



nexTEST User Guide

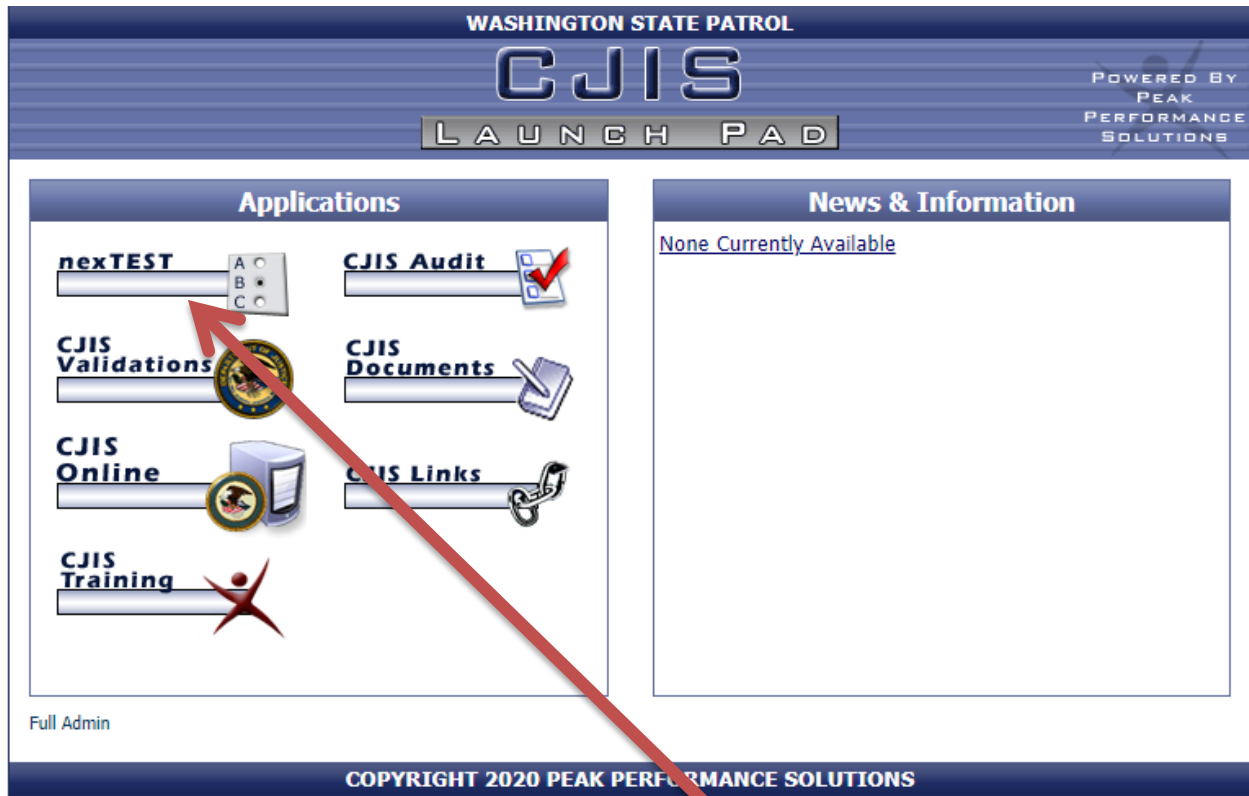


September 2020

nexTEST is designed to help you track your ACCESS certifications. As the USER you will log into the “User 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 your TAC at your agency or ACCESS at ACCESS@wsp.wa.gov to get your user name and password.

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

This is the Launch Pad.



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



Once you click on the User Login you will see the following:

Please read the Policy Statement and the two acknowledgments.

Once again 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 your TAC at your agency or ACCESS at ACCESS@wsp.wa.gov to get your user name and password.

RECERTIFICATION (continue to next section for New Users)

Once you sign in the below window will be displayed if you are already ACCESS certified.

