



Terminal Agency Coordinator (TAC) nexTESTGuide

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This guide is designed for TACs using nexTEST features that track your agency's operators' certifications and Rebackground dates.

Logging In

To log into nexTEST the TAC will start at the Launchpad which can be found here:
<https://nextest.wsp.wa.gov/launchpad/index.pl>

The Launchpad looks like this, and you will find nexTEST in the top left corner:



When you click on nexTEST the log in screen will then populate and look like this. ***If you are performing TAC duties, sign into the AGENCY LOGIN.*** If you are trying to take your security awareness training or recertification, then you will need to use the [User Login](#).




When you click on the [Agency Login](#) you will see the following:

As the TAC you will log into the [Agency Login](#) area using the same username and password as the User Login for the nexTEST system. If you are a current Omnixx user, your username 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 username and password.



The screenshot shows the 'Agency Login' page for the Washington State Patrol's nexTEST system. The page has a dark blue header with the 'Washington State Patrol' logo and the 'nexTEST' name. Below the header is a white box containing the login form. The form has two input fields: 'Username:' and 'Password:'. Below these fields are two buttons: 'Submit' and 'Reset'. A 'Home' button is located below the login form.

Once you sign in, the window below will be displayed. Help is available by selecting the  icon.



The screenshot shows the 'nexTEST' dashboard for the Washington State Patrol. The dashboard has a dark blue header with the 'Washington State Patrol' logo and the 'nexTEST' name. Below the header is a navigation bar with tabs: 'Dashboard', 'Reports', and 'Administration'. A 'TEST' dropdown menu is located on the right side of the navigation bar. Below the navigation bar is a yellow banner with the text 'We have added new features. Learn more at the Training Portal' and a 'Dismiss' link. Below the banner are three buttons: 'Reports', 'User Management', and 'Class Management'.

Within [User Management](#) and [Class Management](#), TACs and Assistant Admins (Assistant TACs) can use the [Navigation](#) drop down menu under the [Administration](#) tab to toggle between sections. The [Reports](#) section has its own tab on top to toggle to when not on the home page.

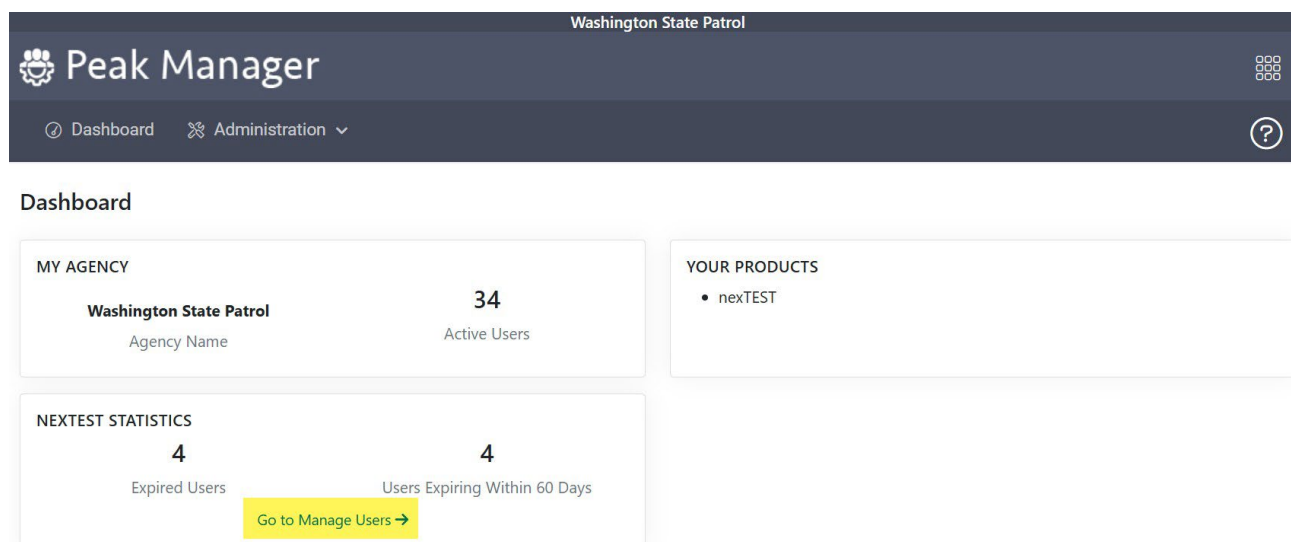


User Management

To manage users, you will need to select User Management or the symbol with 9 boxes in the top right corner near your profile information. This will take you to Peak Manager. Peak Manager was added in March of 2025 by our vendor in order to consolidate the management of users and agencies within the CJIS Apps.



