

Accessing N-DEx:

Investigators and intelligence analysts should take advantage of the FBI's free searchable database N-DEx (National Data Exchange). If you are wanting access to N-DEx, you must get a LEEP account first. Go to www.cjis.gov. You will see on the homepage "Apply for an Account." After a short background check, you'll receive an e-mail with you login info. You will then log-in to LEEP with your new account. Once you are in you will have access to several resources, but you must request N-DEx access. You will see two windows pop-up, and you must agree to the N-DEx access agreement. The training modules are no longer required. If you have any questions or interested in the April 2nd class at the TBI, you can contact Zack Frisbee at Zack.Frisbee@tn.gov.

STEP 1:

Apply for a LEEP account at www.cjis.gov.



STEP 2:

Log into LEEP and find the N-DEX tab. Then select “request access.”

The screenshot shows the LEEP Law Enforcement Enterprise Portal. At the top, there is a navigation bar with links for Home, News, Tools, Support, Partnered Links, and Justice Connect. Below this is a search bar with the text "Enter terms to search services" and a "Filter by category" dropdown. A blue arrow points from the "request access" text in the instructions to the "request access" link in the N-DEX service card. To the left of the N-DEX card, there is a circular seal with the text "FEDERAL BUREAU OF INVESTIGATION" and "CRIMINAL JUSTICE INFORMATION SYSTEM" around the perimeter, and "N-DEX" in the center.

STEP 3:

Read the user agreement and select “I Affirm.” Activation may take a few days.

The screenshot shows the "Welcome to N-DEX! N-DEX Data Access Agreement" form. The form is titled "System Use Notification" and contains the following text: "The Federal Bureau of Investigation's (FBI) National Data Exchange (N-DEX) System contains criminal justice information obtained by criminal justice agencies in connection with their official duties administering criminal justice. N-DEX System access is restricted to criminal justice agencies and agencies performing the administration of criminal justice. Personnel engaged in the following activities may be granted access to the N-DEX System, consistent with state laws: law enforcement investigations, pretrial release investigation, intake investigation, correctional institution investigation, presentence investigation, supervision investigation, criminal justice employment background checks, data administration/management, firearm and explosive permit background checks, security risk assessments for individuals applying for access to select biological agents and toxins, fitness/suitability determinations conducted by federal executive agencies, and Training". Below this is a section for "User Confirmation" with three checkboxes: "Prior to reliance or action upon, you must obtain terms of use and verify the N-DEX System information with the record-owning agency.", "You consent to having your system usage monitored, recorded, and subject to audit.", and "You must adhere to the CJIS Security Policy, CJIS User Agreement, N-DEX Policy and Operating Manual, any applicable federated CJIS System of Services operating procedures or policies, and any applicable CJIS Systems Agency requirements." At the bottom, there is a "User Authentication" section and two buttons: "I Affirm" and "I Decline".