



Terminal Agency Coordinator (TAC)
nexTEST Training Guide

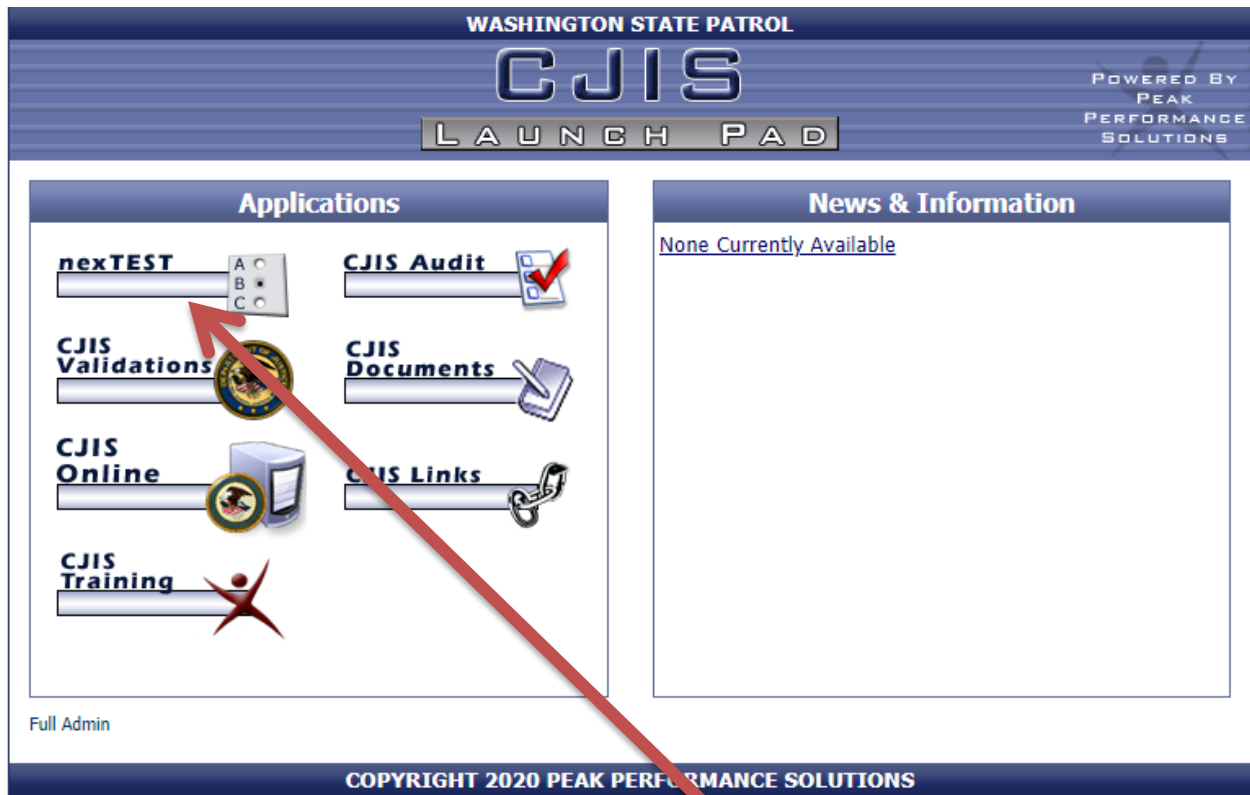
March 2020

nexTEST is designed to help you track your agency's operators certifications. As the TAC you will log into "Agency Login" area using your user name and password for the nexTEST system. If you are a current Omnixx user, your user name and password are the same as Omnixx. If you do not use Omnixx you will have to contact ACCESS at ACCESS@wsp.wa.gov to get your user name and password.

NOTE: To get User IDs for non Omnixx users refer to the reports section. The passwords for non Omnixx users will always be the User ID in all capital letters.

To log into nexTEST the TAC will start with the Launchpad:
<https://nextest.wsp.wa.gov/launchpad/index.pl>

This is the Launch Pad.