Once you switch to Peak Manager you can select Manage Users.










Selecting [Manage Users](#) 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 their last name, first name, username, or email. You can also sort the users by status.

To view a user profile, select the edit button (highlighted below).

Showing Active Users

Showing Records: 1 - 34 of 34

<< < 1 > >>












	Name/Email ↑↓	Edit
>	Administrator, Administrator (ADMIN)	
>	ANGERS, NICHOLAS (NANG3467)	
>	BAKER, LAURIE (LTRU8859) laurie.baker@wsp.wa.gov	
>	BEDFORD, MATTHEW (MBED5311)	
>	BENTLEY, CHALI (CBEN4426) chali.bentley@wsp.wa.gov	
>	BOLSINGER, ALLEN (ABOL1629) allen.bolsinger@wsp.wa.gov	
>	BROOK, CLARE (CBRO4391) clare.brook@wsp.wa.gov	

- The User Details tab will show the users name, email, username, and user code (SID).
- The Product Setting tab will show the users certification level, expiration date, and fingerprint date (5-year rebackground date).
- The Assignments is where you can assign assistant TACs.
- The Certification Details tab will show test history, training history, and current class registrations. This is also the tab you want to navigate to download certificates (highlighted below).

Certification Details

Test History
8

Test History

Test Date	Test Name	Test Score	Grade	Test Time	Certificate
> 09/12/2024	ACCESS2 Recertification	100%	Pass	3m	
> 09/26/2022	ACCESS2 Recertification	100%	Pass	3m	
> 10/09/2020	ACCESS2 Recertification	96%	Pass	4m	
> 10/09/2019	TAC Training 	100%	Pass	0m	
> 08/22/2019	ACCESS2 Certification 	100%	Pass	0m	
> 08/20/2019	ACCESS2 Security Test	90%	Pass	1m	
> 11/13/2017	ACCESS1 Certification 	100%	Pass	0m	
> 07/17/2017	ACCESS1 Security Test	100%	Pass	2m	

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1
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NOTE: If you are looking at the Test History and there is no certificate available that indicates that the user did not complete their test. Users often just review the training and don't complete their tests. In this situation TACs should log into nexTEST to verify if the user completed their test.

Adding 5-Year Rebackground Date

TACs are required to add the 5-year rebackground date for their ACCESS certified users to nexTEST. In nexTEST this field is the Fingerprint Date. To add the 5-year rebackground date go to the [Product Setting](#) tab and input a date and select save.


NOTE: There is no history kept with the fingerprint/rebackground date information. You cannot add a future date to the system.

Product Settings – nexTEST

Assigned Certification: ACCESS2 Recertification

Effective Expiration: 09/12/25

Training Date



Fingerprint Date






Minimum Retest Time


Class Management


To register a student for class you will have to navigate back to nexTEST (not within Peak Manager). Under the administration tab select class management. That will bring you to the screen below.


Washington State Patrol




TEST ▾

 Dashboard

 Reports

 Administration ▾



Class Management

List Classes

Search Classes:

Course Name

All Courses ▾

Start Date





End Date

Sort

Class ▾

Search

Showing Active Classes for All Courses for All Dates

Class Listing			
CLASS DATE/TIME	CLASS LOCATION	STATUS	REGISTRATION
Omnixx Force Training			
 May 12, 2025 8:00 AM	Olympia WA	Active	Contact Instructor
Protection Order Training			
 May 13, 2025 8:00 AM	Yakima WA	Active	Contact Instructor
TAC Training			
 May 14, 2025 8:00 AM	Olympia WA	Active	

Showing 1 - 3 of 3

[Class Management](#) allows you to search for classes, register users, or remove them from upcoming classes. All available sessions will be displayed, or you can choose to display specific sessions using the scroll down button under [Course Name](#).

Selecting the highlighted arrow in front of the class will give you the specific details of the class. When the class indicates [Contact Instructor](#), selecting those details will provide further information.

To register a student to class, select the registration icon (highlighted below).

TAC Training

May 14, 2025 8:00 AM

Olympia WA

Active

Course Name: TAC Training

Class Description:

TAC Training

Start Date/Time:

May 14, 2025 8:00 AM

End Date/Time:

May 14, 2025 12:00 PM

Other Information:

Instructor(s): Tom Lawler Allen Bolsinger

Total Enrolled for your Agency: 0

Total Enrolled: 0

Maximum Number of Students: 30

Showing 1 - 3 of 3

When you click on the registration icon the below will display. You can search for users by last name, username, or usercode (SID). This search field allows for partial searches if you don't know all the information.