The first tab to be displayed shows your training options. **ENSURE you to go to the Training tab and view BOTH training presentations prior to taking the test.** (NOTE: You cannot keep the training presentation windows open while taking the test to use)

Washington State Patrol

nexTEST
CJIS TESTING

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Welcome, TEST TAC Help

Training Certification Test User History Other Certifications

Online Training

Training Name	Training Description	Training
<input type="checkbox"/> CJIS Security Training	This is the course for the CJIS Security and Awareness Training.	Start
<input type="checkbox"/> Recert ACCESS Training	This test is for the bi-annual training that takes place after you are ACCESS certified.	Start

Logoff

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Once you have completed **BOTH** trainings, click on the “Certification Test” Tab:

Washington State Patrol

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Welcome, TEST TAC Help

Training **Certification Test** User History Other Certifications

Your Certification: ACCESS2 Recertification Expiration: JUL 29, 2022

Certification

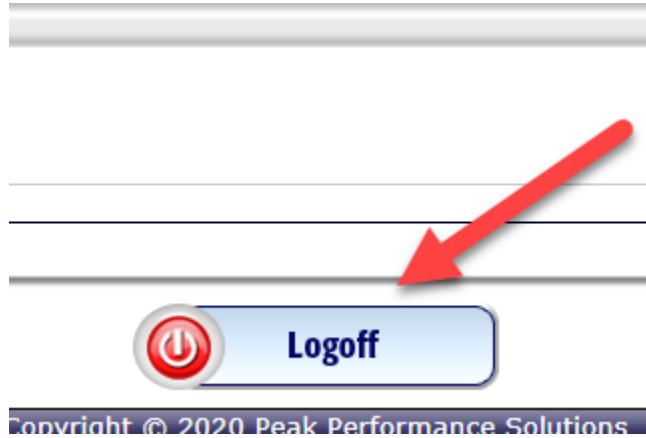
<input type="checkbox"/> ACCESS2 Recertification	Begin Test
--	------------

Logoff

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You have TWO hours to complete the test.

If you have to leave in the middle of testing, you will need to LOG OUT by selecting the *Logoff* button. **If you fail to log out properly, you will fail the test and will be required to go back to class.** Contact your TAC to register for an upcoming ACCESS class.



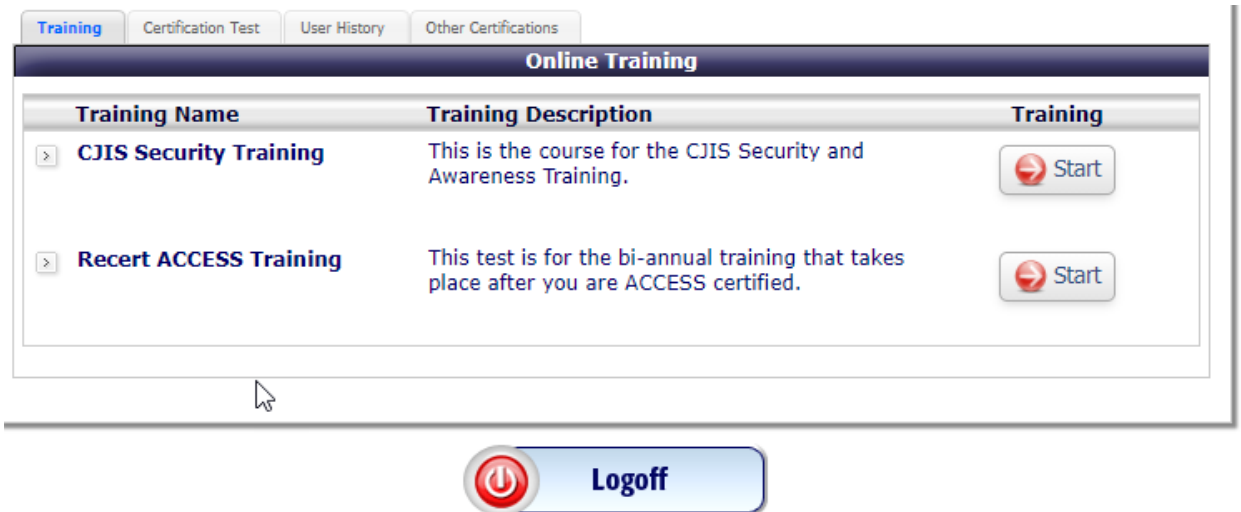
If you sign back in within 2 hours of starting your test, you will be able continue on from where you left off.

