all mobile devices are compatible with the training platform. Outdated devices or operating systems may also affect performance.
3. **Completion of modules**—Please complete each module in the order shown.
   - **Self-Paced Completion:** Modules are self-paced, allowing users to complete them in multiple sessions.
   - **Locked Module Topics:** A topic menu is located on the left-hand side of each module's viewing window. Menu items are locked until the user views that topic in its entirety. Once the topic has been viewed, users may reselect the topic to review the information again before moving on to other topics or to the module quiz.
   - **Completion Statuses:** After each module is completed and the system processes the completion status, a check mark will appear next to that module. If a check mark does not appear, refresh the page.

   - **Quizzes:** Each module contains a brief quiz, for which users must receive a 100 percent score. For any incorrect answers, the module will provide reviews of missed content and will repeat quiz questions.
   - **Exiting Modules:** To exit a module at any time, close out the browser window (select "X") to return to the training modules page. Your progress will be saved.
   - **Certificate of Completion:** A certificate of completion will be earned and displayed on this page once all modules are complete with 100 percent quiz scores. If the certificate does not appear, refresh the page.

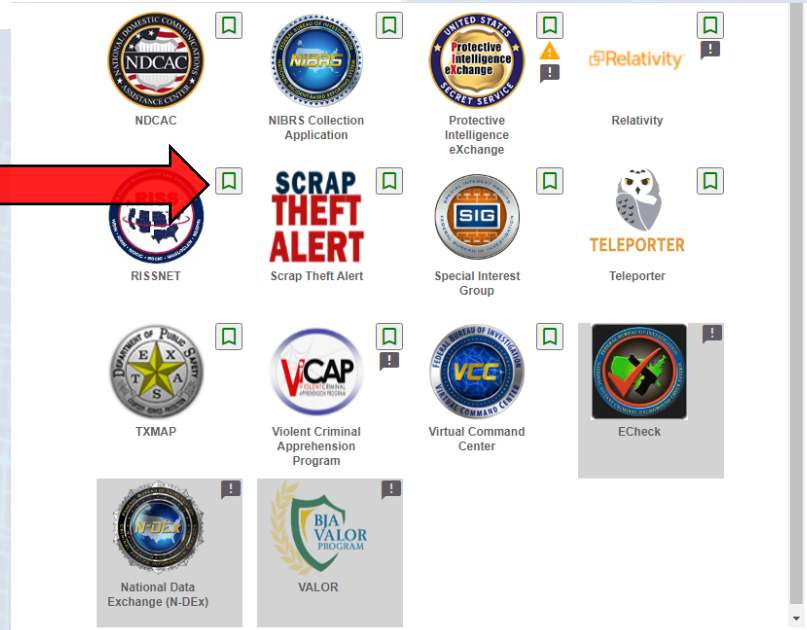
This shows the training modules (part of full training page)

NOTE: There are five modules to the training. All modules must be completed to receive a certificate.



