

# Sexual Assault Kit Tracking System (SAKTS)

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Criminal Justice Coordinating Council



# CJCC | Sexual Assault Kit Tracking System (SAKTS)



## Overview

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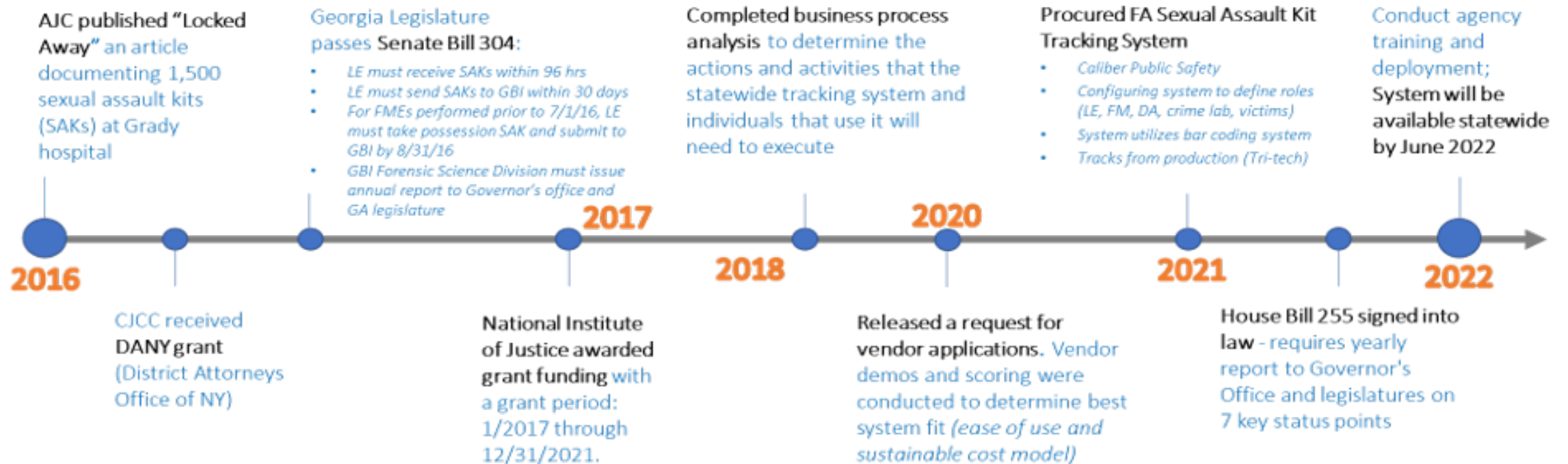
- History
  - HB 255
  - System Screenshots and Descriptions
  - System Support
-

# CJCC | Sexual Assault Kit Tracking System (SAKTS)



## History

The SAK tracking project planning has been in the works for nearly 5 years, starting with an article written in the AJC that shed light on an issue with sexual assault kits.



# CJCC | Sexual Assault Kit Tracking System (SAKTS)



## Project Directive

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In support of Georgia State House Bill 255 and the Sexual Assault Reform Act of 2021; a sexual assault kit tracking system (SAKTS) has been developed for the state of Georgia through a partnership between the Criminal Justice Coordinating Council (CJCC) and the Georgia Bureau of Investigations (GBI).

This reform act requires all medical facilities, state, county and city agencies, and persons that handle, process or store sexual assault kits (SAK) to be registered users of the system by **June 30, 2022**.

The system has been going through a pilot (controlled testing) phase since September 2021 and will begin a phased rollout to all agencies beginning in February 2022, and concluding in June of 2022.

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# CJCC | SAKTS Participant Types



- Tri-Tech (SA Kit Vendor)
- GBI Crime Labs
- Hospitals
- Sexual Assault Centers
- Child Advocacy Centers
- Law Enforcement Agencies
- Medical Examiner's Offices
- Correctional Facilities
- Universities
- Unaffiliated Forensic Medical Providers
- Prosecutors (Investigators)
- Military Bases (*external participants*)



## Data points required by HB 255:

1. Number of kits used by collection sites to conduct forensic medical examinations of sexual assault victims
2. Number of kits for which a sexual assault has been reported to law enforcement (sorted by LE agency)
3. Average time for each law enforcement agency to collect reported sexual assault kits from collection sites
4. Of the sexual assault kits generated for reported cases, the number of kits submitted for forensic testing
5. Of kits submitted for forensic testing, the number of kits for which forensic testing has been completed
6. The number of kits for which a sexual assault has not been reported to law enforcement
7. The agencies/jurisdictions in which reported kits have not been submitted to the GBI crime lab in accordance with §35-1-2

SAKTS was designed to:

- be user-friendly and intuitive (Help panels located throughout)
- support agency-to-agency kit movement
- allow survivors to access the jurisdiction and status of their kits

## ? Help

Use this link to access training documentation for the SAK Tracking System : [SAKTS User Guide](#).

