
CJSM – The Application Process for SEC's

November 2009

If you are ready to sign up for CJSM, you need to complete an application form, which you can find by going to the CJIT website at: <https://www.cjism.net> and select the 'Apply Now' button. That will take you into the process and it will only take a few minutes to complete the form online. You will be able to request help at several points in the process should you need it. You will be given some guidance as to whether you need a Mailbox or Server application but as a general rule, small organisations with under 20 staff will normally use Mailboxes.

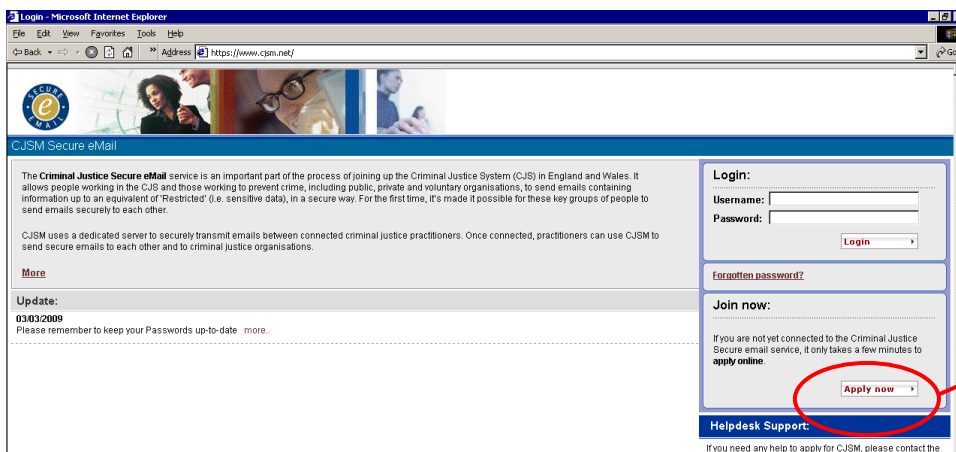
When you press the application submit button your application will appear in a 'process queue' and will then be reviewed by a CJSM administrator. The review process need not take long but you will also need to send a signed copy of the CJIT Terms and Conditions to CJSM, which you will be asked download during the application process. Please check that you use the correct version.

ALL organisations with more than one user will need to sign the Multiple User version whatever the type of access.

- For Mailbox applications the review process can be completed as soon as CJIT have received your signed copy of the Terms & Conditions, so that could be within 24hrs.
- For Server Connections, CJIT still need a copy of the signed Terms and Conditions and in addition an engineer will normally make contact to ensure that your system is compatible. It is rare for a system to be incompatible for server access but if your system does fail this check, it does not necessarily rule out mailbox access.

The application process will ask you to nominate someone to be an administrator - it is normally the person completing the application. When an organisation is approved, a letter is sent to the administrator providing sufficient detail for them to be able to log onto the system and how to proceed; an email is sent at the same time to say that the application has been successful. The letter normally arrives by Special Delivery so please look out for it and please contact the Helpdesk if you do not receive it within a week of receiving the email.

Don't forget, if you have any other questions at all, please contact the CJSM Helpdesk and they should be able to assist - call them on 0870 010 8535 between 08:00 and 19:00 Monday to Friday, or email: cjism.helpdesk@cw.com.



Login:

Username:

Password:

[Forgotten password?](#)

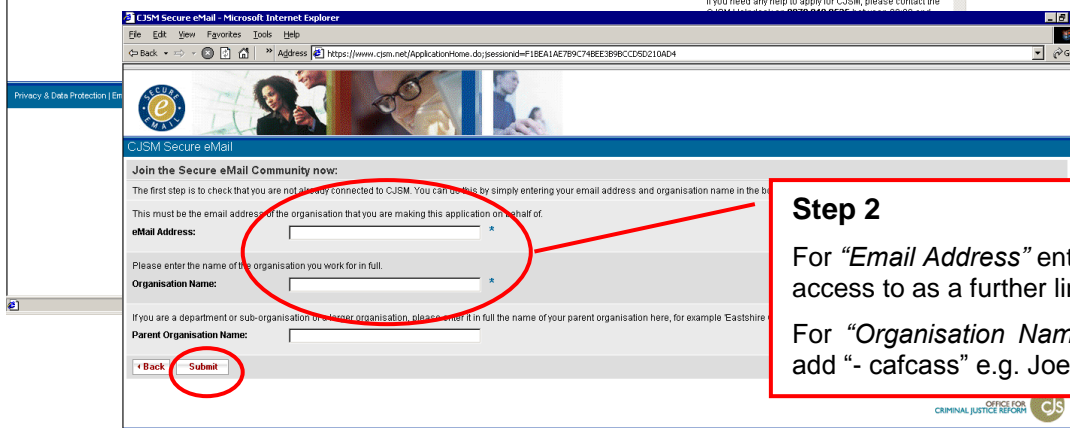
Join now:

If you are not yet connected to the Criminal Justice Secure email service, it only takes a few minutes to **apply online**.

