

# SETTING UP A CJSM ACCOUNT FOR SAFEGUARDERS

# How to Set up a CJSM Email Account

- 1. Safeguarders should type www.cjsm.net into their web browser.
- 2. Safeguarders will be presented with the screen below. Click the 'Apply now' button.

CJSM		
he CJSM service is an important part of the process of joining up to the Justice System in England and Wales and beyond, it allows people working in the Justic nd voluntary organisations, to send emails containing information up to an equivalent of 'OFFICIAL', including 'OFFICIAL SENSITIVE', in a secure way. JSM uses dedicated email services to securely transmit emails between connected Justice partners. Once connected, practitioners can use CJSM to send secu	ice System, including public, private are emails to each other and public	CJSM₽
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URGENT - SMTP Administrators - Action required for Migration 17 MAY 2018	14/05/2018 10:00	Secure email service, it only takes a few minutes t apply online.
The curver date for migrating your organisations swire connection to claws is approaching, if you are an swire authinistrator and have not yet made to	ne necessary routing changes to	

**3.** When Safeguarders select 'Apply Now', they will be presented with the screen below which should be completed as follows:

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© Need help?	Community	
atest Updates	The first step is to check that you are not already connected to CJM. You can do this simply entering your email address and organisation name in the boxes below and clicking on 'Apply now'. Email Address* This must be the email address of the organisation that you are making this applic on babil of	
URGENT - SMTP Administrators - Action required for Migration 17 MAY 2018	on benan or.	
	Please enter the name of the organisation y work for in full.	
The cut-over date for migrating your organisation's SMTP connection to CJSM3 is approaching. If you are an SMTP administrator and have not yet made the necessary routing changes to migrate, please email dsm.migrations@egress.com who can provide you with the necessary information. No action is required for Webmail users.	Please enter the name of the organisation y work for in full. Organisation Name* Do you have a Parent Organisation?	
The cut-over date for migrating your organisation's SMTP connection to CJSM3 is approaching. If you are an SMTP administrator and have not yet made the necessary routing changes to migrate, please email cism.migrations@egress.com who can provide you with the necessary information. No action is required for Webmail users. CJSM Password Expiry 08/01/2018 10:37	Please enter the name of the organisation y work for in full. Organisation Name* Do you have a Parent Organisation? Yes O No O O Back Apply now	

**Email Address:** Safeguarders should enter their own current email address, e.g. john.smith@gmail.com

**Organisation Name**: Safeguarders should enter their full name and put in brackets '(Safeguarder)'

'Do you have a Parent Organisation?' - select 'Yes'

Parent Organisation Name: Safeguarders should enter 'Scotland - Justice System / Safeguarders'

Click 'Submit'.

4. Safeguarders will receive an email to the address they supplied in the previous step. If Safeguarders are using an internet based email account such as @gmail, @yahoo, @btinternet, @aol, etc. the email will indicate that the organisation is already registered. This is because the domain name Safeguarders entered (whoever provides their email account) has been recognised as an existing CJSM account holder.

The email will look like the below example:

Subject: [CJSM] Your CJSM application

Thank you for your interest in connecting to Criminal Justice Secure eMail (CJSM). To get started with your application, please click on the link below which will take you to the on-line application form.

Start application process

CJSM Administrators On behalf of The Office for Criminal Justice Reform

\*\*\* This email has been transmitted via the Criminal Justice Secure eMail service. \*\*\* \*\*\* Anfonwyd y neges ebost hon drwy wasanaeth ebost Diogel Cyfiawnder Troseddol \*\*\*

5. Click the link located in the email.

There may be a significant delay once Safeguarders click on the link and it can take up to 10 minutes to take Safeguarders to the next screen.

Note: if for any reason Safeguarders are taken back to the previous screen (step 4) or they get an error screen as below this indicates the link has become broken.

To get to the next step Safeguarders can either manually copy and paste the link from the email into their web browser to proceed or re-enter their details into the joining screen to generate a new email with a fresh link.

This is a known issue that CJSM are investigating.

**6.** After launching the link in the email, Safeguarders may be taken to a screen that asks them to select their organisation from a displayed list.

Click 'None of the above' to proceed to the next page.

