nexTEST User Guide

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Welcome and Overview

The ACCESS Section manages and operates the statewide law enforcement telecommunications system **A Central Computerized Enforcement Service System** (**ACCESS**).

Users that run queries through ACCESS are required to be ACCESS certified and recertify annually. Users can certify online through nexTEST.

Logging In
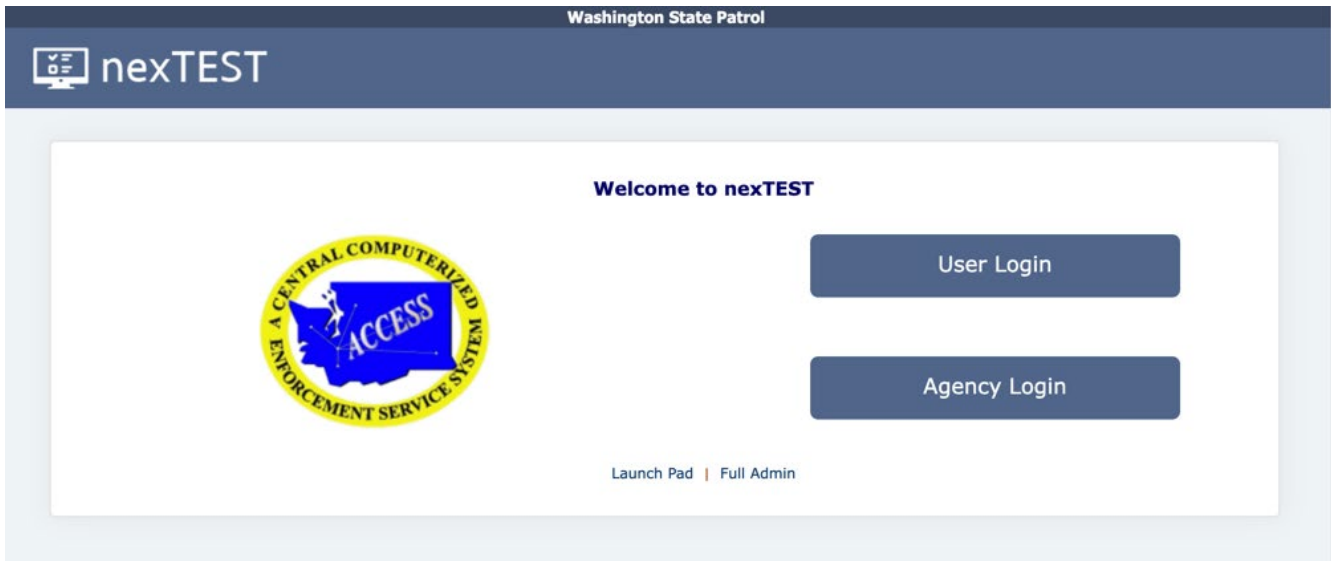
To use the system, first contact your agency TAC who will provide your username and login details.

To log into nexTEST, begin at the Launchpad which can be found here: https://nextest.wsp.wa.gov/launchpad/index.pl
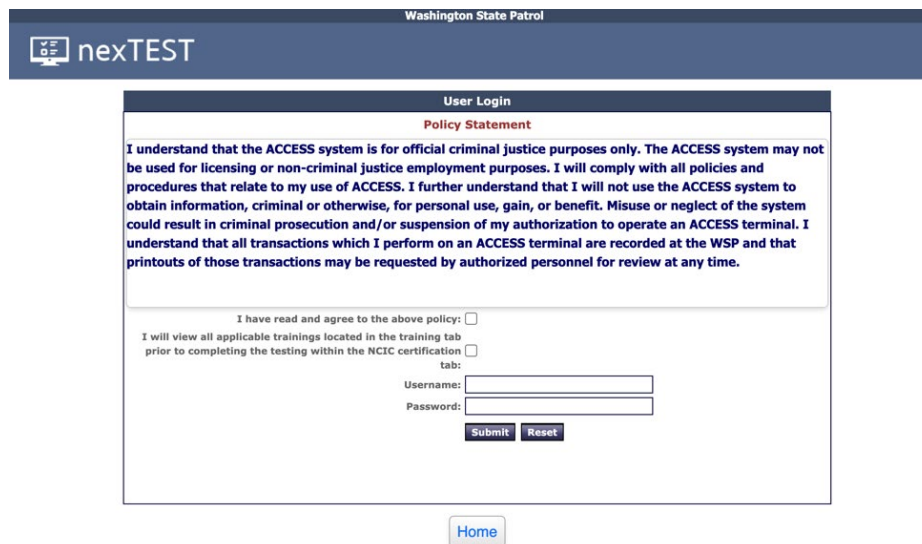
The Launchpad is shown below, nexTEST is in the top left corner:

When you click on nexTEST the log in screen will then populate and look like this. As the **USER** you will log into the "User Login" using your username and password for the nexTEST system.

Once you click the User Login you will see the User Login and Policy Statement screen. Please read the Policy Statement and check the two acknowledgements.

If you are a current Omnixx user, your username and password are the same as Omnixx.
If you do not use Omnixx, the TAC at your agency will provide you with your username and password. If your TAC is unavailable, you can then reach out to ACCESS at ACCESS@wsp.wa.gov for your username and password.

When you have logged in for the first time you will be prompted to enter your email. This will prompt nexTEST to send you reminders to recertify annually.

Note: For password resets, Omnixx users can reset their password by selecting the forgot password link on the Omnixx log in screen; and those that use a system other than Omnixx will have to call the WSP ITD Helpdesk at 360-705-5999.

## Required Certification Courses and Testing

To help you stay on track, we've outlined the steps you'll follow to complete your assigned certifications courses and tests. The chart shows each part of the process – begin with Security Awareness Training and Testing, then move on to the ACCESS eLearning and certification test.

Follow the process in order. Reach out to ACCESS@wsp.wa.gov if you need help along the way.
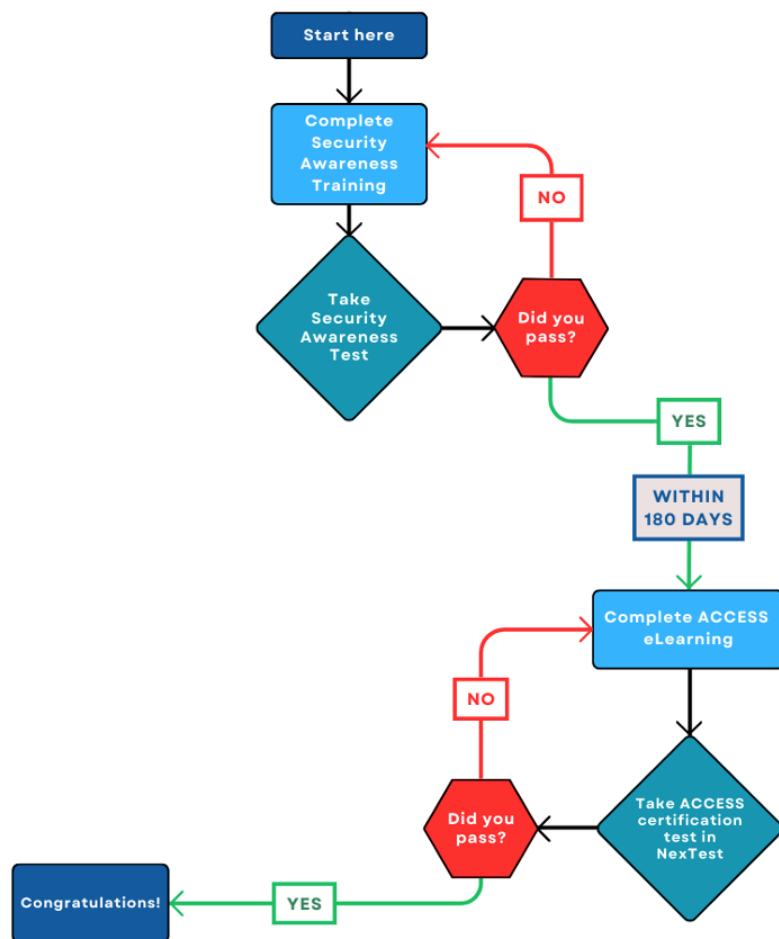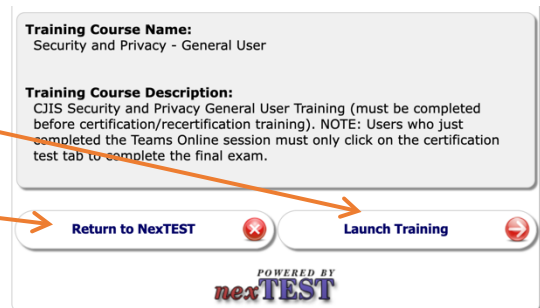
Complete Security Awareness Training

