

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

Due to Federal Bureau of Investigation (FBI) Criminal Justice Information Services (CJIS) Policy changes, the MSP created a new SAT program that launched in June 2018. In keeping with modern technological advances, this training is no longer provided on paper, rather it is delivered through the state Learning Management System (LMS), [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.

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

- LEVEL 1 (1068644): All personnel that have unescorted access to the physically secure location but have no criminal justice function. This would include janitorial staff, maintenance staff, and outside vendors.
- LEVEL 2 (1068692): All authorized personnel that have unescorted access to the physically secure location and physical CJ. This might include those who provide unescorted shredding services or proofread written reports containing CJ.
- LEVEL 3 (3a: 1068696 /3b: 1068699): All authorized personnel that have unescorted access to the physically secure location and to both physical and digital CJ. 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, preventing users from being able to skip over sections of the training. Once each module is completed, Mi-TRAIN will create a completion certificate that can be printed if needed. These are located in the "My Certificates" area of the user's Mi-TRAIN account. These certificates can be shown at audit to satisfy the SAT requirement.

If an agency currently uses their own agency-internal LMS, and that system is compatible with SCORM files, the MSP can supply the required files to incorporate the training on that system. Also, the MSP SAT is not required if an agency is using an FBI CJIS Security Policy-compliant training and has had that training reviewed for accuracy by the MSP.

When accessing the new SAT, please use Internet Explorer as the browser. There have been reported launch issues with Google Chrome. For any additional questions, or access to the appropriate SCORM files, please contact [Mr. Gregg Rosenberg](#) in the MSP Security & Access Section at 517-284-3188.