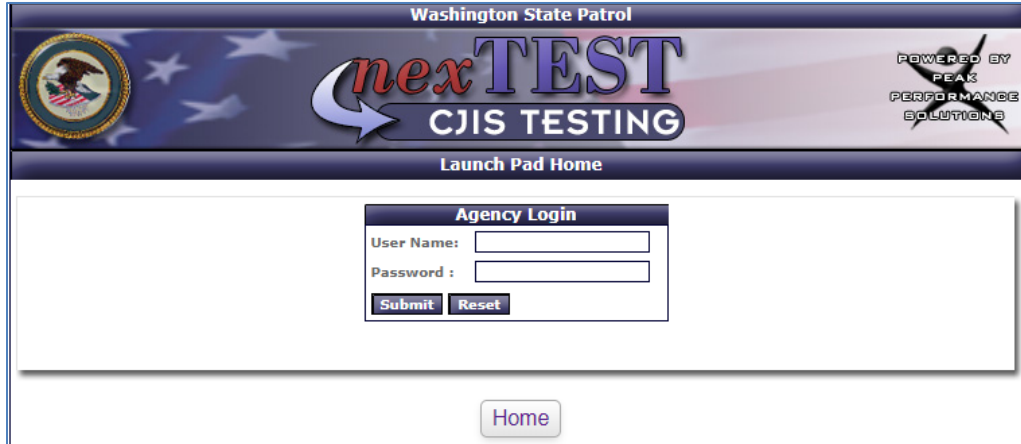


From this screen the TAC will click on nexTEST indicated by the red arrow. This will open the log in screen for nexTEST.



If you are performing TAC duties please sign in by selecting the “Agency Login.” If you are going to be taking your security awareness training or recertification please select the “User Login.”

This training guide will focus on the duties of a TAC. Once you click on the Agency Login you will see the following:



If you are a current Omnixx user, your user name and password are the same as Omnixx. If you do not use Omnixx you will have to contact ACCESS at ACCESS@wsp.wa.gov to get your user name and password.

Once you sign in the below window will be displayed. Help is available on the Launch Pad Home screen as well as within each section. If you select the nexTEST Home button this will log you out of the application and you will have to sign back in.



Within Reports, User Management/Admin, My Info, and Assistant TAC/Admin window there is a Navigation drop down list for you to be able to navigate to different areas within the application.



User Management

Selecting User Management will allow you to view user profiles, test history, and print their certificates. You can edit the user to add the fingerprint/rebackground date. You can search users by user code (SID number), last name, username or first letter of last name. You can also sort the users by status.

The screenshot shows the 'User Listing' page with a search bar and a 'Filter By: Username' dropdown. A dropdown menu is open, showing options: 'Show Active Users', '-- User Status --', 'Show All Users', 'Show Active Users', and 'Show Inactive Users'. The table below shows active users with columns for LAST NAME, FIRST NAME, USER NAME, ORI, and EXPIRATION.

LAST NAME	FIRST NAME	USER NAME	ORI	EXPIRATION
DENNIS		DBAN9379		JUN 27, 2019
WILLIAM		WBRA0713		NOV 9, 2020
MICHAEL		MCOO0664		FEB 13, 2020
DONALD		DCOO6101		JUN 5, 2019

To view a user profile select view. Or to view a user's history, select history.

The screenshot shows the 'User Listing' page with the 'View' button selected for user William WBRA0713. A 'User Details' window is open, displaying user information and certification levels.

User Code/SSN:	Username	Agency Name	Finger Print Date	Retest Time	Status
17450713	WBRA0713		NOV 27, 2017	1 Second	Active

Primary Certification		
Certification Level	Expiration Date	Training Date
ACCESS1 Recertification	NOV 9, 2020	N/A

Other Certifications
None

By selecting history the below will be displayed. This is where you can display and print off a certificate or view the users test and training history.

Navigation: --- Navigation --- Help

Test History Training History

Viewing Testing History for [Redacted]

Back to User Listing

ORI: WA0272400

Primary Certification Level: ACCESS1 Recertification

TEST DATE	TEST NAME	TEST SCORE (IN %)	GRADE	TEST TIME	CERTIFICATES
Fri Nov 9, 2018	ACCESS1 Recertification	100.0	Pass	0:5:46	
Wed Nov 16, 2016	ACCESS1 Recertification	96.0	Pass	0:8:37	

By selecting edit, a box will appear giving you the ability to enter the date the fingerprint/rebackground was last conducted. Once you select Submit the last date that was entered is recorded. There is no history kept with the fingerprint/rebackground date information. You cannot add a future date in the system.

WA0272400 - Navigation: --- Navigation --- Help

Edit Finger Print Date: State of Washington | https://fortress.wa.gov/...