On the Step 1- Training tab, navigate to training 1- Security and Privacy- General User Training. This is the **Security Awareness** training that you need to complete first.
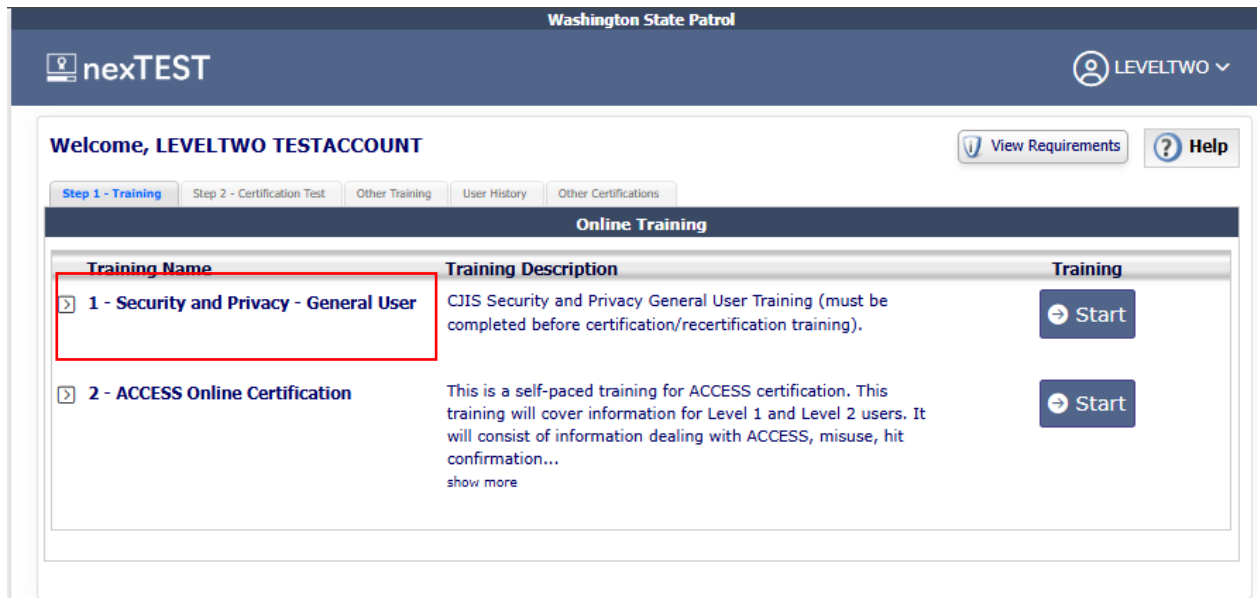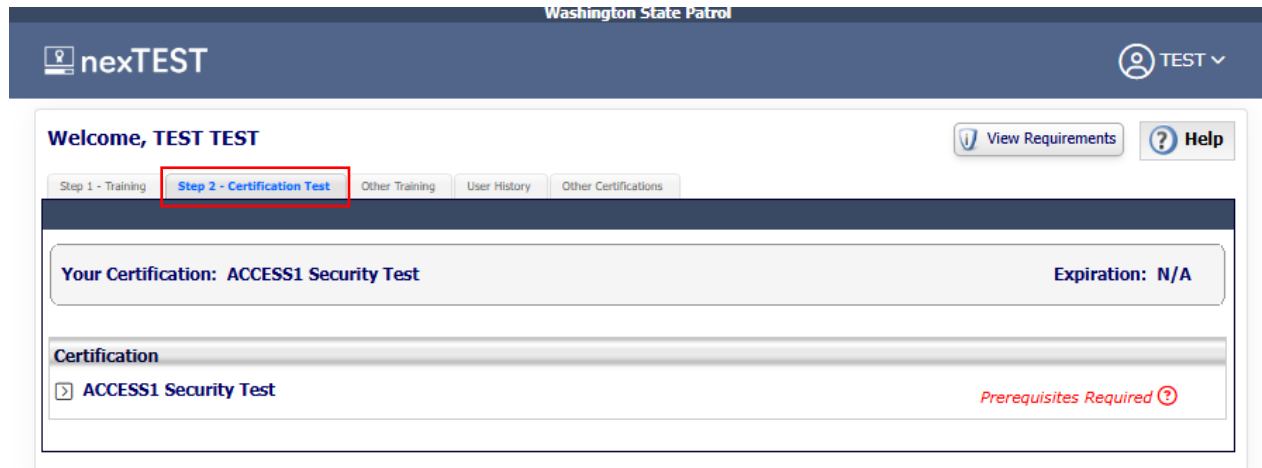

