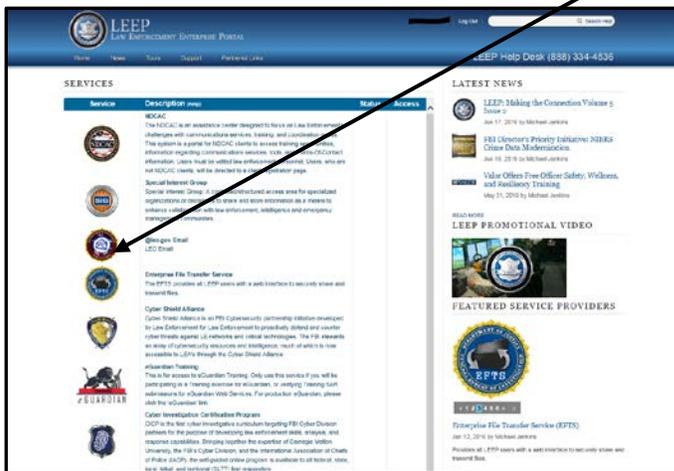


N-DEx Training

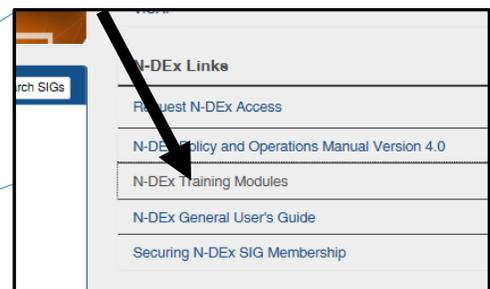
1: Log onto the Law Enforcement Enterprise Portal (LEEP)



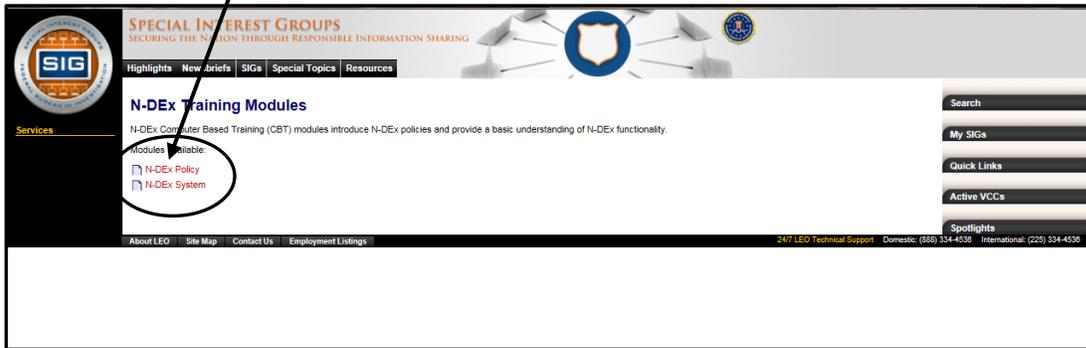
2: Click on the Special Interest Group Icon



3: Click on *N-DEx Training Modules* located under the N-DEx links on the lower right side of the page.



4: Click on **N-DEx Policy**. (You will need to complete both Modules)



5: Follow the instructions on the tutorial. Be sure to enter your **name** as you will need to print out a certificate at the end of the training.



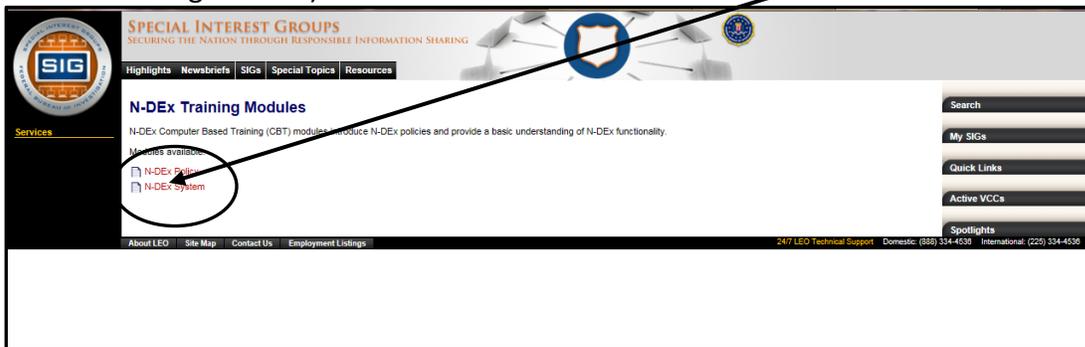
6: At the end of the slides, you will get a Quiz Results screen. Click on 'Continue' to view your certificate.



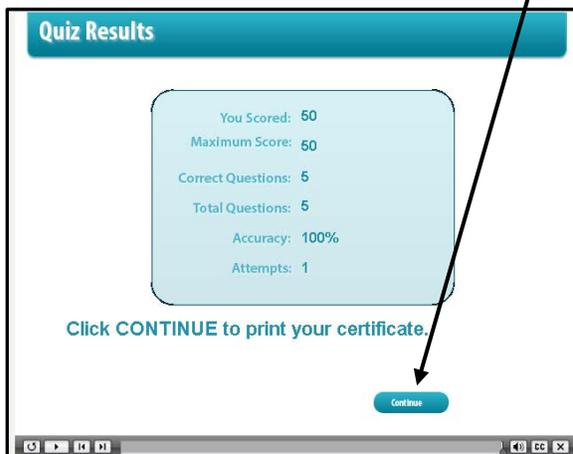
7: Click on the Print icon in the bottom right corner.  Print your certificate and scan and send to Jackie.Vandercook@tn.gov or fax them to her attention to (615) 744-4555.



8: Return to the **N-DEx Training Modules** screen and click on **N-DEx System**. (The second training module)



9: Follow the instructions throughout the tutorial. Remember to enter your name so you can obtain a certificate at the end of the training. At the end of the slides you will see the quiz results screen. Click on 'Continue' at the bottom to view your certificate.



10: Click on Print icon  in the bottom right corner. Print your certificate and scan and send to Jackie.Vandercook@tn.gov or fax them to her attention to (615) 744-4555.