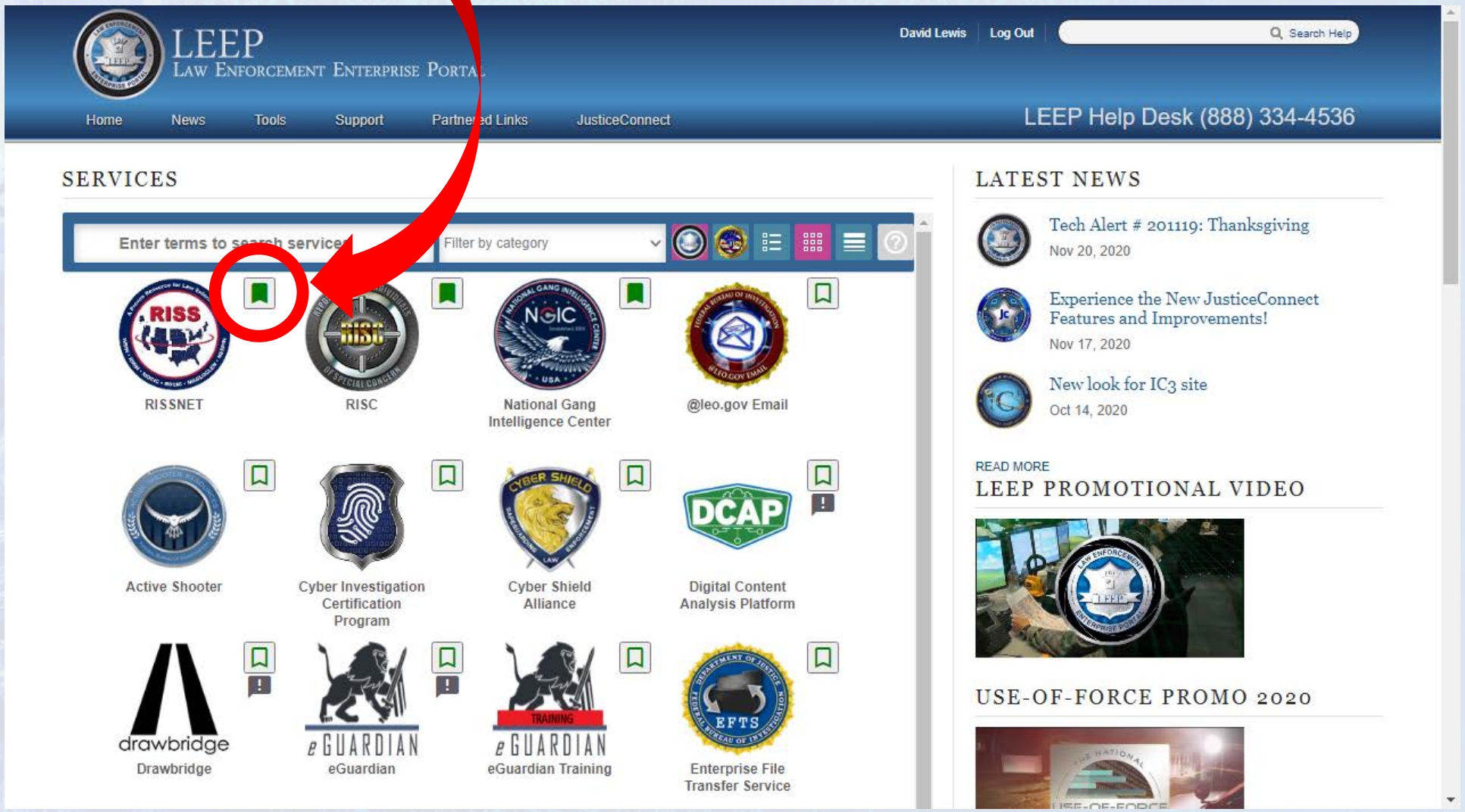
Setting RISS as a favorite in LEEP

Scroll down to locate the “RISS” icon



Select the ribbon to turn it solid GREEN

RISS will be marked as a favorite at the top of the "Services" list



Contact Information for Access Issues

- **Contact information for access issues**
  - Email form – 28 CFR Part 23 training issues or questions
- **For issues on access with LEEP account, please contact**
  - FBI Support Center – (888) 334-4536 (toll-free domestic calls)
  - helpdesk@leo.gov
- **For issues on access with RISS account, please contact your local RISS Center**
  - MAGLOCLEN – (800) 345-1322; info@magloclen.riss.net
  - MOCIC – (800) 846-6242; info@mocic.riss.net
  - NESPIN – (508) 528-8200; info@nespin.riss.net
  - RMIN – (800) 821-0640; info@rmin.riss.net
  - ROCIC – (800) 238-7985; info@rocic.riss.net
  - WSIN – (800) 952-5258; info@wsin.riss.net