Edit Finger Print Date

User: [Redacted]

Finger Print Date: NOV 27 2017

Submit

Close Window

User Listing

Filter By: Username Show Active Users Go

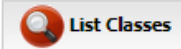
Showing Active Users Only

ORI	EXPIRATION	HISTORY	VIEW	EDIT
[Redacted]	JUN 27, 2019			
[Redacted]	NOV 9, 2020			

Class Management





Selecting Class Management will allow you to search for classes, register users or remove them from upcoming classes. All available classes will be displayed or you can choose to display specific classes. Selecting details will give you the specifics of the class. When the class indicates “Contact Instructor” selecting details will provide further information. Make sure to select the correct level of the class the student will be attending.

Class Management

 List Classes

Search Classes:

Showing Active Classes for All Courses

Class Listing				
Class Date/Time	Course Name	Location	Status	Registration Details
> May 7, 2019 8:00 AM	ACCESS1 Training			
> May 7, 2019 8:00 AM	ACCESS2 Training			
> May 7, 2019 8:00 AM	NICS Training	son Readiness Center -- 1211 Carver St., Bremerton, WA **Room	Active	 
> May 9, 2019 8:00 AM	TAC Training	Kent Police/Fire Training Center -- 24523 116th Ave. SE, Kent, WA	Active	 

Class Description:
Level 1 training is designed for users who make inquiries, place locates and/or send administrative messages.

Start Date/Time: May 9, 2019 8:00 AM
End Date/Time: May 9, 2019 12:30 PM

Other Information:
If the class indicates full and you have additional students to enroll please contact ACCESS at access@wsp.wa.gov.

Instructor(s): Bill McAllister
Total Enrolled for your Agency: 0
Total Enrolled: 14
Maximum Number of Students: 17

Selecting registration will display the below. You will be able to search for users by last name, username or usercode. If you only know the beginning part of any of those methods you can search that way also. Example you can search the letter “T” for the last name and all last names that begin with a “T” will be displayed. You will be able to enroll users into a class or withdraw them by selecting the plus or minus key next to each user. You can only enroll or withdraw users that you are a TAC for.

NOTE: When signing a user up for classes in nexTEST, they will either need to be registered for ACCESS Level 1 class OR ACCESS Level 2 class, not both. ACCESS Level 2 is a combination of both Level 1 and 2 so they do not need to be registered for both.

Class Management
Class Listing

Select Different Class:

Registration

Course: ACCESS1 Training
 Class: May 9, 2019 8:00 AM

Number of Students Registered: **14**
Max Students: **17**

Students Not Registered

Search By

Search Results By Name: m

Name	Agency Name	Enroll
DOUGLAS		+
JOSHUA		+

Showing 1 - 2 of 2

Students Registered

Search By

Name	Agency Name	Withdraw
	Bellevue Police Department	N/A
	Renton Police Department	N/A
	Tukwila Police Department	N/A
	King County Sheriffs Office	N/A
	Directoriate of Emergency Services	N/A
	Oak Harbor Police Department	N/A
	Seattle Municipal Court	N/A
	Washington State Patrol	N/A
	Seattle Police Department	N/A
	Kent Police Department	N/A
	Bellevue Police Department	N/A
	King County Sheriffs Office	N/A

Showing 1 - 12 of 14

Assistant TACs

Selecting Assistant TAC allows you to add an assistant TAC/Assistant Admin. They will be able to view reports and access user information just like the TAC. There is no limit to the number of assistants you can have within your agency.

NOTE: the Assistant TAC/Assistant Admin can only help with user certification. You as the TAC are still responsible for all other TAC related duties.

Click on Assign Assistant Admins and a list of your users will be displayed for you to pick from.



You will be able to search for users by last name or user ID. If you only know the beginning part of any either method you can search that way. Example you can search the letter "T" for the last name and all last names that begin with a "T" will be displayed. Select add to add the Assistant TAC to your agency.



Once you have added an assistant a window will open showing everyone listed as an assistant and you will be able to remove them when no longer needed.



My Info

Allows you to update your TAC email address, as well as adding the email addresses of your Assistant TAC/Admin. If you have multiple assistant TACs the emails must be separated by a semi colon.

NOTE: If you change your email address within nexTEST you must notify ACCESS at access@wsp.wa.gov. You do not need to notify ACCESS of changes for your assistants.



