

## Limited Access Certification and Recertification Instructions



Limited Access Certification and Recertification is comprised of online training and testing. The online exam is open-book and can be accessed using the nexTEST testing system, <u>https://nextest.fdle.state.fl.us/nextest</u>

1. Once you are at the nexTEST login screen click on "User Login".

Welcome to nexTEST User Login	Florida Department of Law Enforcement
Welcome to nexTEST User Login	
	User Login

2. Read the Policy Statement and check the box indicating an understanding of the system guidelines and testing expectations. (If you have forgotten your password, click the "Forgot Your Password Link").



3. After logging in you will see the following screen. Click on the Training tab at the top of the screen.

Fiorida Department of Law Enforcement	
nexTEST	@ PW ~
lelcome, PW Test	View Requirements (?) Help
CIC Certification Training Other Training Other Certifications User History User Info Edit	
Your Certification: Limited Access Recertification	Expiration: OCT 20, 2022
ertification	
Limited Access Resolutification	Prerequisites Required (2)
Limited Access Resertification	Prerequisites Pequired

4. All users are required to complete both Security and Privacy Training – General, and Limited Access Training. Click on the Start Button to the right of the Security and Privacy title to begin.

			(e) PW
lcome, PW Test		<b>Vi</b> e	ew Requirements
C Certification <b>Training</b> Other Training	Other Certifications User History User Info Edit		
	Online Training		
Training Name	Training Description	Training	Last Completed
Security And Privacy Training - General	Security And Privacy Training - General	⊖ Start ┥	N/A
Limited Access Training	Online training course for Limited Access users.	Start	10/20/2020

5. Click on Launch Training to begin, a new window will open.

	Hello, PW	Test	
Training Course Name: Security And Privacy Training	g - General	4	
Training Course Description Security And Privacy Training	9 <b>n:</b> g - General		
Return to NexTEST		Launch Training	9
i	POWER	ST ST	

Follow the training until you reach the end then close the window for Security and Privacy Training

 General.



7. Click on the Continue button to take the Limited Access Training.

Florida Department of Law Enforcement
i nexTEST
Training Confirmed and Recorded
Thank you <u>PW Test</u> for confirming the training.
Continue
Ugoff

8. Click on the training tab.

	@pw~
Welcome, PW Test	View Requirements (?) Help
FCIC Certification Training Other Training Other Certifications User History User Info Edit	
Your Certification: Limited Access Recertification	Expiration: OCT 20, 2022
Your Certification: Limited Access Recertification	Expiration: OCT 20, 2022

9. Note that the date to the right of the Security and Privacy Training has updated to today's date. Click on the Start button to take the Limited Access Training.



10. Click on Launch Training, a new window will open.

	Hello, PW Te	est	
Training Course Name: Limited Access Training			
Training Course Descriptio Online training course for Lir	<b>n:</b> nited Access u	sers.	
Return to NexTEST	<b>(2)</b>	Launch Training	
1	powered nexTES	T T	

11.Once the training has been viewed, close this window to complete and end the Limited Access Training module.



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CJIS Online Security and Privacy, Basic Role Instructions

12. Click Continue to take the Limited Access Exam or log back in within 14 days.



13. This is an open-book test! The Test Reference Guide is a downloadable PDF. <u>After you download the reference guide click on Continue to begin the test.</u>

	Hello, PW Test
Please co	nfirm you wish to take the following te
Limited A	ccess Recertification
Test Desc	cription:
This is the may utiliz document	e test for Limited Access Recertification. You e the Limited Access Training reference t during the test by clicking the button below.
Referenc	e Document:
The reference	e document provided is to facilitate an open book test.
Open Refe	rence Document
You will	have 1 Hour(s) to complete the test.
Click the C CANCEL t	ONTINUE button to take the test or to return to the Users Home Page.

14. Click on Begin Test.

⊗ <sup>pw</sup> ~
View Requirements (2) Help
Expiration: OCT 20, 2022
🕑 Begin Test 🔸

15. Click Grade Exam at the bottom left corner of the test when you have competed it.



16. Click on Print Your Certificate to generate a certificate for your records.



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