Select **Launch Training** to complete the Security and Privacy- General User Training.

Once you have completed the training, click on **Return to NexTEST** to take the Security Awareness test.

Navigate to the Step 2- Certification Test tab to take the CJIS Security Awareness test.

Note: The test will state "Prerequisites Required" until <u>everything</u> has been completed in the Security and Privacy- General User Training.
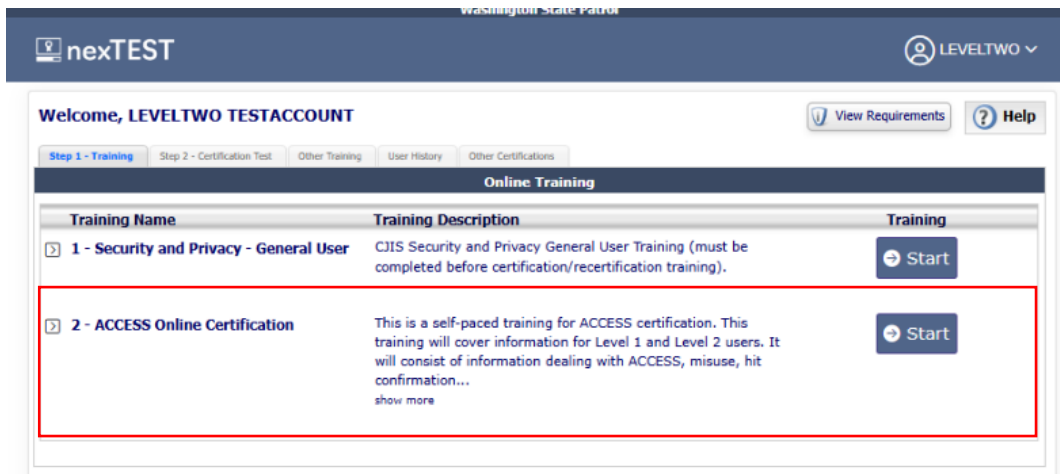
You are required to complete the security training and test prior to taking the ACCESS training. If you do not pass the test, you will need to repeat the process by retaking the training and then re-attempting the test.

As a new user, once you pass the Security Awareness training you now have 180 days to use the ACCESS system before needing to review the ACCESS training and taking the certification test.

Complete ACCESS Training and Certification Test

New users have 180 days of passing the Security Awareness test to log into nexTEST and complete the **ACCESS Online Certification**.

