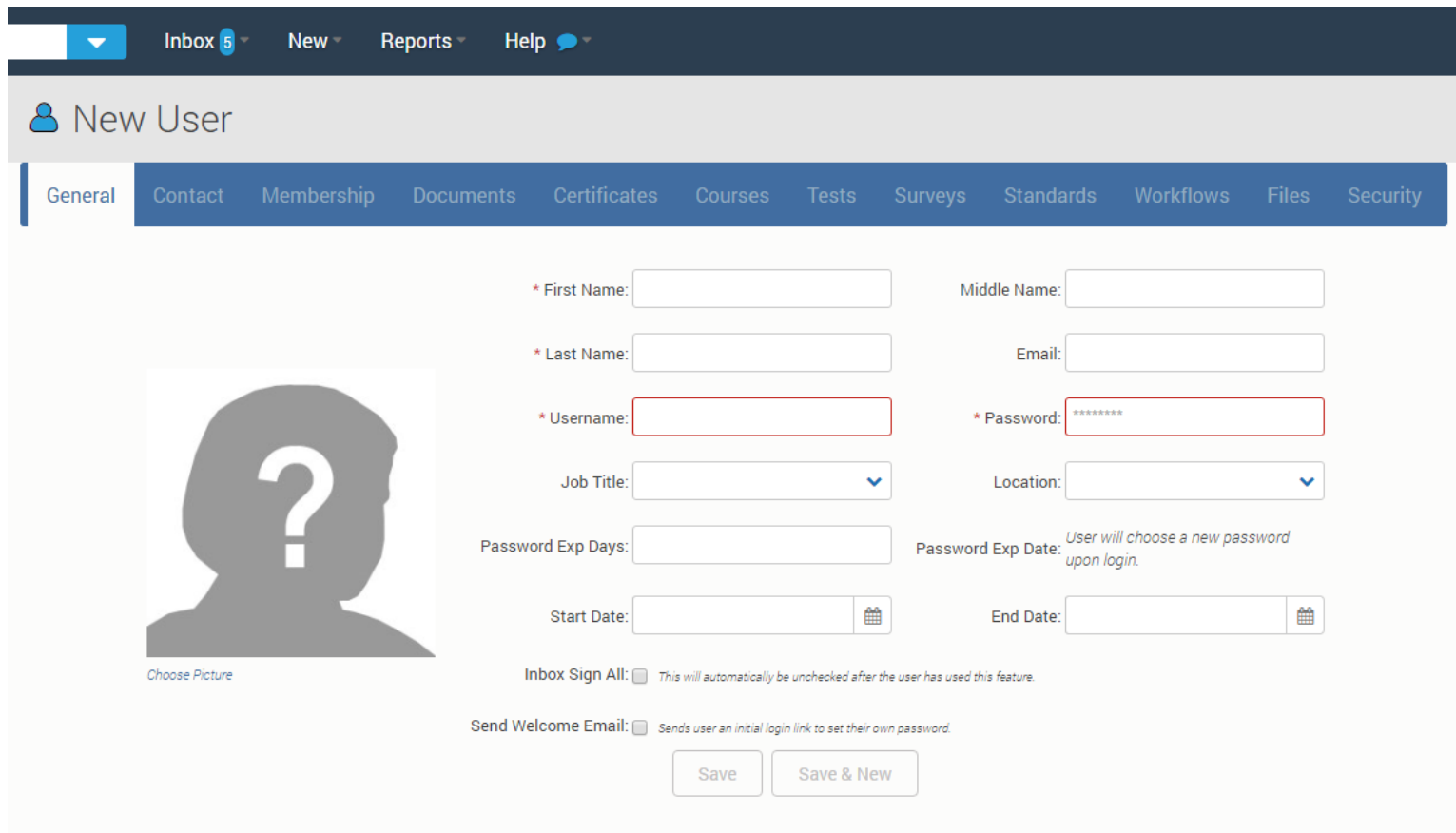


Preparing for Mock and Final Assessments



The Assessors will need to be set up as users in your system.

- First you need to set up the user accounts



The screenshot shows a web interface for creating a new user. At the top, there is a navigation bar with 'Inbox 5', 'New', 'Reports', and 'Help'. Below this is a header for 'New User' with a user icon. A secondary navigation bar contains tabs for 'General', 'Contact', 'Membership', 'Documents', 'Certificates', 'Courses', 'Tests', 'Surveys', 'Standards', 'Workflows', 'Files', and 'Security'. The 'General' tab is active.

The form fields are as follows:

- * First Name:
- Middle Name:
- * Last Name:
- Email:
- * Username:
- * Password:
- Job Title:
- Location:
- Password Exp Days:
- Password Exp Date: User will choose a new password upon login.
- Start Date:
- End Date:

On the left side of the form, there is a placeholder for a profile picture, represented by a silhouette with a question mark. Below it is the text 'Choose Picture'.

At the bottom of the form, there are two checkboxes:

- Inbox Sign All: This will automatically be unchecked after the user has used this feature.
- Send Welcome Email: Sends user an initial login link to set their own password.

At the very bottom, there are two buttons: 'Save' and 'Save & New'.

Creating User Account for Each Assessor

- Hover over **New** from the top menu bar, then select **User**.
- Complete the **General** information for this user
 - First Name
 - Last Name
 - Email?
 - Username
 - Password
 - Location?
 - Start Date
 - End Date?
 - Save!

