

ACCESSING CAPTURE FOR IGA MANAGEMENT EXTERNAL USERS

Version 1



Capture

OVERVIEW

This job aid provides a walkthrough of how to access the Capture application via LEEP for the IGA Management External Users. The LEEP application will need to be completed before applying for Capture access.

June 2021



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Accessing Capture

1. Copy and paste this link into your Chrome browser:
<https://portal.cjis.gov/wps/myportal/LEEPNG>
2. Enter your username, then click **Sign In**.

LEEP
LAW ENFORCEMENT ENTERPRISE PORTAL

Enter your username:

Sign In

Forgot Password

Apply for an Account

Help


3. Enter your password, then click **Sign In**.

LEEP
LAW ENFORCEMENT ENTERPRISE PORTAL

You are signing in as: **landerson11**

Please Note: When leaving the Law Enforcement Enterprise Portal your identity information will be shared with each service/system you are accessing.

Please validate that the following image and caption match what was entered during initial sign-up. If this isn't the image you selected then please abort.



"LyAsha"

If so, please enter your password:

Rules of Behavior Last Acknowledged:
2020-10-08 17:27:24

Sign In Cancel

Forgot password

Help



4. Complete two-factor authentication by selecting how you would like to receive your **One-Time Passcode**. Then, click **Next**.

This screenshot shows the LEEP Law Enforcement Enterprise Portal. At the top left is the LEEP logo. A red alert bar at the top center contains the text: "Alert: Two-factor authentication is required to continue." Below the alert, the user is identified as "landerson11". The prompt asks the user to select how they want to receive their One-Time Passcode. Two radio button options are shown: "One-Time Passcode (via email)" (which is selected) and "One-Time Passcode (via SMS)". Below these options are two buttons: "Next" and "Logoff".

5. Once you receive the One-Time Passcode, type in the code, then click **Next**.

This screenshot shows the LEEP Law Enforcement Enterprise Portal. A red alert bar at the top center contains the text: "Alert: A One-Time Passcode has been sent." Below the alert, the user is notified that a One-Time Passcode has been sent to the email address "Lxxxxxxxx@usms.doj.gov". The prompt asks the user to check their email and enter the code into a text input field. The input field is highlighted with a red box. Below the input field are three buttons: "Next", "Resend Code?", and "Logoff".



6. On the LEEP home page, click the **Capture** icon.

7. Read the Government System Notification and click **Accept** to accept the terms.



8. Select Request Access to Capture

Initial Capture Login

This looks like the first time you have logged into Capture. In order to gain access, you must create an initial profile and request the permissions you need. Your request will then be reviewed and accepted, modified or rejected.

To start this process, click the Request Access to Capture button below. Alternatively, you may log off.

[Log off](#) [Request Access to Capture](#)

9. Begin the **User Access Request** by selecting what type of provider you are and what type of user you are. **Note:** Fields marked with a red asterisk are required fields.

Capture from USMS Settings

User Access Request

Organization

General Information

Review

Organization

What type of provider are you? * What type of user are you? * Capture Actions

[Cancel](#) [Next](#)



- 10. For **What type of provider are you**, click the arrow to show the list of options. Select **Prisoner Housing Provider**.

What type of provider are you? *

Select...

Select...

CSO/SSO Provider

Prisoner Housing Provider

Prisoner Designations

- 11. For **What type of user are you**, click the arrow to show the list of options. Select **IGA Application Requestor**.

What type of user are you? *

Select...

Select...

IGA Application Requestor

Restrictive Housing

- 12. For **Organization State/Territory** click into the field, then press the 'down' arrow key on your keyboard to show the options OR start typing the name of your organization. Select your organization's name from the list of options

Organization State/ Territory *

new jer

NJ New Jersey



- For **Which organization do you belong to**, click into the field, then press the 'down' arrow key on your keyboard to show the options OR start typing the name of your organization. Select your organization's name from the list of options.

Which organization do you belong to? *

Start typing in your organization's name

- BERGEN COUNTY SHERIFF'S OFFICE
NJ
- ATLANTIC COUNTY SHERIFF'S OFFICE
NJ
- MIDDLESEX COUNTY SHERIFF'S OFFICE
NJ
- PASSAIC COUNTY SHERIFF'S OFFICE
NJ
- OCEAN COUNTY SHERIFF'S OFFICE
NJ
- MORRIS COUNTY SHERIFF'S OFFICE
NJ
- MONMOUTH COUNTY SHERIFF'S OFFICE
NJ

Which organization do you belong to? *

somers

SOMERSET COUNTY SHERIFF'S OFFICE
NJ

- Click **Next**.

Capture from USMS

Settings

User Access Request

Organization

General Information ✓

Review

Organization

What type of provider are you? *
Prisoner Housing Provider

What type of user are you? *
IGA Application Requestor

Capture Actions
Create New IGA Application

Organization State/ Territory *
NJ

Which organization do you belong to? *
SOMERSET COUNTY SHERIFF'S OFFICE

Physical Address
20 Grove St, Somerville, NJ, 08876

Cancel **Next**



- 15. Fill in the **General Information** fields with your information: **Position, Last Name, First Name, E-mail** (*This must be your Company Email address*), and **Phone Number**.

Organization ✔ **User Access Request** Settings

General Information

Review

General Information

Position *

Last Name * First Name * Middle Name

Email Address * Phone Number *

Supervisor Information

Position *

Last Name * First Name * Middle Name

Email Address * Phone Number *

Effective Date 05/04/2021 Access Request Approver Prisoner Operations Division

- 16. Complete the **Supervisor Information** fields: **Position, Last Name, First Name, E-mail** (*This must be your Supervisor's Company E-mail Address*), and **Phone Number**
 - a. Once complete, click **Next** to continue.

Supervisor Information

Position *

Last Name * First Name * Middle Name

Email Address * Phone Number *

Effective Date 05/04/2021 Access Request Approver Prisoner Operations Division



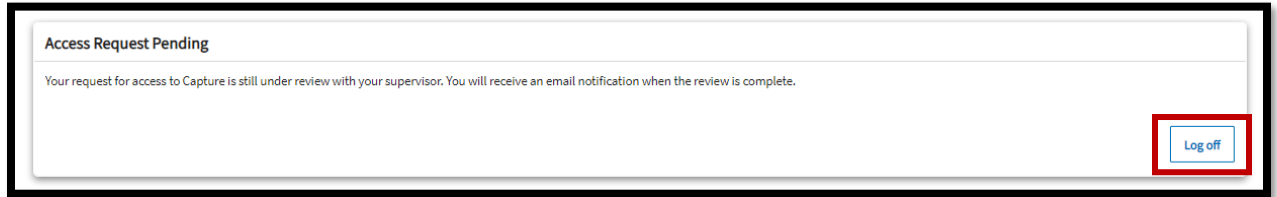
17. Review your information. If correct, click **Submit**. If any of the information needs to be changed, use the menu on the left side to go back to the previous screens and make updates.

18. After reviewing, scroll down to the **Rules of Behavior** and then click **Download Rules of Behavior**. After reviewing the Rules of Behavior, click the checkbox below the **Download Date** to acknowledge that the Rules of Behavior have been reviewed.
 - a. Once complete, select **Submit** to submit your User Access Request

Accessing Capture for IGA Management External Users



19. Now that your User Access Request has been submitted, click **Log Off** and close the webpage completely.



20. Once you receive an email that your request has been approved, you may log back into Capture via LEEP.