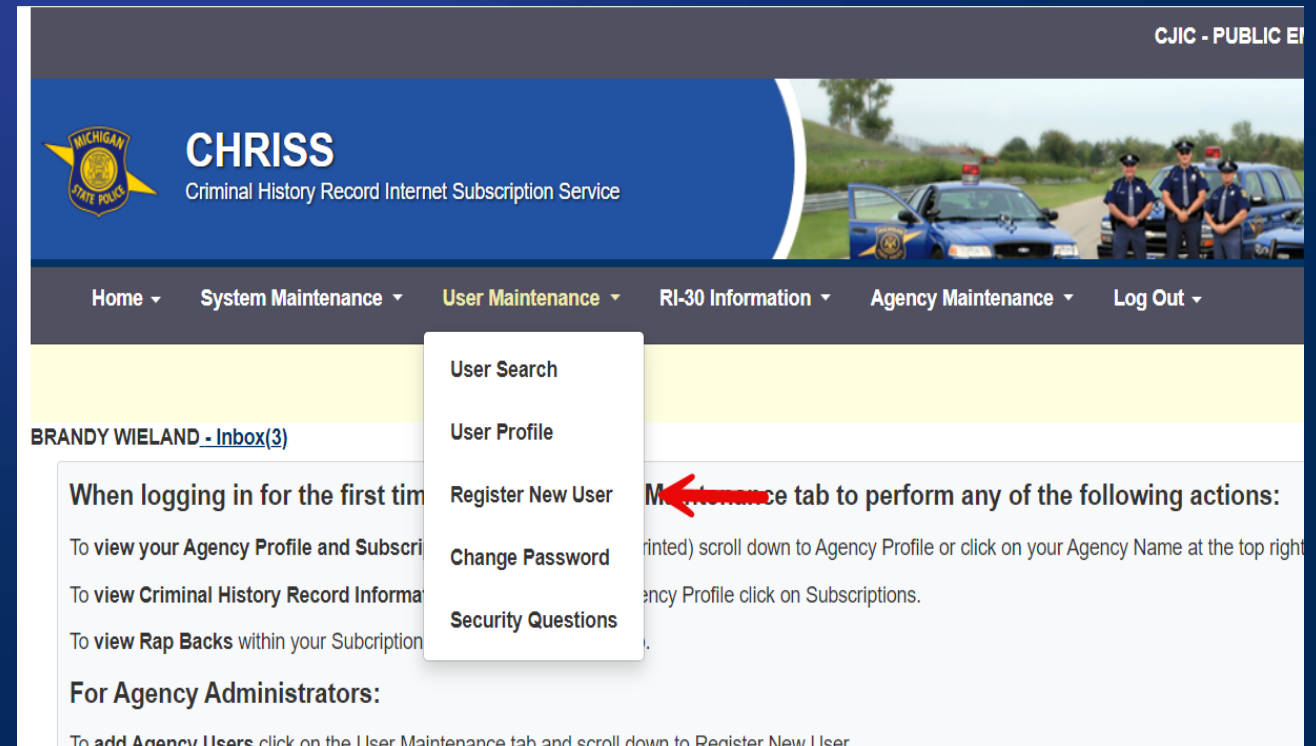




Criminal History Record Internet Subscription Service (CHRISS)

