ACCESSING LEEP FOR IGA MANAGEMENT EXTERNAL USERS

Version 1

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.
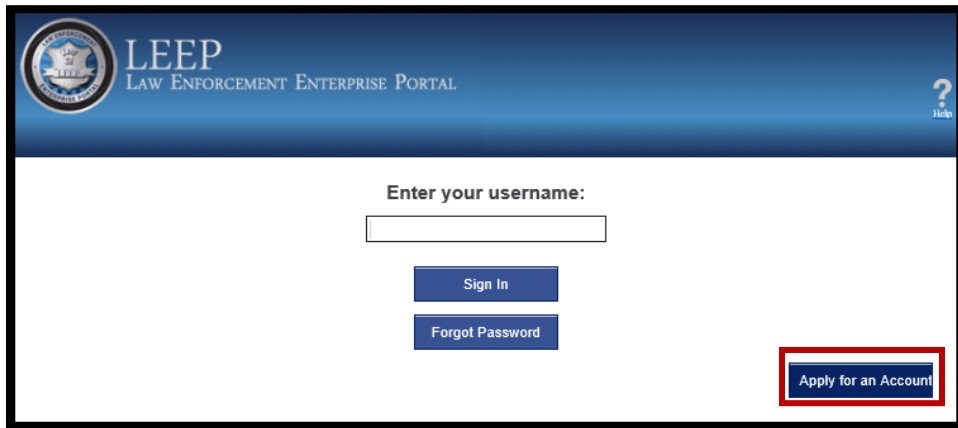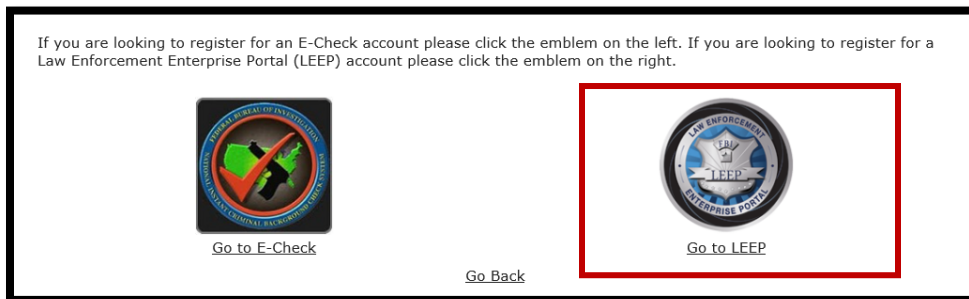
June 2021

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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

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

Capture

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.

LEEP Application

Sponsoring Person Information

Project or Law Enforcement related work description

Sponsoring Person's name:

First Name

Middle Name

Last Name

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LEEP Application

Sponsoring Person Information(cont.)

Agency:

Title/Position:

(Do not abbreviate)

Phone:

Alternate Phone:

Email:

Alternate Email:

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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

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

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

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

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.

Capture

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)**

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.**

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.