

ACCESSING LEEP 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



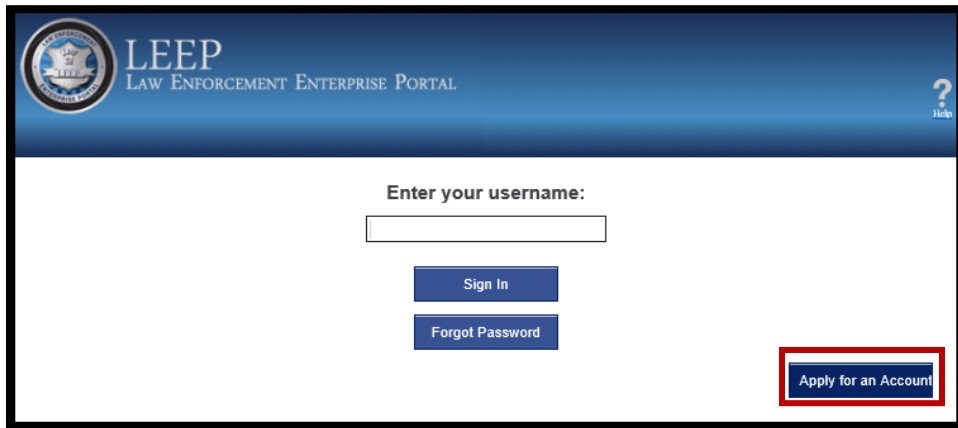
Contents

Contents.....	1
Applying for LEEP Access:	2

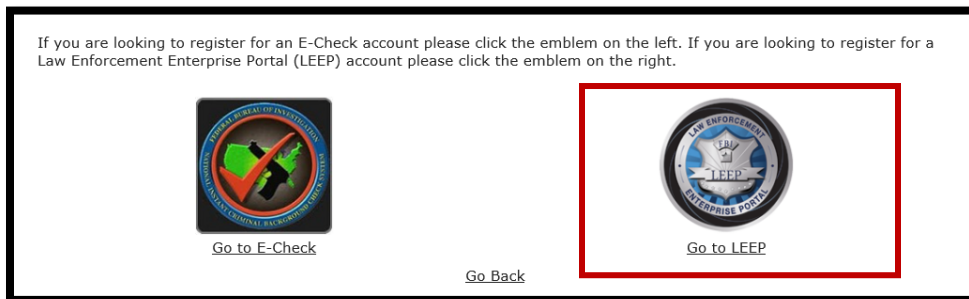


Applying for LEEP Access:

1. Copy and paste this link into your **Google Chrome** browser:
<https://www.cjis.gov/CJISEAI/EAIController>
2. Click **Apply for an Account**
 - a. **Note:** If there is an existing account associated with your credentials, this step does not apply.



3. Click **Go to LEEP**





4. Read and accept the General Purpose and Privacy Act Statements

Please read and accept both the General Purpose and Privacy Act Statements

Completed application will be used to register this account as a qualified LEEPID account. The information will also be used to periodically verify your employment to ensure you continue to meet account eligibility criteria.

Routine Uses: During the processing of this application and for as long as you maintain a LEEP account, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974, and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the FBI's Central Records System (Justice/FBI-002) and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to federal, state, local, and tribal law enforcement agencies charged with the responsibility of investigating a violation or potential violation of the law.

Any documents or files containing personally identifiable information (PII) will be stored and maintained in accordance with the Privacy Act of 1974, the FBI Privacy Policy Implementation Guide (0299PG), and applicable security requirements.

I have read and agree to the General Purpose and Privacy Act Statements

Accept

5. Enter your **Agency/Organizational** email address, verify the image, and click **Next**.

Enter your Email and Verify the Image

Email Address:

I'm not a robot 

Back Next

6. Select **Yes** to “Are you a sponsored Applicant?” and click **Next**.

- a. Note: Only individuals working for private entities can indicate that their application is sponsored by USMS. All individuals directly employed by a state or local government law enforcement, criminal justice, or public safety entity do not need to be sponsored by USMS to gain access to LEEP. Please work with your parent Agency/Organization to identify if a sponsor is necessary.

Sponsored?