Registering New Users

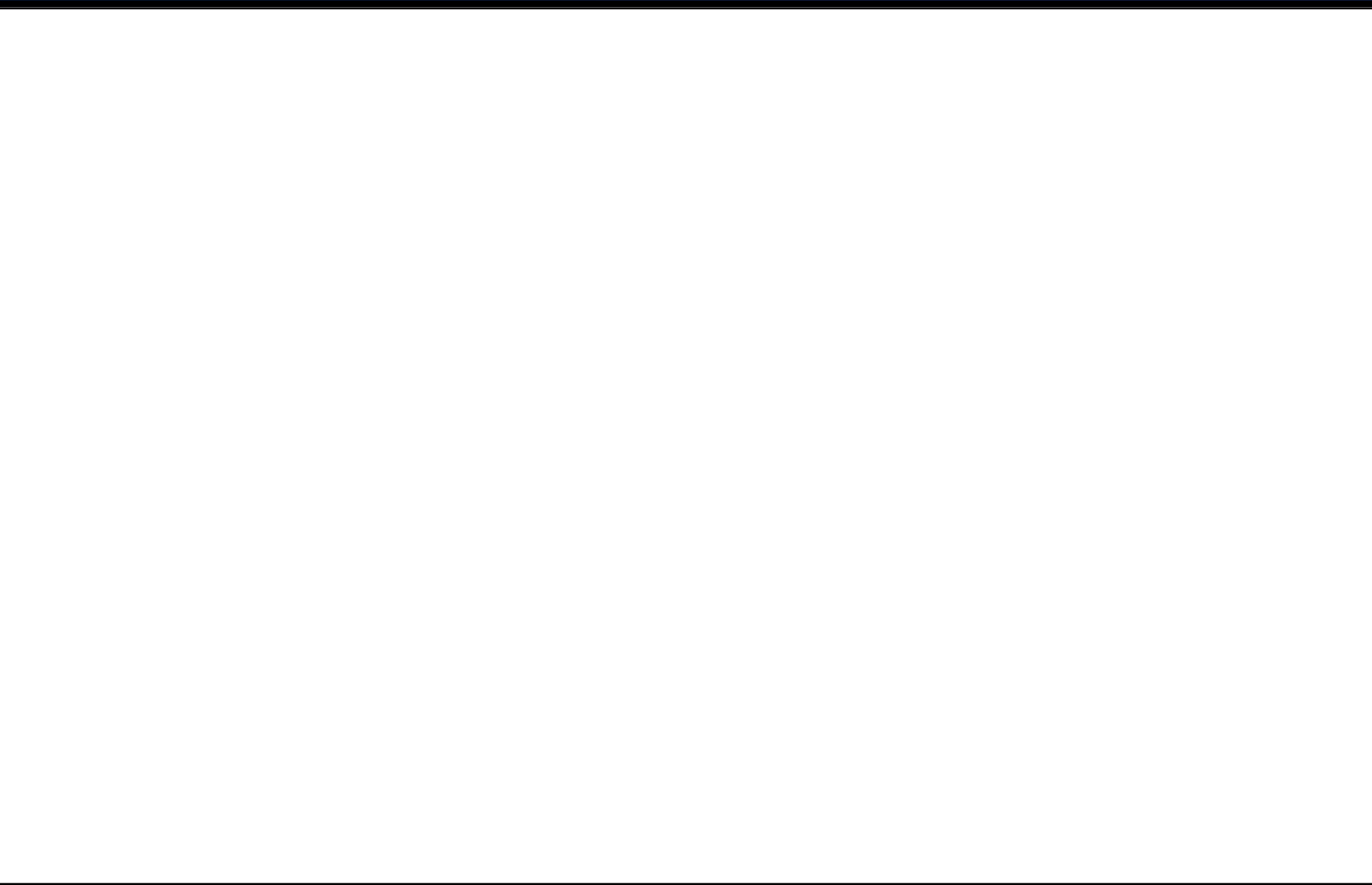
- Agency Administrators can Register new Authorized Users.
- Once Registered, the new user will receive an email with a temporary password. This password is only valid for 24 hours.
- If the Agency Administrator or their email address changes, a new CJIS-015 must be submitted to the Michigan State Police.
- An RI-030 User is registered in the same way as an Agency User, but once registered the Agency Administrator will need to add the role of the RI-030 User and remove the Agency User role.
(See next slide)



Updating User to RI-030 User, or inactivating a user.



