

Required Training

As contributors to the New York Data Exchange (NY-DEx), your agency may designate users to access the FBI's National Data Exchange (N-DEx) Search system via the eJusticeNY Integrated Justice Portal in order to search and view the data contributed to both the NY-DEx and N-DEx systems to be used for investigative analysis purposes.

Users designated to access the N-DEx system must complete or have completed the CJIS Certification test. Users must also comply with the instructions in the N-DEx Policy and Operating Manual. Training should be provided to your users. The source of this training could be in class training, online training from the N-DEx site or downloadable computer based training modules available from the NY-DEx web site.

Listed below are N-DEx CBT training modules tailored to N-DEx System Roles. Staff whose job duties fall over any of these descriptions should take the appropriate training modules before using the N-DEx system.

CJA Executive – Management (Chiefs, Sheriffs, Captains, Lieutenants)

- User Overview (30 minutes)
- Initiating System Policies (30 minutes)
- NDEx Police and Operating CBT (30 minutes)

Agency Investigator/Analyst (Investigative Specialists, Detectives, Deputies, Patrol Officers, Crime Analysts, Intel Specialists)

- User Overview (30 minutes)
- NDEx Policy and Operating CBT (30 minutes)
- Search (30 minutes)
- Visualization (30 minutes)
- Subscription and Notification (30 minutes)
- Collaboration (30 minutes)