INTERSTATE COMMISSION FOR JUVENILES

Serving Juveniles While Protecting Communities

Best Practice

Topic: Managing JIDS Users

Access to JIDS

It is important JIDS users understand the system's functionality for it to work effectively. Participating in JIDS training increases the likelihood that users will process data correctly and consistently, thus ensuring system accuracy. National training is offered regularly and provides users with instruction on how to add juvenile data, complete forms, run workflows, and more. Your state may also provide training or may request specific training through the Training and Technical Assistance Policy.

The On Demand Modules are also an excellent resource for staff to use at their own pace and convenience. JIDS On Demand trainings, shortcut sheets, workflows, and other resources are available on the **JIDS Helpdesk.**

The Technology Committee recommends users complete JIDS training before using the system. This will ensure users can effectively navigate the system and increase their understanding of how to complete tasks in JIDS.

Check the ICJ Website **training calendar** for JIDS training dates.

Deactivating JIDS User Accounts

While compact offices can change a user's account status to "Inactive" and remove the user's email address in User Management, the National Office must remove a user from a JIDS group (ICJO, JPS, or JPO). As a best practice, please contact the JIDS Helpdesk at **support@juvenilecompact.org** to request account deactivation.