

CJLEADS



Complete Required Documentation

- Execute License & Usage Agreement
 - Agency agrees to usage terms – Signature by agency contract administrator
- Identify Agency Points of Contact
 - Agency Technical Point of Contact
 - Agency Primary Point of Contact (primary and backup)
 - Agency User Administrator(s)
 - Agency Training Coordinator

Agency Contacts Responsibilities

- Agency User Administrator(s)
 - Coordinate Agency NCID Establishment
 - Attend Webinar to Train on User Administration
 - Establish NCIDs for Agency Users
 - Authorize Agency Users in CJLEADS
 - Follow Internal Procedures to Manage Agency Users
 - Reset Passwords
 - Activate/Deactivate Users
 - Unlock User Accounts

Agency Contacts Responsibilities

- Agency Technical Contact
 - Complete Technical Check list for Agency Equipment
 - Internet Explorer 6.0 or higher or Mozilla Firefox 3 or higher installed
 - Adobe Reader
 - Adobe Flash 10

Questions

- General Questions
 - cjleads@nc.gov
 - 919-754-6950
- Training Questions
 - cjleadstraining@nc.gov
- Customer Support Services
 - cjleadshelp@nc.gov
 - 919-754-6949