RI-030 Information



RI-030 Edits

[Home](#) ▾ [System Maintenance](#) ▾ [User Maintenance](#) ▾ [RI-30 Information](#) ▾ [Agency Maintenance](#) ▾ [Log Out](#) ▾

erry Rosin - [Inbox\(0\)](#)

[Add LiveScan FP Applicant Info](#)

[Search FP Applicants](#)

[Link to a Management Co](#)

Search Fingerprint Applicants

First Name

Last Name

Driver Licence Number /State ID, Other ID

Date of Birth (mm/dd/yyyy)

[Search](#)

Agency Fingerprint Applicants Data

First Name	Last Name	Place of Birth	Date of Birth	SSN	Drivers License	Reason	Reason Desc		
GEORGE	STRAIT	MICHIGAN	01/01/1956		A1212121294	SE	SCHOOL EMPLOYMENT NCPA - CHILD PROTECTION EMPLOYMENT, PL 103-209		
BAT	MAN	MICHIGAN	01/01/1980		M451278985214	SE	SCHOOL EMPLOYMENT NCPA - CHILD PROTECTION EMPLOYMENT, PL 103-209		
BAT	MAN	MICHIGAN	01/01/1980		M451278985214	SE	SCHOOL EMPLOYMENT NCPA - CHILD PROTECTION EMPLOYMENT, PL 103-209		

- If the RI-30 is not printed, the system will return to the “Search FP Applicants” screen. The user can search and click the pencil icon to edit RI-30’s already entered.


Agency Profile

CJIC - REGISTERING CHIRSS ADMINS -2

Change Agency/Role


My Profile

Log Out



CHRISS

Criminal History Record Internet Subscription Service



Home ▾

System Maintenance ▾

User Maintenance ▾

RI-30 Information ▾

Agency Maintenance ▾

Log Out ▾

BRANDY WIELAND - [Inbox\(3\)](#)

[Link to a Management Company](#)

When logging in for the first time go to the Agency Maintenance tab to perform any of the following actions:

To view your **Agency Profile and Subscriptions** (Applicants Fingerprinted) scroll down to Agency Profile or click on your Agency Name at the top right of this screen.

To view **Criminal History Record Information** (CHRI) within your Agency Profile click on Subscriptions.

To view **Rap Backs** within your Subscriptions click on the Rap Back tab.

For Agency Administrators:


To **add Agency Users** click on the User Maintenance tab and scroll down to Register New User.


To **unlock a User's Profile** scroll down to User Search, click Search Users then click Edit and check the Active radio button in the top left corner.


To **register a new Agency Administrator** or **unlock your Administrator Profile** contact the Michigan State Police at 517-241-0606 or email MSP-CRD-APPLHELP@michigan.gov.


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Linking a Management Company



Accessing Subscriptions Page



User Information

- The “User Information Tab” lists all users for your agency. Each user has the option to receive email and/or text notifications.

The screenshot displays a web application interface for managing users. At the top, a navigation bar includes links for Home, System Maintenance, User Maintenance, RI-30 Information, Agency Maintenance, and Log Out. Below this, a breadcrumb trail shows the current location: BRANDY WIELAND - Inbox(0) > CJIC - PUBLIC EMPLOYEES (AGENCY 2) (00074854L) - Subscription Overview. A row of tabs allows switching between different views: User Information (selected), Rap Sheet, Rap Back, Unsubscribe Applicants, Shared Applicants, Submit Request to Share Subscriber, and Subscribers History. The main content area, titled 'Agency Users', lists three users. Each user entry includes a form with fields for Name, Primary Email, Primary Phone, Cellular Phone, and User Role, along with an 'Edit User' link. To the right of the user list, there are checkboxes for 'Notification Updates via Email' and 'Notification Updates via Text messages'. The first user, BRANDY WIELAND, is an Agency Admin with email WIELANDB2@MICHIGAN.GOV and phone 5172843079. The second user, Hope betterwork, is an RI-30 User with email CHRISS.TESTACCT2@GMAIL.COM and phone 5172843089. The third user, robert davis, has email DAVISR40@MICHIGAN.GOV.