However, if more than two hours have elapsed, you will not be able to continue and must wait until 24 hours AFTER you began the test, at which point your previous test will be automatically deleted and you will need to start over. **NOTE:** You will only be able to restart the test after 24 hours if your certification hasn't expired.



Help is available on every screen. If you select the nexTEST Home button this will log you out of the application and you will have to sign back in.

NEW USERS

If you are a new user you will see both CJIS Security Training and Recert ACCESS Training when you first sign in. **ONLY TAKE THE CJIS SECURITY TRAINING**

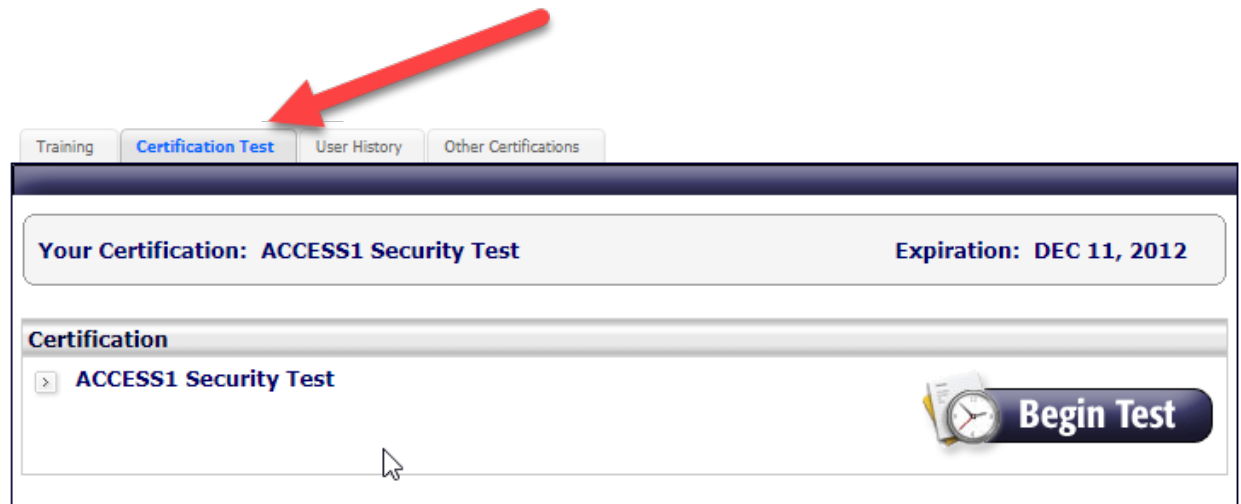


The screenshot shows a web interface with a navigation bar at the top containing tabs for "Training", "Certification Test", "User History", and "Other Certifications". The "Training" tab is selected. Below the navigation bar is a section titled "Online Training" which contains a table with two rows of training options. Each row has a "Start" button with a red arrow icon.

Training Name	Training Description	Training
> CJIS Security Training	This is the course for the CJIS Security and Awareness Training.	
> Recert ACCESS Training	This test is for the bi-annual training that takes place after you are ACCESS certified.	

Below the training list is a "Logoff" button with a red power icon.

Once you have completed the training, click on the "Certification Test" tab to take your CJIS Security Awareness test;



The screenshot shows the "Certification Test" tab selected in the navigation bar. A red arrow points to this tab. The main content area displays the user's current certification status: "Your Certification: ACCESS1 Security Test" with an expiration date of "DEC 11, 2012". Below this, there is a section titled "Certification" with a list item for "ACCESS1 Security Test" and a "Begin Test" button with a clock icon.