#### 7. 'Application Sponsors' Text reads:

#### 'Thank you for your interest in joining CJSM.

All applications are reviewed and accepted according to their own merits. Part of the approval process to join the CJSM community is the requirement for ALL applicants to nominate an individual they intend to communicate with, who can confirm they have a legitimate business need to access CJSM.

The contact MUST hold a secure government email domain/suffix from the list provided below.

- gsi.gov.uk
- pnn.police.uk
- justice.gov.uk
- cps.gov.uk
- hmpps.gov.uk
- hmcts.gov.uk
- yjb.gov.uk
- gcsx.gov.uk
- gcx.gov.uk
- governmentlegal.gov.uk
- nhs.net
- hscni.net

# Please provide a minimum of one contact, ensuring the email address meets the above criteria'

#### Primary Sponsor

#### Sponsors Full Name: Ross Monteith

Organisation Name: Scottish Children's Reporter Administration

Email Address: Ross.monteith@scra.gov.uk

**Position Held**: SCRA Information Security & Technical Assurance Officer (please type this in with no spaces between the words to enable this to fit into the box which contains 50 characters only)

8. Three questions - To progress your application, please provide the information below:

Why do you or your organisation require access to CJSM?

Write the following: I am a Safeguarder who requires to communicate confidential information securely.

How many individuals intend to access CJSM in your organisation? 1

Do you have access to any other government, police or NHS network such as the ones listed above?' ('list above' is '• gsi.gov.uk' etc. from 7. above.) Drop-down list 'Yes/No' – select 'No'.

Mark this organisation as Ex-Directory? Drop-down list 'Yes/No' - select 'Yes'

9. Please confirm your organisation's mail server setup. Select 'Don't know/other'

'Please provide any additional information about your mail server, if applicable' – leave blank.

10. 'About You'

Safeguarders are now at the Mailbox Application set up screen.

Safeguarders should find their home address using the Postcode lookup tab, alternatively, type it in manually.

#### Complete the following:-

First Name\*

Last Name\*

Email\*

Telephone number\*

Postcode\*

Address Line 1\*

Address Line 2

Town
County
Country
Geographic location of your head office* (Drop down list – select Scotland)
Practice Area* (Drop down list – select ' <mark>Other – Scotland'</mark> )

### 11. Please Indicate if you require CJSM Webmail access – dropdown, 'Yes/No' - select 'Yes'.

For the '**Abbreviation for your Organisation**' section enter 'Safeguarder'. (Please ensure you use a capital 'S').

Click '**Validate**'. A message may appear in red stating: 'This domain abbreviation is already in use' but this can be ignored.

## Click 'Next'

This will result in Safeguarders' email addresses being made up with

forename.surname@safeguarder.cjsm.net

For example, Jimmy Jones' email address will be:- jimmy.jones@safeguarder.cjsm.net

12. Terms and conditions

In the following section fill out the page as follows:

#### **Primary Signatory**

Full Name: Enter YOUR First Name + Surname

Position: Enter Safeguarder

Email: Enter email address

You must select <u>'download'</u> to read the terms and conditions in order to proceed.

Click 'Finish' – clicking this is an acceptance of the terms & conditions.

REMEMBER TO CLICK FINISH WITHOUT THIS YOU WILL NOT BE ABLE TO USE CJSM IF YOU DO NOT ACCEPT TERMS AND CONDITIONS

#### Final page:



**13**. Safeguarders will receive an acknowledgement email to the address they supplied in the set up

process as follows:-

Thank you for completing the application for access to the CJSM system.

This has now been forwarded to our helpdesk who will be in touch in due course with the next steps in the process.

Terms & Conditions

CJSM Administrators On behalf of The Office for Criminal Justice Reform

\*\*\* This email has been transmitted via the Criminal Justice Secure eMail service. \*\*\*

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Further help and support is available at: <u>https://www.cjsm.net</u>

The **CJSM Helpdesk** is available on 0207 604 5598 between 08:00 and 19:00 Monday to Friday, or by email: cjsm.helpdesk@egress.com.

When a Safeguarder tenders their resignation, they must deactivate any CJSM account set up solely for the purposes of their safeguarding role. This can be done by contacting Bruce Knight as per details in primary sponsor section above.