Terminal Agency Coordinator (TAC) Validations Guide

https://cjisvalidations.wsp.wa.gov/validations/

Note: CJIS Validations must be accessed from a computer with a connection to the State Intergovernmental Network (IGN). Usually this will be the same computer that Omnixx is on.
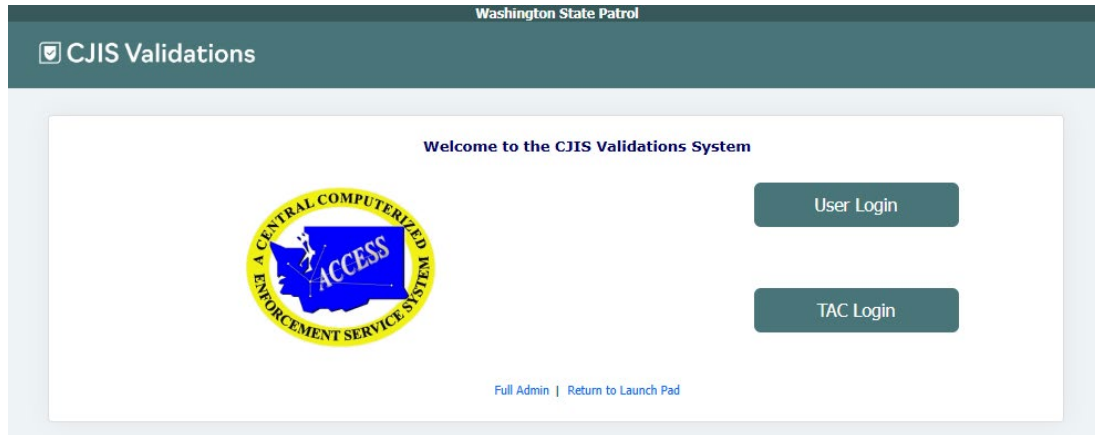
Your IT personnel may need to configure your network to route traffic destined for 198.239.158.151 to the IGN.

Your User ID and password are the same as you use for nexTEST and/or Omnixx.
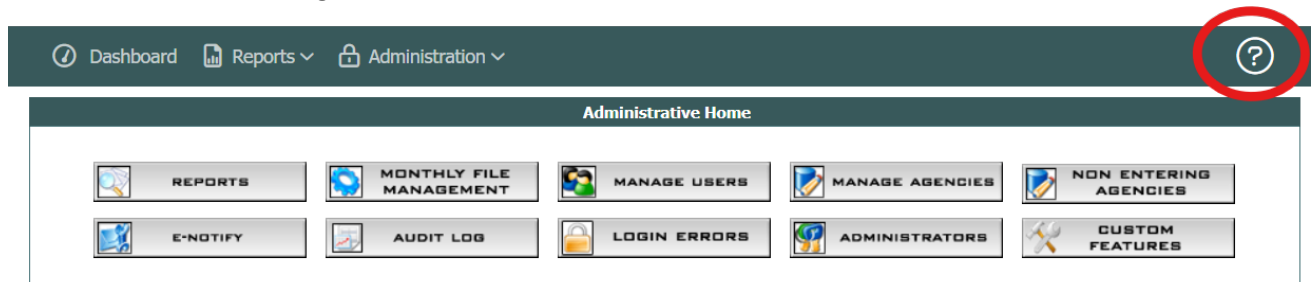
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Logging in

<mark>The first time you sign in, you will be given the opportunity to view the Tutorial. It is IMPERATIVE that you do so!!!! You will not be able to use the system without going through the tutorial.</mark>

If you need to go through it again after the initial sign in, simply click and it will redirect you to the Peak Performance Training Portal.

Peak Training Portal

Welcome to the Peak Performance Training Portal!

Product

Choose a Product...