Name	Primary Email	Primary Phone	Cellular Phone	User Role	Edit User	Notification Updates via Email	Notification Updates via Text messages
BRANDY WIELAND	WIELANDB2@MICHIGAN.GOV	5172843079	(517) 204-8959	Agency Admin	Edit User	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Hope betterwork	CHRISS.TESTACCT2@GMAIL.COM	5172843089		RI-30 User	Edit User	<input type="checkbox"/>	<input type="checkbox"/>
robert davis	DAVISR40@MICHIGAN.GOV				Edit User	<input type="checkbox"/>	<input type="checkbox"/>

Unsubscribing Applicants

- If an individual was never hired, no longer works for your agency, and/or should not be associated with your agency, click “Unsubscribe”.
- Only the CHRISS Administrator has the ability to unsubscribe.

TATER TOTS ACADEMY [My Profile](#)

CHRISS
Criminal History Record Internet Subscription Service

System Maintenance ▾ User Maintenance ▾ RI-30 Information ▾ Agency Maintenance ▾ Log Out ▾

TATER TOTS ACADEMY (00074827H) - Subscription Overview

[Agency Overview](#) [User Information](#) [Rap Sheet](#) [Unsubscribe Applicants](#) [Submit Request to Share Subscriber](#)

Click the applicants to unsubscribe

Request Number	Subscriber Name	DOB	TCN	TCN Date	FPR	
	KNIGHT, WEDNESDAY	19800101	Z917202349X01	3/1/2017 2:54:55 PM	SV	UnSubscribe
	LACLASE, PAYASO DE	19820228	Z917202348T01	3/1/2017 2:59:14 PM	SV	UnSubscribe
	SIMPSON, MARG	19900101	Z917202351T01	3/1/2017 2:48:21 PM	SE	UnSubscribe
	TICKK, LUNA	19990909	Z917202350M01	3/1/2017 2:45:37 PM	SE	UnSubscribe

Page 1 of 1 10 ▾ View 1 - 4 of 4

Share Requests

- The agency requesting results will submit the share request.
- Once the other agency logs in they can approve/deny the share request under the “Shared Applicants” tab.
- The shared applicant’s name will be listed under “Subscribers Received” and results will be in the “Rap Sheet” tab.



Existing & Pending Shared Applicants

CJIC - PUBLIC EMPLOYEES (AGENCY 2) (00074854L) - Subscription Overview

User Information

Rap Sheet

Rap Back

Unsubscribe Applicants

Shared Applicants

Submit Request to Share Subscriber

Subscribers

Subscribers Sent

Approve New Subscribers

Subscribers Received

List of the subscribers that are being shared to other agencies.

Subscribers Sent

SUBSCRIBER_NAME

KUTTS, COLE

SUGAR, MABEL

1 2

Page 1 of 2

Change Agency/Role CJIC - PUBLIC EMPLOYEES (AGENCY 2) My Profile Log Out

CHRISS
Criminal History Record Internet Subscription Service

Home System Maintenance User Maintenance RI-30 Information Agency Maintenance Log Out

BRANDY WIELAND - Inbox(0)

CJIC - PUBLIC EMPLOYEES (AGENCY 2) (00074854L) - Subscription Overview

User Information

Rap Sheet

Rap Back

Unsubscribe Applicants

Shared Applicants

Submit Request to Share Subscriber

Subscribers History

Subscribers Sent

Approve New Subscribers

Subscribers Received

Please approve the following subscribers to be shared :

Approved Shared Applicants

SUBSCRIBER_NAME	SHARING_AGENCY_NAME	FPR	Approve	Reject
HOPP, BURNIE	CJIC - PUBLIC EMPLOYEES (AGENCY 1)	PE	Approve	Reject
KUTTS, COLE	CJIC - PUBLIC EMPLOYEES (AGENCY 1)	PE	Approve	Reject

Page 1 of 1

- Pending shared requests will appear in the "Approve New Subscriber Tab".

"Subscribers Sent" include records your agency has shared with another agency.

Shared Subscriber History


Users can view the history of approved, pending, rejected, and unsubscribed applicants. This tab will provide dates of action taken, the users name taking the action, and comments.