On the Step 1- Training tab, navigate to Step 2- **ACCESS Online Certification**. This is the **ACCESS** training that you need to complete first.
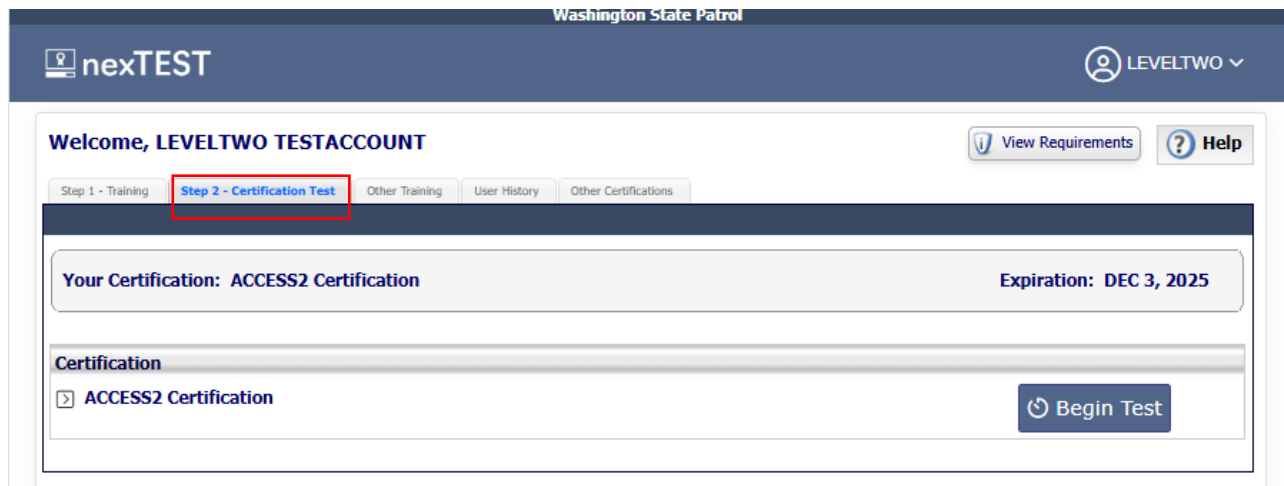
Choose **Launch Training** to complete the ACCESS Online Certification.

Once you have completed the training, click on **Return to NexTEST** to take the ACCESS certification test.
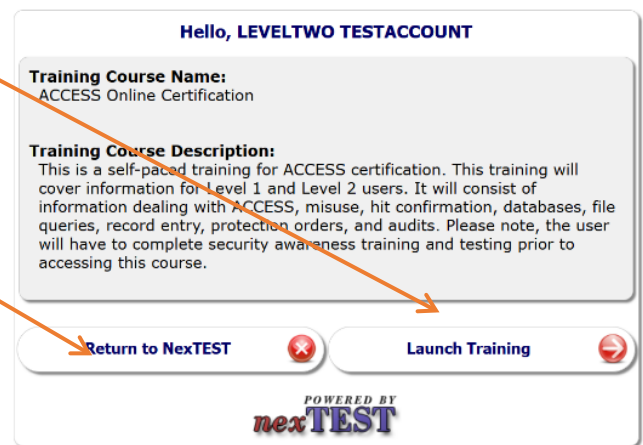
Navigate to the Step 2- Certification Test tab to take the ACCESS certification test.

You are required to complete the ACCESS certification test to continue to use ACCESS. If you do not pass the test, you will need to repeat the process by retaking the training and then re-attempting the test.

User History

By selecting the User History tab the below will be displayed.

The Testing History button is where you can find your past ACCESS certification tests and security awareness training tests.

The Training History tab is where you can find your past Security and Privacy- General User and ACCESS Online Certification courses.

Note: If your security test is still showing "Prerequisites Required" you should check in this tab to make sure that the date completed has a date a time listed. If this section still states "Started on..." with a date listed, then the security awareness training has NOT been completed fully.