Helpdesk Support:

If you need any help to apply for CJS, please contact the [Helpdesk](#).

Step 1
Click "Apply Now".



Join the Secure eMail Community now:

The first step is to check that you are not already connected to CJS. You can do this by simply entering your email address and organisation name in the boxes below.

This must be the email address of the organisation that you are making this application on behalf of.

eMail Address:

Please enter the name of the organisation you work for in full.

Organisation Name:

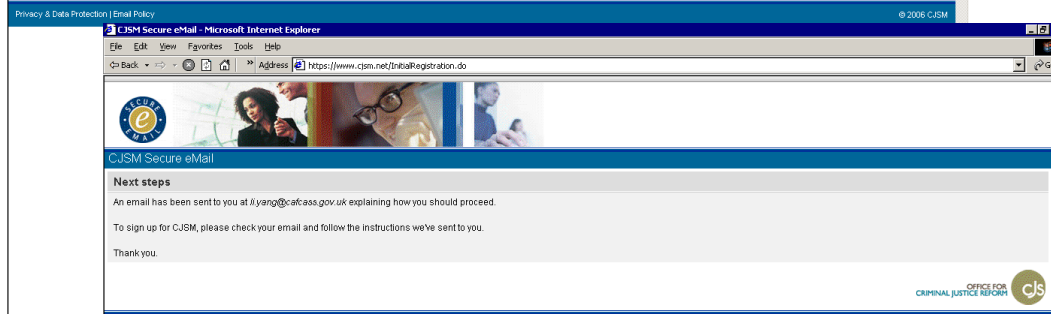
If you are a department or sub-organisation of a larger organisation, please enter it in full the name of your parent organisation here, for example: Eastshire

Parent Organisation Name:

Step 2

For "Email Address" enter an email that you have access to as a further link will be sent.

For "Organisation Name" enter your name and add "- cafcass" e.g. Joe Blogg - cafcass

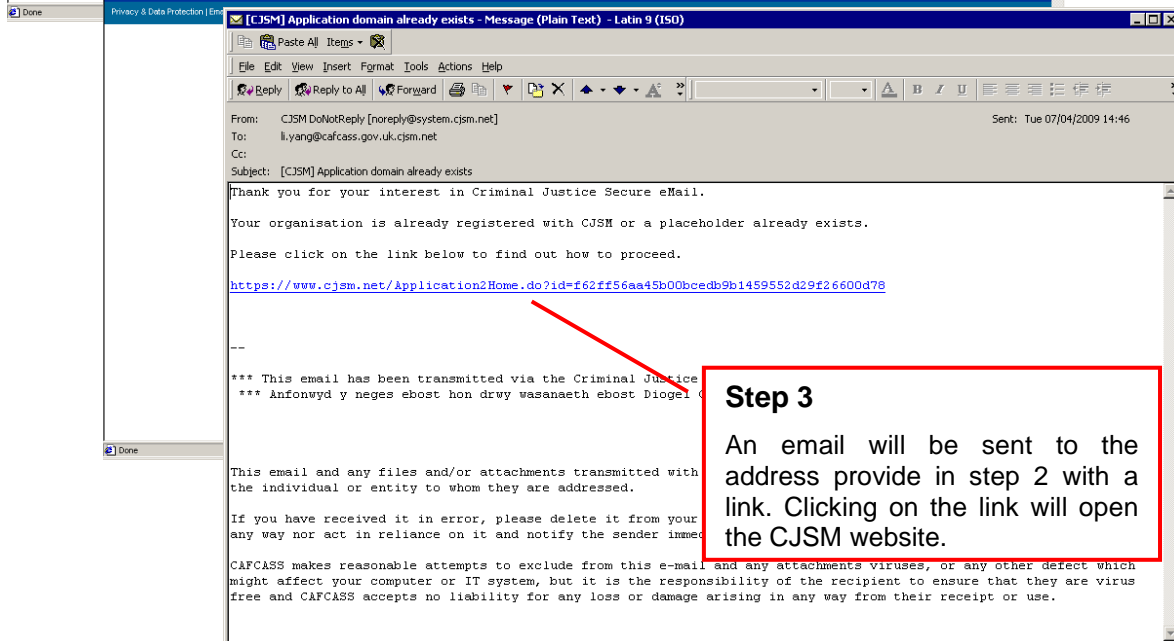


Next steps

An email has been sent to you at li.yang@cafcass.gov.uk explaining how you should proceed.