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 icon next to each user. You can only enroll or withdraw users that you are a TAC for.

NOTE: It is important for TACs to withdraw users that will not be attending the class. Class sizes are limited.

Registration

Course: TAC Training

Class: May 14, 2025 8:00 AM

Number of Students Registered: 4

Max Students: 30

Students Not Registered

Search

By

Last Name

Go

Name	Agency Name	Enroll
Administrator, Administrator	Washington State Patrol	+
ANGERS, NICHOLAS	Washington State Patrol	+
BAKER, LAURIE	Washington State Patrol	+
BENTLEY, CHALI	Washington State Patrol	+
BOLSINGER, ALLEN	Washington State Patrol	+
BYERS, JADEY	Washington State Patrol	+
CLARK, JOSH	Washington State Patrol	+
DEMME, PHILIP	Washington State Patrol	+
DUDLEY, VIOLETA	Washington State Patrol	+
HOLTZER, ANTHONY	Washington State Patrol	+
HOWELL, JORDAN	Washington State Patrol	+
HOWELL, KATYE	Washington State Patrol	+

Showing 1 - 12 of 30

Pick a Page

Next »

Students Registered

Search

By

Last Name

Go

List Users

Name	Agency Name	Withdraw
BEDFORD, MATTHEW	Washington State Patrol	-
BROOK, CLARE	Washington State Patrol	-
DEFRANCESCO, CLAIRE	Washington State Patrol	-
DULEMBA, SAMANTHA	Washington State Patrol	-

Showing 1 - 4 of 4

Reports

To generate reports, you want to click on the Report icon within your nexTEST dashboard. Reports will NOT work in Peak Manager. Below are the different reports available.

The [Certification Status Report](#) will show you a report with your users' certification expiration dates.

The [Test Activity Report](#) will show all your users' test activity.

The Fingerprint Report will show all your users 5-year rebackground dates. You can also generate a report for users with a missing rebackground date.

Assistant TACs

Assistant TACs can be assigned by a TAC within nexTEST by selecting "Assistant Admins" from the Administration drop down.



You will need to navigate to Peak Manager and go to manage users.

Washington State Patrol

Peak Manager

Dashboard
Administration

Dashboard

MY AGENCY

Washington State Patrol
34

Agency Name
Active Users

YOUR PRODUCTS

• nexTEST

NEXTEST STATISTICS

4
5

Expired Users
Users Expiring Within 60 Days

Go to Manage Users →

Search for the user that you want to assign as Assistant TAC and select edit. In the assignments tab, toggle the radio button to the right to assign the user as an Assistant TAC.

NOTE: You can also assign an Assistant Admin for CJIS Validations in this screen.

Peak Manager

Dashboard
Reports
Administration

Edit User

DUDLEY, VIOLETA
Washington State Patrol (WAWSP0007)


Return to Search

User Details
Product Settings
Assignments
Certification Details

Assignments

Primary Admin	Not Assigned
Assistant Admin for nexTEST	<input checked="" type="checkbox"/>
Assistant Admin for Validations	<input checked="" type="checkbox"/>

If you want your assistant TAC to receive expiration notifications, you will need to manually add their email by navigating to the "My Info" screen.



The screenshot shows the top navigation bar of the nexTEST system, labeled "Washington State Patrol". The left sidebar contains links for "Dashboard", "Reports", and "Administration". The user profile "Violeta" is shown in the top right, with a dropdown menu that includes "My Info" (highlighted in yellow) and "Logout". Below the navigation bar, the "User Information" section is visible, showing fields for "First Name" (Violeta) and "Last Name" (Navarro).

Scroll down to the "Agency Information" shown below. If you have multiple assistant TACs the emails must be separated by a semi colon (green arrow).

NOTE: If you change your email address in the "My Info" screen you must also notify ACCESS at access@wsp.wa.gov via a Memo 550. You do not need to notify ACCESS if you change your assistant TACs.



The screenshot shows the "Agency Information" section of the interface. It contains two input fields: "Email Address" with the value "TESTTAC@ACCESSTEST.COM" and "CC Email Address" with the value "anyone@comast.net; anyone2@comcast". A green arrow points to the "CC Email Address" field, highlighting the requirement to separate multiple email addresses with a semi-colon. A "Save" button is located at the bottom right of the form.