Complete Required Documentation

- Execute License & Usage Agreement
  - Agency agrees to usage terms – Signature by agency contract administrator

- Identify Agency Points of Contact
  - Agency Technical Point of Contact
  - Agency Primary Point of Contact (primary and backup)
  - Agency User Administrator(s)
  - Agency Training Coordinator
Agency Contacts Responsibilities

- Agency User Administrator(s)
  - Coordinate Agency NCID Establishment
  - Attend Webinar to Train on User Administration
  - Establish NCIDs for Agency Users
  - Authorize Agency Users in CJLEADS
  - Follow Internal Procedures to Manage Agency Users
    - Reset Passwords
    - Activate/Deactivate Users
    - Unlock User Accounts
Agency Contacts Responsibilities

• Agency Technical Contact
  – Complete Technical Check list for Agency Equipment
    • Internet Explorer 6.0 or higher or Mozilla Firefox 3 or higher installed
    • Adobe Reader
    • Adobe Flash 10
Questions

- General Questions
  • cjleads@nc.gov
  • 919-754-6950

- Training Questions
  • cjleadstraining@nc.gov

- Customer Support Services
  • cjleadshelp@nc.gov
  • 919-754-6949