To sign up for CJS, please check your email and follow the instructions we've sent to you.

Thank you.



[CJS] Application domain already exists - Message (Plain Text) - Latin 9 (150)

From: CJS DoNotReply [noreply@system.cjsm.net]
To: li.yang@cafcass.gov.uk;cjsm.net
Cc:
Subject: [CJS] Application domain already exists

Thank you for your interest in Criminal Justice Secure eMail.

Your organisation is already registered with CJS or a placeholder already exists.

Please click on the link below to find out how to proceed.

<https://www.cjsm.net/Application2Home.do?id=f62ff56aa45b00bcedb9b1459552d29f26600d78>

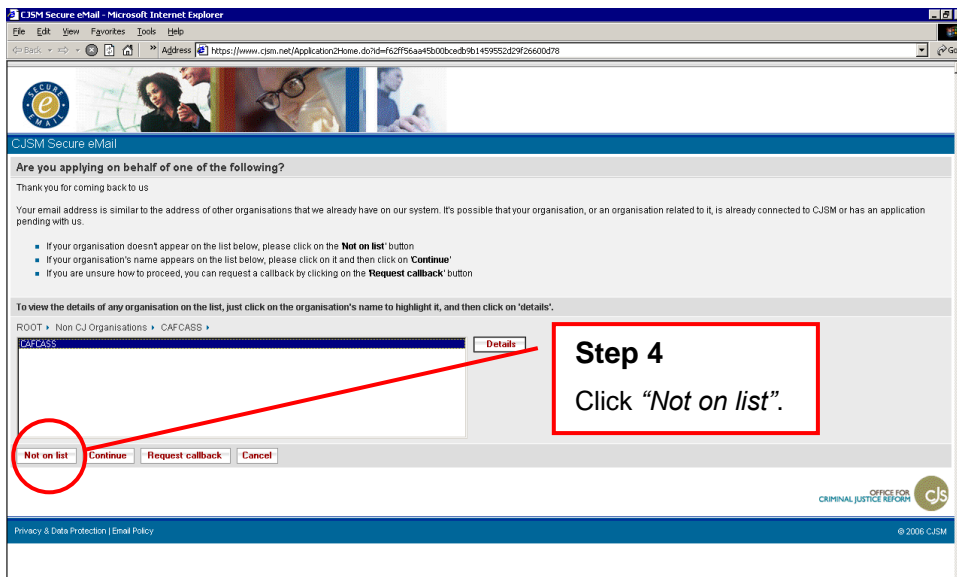
*** This email has been transmitted via the Criminal Justice Secure eMail system ***
*** Anfonwyd y neges eboist hon drwy wasanaeth eboist Diogel o'r CJS ***

This email and any files and/or attachments transmitted with it are intended only for the individual or entity named in the message. If you have received it in error, please delete it from your system. You should not disseminate, distribute or copy this e-mail. Please notify the sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail from your system. If you have not received this e-mail by mistake and wish to receive such e-mails in the future, please reply to the sender. If you have received this e-mail by mistake and wish to receive such e-mails in the future, please reply to the sender.

CAFCASS makes reasonable attempts to exclude from this e-mail and any attachments viruses, or any other defect which might affect your computer or IT system, but it is the responsibility of the recipient to ensure that they are virus free and CAFCASS accepts no liability for any loss or damage arising in any way from their receipt or use.

Step 3

An email will be sent to the address provide in step 2 with a link. Clicking on the link will open the CJS website.



Step 4
Click "Not on list".

Are you applying on behalf of one of the following?
Thank you for coming back to us
Your email address is similar to the address of other organisations that we already have on our system. It's possible that your organisation, or an organisation related to it, is already connected to CJSJ or has an application pending with us.