Get Trainings

CJIS Validations

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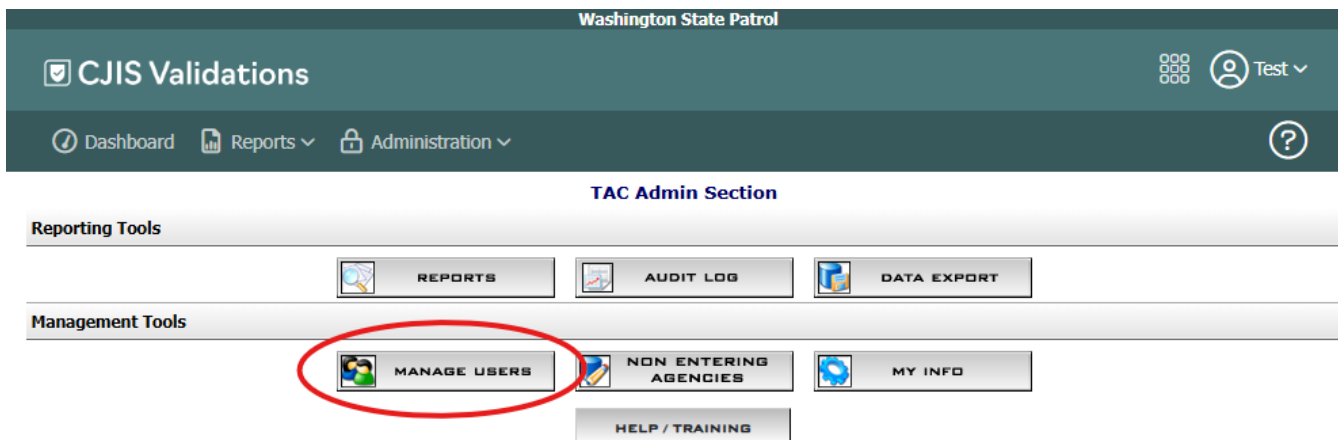|	
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Adding additional users CJIS Validations

In many agencies, the TAC needs help to complete the validations. The following will walk you through how to add additional agency personnel to CJIS Validations.

Go the Manage Users button:

Click on [icon] icon in the "Edit User" column next to the employee you wish to activate: Then update the access level, and active/inactive user fields:

When activating an employee as either a user, they can be granted two levels of authority – "view only" and "full". If you want them to be able to just generate the validation report and print it, use "view only". If you want them to be able to send the validation/cancel, then give them "Full".
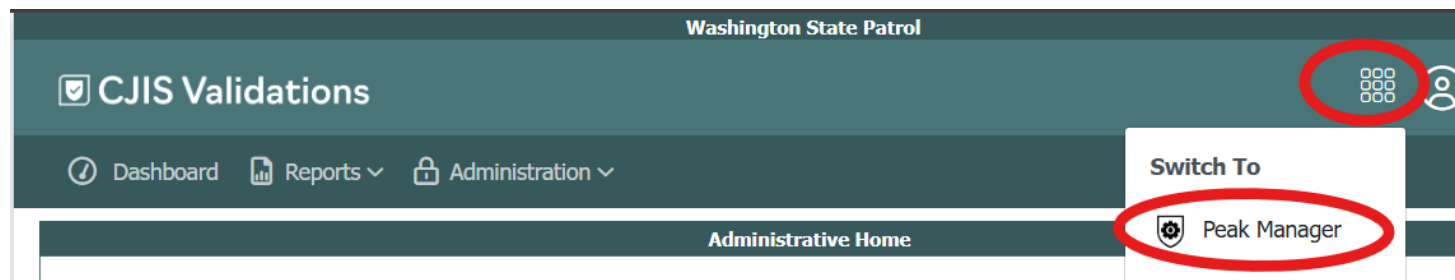
Hit "Submit".

At this point they are active users and can sign in using the "USER Login" button. They will only see the "Reports" section of CJIS Validations.

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.

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.