New User



Choose Picture

* First Name:

Middle Name:

* Last Name:

Email:

* Username:

* Password:

Job Title:

Location:

Password Exp Days:

Password Exp Date: *User will choose a new password upon login.*

Start Date:

End Date:

Inbox Sign All: *This will automatically be unchecked after the user has used this feature.*

Send Welcome Email: *Sends user an initial login link to set their own password.*

Save

Save & New

Membership Tab

- Remove the user from ALL groups except the CALEA Assessors group that you created if you created one.

The screenshot shows a web interface with a top navigation bar containing tabs: General, Contact, Membership (selected), Documents, Certificates, Courses, Tests, Surveys, Standards, Workflows, Files, and Security. Below the navigation bar is a note: "Note: Membership cannot be modified for groups linked to a job title or location". The main content area is divided into two sections. On the left, there is a section titled "Add Groups" with a dropdown menu, an "Add" button, and a "Filter" link. On the right, there is a section titled "Member" with a "Groups" checkbox and a list of groups. The "CALEA Assessors" group is checked. At the bottom of the interface, there are "Save" and "Cancel" buttons, and a pagination indicator showing "1 to 1 of 1".



Check Security/Privileges

- I use messaging so I make sure that they have rights to send and receive messages.

The screenshot displays a user management interface with a top navigation bar containing tabs: General, Contact, Membership, Documents, Certificates, Courses, Tests, Surveys, Standards, Workflows, Files, and Security. The Security tab is active. Below the navigation bar, there are two tabs: Privileges and This User. The Privileges tab is selected, and a sub-tab for 'Administrator Privileges' is active, indicated by a checkmark and a user icon. The interface is divided into three main sections: Administrative Rights, Create Rights, and Messaging Rights. The Administrative Rights section includes checkboxes for Master Administrator, Advanced Admin Menu, Search Event Log, Search Workflows, and Search Comments. The Create Rights section includes checkboxes for Users, Documents, Tests, Surveys, Courses, Certificates, Groups, and Reports. The Messaging Rights section includes checkboxes for Send Messages, Send Messages to Groups, and Copy Messages as Email, all of which are checked. A legend at the bottom right shows a blue user icon for 'Given to the User' and a green group icon for 'Inherited via a Group'. A note at the bottom left states 'NOTE: Changes take effect upon login.' and there are 'Save' and 'Cancel' buttons at the bottom.

General Contact Membership Documents Certificates Courses Tests Surveys Standards Workflows Files Security

Privileges This User

Administrator Privileges  







Administrative Rights

- Master Administrator
- Advanced Admin Menu
- Search Event Log
- Search Workflows
- Search Comments



Create Rights

- Users
- Documents
- Tests
- Surveys
- Courses
- Certificates
- Groups
- Reports

Messaging Rights

- Send Messages  
- Send Messages to Groups  
- Copy Messages as Email  

NOTE: Changes take effect upon login.

 Given to the User  Inherited via a Group

Save Cancel

Assign Your Assessment

- Navigate to your current Assessment
- Select the Manual Title in the Table of Contents on left side
- Click **Assignments** tab
- Click Add New Assignment, then assign the Assessment Group you created or the individual user to the following roles:
 - **CALEA Assessor Role** with the “**Participate**” Responsibility
 - **Accreditation Manager Role** with “**Observe**” Responsibility
 - **Assessment Team Role** with “**Observe**” Responsibility

Assigning Roles and Responsibilities

Find Anything | Inbox | New | Reports | Help | Welcome, Daymon

7.2014-7.2017 Re-Assess... | Manage Assessment

Version: Version 5.23

CALEA Law Enforcement

- Limitation of Liability
- Acknowledgements
- Dedication
- Introduction
- Preface
- 1 Law Enforcement R...
- 2 Agency Jurisdiction
- 3 Contractual Agree...
- 11 Organization and...
- 12 Direction
- 15 Planning and Rese...
- 16 Allocation and Dis...
- 17 Fiscal Managemen...
- 21 Classification and...
- 22 Compensation, Be...
- 24 Collective Bargaini...
- 25 Grievance Procedu...
- 26 Disciplinary Proce...
- 31 Recruitment
- 32 Selection
- 33 Training and Care...
- 34 Promotion
- 35 Performance Evalu...
- 41 Patrol
- 42 Criminal Investigat...
- 43 Vice, Drugs and O...
- 44 Juvenile Operatio...
- 45 Crime Prevention i...
- 46 Critical Incidents, S...
- 52 Internal Affairs
- 53 Inspectional Servic...

Summary | Assignment | History | Tasks | Standards | Attachments

+ Add New Assignment

	User / Group	Role	Responsibility	
	Accreditation Manager	Accreditation Team	Participate	⊖
	Accreditation Team	Accreditation Team	Observe	⊖
	Mock Assessors	Accreditation Team	Observe	⊖
	CALEA Assessors	Accreditation Team	Observe	⊖
	Mock Assessors	Accreditation Manager	Observe	⊖
	CALEA Assessors	Accreditation Manager	Observe	⊖
	Accreditation Manager	Accreditation Manager	Participate	⊖
	Mock Assessors	Mock Assessor	Participate	⊖
	Accreditation Manager	Mock Assessor	Participate	⊖
	Accreditation Team	Mock Assessor	Observe	⊖
	CALEA Assessors	CALEA Assessor	Participate	⊖

Auxiliary:

- Accreditation Team: ■
- Accreditation Managers: ■
- Mock Assessor: ■
- CALEA Assessor: ■
- CALEA Compliance Services Men: ■

Not Set
 In Compliance
 Not in Compliance
 Elected 20%
 Not Applicable
 In Progress