Use this link to access training video for Getting Started in the SAKTS system: [Getting Started](#).

Use this link to access training video for a Report Overview: [Reports](#).

# CJCC | SAKTS User Resources



- [Sexual Violence Resource of Georgia](#) website
  - Log-in instructions
  - User Guide (also linked within SAKTS)
  - Short videos on various system components
  - Survivor Resources page (portal log-in instructions and FAQ sheet in English and Spanish)
- Optional [practice environment](#)
  - email [sakts-admin@cjcc.ga.gov](mailto:sakts-admin@cjcc.ga.gov) for access
- GPSTC Online SAKTS Training
  - Available via the [GPSTC course catalog](#)
  - 1-hour POST credit for completion





The Sexual Assault Kit Tracking System is a cloud-based system that may be accessed through any web browser.

- Desktop computer
- Cell phone
- Tablet
- Other web-enabled device

System Web Address:

<https://sakts-ga.public-safety-cloud.com>



SAKTS Production  
System QR Code

# CJCC | Technical Parameters (for IT departments, if needed)



Specific, technical information for connectivity is as follows:

- Physical Location Of Solution: Secure Nlets Datacenters, within The United States
- Protocol: HTTPS using TLS 1.2 or higher
- Port: 443
- URLs: Allow these URLs, if your organization's network is filtering URLs to the Internet:
  - <https://sakts-ga.public-safety-cloud.com/>
  - <https://sakts-ga-train.public-safety-cloud.com/>

Keep in mind:

- Assuming the raw network connectivity is there....any *modern* OS (Windows, Mac, iPhone, Android, etc.) with a *modern* browser (Edge, Chrome, Firefox, Safari, etc.) should be fine.
- Using a really dated OS and/or browser, such as Windows XP with IE, could introduce issues with connectivity due to security requirements of the TLS/SSL portion of the equation.

# CJCC | How the System Works



Kits are identified and move through the system via a unique kit number

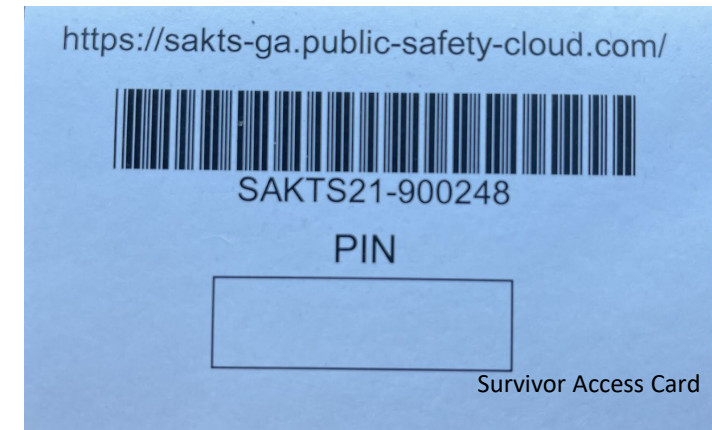
- Users may **manually enter** kit numbers **OR** use a **barcode scanner**. A barcode scanner is not required to use the system.
- Sexual assault survivors access the system with their kit number and PIN

Barcode scanners that have been tested with SAKTS:

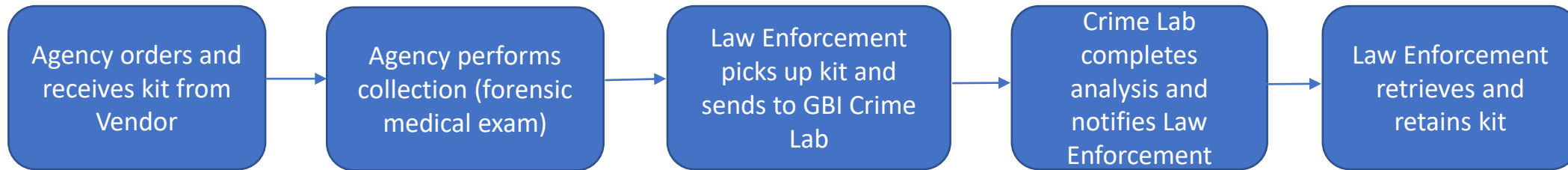
- Adesso
- Nadamoo
- Any **1D barcode** scanner should work once formatted

CJCC has ordered some barcode scanners:

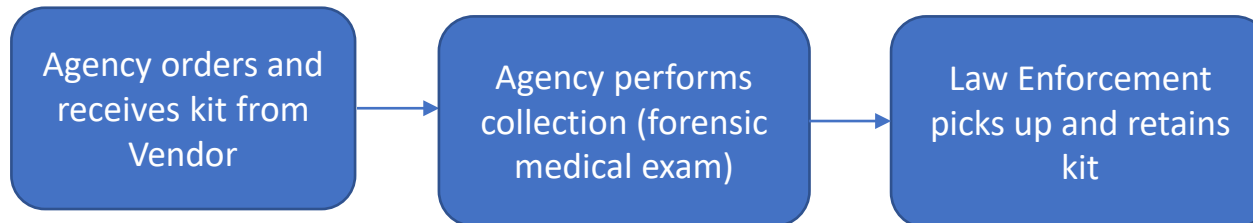
- Will be an application process
- Will notify agency system administrators that have completed training and are certified in the system



## Reported kits:



## Non-reported kits:



Law enforcement retains non-reported kits for a minimum of 12 months per O.C.G.A § 17-5-71

# CJCC | Sexual Assault Kit Tracking System (SAKTS)



## Lesson 1: Landing Page Layout

Below is an image of the landing screen for the Sexual Assault Kit Tracking System. This is the page you reach when you click on the system link. Users may enter the system and survivors may track their sexual assault kits.

The screenshot shows the landing page of the Sexual Assault Kit Tracking System (SAKTS). The header is blue with the CJCC logo and the text "State of Georgia CJCC Sexual Assault Kit Tracking System". The main content area is light gray and contains three columns. The left column, titled "System Access", explains the system's purpose and provides a login form with fields for "Username" and "Password", a "Forgot your password?" link, and a green "Sign In" button. The middle column, titled "Survivor Access", explains how survivors can view their kit status and provides a "Kit ID Number" field with "Reset" and "Get Status" buttons. The right column, titled "Help", contains sections for "SURVIVORS" and "AUTHORIZED USERS" with links to instructions, FAQs, and a "Tech Safety" reminder. At the bottom of the right column, it provides contact information for the SAKTS System Coordinator.

**State of Georgia CJCC**  
Sexual Assault Kit Tracking System

This System, administered by the Georgia Criminal Justice Coordinating Council, tracks sexual assault kits (SAK) processed by various state and local agencies. Agencies handling SAKs are legally required to use the system to manage SAK movement and update kit statuses for any kits in their possession. The system tracks SAKs by a unique SAK ID/Barcode number and does not capture any personally identifiable information. This system is not intended to serve as an official chain of custody for any sexual assault kit.

### System Access

Only authorized personnel from kit collection sites, law enforcement, prosecutors / solicitors, and GBI may access the system. Authorized personnel may obtain user credentials from their Agency Site Administrator.

Username

Password

[Forgot your password?](#)

**Sign In**

### Survivor Access

As a survivor, you may view the status of your Sexual Assault Kit (SAK) by entering your kit's unique SAK ID/Barcode number below, followed by the PIN you were issued at the time of the Forensic Medical Exam.

Please Note: This system only tracks sexual assault kits collected after June 30, 2022. If your kit was collected August 2016 or prior, and you believe your kit may have been previously unsubmitted to the crime lab, please visit the [Sexual Assault Kit Victim Notification Portal](#).

Revisiting a sexual assault can be traumatizing; if you need help, resources can be found [here](#).

Kit ID Number

**Reset** **Get Status**

### Help

#### SURVIVORS

View instructions for logging into the SAK Tracking System as a **survivor** [here](#). Survivors can also view the [Survivor FAQ](#) or the [Survivor Access Troubleshooting Guide](#) for more information.

**TECH SAFETY:** If you are in danger, please use a safer computer, or call or 911, if it is safe to do so. Learn more technology safety tips [here](#).

#### AUTHORIZED USERS

View instructions for logging into the SAK Tracking System as **authorized personnel** [here](#).

**REMINDER:** For security purposes, remember to change your password on a regular and frequent basis.

For all other inquiries, contact the SAK Tracking System Coordinator by phone at 404-657-1956 or by email at [sakts-admin@cjcc.ga.gov](mailto:sakts-admin@cjcc.ga.gov)

# CJCC | Sexual Assault Kit Tracking System (SAKTS)



## Lesson 2: Home Page Layout

**Agency Type Name.**  
Click on the Agency Type Name (ex. GBI Forensic Laboratory) to return to this Home Screen.

**Action Panels.**  
Columns in the center of the screen that provide a variety of user actions (links), enabling the maintenance of kits.

**Search Bar.**  
Enter a kit number and search for kit details.

**User Name.**  
Click here to see system navigation options.

**Notifications.**  
Click this link to see the notifications for your agency. You may take action on a kit from within the notifications screen.

**Reports.**  
Click on the Reports link to view available reports for your agency. Click on a specific report link to run the report. *(You may export to Excel or Toggle filter criteria as well).*

**Help Panel.**  
The help panels will always be found on the right of the screen, use this panel to find helpful information and/or links.