Rap Sheet

❖ Only fingerprints done since January 15, 2016 exist in CHRISS.

CJIC - PUBLIC EMPLOYEES (AGENCY 2)Change Agency/RoleMy ProfileLog Out



CHRISS
Criminal History Record Internet Subscription Service



Home ▾System Maintenance ▾User Maintenance ▾RI-30 Information ▾Agency Maintenance ▾Log Out ▾

BRANDY WIELAND - [Inbox\(3\)](#)

When logging in for the first time go to the Agency Maintenance tab to

To view your **Agency Profile and Subscriptions** (Applicants Fingerprinted) scroll down to Agency Profile and Subscriptions.

To view **Criminal History Record Information (CHRI)** within your Agency Profile click on Subscriptions.

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To **register a new Agency Administrator** or **unlock your Administrator Profile** contact the Michigan State Police at 517-241-0606 or email MSP-CRD-APPLHELP@michigan.gov.

CHRISS Agency Rapbacks

Shared Subscriber History Information

CHRISS Agency Rapsheets

Agency Profile



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Rap Sheets

Agency RapSheets Information

Agency Name

CJIC - PUBLIC EMPLOYEES (AGENCY 2)

Agency ID

00074854L

Subscriber Name

DOB (Format: mm/dd/yyyy)

MM/DD/YYYY

Transaction Control Number (TCN)

TCN Date Range (Start)

MM/DD/YYYY

TCN Date Range (End)

MM/DD/YYYY

FPR

Search Export To Excel

Agency Rapsheet Data

Agency Name	Agency ID	Subscriber Name	DOB	TCN	TCN Date	TCN Status	FPR	State			Federal				
CJIC - PUBLIC EMPLOYEES (AGENCY 2)	00074854L	KUTTS,COLE	05/05/1995	Z120201917M01	03/11/2020		PE	Hit			No Hit				
CJIC - PUBLIC EMPLOYEES (AGENCY 2)	00074854L	SUGAR,MABEL	07/27/1987	Z120201895A01	01/13/2020		PE	No Hit			No Hit				
CJIC - PUBLIC EMPLOYEES (AGENCY 2)	00074854L	ANGILL,JACK	04/04/1944	Z120201894W01	01/13/2020	UnSubscribed	PE	Hit			No Hit				
CJIC - PUBLIC EMPLOYEES (AGENCY 1)	00074851H	AUTOBUS,AMARILLO	08/31/1965	Z120201922X01	03/19/2020		PE	No Hit			No Hit				
CJIC - PUBLIC EMPLOYEES (AGENCY 1)	00074851H	LOWE,HYE	09/11/1994	Z120201893P01	01/13/2020		PE	Hit			Hit				





Rap Sheet

- The magnifying glass on the right allows the user to view the “Rap Sheet Read History.”

Rap Sheet Read History					
User	Email	Phone	State	Federal	Read Date
Sherry Rosin	ROSINS@MICHIGAN.GOV	5176435483	Visited	Visited	2017-03-22T12:51:31
Small Friegh	WAVERLYSCHOOLSCHRISS@GMAIL.COM	2489213558	Visited	Not Visited	2017-03-26T14:05:55
Page 1 of 1 10					View 1 - 2 of 2

Agency RapSheets Information

Agency Name	Agency ID	
CJIC - PUBLIC EMPLOYEES (AGENCY 2)	00074854L	
Subscriber Name	DOB (Format: mm/dd/yyyy)	Transaction Co
	MM/DD/YYYY	
TCN Date Range (Start)	TCN Date Range (End)	FPR
MM/DD/YYYY	MM/DD/YYYY	
Search	Export To Excel 	

- Export to Excel will pull a list of all subscribers registered with the agency.

Contact Information

Ms. Mandy Comstock
CHRISS Coordinator
Applicant Processing and Quality Control
Unit
517-388-8551
WielandB2@michigan.gov
MSP-CHRISS@MICHIGAN.GOV



Ms. Emily Mannausa
Departmental Manager
Applicant Processing and Quality Control
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517-214-0555
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