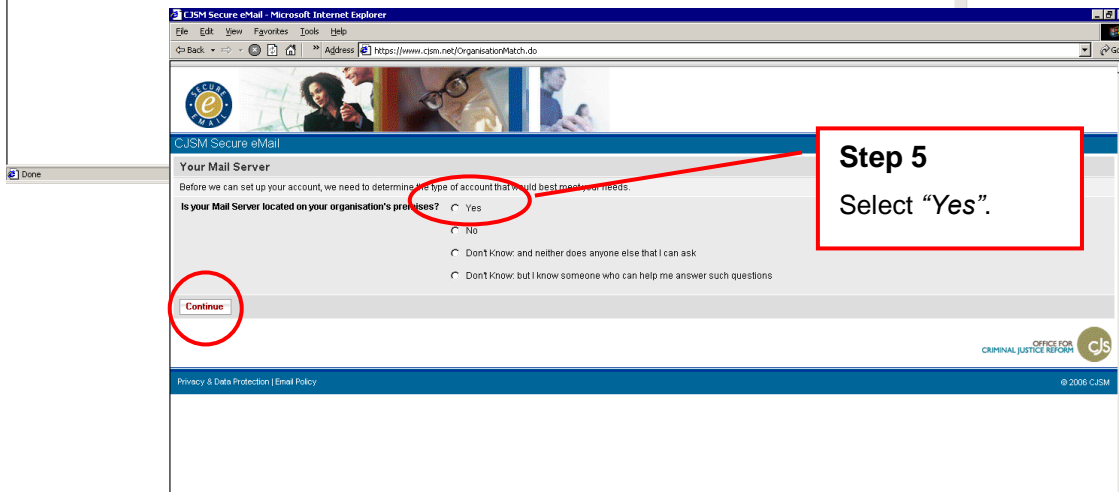
- If your organisation doesn't appear on the list below, please click on the **Not on list** button
- If your organisation's name appears on the list below, please click on it and then click on **Continue**
- If you are unsure how to proceed, you can request a callback by clicking on the **Request callback** button

To view the details of any organisation on the list, just click on the organisation's name to highlight it, and then click on 'details'.

ROOT > Non CJ Organisations > CAF/CASS >

CAF/CASS [Details]

[Not on list] [Continue] [Request callback] [Cancel]



Step 5
Select "Yes".

Your Mail Server
Before we can set up your account, we need to determine the type of account that would best match your needs.

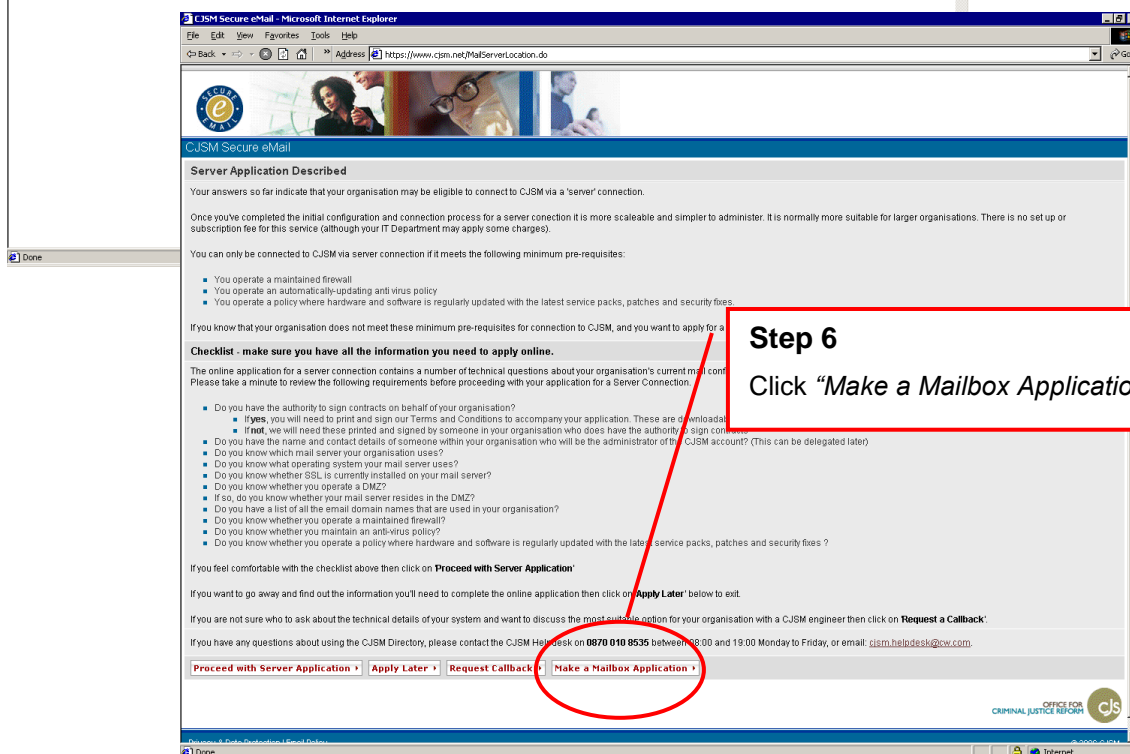
Is your Mail Server located on your organisation's premises? Yes

No

Don't know, and neither does anyone else that I can ask

Don't know, but I know someone who can help me answer such questions

[Continue]



Step 6
Click "Make a Mailbox Application".