Are you a sponsored Applicant Yes No

Applicants not directly employed by a domestic law enforcement, public safety or military agency must be sponsored for LEEP access. Sponsoring person must currently be authorized to access LEEP and cannot also be a sponsored member. If you are an International applicant, sponsoring person must be an FBI legal Attaché or FBI Assistant Legal Attaché.

Back Next



7. The Sponsoring Person Information fields must be completed using your parent agency's information, **not USMS**. You will need to enter the specified contact from your parent agency to coordinate your LEEP access.

- Agency: [You may not abbreviate]
- Title/Position: [enter the title/position identified with your Agency/Organizational Sponsor without abbreviating]
- Phone: [enter your Agency/Organizational Sponsor's phone number]
- Alternate Phone: [Leave Blank]
- Email: [enter your Agency/Organizational Sponsor's email address]
- Alternate Email: [Leave Blank]

8. Click **NEXT**.

- a. **Note:** The Sponsoring Person Information fields should be the person identified by your parent agency/organization as its sponsor.

The screenshot shows the 'LEEP Application' interface. The title bar is blue with 'LEEP Application' in white. Below the title bar, the text 'Sponsoring Person Information' is displayed. There is a large text area for 'Project or Law Enforcement related work description'. Below this, the text 'Sponsoring Person's name:' is followed by three input fields: 'First Name', 'Middle Name', and 'Last Name'. At the bottom left is a 'Back' button and at the bottom right is a 'Next' button.

The screenshot shows the continuation of the 'LEEP Application' interface. The title bar is blue with 'LEEP Application' in white. Below the title bar, the text 'Sponsoring Person Information(cont.)' is displayed. There are several input fields: 'Agency:', 'Title/Position:' (with a note '(Do not abbreviate)'), 'Phone:', 'Alternate Phone:', 'Email:', and 'Alternate Email:'. At the bottom left is a 'Back' button and at the bottom right is a 'Next' button.



9. Fill out the Sponsoring Person Information (cont.) fields with the following information, then click **Next**:

- a. Business Address: **(Your Agency/Organization Business Address)**
Example: 1215 S. Clark Street
- b. City: **(Your Agency/Organization Business Address)**
Example: Arlington
- c. State/Territory: **(Your Agency/Organization Business Address)**
Example: VA
- d. Zip/Postal Code: **(Your Agency/Organization Business Address)**
Example: 22202

A screenshot of a web application window titled 'LEEP Application'. The window contains a form section titled 'Sponsoring Person Information(cont.)'. The form includes the following fields: 'Country' with a dropdown menu showing 'UNITED STATES'; 'Business Address' with a text input field and the note '(No P.O. Boxes)'; 'City' with a text input field; 'State/Territory' with a dropdown menu showing 'Select One'; and 'Zip/Postal Code' with a text input field. At the bottom of the form are two buttons: 'Back' on the left and 'Next' on the right.



- 10. Fill out your Applicant Information, then click **Next**.
 - a. **Note:** Fields are required except "suffix" and "alternate phone".

A screenshot of a web form titled 'LEEP Application'. The form is titled 'Applicant Information' and contains several input fields: 'First Name', 'Middle Name', 'Last Name', 'Suffix', 'Title/Position (Do not abbreviate)', 'Primary Phone', and 'Alternate Phone'. At the bottom, there is a question 'Are you a US Citizen?' with radio buttons for 'Yes' and 'No'. 'Back' and 'Next' buttons are located at the bottom left and right of the form respectively.

- 11. Fill out your Applicant Security Verification Information, then click **Next**:
 - a. **Note:** All fields are required.

A screenshot of a web form titled 'LEEP Application'. The form is titled 'Applicant Security Verification Information' and contains several input fields: 'SSN#', 'Enter your SSN# again', and 'Date of Birth (Must be age 18 or older)'. At the bottom, there is a question 'Gender' with radio buttons for 'Male' and 'Female'.