Recertification

Once you sign in, the window below will be displayed if you are already ACCESS certified. The first tab to be displayed is Step 1, your training options.
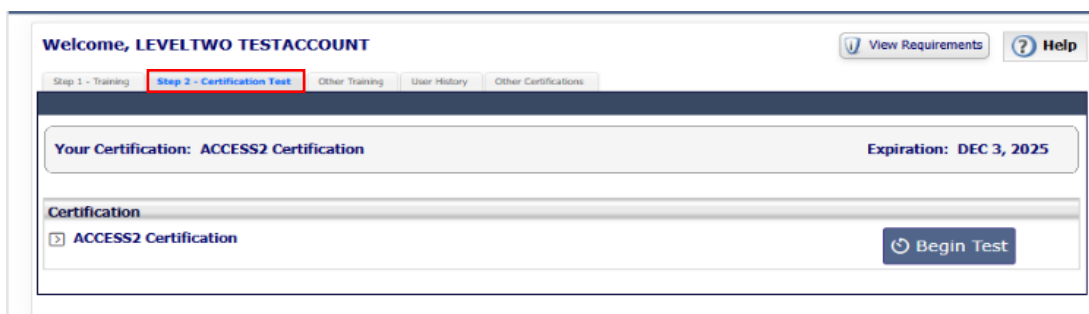
Ensure you go to the Step 1- Training tab and view **BOTH the Security and Privacy- General User AND ACCESS Online Certification Training prior to taking the test** as shown below.
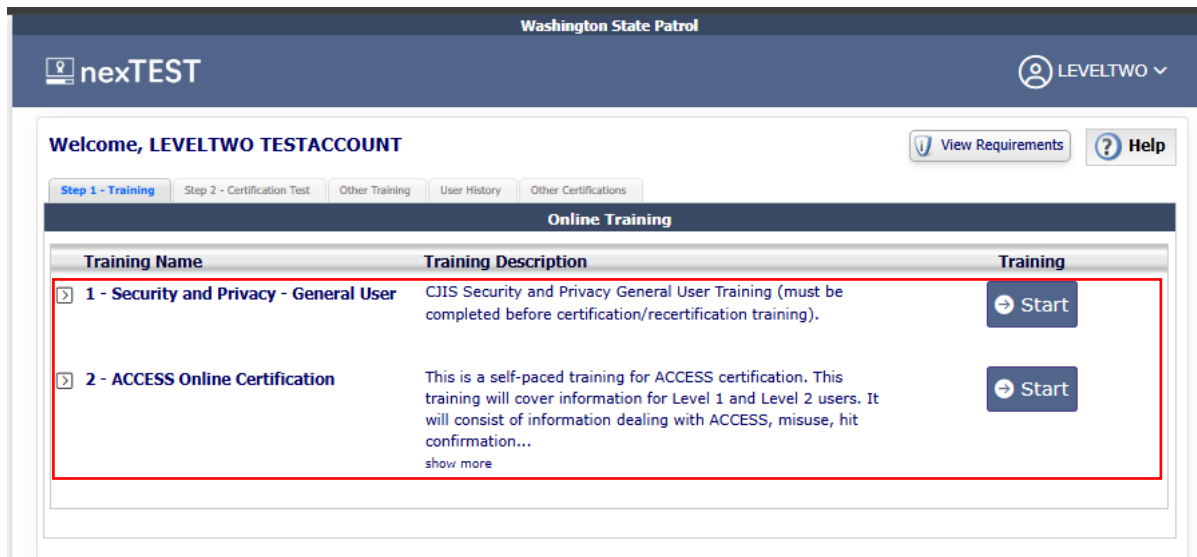
Note: You cannot keep the training presentation windows open while taking the test.

Once you have completed **BOTH** trainings, click on the Step 2- Certification Test tab.

Note: The test will state "Prerequisites Required" until everything has been completed in both trainings. The start button will populate when all requirements have been met.

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 "Logout" button.

Note: <u>If you fail to log out properly, you will fail the test and will be required to retake the trainings.</u>
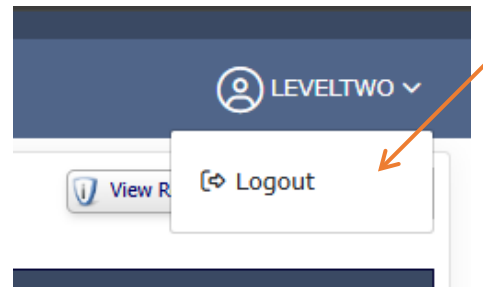
If you sign back in <u>within 2 hours</u> of starting your test, you will be able to continue from where you left off.

If more than 2 hours have elapsed you will not be able to continue and must wait 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 and you logged out properly.

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.

Users who Expired or Failed

If you fail or your certification expires you will be required to retake the training(s) and recertify. Follow the ACCESS Recertification steps above to regain your certification.

Note: You are prohibited from using the ACCESS system until you are recertified.