A screenshot of the State of Georgia CJCC Sexual Assault Kit Tracking System (SAKTS) Home Page. The page has a blue header with the system name and a search bar. On the left is a sidebar with navigation links. The main area contains three columns of action panels. On the right is a help panel. Red arrows point from text labels to specific elements on the page: 'Agency Type Name' points to the 'GBI Forensic Laboratory' link; 'Action Panels' points to the central columns; 'Search Bar' points to the search input; 'User Name' points to the user profile 'Mike McKinney'; 'Notifications' points to the 'Notifications 414' link; 'Reports' points to the 'Reports' link in the sidebar; and 'Help Panel' points to the help section on the right.

# CJCC | Sexual Assault Kit Tracking System (SAKTS)



## Lesson 3: Receiving a Kit

Every agency will need to Receive kits to take ownership of a kit. The receive process ensures that the system, and those working in the system, know that kits are in your custody / ownership.

**Receive Kits**  
Click on the link required to complete the receive action.

Receive Kits

Receive from SAK vendor

Receive from Law Enforcement

Receive from University

Complete the required fields and then click on the 'Receive from...' button to complete the transfer process.

Receive from SAK vendor

Kit #

Enter Kit # (e.g., 123456, 123-45678) and press Enter

Remove All

Date Received

01/17/2022

Receiving Agency Type

Hospital

Receiving Agency

Test Hospital

Sending Agency Type

SAK Vendor

Sending Agency

Tri-Tech

Reason

For Use

Receive from SAK Vendor

# CJCC | Sexual Assault Kit Tracking System (SAKTS)



## Lesson 4.1: Collecting a Kit

Kits collected at collection sites (Hospitals, SAC, Universities, etc.) will need to be collected into the system as REPORTED or NON-REPORTED; this will determine the workflow of the kit. The logging of a kit collection may take place during or after the forensic medical exam and may be coupled with the notification action as well.

**Collect Kit**  
Click on the link required to complete the appropriate collect action.

Collect Kit / Complete Exam

Collect Non-Reported Kit

Collect Reported Kit

Kit Number

(e.g. 123456, 123-45678)

Date Collected

01/17/2022

Collecting Agency Type

Hospital

Reason

Reported

Will Send To Agency Type

Law Enforcement

Collecting Agency

Test Hospital

Will Send To Agency

Collect Reported Kit

Kit numbers may be keyed into the system or scanned into the system.

Complete the required fields and then click on the 'Collect...Kit' button to complete the collection process.



# CJCC | Sexual Assault Kit Tracking System (SAKTS)



## Lesson 4.2: Retain a Kit

Kits may be retained on-site if the facility is following legal guidelines or if the agency has a valid MOU to support the retention.

**Retain at**  
Click on the link required to complete the retention action.

☒ Retain on Site - For Non-Reported Kits

[Retain at Law Enforcement](#)

Complete the required fields and then click on the **'Retain at...'** button to complete the retain action.

Retain at Law Enforcement

Kit Number

(e.g. 123456, 123-45678)

Agency Type

Law Enforcement

Agency

Test Police Department

Reason

Hold on Site

Retain at Law Enforcement


# CJCC | Sexual Assault Kit Tracking System (SAKTS)



## Lesson 4.3: Destroy a Kit

Agencies may destroy kits in the system, in accordance with state laws. It is recommended to preserve kits if possible, in support of pending prosecution.

**Destroy Kit.**  
Click on the link  
required to complete  
the destroy kit action.

 Administrative Actions

[Destroy Kit](#)

Destroy Kit

Kit Number

(e.g. 123456, 123-45678)

Date Destroyed

01/17/2022



Agency Type

Law Enforcement

Agency

Test Police Department

Reason

Kit Expired

Complete the required  
fields and then click on  
the '**Destroy Kit**' button  
to complete the destroy  
kit action.

Destroy Kit

# CJCC | Sexual Assault Kit Tracking System (SAKTS)



## Lesson 4.4: Transfer a Kit

Law Enforcement and collection agencies have been given the functionality to transfer unused kits to other agencies for their use. This enables them to share kits without using the Notify action...which may create reporting inconsistencies.

**Transfer Kit to...**  
Click on the link  
required to complete  
the transfer.

→ Transfer Kit

Transfer unused Kit to Hospital

Transfer unused Kit to SAC / CAC

Transfer unused Kit to Law Enforcement

Complete the required  
fields and then click on  
the 'Transfer Kit to...'  
button to complete the  
transfer process.

Transfer unused Kit to Hospital

Kit #  
Enter Kit # (e.g., 123456, 123-45678) and press Enter

Remove All

Date Sent/Transferred  
01/17/2022

Sending Agency Type  
Hospital

Sending Agency  
Test Hospital

Receiving Agency Type  
Hospital

Receiving Agency  
▼

Reason  
For Use

Transfer Kit to Hospital


# CJCC | Sexual Assault Kit Tracking System (SAKTS)



## Lesson 4.5: Change Status of a Kit

If a kit requires a change in status from non-reported to reported, then use the Change Kit Status action. Once a kit is set as 'reported' it will remain as reported for its life.