Notification/Reminder Emails:

CJIS Validations automatically sends notifications and reminder emails to the TAC. However, if additional personnel in an agency need to get these notifications, the following will walk you through the process:

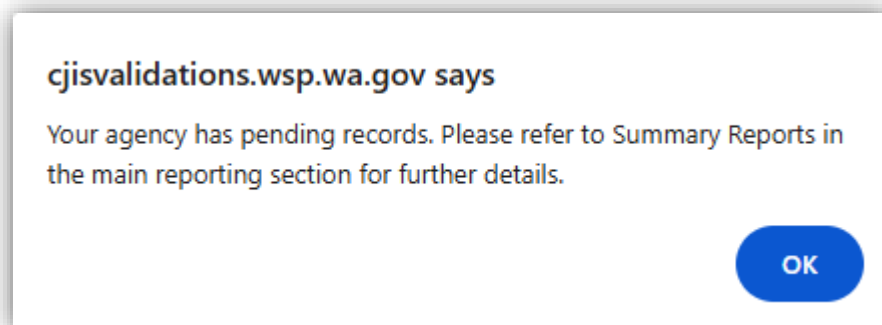**Click on the "My Information" button:**

That will bring you here:

Pending "Ack":

<mark>After completing your initial validations, you must go back and review your "Summary Report" to ensure all records were submitted.</mark> If you receive a pop up like this:

It means that you have records that did not 'process' and need a little intervention on your part.

As the pop-up indicates, go to the Summary Reports (at the bottom of the Reports section) and hit

"submit" for the month you are validating.

Summary Reports

This section shows statistical and summary information about validation records.

Pick a month   **Select Agency ORI**

[May 2025 ▾]   [WAWSP0007, Washington State Patrol ▾]   PENDING RECORDS HELP

[Submit]

Validation Category	Active Records	Pending ACK	Validated Records	Total Records
Articles	0	0	0	0
Boat	0	0	0	0
Extreme Risk Protection Order Persons	0	0	0	0
Group Member Persons	0	0	0	0
Guns	0	0	3	3
Identity Theft	0	0	0	0
License Plate	0	0	6	6
Missing Persons	0	0	2	2
Part Validation	0	0	0	0
Protection Order Persons	0	24	336	360
Securities	0	0	0	0
Sex Offender Persons	0	0	0	0
Supervised Release	0	0	0	0
Unidentified Persons	0	0	0	0
Vehicle	0	1	4	5
Violent Persons	0	0	1	1
Wanted Persons	0	3	29	32
Total Records	**0**	28	**381**	**409**

You'll get this screen (note the 28 in a box at the bottom of the Pending ACK column):

If you click on the number with links on them at the bottom of the ACK column, you'll get this screen:

MKE ▲▼	NIC ▲▼	OCA ▲▼	License Plate Number ▲▼	Action Taken	Check All		Confirm	Info
EL				As Is	☐	↻	✓	ⓘ
EL				As Is	☐	↻	✓	ⓘ
EL				As Is	☐	↻	✓	ⓘ

[Resubmit]

These are all records that require you to either resend or confirm that the action taken is correct. If you click on the "i" (in the Info column), you will see what the issue is that is causing the record to not

process. In the case below, it is because of the reject message from NCIC when the "as is" modification string was sent. This was due to the fact that the warrant was already cleared from the system when the "as is" was sent.
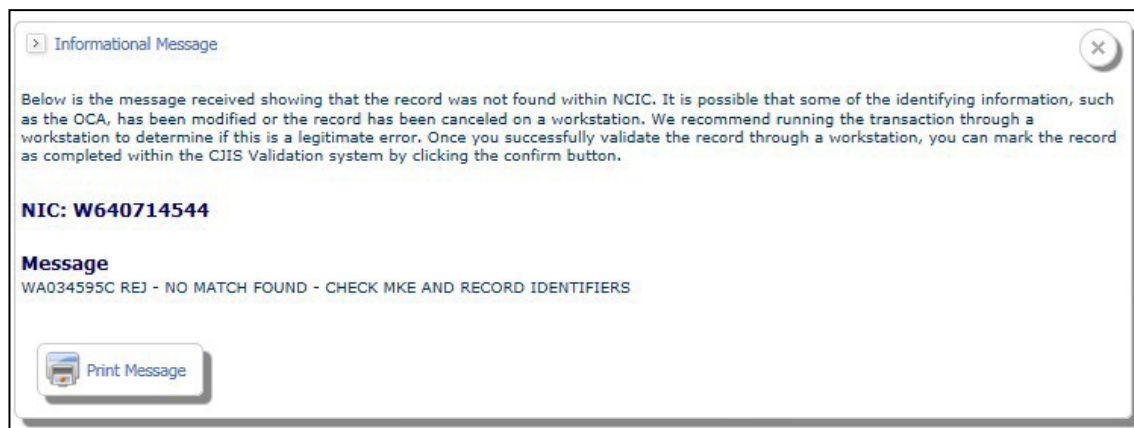
So, after reviewing the reason why it was rejected, you can then click on the "Confirm" checkmark