The screenshot shows the 'My Info' section of the nexTEST interface. At the top, it says 'Washington State Patrol' and 'nexTEST CJIS TESTING'. Below that, there's a navigation bar with 'WAWSP0007 - Washington State Pat...' and 'Help'. The main content area is titled 'My Info' and contains a 'Change Email Address' form. The form has two input fields: 'Email Address' with the value 'test.tester@wsp.wa.gov' and 'CC Email Address' with the value 'assistant.test@wsp.wa.gov,asst.test1@wsp.wa.gov'. There are 'Save' and 'Reset' buttons at the bottom of the form.

You and your assistant(s) will receive an email Expiration Notification at the beginning of each month that shows all of your users that will expire within the next 30 days and 60 days.

You and your assistant(s) will also receive activity reports on all users that took a test in the last 7 days. The report will show both passes and fails.

Reports

The Test Activity Report will show all of your operator's test activity. You can sort by month, a time period, a specific day or all dates.

The Certification Expiration Report will show you a report with your user's expiration dates. You can sort by month, a time period, a specific day or all dates. This is where you can obtain your User IDs.

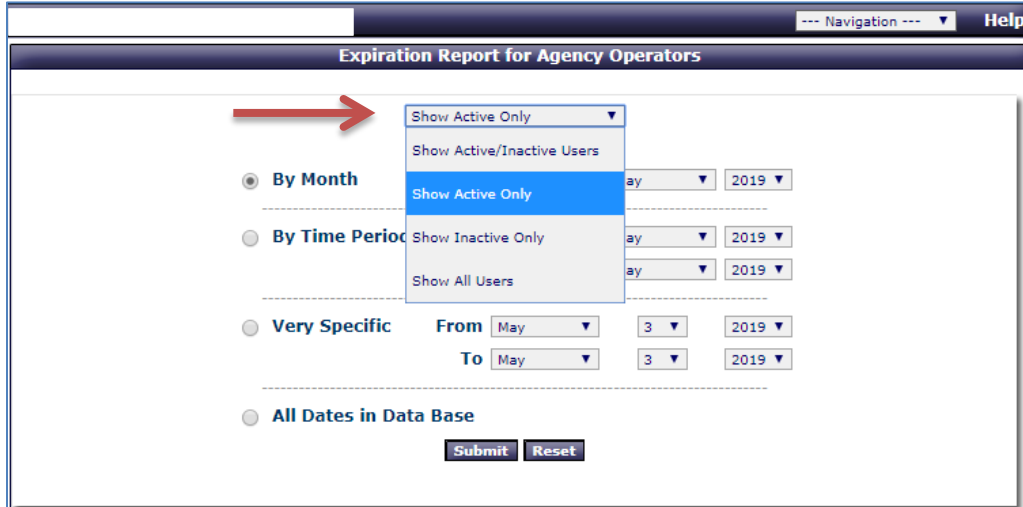
Print Certificates allows you to print user's certificates of completion. Your User IDs can also be obtained here.

The Fingerprint Report will show all of the fingerprint/rebackground dates that have been entered for the users.



The screenshot shows the 'Reports' section of the nexTEST interface. At the top, it says 'Washington State Patrol' and 'nexTEST CJIS TESTING'. Below that, there's a navigation bar with 'WAWSP0007 - Washington State Pat...' and 'Help'. The main content area is titled 'Reports' and contains a 'Standard Reports' section. This section lists four report options: 'Test Activity Report', 'Expiration Report', 'Print Certificates', and 'Finger Print Report'. Each option is represented by a small icon and a text label.

You can also sort the test activity and expiration reports by the following:



The screenshot shows a web application interface titled "Expiration Report for Agency Operators". At the top right, there is a navigation menu with "Navigation" and a "Help" button. The main content area contains several filter options, each with a radio button:

- By Month**: Selected. Includes a dropdown menu for "Show Active Only" (highlighted in blue), "Show Active/Inactive Users", "Show Inactive Only", and "Show All Users".
- By Time Period**: Includes two rows of date pickers (Month, Day, Year) for "From" and "To".
- Very Specific**: Includes two rows of date pickers (Month, Day, Year) for "From" and "To".
- All Dates in Data Base**: Includes "Submit" and "Reset" buttons.

A red arrow points to the "Show Active Only" option in the dropdown menu.