**Change Status.**  
Click on the link  
required to complete  
the change in status.

 **Change Status**

[Change Kit Status to Reported](#)

**Change Kit Status to Reported**

Kit Number

Date of Change  
 

Agency Type

Agency

Reason

Complete the required  
fields and then click on  
the '**Change Status...**'  
button to complete the  
status change action.

**Change Status - Offense Reported**

# CJCC | Sexual Assault Kit Tracking System (SAKTS)



## Lesson 4.6: Generating a Survivor PIN

The victim access PIN will need to be created before or during the FME to be presented to the victim before they are dismissed. A survivor PIN may be created and canceled as many times as necessary.

### Create PIN.

Under Administrative Actions, click on the link required to create or cancel a survivor PIN

Administrative Actions

Create PIN for Survivor

Cancel PIN for Survivor

Complete the required fields; note that a PIN may be auto generated by clicking the 'Generate button', or you may enter a PIN manually. Once complete, click on the 'Create PIN for Survivor' button to complete the create PIN action.

Create PIN for Survivor

Kit Number  
(e.g. 123456, 123-45678)

Agency Type  
Law Enforcement

Agency  
Test Police Department

PIN  
Generate

Reason  
Policy

Create PIN for Survivor

### Cancel PIN.

This process only requires the Kit Number to void the current PIN.

# CJCC | Sexual Assault Kit Tracking System (SAKTS)




## Lesson 5: Notify Agency of Kit Pickup

Use the Notify action when a collected kit is ready to be moved to the next agency. This notification will alert the receiving agency that there is a kit ready to be picked up.

Once the kit has been physically moved to the new agency, the receiving agency will use the Receive action (Lesson 3) to log the receipt of the kit.

**Notify Agency of Kit Pickup**  
Click on the link required to complete the notification.

 Notify Agency of Kit Pickup

Notify Law Enforcement

Complete the required fields and then click on the 'Notify...' button to complete the notification process.

Notify Law Enforcement

Kit #  
Enter Kit # (e.g., 123456, 123-45678) and press Enter  
[Remove All](#)  
Date Sent/Transferred  
01/17/2022  
Sending Agency Type  
Law Enforcement  
Sending Agency  
Test Police Department  
Receiving Agency Type  
Law Enforcement  
Receiving Agency  
  
Reason  
Jurisdiction Change  

Notify Law Enforcement

# CJCC | Sexual Assault Kit Tracking System (SAKTS)



## Lesson 5.1: Kit Picked Up by Law Enforcement

This action is an **OPTIONAL** action that is reserved for collection sites. This optional action should be used when / if a law enforcement agency has picked up a kit from a collection agency but has not 'Received' the kit in the system within a reasonable amount of time. This action will change the status of the kit to "picked up by law enforcement", but will **NOT** change the ownership of the kit; the kit will still need to be received by the law enforcement agency.

This action primarily supports clean reporting, so that the collection agency does not appear out of compliance in reports.

This **OPTIONAL** action is only used by collection agencies to ensure that reporting is not adversely impacted by a delay in law enforcement receiving a kit in the system.



Kit Picked-Up by Law Enforcement

Mark Kit as "Picked-Up by Law Enforcement"

# CJCC | Sexual Assault Kit Tracking System (SAKTS)



## Lesson 6: Notifications

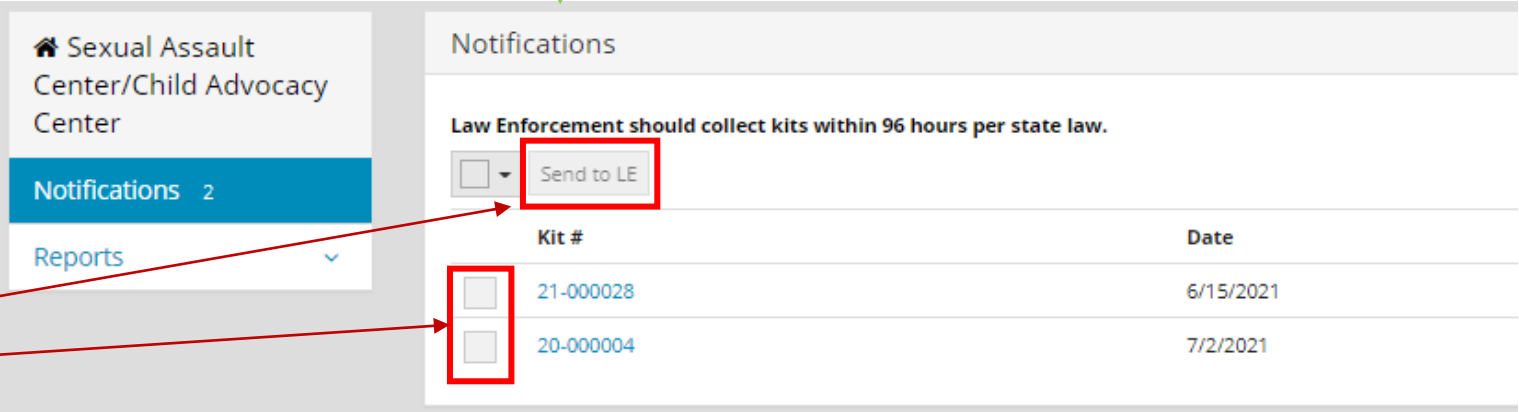
Notifications have been created to alert agencies of pending or required actions in the system. When a kit requires pickup, or the statutory time allotted for a kit receipt is in jeopardy...these are some examples of notifications.