12. Select **No** for all additional Security Verification Information. Leave ORI field blank, then click **Next**.

A screenshot of the 'LEEP Application' form, specifically the 'Applicant Security Verification Information (cont.)' section. The form contains several questions with radio button options: 'Sworn Law Enforcement?' (Yes/No), 'Are you an Intel Analyst with 28 CFR training?' (Yes/No), and 'Would you like to participate in JusticeConnect at this time (this decision can be changed at any time)?' (Yes/No). There is an empty text field for 'ORI:'. A red asterisk and the text '*Required Field.' are visible at the bottom right of the form area.

13. Fill out the Employer fields with your employer information, then click **Next**:

- a. For Jurisdiction, select Appropriate Jurisdiction that fits your Agency/Organization.
- b. ORI, ensure to use your Agency/Organization ORI.
- c. You are required to use your Agency/Organization phone number.
- d. **Note:** If your Agency/ Organization does not have a current LEEP Sponsor, the LEEP Membership Branch will reach out to establish and Agency/Organizational relationship.

A screenshot of the 'Employer' information form. It contains several input fields: 'Name:', 'Jurisdiction:' (a dropdown menu showing 'Select One'), 'ORI:', 'Phone:', 'Alternate Phone:', 'Country:' (a dropdown menu showing 'UNITED STATES'), 'Address:', 'City:', 'State/Territory:' (a dropdown menu showing 'Select One'), and 'Zip/Postal Code:'. At the bottom, there is a checkbox labeled 'Employer location the same as your assignment location?' and two buttons: 'Back' and 'Next'.



14. Fill out the assignment information with the following:
- a. Name:
 - b. Jurisdiction: **Federal Government**
 - c. Phone: **(Your Agency/Organization Phone Number)**
 - d. Address: **(Your Agency/Organization Business Address)**
 - e. City: **(Your Agency/Organization Business Address)**
 - f. State/Territory: **(Your Agency/Organization Business Address)**
 - g. Zip/Postal: **(Your Agency/Organization Business Address)**

A screenshot of a web application form titled "LEEP Application". The form is titled "Assignment" and contains several input fields and dropdown menus. The fields are: Name (text input), Jurisdiction (dropdown menu with "Select One" selected), ORI (text input), Phone (text input), Alternate Phone (text input), Country (dropdown menu with "UNITED STATES" selected), Address (text input), City (text input), State/Territory (dropdown menu with "Select One" selected), and Zip/Postal Code (text input). At the bottom of the form, there are two buttons: "Back" on the left and "Next" on the right.

15. Review all information on the page.
- a. Select "Edit" if any section requires updates. If no section requires edits, proceed to Step B.
 - b. Select **Next**.



16. Read and review all Rules of Behavior (ROB).
 - a. If you would like to print the LEEP ROB, select “Print Rules of Behavior”
 - b. Select “I have read and agree to the Rules of Behavior”
 - c. Select **Submit**.

A screenshot of a web application window titled 'LEEP Application'. The main content area is titled 'Rules of Behavior'. It contains a text box with the following text: 'The provision of the information is voluntary, but without your acknowledgment of the rules of behavior for accessing FBI information, and IT/IS that operate in FBI space, you may not be permitted such access or receive FBI PKI credentials and certificates, which may affect your ability to perform your official duties. Disclosure of the last four digits of your social security number is also voluntary, but will help to differentiate you from other individuals with the same or a similar name. I acknowledge that I have read and understand the above listed Rules of Behavior. I also state that I will adhere to these Rules of Behavior and that failure to do so may constitute a security violation resulting in denial of access to FBI IT/IS networks or facilities. I also understand that violation of these rules of behavior will be reported to the appropriate authorities and may result in administrative, criminal, or other adverse disciplinary action deemed appropriate'. Below the text box, there is a link 'Print Rules of Behavior' and a checked checkbox 'I have read and agree to the Rules of Behavior'. At the bottom of the form, there are two buttons: 'Back' on the left and 'Submit' on the right.

17. **Note:** You will need to wait until your LEEP Sponsorship is approved before continuing. Once you receive an email indicating that your sponsorship is approved, call the LEEP Help Desk (888-334-4536) to finish setting up your account. Once your LEEP account is set up, **you will have 7 days from the date you received the confirmation email to create an account**. Otherwise, your account will be terminated, and you will need to repeat these steps again. Once you’ve gained access to LEEP, please wait for guidance on how to access the IGA Management module in Capture via LEEP.