If you are an Omnixx user you must take the security training prior to gaining access to Omnixx. As a new user you will have up to six months to use the system.

NOTE: You are required to view the security training prior to going to a class.

User History

By selecting user history the below will be displayed. This is where you can view your testing or training history. You may also display and print off a certificate.

September 2020

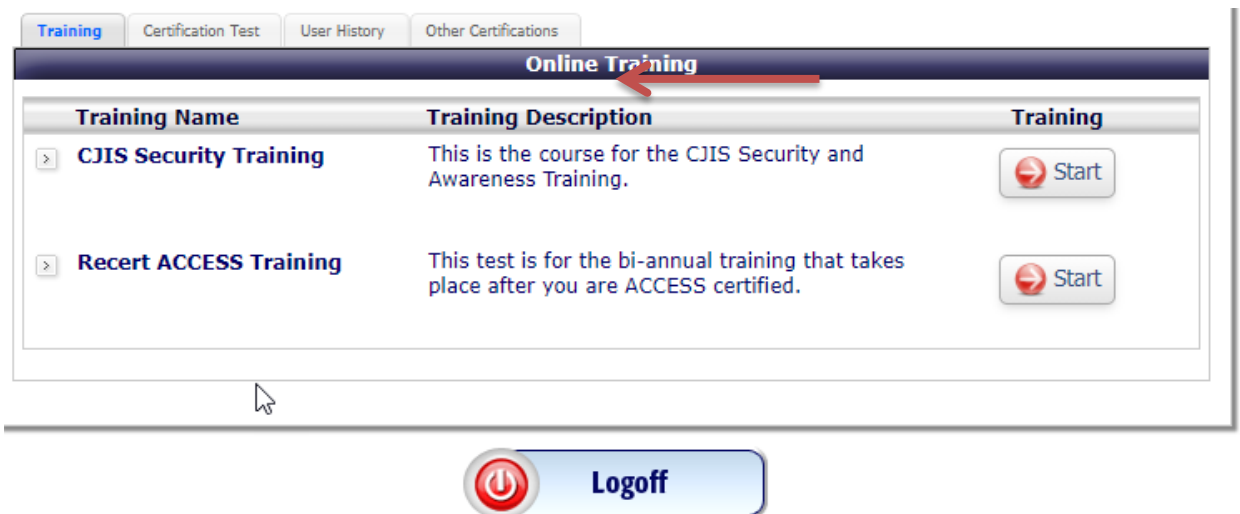
Test Date	Test Name	Test Score (in %)	Grade	Test Time	Certificates
Tue Apr 30, 2019	ACCESS2 Certification	92.0	Pass	0:0:0	
Tue Apr 16, 2019	ACCESS2 Security Test	N/A	Pass	0:0:0	
Fri Jul 21, 2017	ACCESS1 Recertification	88.0	Pass	0:41:29	
Tue Oct 13, 2015	ACCESS1 Recertification	84.0	Pass	0:57:5	



If you have to leave in the middle of viewing your training, you will have up to 24 hours to go back and finish viewing where you left off. **You will need to LOG OUT by selecting the nextEST Home button.**


REMEDIAL TRAINING FOR EXPIRED/FAILED USERS

If you fail or expire you will be required to go back to a class. Your TAC must request Remedial Training to be added to your record. Once added by WSP ACCESS, Remedial Security training will be found within the “Other Certifications”. Once you complete your remedial training and test, your TAC can sign you up for class.

First, view the CJIS Security Training under the Training Tab:




Training Name	Training Description	Training
> CJIS Security Training	This is the course for the CJIS Security and Awareness Training.	
> Recert ACCESS Training	This test is for the bi-annual training that takes place after you are ACCESS certified.	




Then...take the test:

Training Certification Test User History **Other Certifications**

Showing Other Certifications

Certification Level	Certification Expiration Date	Testing
> Remedial ACCESS1 Security Test	N/A	

 **Logoff**

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