An agency may act on a kit directly through the notification panel (where applicable); or they may choose to act through the home page panels.

**Notifications.**  
Click on the Notification link under your Agency Type Name; this will launch the notification window.



In the notification window, you can select the notifications that you want to take action on, click in the check box to the left of the notification and then choose to take action by selecting the action link above the notifications.







## Lesson 7: Notify GBI Crime Lab

Notifying the GBI crime lab of a kit pick-up is necessary for all Reported Kits. This step will make the crime lab aware that a kit is ready for their pick-up; and once the crime lab receives the kit in the system the kit status changes to ‘Analysis Started’.

Once the crime lab notifies Law Enforcement that the kit is ready for their pick-up, the kit status automatically changes to Analysis Complete.

Link to ‘Notify’ the  
GBI crime lab

✉ Notify Agency of Kit Pickup

[Notify GBI Crime Lab](#)

Once the crime lab receives the kit in the system the kit status changes to ‘Analysis Started’

Once the crime lab notifies Law Enforcement that the kit is ready for their pick-up, the kit’s analysis status automatically changes to Analysis Complete.

### Details

Status	Analysis Complete
Agency	GBI Crime Lab - Division of Forensic Sciences
Analysis Status	Analysis Completed

# CJCC | Sexual Assault Kit Tracking System (SAKTS)



## Lesson 8: Survivor Portal

### Survivor Access

As a survivor, you may view the status of your Sexual Assault Kit (SAK) by entering your kit's unique SAK ID/Barcode number below, followed by the PIN you were issued at the time of the Forensic Medical Exam.

Please Note: This system only tracks sexual assault kits collected after June 30, 2022. If your kit was collected August 2016 or prior, and you believe your kit may have been previously unsubmitted to the crime lab, please visit the [Sexual Assault Kit Victim Notification Portal](#).

Revisiting a sexual assault can be traumatizing; if you need help, resources can be found [here](#).

Kit ID Number

Reset

Get Status

Kit ID Number

123456

PIN

Reset

Get Status

Survivors will use the kit number and the PIN they were given to log into the survivor portal.

There they will find information on the status and location of their kits.

Kit #: 20-111113

#### Details

Kit Status	Kit sent to Law Enforcement
Forensic Testing	Analysis Completed

#### History

Date	Description
7/20/2021	Collected by Sexual Assault Center, Notice sent to Test Police Department
7/23/2021	Sexual Assault Center sent kit to Test Police Department
7/26/2021	Test Police Department received kit from Sexual Assault Center
7/29/2021	Test Police Department sent kit to GBI
8/2/2021	GBI Crime Lab - Division of Forensic Sciences received kit from Test Police Department
8/5/2021	GBI sent kit to Test Police Department
8/11/2021	Test Police Department received kit from GBI

# CJCC | Sexual Assault Kit Tracking System (SAKTS)



## Lesson 9: Running Reports

The CJCC has created reports that provide data points consistent with the annual reporting requirements in HB255 and that support the details that will be provided to the Governor’s office each year.

Any changes to the reports or report list will impact entire agencies and will need to be a collaborative effort made across agency types and through partnership with the CJCC.

Reports ^
All Kits Ever Owner by Agency
Kits Currently Owned by Agency
Agency Non-Reported Kits
Agency Reported Kits
Kits Received into this Agency
Kits Sent out of this Agency
Kits Received by Law Enforcement
Kits Received by GBI Crime Lab
Agency Kits that Completed Analysis

A brief description of each report is provided in the help section (below) after the report has been run.

Help

This report supports House Bill 255 and the annual reporting requirements for the Governor of Georgia. What data is this report capturing? This report will generate data for all sexual assault kits that exist in the SAK Tracking System that are CURRENTLY owned by this agency; only deleted kits will not be displayed.

