Instructions for Completing Michigan State Police (MSP) Security Awareness Training (SAT)

In June 2018, based on Federal Bureau of Investigation (FBI) Criminal Justice Information Services (CJIS) Security Policy (CJISSECPOL) changes, MSP created and launched SAT via the state Learning Management System (LMS), MI-TRAIN. The FBI is now in the process of updating the CJISSECPOL which will impact requirements regarding SAT and the protection of Criminal Justice Information (CJI). To meet these requirement changes and provide the best user experience possible, MSP is migrating SAT to a new training platform called CJIS Online. All agencies in the State of Michigan will have access to the training at no cost and more information will be released via GovDelivery.

Agencies are not required to use CJIS Online to meet SAT requirements and may create and use their own FBI CJISSECPOL-compliant training. Prior to use and acceptance for audit, this training must be reviewed and approved by MSP. For approval send proposed training to msp-cjis-sat@michigan.gov. In the past, MSP has supplied agencies with SAT SCORM files that could be incorporated into an agency's internal LMS. As MSP will not be updating SAT in MI-TRAIN and does not own the curriculum on the new training platform, MSP will no longer be able to provide these files. The SAT in MI-TRAIN will be retiring on October 1, 2023, when the updated requirements become sanctionable for audit. Until that time, the below information is current for completing SAT in MI-TRAIN.

Each SAT module is an interactive, self-guided course that can be accomplished in 10 to 15 minutes and is based on the learner's required access level. The courses build upon one another (i.e.: a Level 3 user would take Level 1, Level 2, and then Level 3). Level 3 security awareness training is broken into two modules due to its length and both are required to complete the Level 3 assignment.

The levels and MI-TRAIN course numbers are as follows:

- LEVEL 1 (1068644): All personnel that have unescorted access to a physically secure location but have no criminal justice function. This would include janitorial and maintenance staff as well as outside vendors.
- LEVEL 2 (1068692): All authorized personnel that have unescorted access to a physically secure location and physical CJI. This would include those who have access to physical CJI, but not digital.
- LEVEL 3 (3a: 1068696 /3b: 1068699): All authorized personnel that have unescorted access to a physically secure location and to both physical and digital CJI. This includes anyone who can access online systems, such as MiCJIN applications or eAICS.
- LEVEL 4 (1068700): All authorized personnel with an information technology role. This includes system administrators, security administrators, and network administrators.

Users are not required to complete all modules in one sitting. Should a user have to exit a module while it's still in progress, the system will resume the training where it left off. Each course is a pre-requisite for the course that follows. Once each module is completed, MI-TRAIN will create a completion certificate that can be found in the "My Certificates" area of the user's account. These certificates can be shown at audit to satisfy the SAT requirement.

When accessing SAT on MI-TRAIN, please use Internet Explorer as the browser. There have been reported launch issues with Google Chrome. For any additional questions, please contact the MSP Security & Access Section at msp-cjis-sat@michigan.gov.