 button and it will be removed from your list.

If the error is something else, and the record is still in the system, click on the " button next to the record to have the system resubmit it.

Finally, if it still won't go, or if you get other reject messages that you aren't sure about, please email ACCESS@wsp.wa.gov for us to look into it.

Record History / Audit
From the TAC Admin screen, click on "Audit Log"

Choose month you wish to review by using the drop down and click "Submit":

Audit Validation Months

Choose an archived month: May 2025 ▾ Submit

Validation Category	Pending ACK	Validated Records	Total Records
Articles	0	0	0
Boat	0	0	0
Extreme Risk Protection Order Persons	0	0	7
Group Member Persons	0	0	0
Guns	0	0	16
Identity Theft	0	0	1
License Plate	0	0	53
Missing Persons	0	0	7
Part Validation	0	0	1
Protection Order Persons	0	70	532
Securities	0	0	0
Sex Offender Persons	0	0	145
Supervised Release	0	0	0
Unidentified Persons	0	0	0
Vehicle	0	0	16
Violent Persons	0	0	14
Wanted Persons	0	0	417
Total Records	**0**	**70**	**1209**

You will first see a statistical list of records validated by record type:

Then if you wish to see the actual records validated click on "Print Audit Report" and you'll receive a PDF containing all records for that month, with who validated them and when.


If you handle validations for another agency, you may access their audit files by clicking on "Non-Entering Agencies" (in the upper right corner) and repeating the above steps.

Problem Downloading PDFs in Chrome

If you experience issues downloading your validation file PDF while using Chrome, please use the following instructions to make Chrome download the file instead of opening it in Chrome.
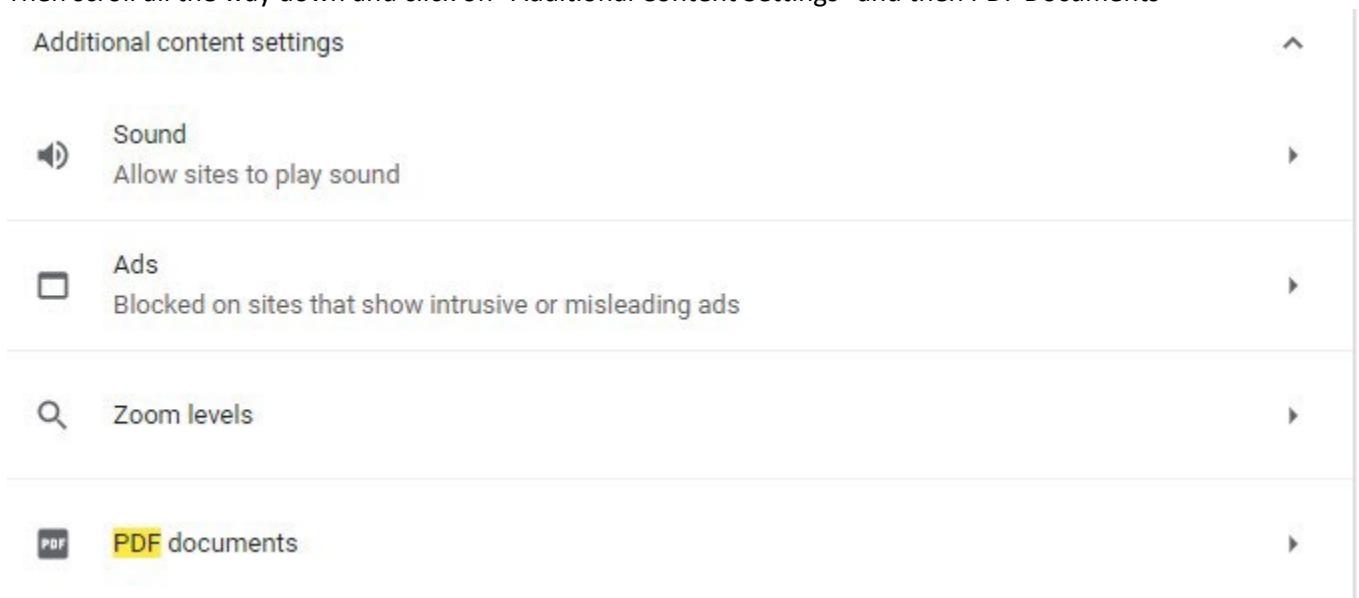
To do this:

Click the three vertical buttons on the top right of the Chrome window and then click Settings.
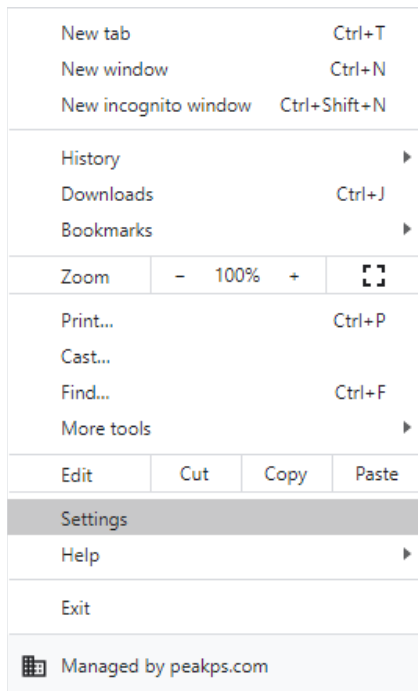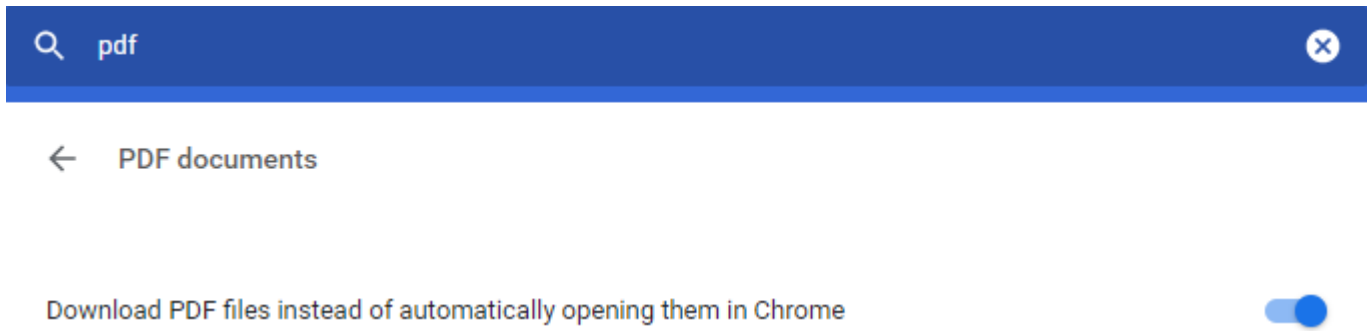
Then type 'pdf' in the search bar at the top and hit Enter. Then click on the "Site Settings" option.
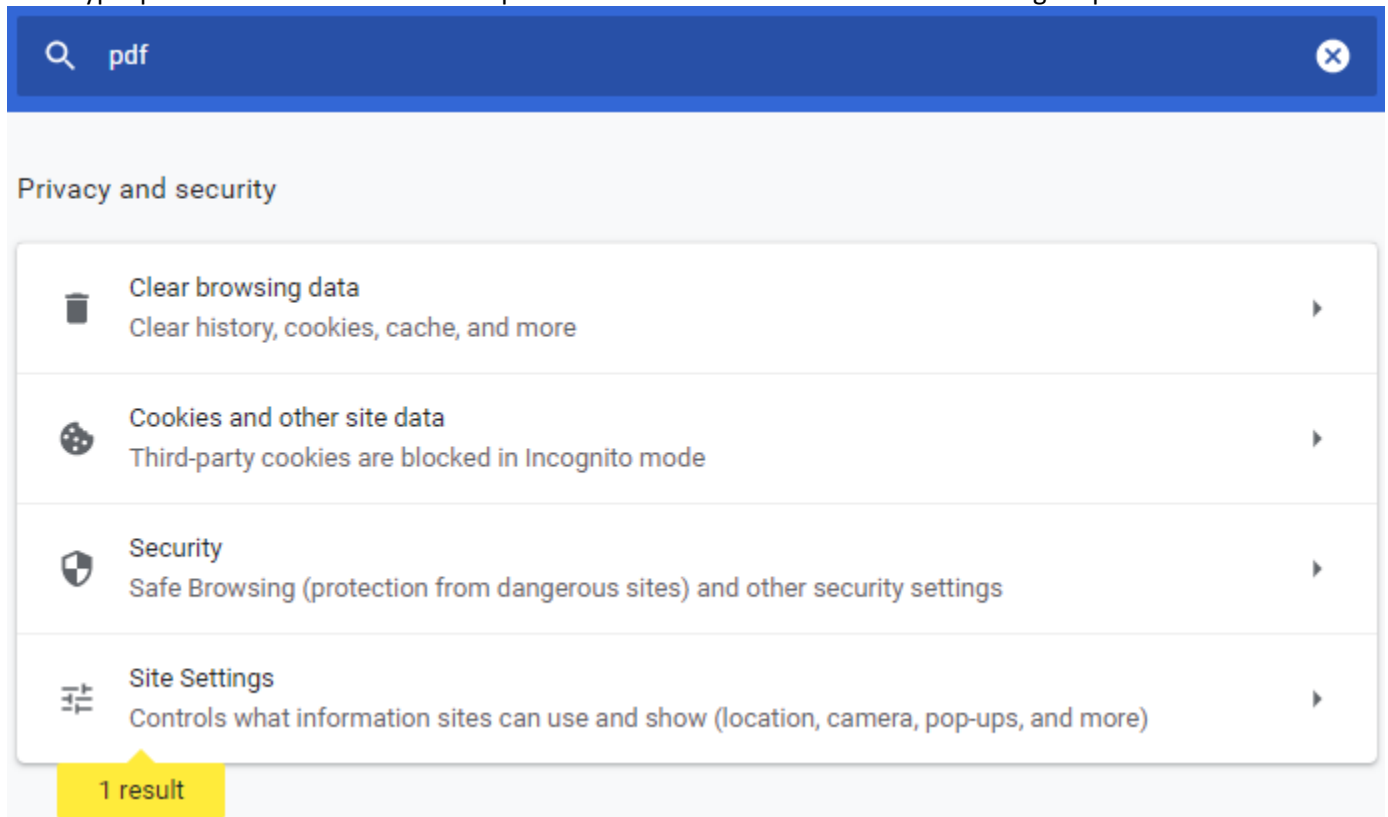
Then scroll all the way down and click on "Additional Content Settings" and then PDF Documents

Then change the option below so that the switch turns blue

🔍 pdf	✖

← **PDF documents**

Download PDF files instead of automatically opening them in Chrome 🔵

Then close Chrome completely and then try to get the PDF again…it should work this time!