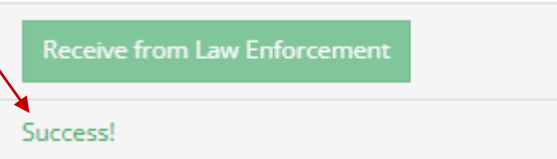
# CJCC | Sexual Assault Kit Tracking System (SAKTS)



## Receiving a Kit in Error

When you perform an action on a kit, the expected result is that you will get a “success” indication that appears in green below the action button; however, if you try to perform an unauthorized action on a kit you will receive an amber or red warning both on the kit number and above the action button. The error message above the kit number will indicate the issue; this message will be necessary to resolve the error.

A successful action performed yields success.



Errors appear in an amber color, and the error message appears above the action button.

A screenshot of the SAKTS "Notify Law Enforcement" form. The form contains several fields: "Kit #" with a value of "20-123456" (highlighted in an amber box with a red border and a red arrow pointing to it), "Date Sent/Transferred" with a value of "01/31/2022", "Sending Agency Type" with a value of "Forensic Laboratory", "Receiving Agency Type" with a value of "Law Enforcement", and "Reason" with a value of "Analysis Complete". Below these fields, there is a large amber box with a red border containing the error message: "This kit is owned by another agency. | 20-123456". A red arrow points from the text "Errors appear in an amber color, and the error message appears above the action button." to this error message box. At the bottom of the form, there is a green "Notify Law Enforcement" button.

# CJCC | Sexual Assault Kit Tracking System (SAKTS)



## Making a Correction

There is an option to undo a previous action on a kit; however, **you may only undo an action that your agency performed**. You may search for the kit in question using the kit search functionality (top-right of screen), and then undo the last action...one-by-one.

Enter the kit number and click search. →

Mike McKinney

Kit #: 20-000001

Details

Status	Reported Kit Sent to Law Enforcement
Agency	Test Hospital
Exemption Status	Non-Reported

History

Date	Action	Reason
6/1/2021	Entered into System by Tri-Tech	Register for Tracking
6/2/2021	Tri-Tech sent kit to Test Hospital	For Use
6/4/2021	Test Hospital received kit from Tri-Tech	For Use
6/5/2021	Collected by Test Hospital, Notice sent to Test Police Department	Reported
6/30/2021	Test Hospital sent kit to Test Police Department	Reported

Undo

*If your agency performed the last action, you will find the UNDO option available for the last performed action.*

# CJCC | System Support



- The sexual assault kit tracking system (SAKTS) is supported by **statewide site administrators** located within the Georgia Criminal Justice Coordinating Council (CJCC).
- Site administrators are tasked with the general support of the system and of the maintenance of the configurations. They also maintain the reports and the training materials contained within the system.
- Site administrators are available to support system users Monday through Friday, between 8am and 5pm (EST). You may reach the site administrators through their email [sakts-admin@cjcc.ga.gov](mailto:sakts-admin@cjcc.ga.gov) (recommended).



# CJCC | Feedback and Advice from Pilot Programs



What would you want other agencies to know that are about to start using SAKTS?

- “It's an easy system to use as long as all steps are followed properly.”
- “[K]it tracking is the law, is not optional and is not circumvented by a law enforcement agency ‘not requesting evidence be collected.’”
- “Read and understand the process in which the kits are received and handled.”
- “Please communicate that entries need to be backdated or entered timely.”
- “Hospitals - Have ALL charge nurses know the procedure!!”
- “It is very simple and intuitive.”
- “Once the basics are learned, it’s pretty easy to navigate. Having areas greyed out eliminates entry errors.”

# CJCC | Feedback and Advice from Pilot Programs



Are there any policies or procedures that changed within your agency due to the implementation of SAKTS?

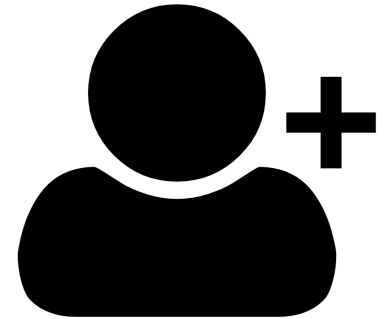
- “It’s now procedure for the Investigator/Crime Scene Technician to assure the kit is properly received in the system before processing further with any other actions with the kit.”
- “We keep the unused SAKs in one location now to be more accountable and organized with the tracking numbers.”
- “We've required that the SAKS tracking number be listed within the report. A generic sentence of 'a PIN was generated' is also required. The PIN number is **NEVER** listed in the report.”
- “We established a plan to create a testing system for staff members to take if there are too many mistakes being made.”
- “All new staff members are required to watch all training videos posted, ready the system guide on the SAKTS website and walk the system administrator through the steps required.”



# CJCC | Agency System Administrators



- Each agency is required to have 1 - 2 Agency System Administrator(s) trained in the Sexual Assault Kit Tracking System (SAKTS) available for agency user training and questions.
- **Agency System Administrators** located within each agency **are tasked with the creation and the maintenance of the users within their agency.** This includes:
  - Setup
  - Role assignment
  - Deactivation, if needed
  - Updates to user accounts
- Agency System Administrators may choose to utilize previously discussed resources to help train new users in their agency:
  - Reference materials on the SVRGA website
  - Practice environment
  - GPSTC online training video



# CJCC | Agency System Administrator Training



CJCC will only add a maximum of 2 System Administrators per Agency\*

To become an Agency System Administrator, an individual must:

- Attend System User Training
- Attend Agency System Administrator Training
- Certify they:
  - have completed both trainings
  - understand and agree to be responsible for adding and training their agency's System Users

To complete the certification form, go to:

[https://cjcc.formstack.com/forms/agency\\_system\\_administrator\\_certification](https://cjcc.formstack.com/forms/agency_system_administrator_certification)

\*An agency may have as many System Administrators as it deems necessary. Once two have been added by CJCC, it will then be the agency's System Administrators who will add more if needed.

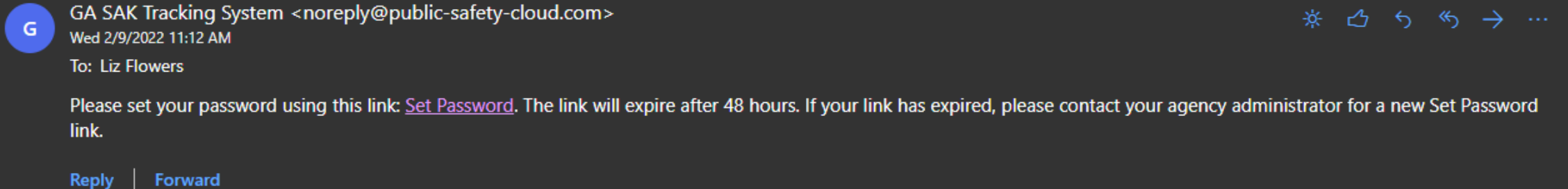
# CJCC | SAKTS User Password Setup



After completing the Agency System Administrator Certification form:

- First email will notify you that you have been added to the system
- Second e-mail will come from [noreply@public-safety-cloud.com](mailto:noreply@public-safety-cloud.com)
  - You will have 48 hours to create your system password
  - Check your spam folder

## Confirm your email and set your password.

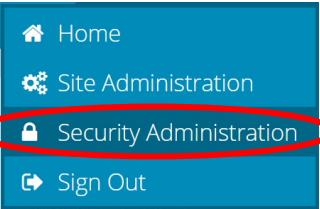


# CJCC | Sexual Assault Kit Tracking System (SAKTS)



## Agency Admin User Setup

If you are setup as an Agency Security Administrator; then you may navigate to Security Administration; located under your username located on the right-top portion of the home screen.



To set up a new agency user, click on the “New” button to the far right of the screen (there will be a ‘New’ button for new users and for agency administrators).

The screenshot shows the 'Agency Security Management' interface. At the top, there's a header with the State of Georgia CJCC SAKTS Security Administration logo and a user profile for Mike McKinney. Below the header, there's a section for 'Agency Security Management' with filters for Application (SAKTS), Agency Type (all), and Agency (Albany Police Department). A table lists users, with a 'New' button highlighted in red. Below the table, there's a section for 'Agency Security Administrators' with a 'New' button highlighted in red.

A new user creation window will launch; complete the fields in BOTH tabs in the window and click ‘Add’ to add the new user to the database (for agency admins, you will only have the first tab ‘global’ to complete).

The screenshot shows the 'New User' creation window with two tabs: 'Tab 1' and 'Tab 2'. 'Tab 1' has fields for Email/Username, First Name, Last Name, and Display Name, with a red box around the 'Global' tab. 'Tab 2' has fields for Status (Active), Roles (Agency Admin, Contributor, Viewer), and an 'Add' button highlighted in red. A red box also highlights the 'Application Specific' tab. A red note states: 'Be sure to assign new users to contributor and Viewer. Only Admins should get the Agency Admin role.'

# CJCC | Next Steps after Training Completion



## System Users:

1. Identify who your Agency System Administrator(s) is and request to be added as a System User.

## System Administrators:

1. Complete [the certification form](#).
2. Wait for an email stating that you have been added to the system, followed by an email instructing you to set your password.
3. Once you have access to the system, you may begin adding your Agency Users.

# CJCC | Sexual Assault Kit Tracking System (SAKTS)



For any questions, please contact the statewide  
site administrators at:

[sakts-admin@cjcc.ga.gov](mailto:sakts-admin@cjcc.ga.gov)