Server Application Described
Your answers so far indicate that your organisation may be eligible to connect to CJSJ via a 'server' connection.
Once you've completed the initial configuration and connection process for a server connection it is more scalable and simpler to administer. It is normally more suitable for larger organisations. There is no set up or subscription fee for this service (although your IT Department may apply some charges).
You can only be connected to CJSJ via server connection if it meets the following minimum pre-requisites:

- You operate a maintained firewall
- You operate an automatically-updating anti virus policy
- You operate a policy where hardware and software is regularly updated with the latest service packs, patches and security fixes

If you know that your organisation does not meet these minimum pre-requisites for connection to CJSJ, and you want to apply for a...

Checklist - make sure you have all the information you need to apply online.
The online application for a server connection contains a number of technical questions about your organisation's current mail configuration. Please take a minute to review the following requirements before proceeding with your application for a Server Connection.

- Do you have the authority to sign contracts on behalf of your organisation?
 - If yes, you will need to print and sign our Terms and Conditions to accompany your application. These are downloadable.
 - If not, we will need these printed and signed by someone in your organisation who does have the authority to sign contracts.
- Do you have the name and contact details of someone within your organisation who will be the administrator of the CJSJ account? (This can be delegated later)
- Do you know which mail server your organisation uses?
- Do you know what operating system your mail server uses?
- Do you know whether SSL is currently installed on your mail server?
- Do you know whether you operate a DMZ?
 - If so, do you know whether your mail server resides in the DMZ?
- Do you have a list of all the email domain names that are used in your organisation?
- Do you know whether you operate a maintained firewall?
- Do you know whether you maintain an anti-virus policy?
- Do you know whether you operate a policy where hardware and software is regularly updated with the latest service packs, patches and security fixes?

If you feel comfortable with the checklist above then click on **Proceed with Server Application**

If you want to go away and find out the information you'll need to complete the online application then click on **Apply Later** below to exit.

If you are not sure who to ask about the technical details of your system and want to discuss the most suitable option for your organisation with a CJSJ engineer then click on **Request a Callback**.

If you have any questions about using the CJSJ Directory, please contact the CJSJ Help Desk on **0870 010 8535** between 08.00 and 19.00 Monday to Friday, or email: cjsm.helpdesk@cw.com

[Proceed with Server Application] [Apply Later] [Request Callback] [Make a Mailbox Application]

CJSM Secure eMail - Microsoft Internet Explorer

Address: https://www.cjsm.net/MailboxInfo.do

CJSM Secure eMail

Mailbox Application Described

You can connect to CJSM by applying for an account, called a 'mailbox', which is hosted by CJSM. There is no set up or subscription fee for this service.

If your application is approved, we will give you a new CJSM address that will be separate from your existing email address. Each CJSM address allows you to store up to 50Mb of emails on the CJSM central server.

Please note that your organisation can still apply to connect to CJSM using your organisation's existing email system at a later date if you wish.

How will I access my mailbox account?

You can access your CJSM mailbox by typing the CJSM web address into your internet browser, and entering your username and password to your secure emails.

Alternatively, if you have an email programme, Outlook for example, installed on your computer, you might also be able to connect and receive your secure emails.

Please take a minute to review the following requirements before proceeding with your application for a CJSM mailbox:

- Do you have the authority to sign contracts on behalf of your organisation?
 - If **yes**, you will need to print and sign our Terms and Conditions to accompany your application. These are downloadable later and can be sent in separately to the online application
 - If **not**, we will need these printed and signed by someone in your organisation who does have the authority to sign contracts
- Do you have the name and contact details of someone within your organisation who will act as the administrator of the CJSM account? (This can be delegated later)

If you have any questions about using the CJSM Directory, please contact the CJSM Helpdesk on 0870 010 8535 between 08.00 and 19.00 Monday to Friday, or email: cjsm.helpdesk@jcw.com.

Cancel Make Mailbox application

Step 7
Click "Make a Mailbox Application".

CJSM Secure eMail - Microsoft Internet Explorer

Address: https://www.cjsm.net/MailboxOrganisation.do

CJSM Secure eMail

Mailbox Application: Details 1 of 3

The online application process will only take a few minutes. You will also need to print off and send back to us a signed copy of our Terms and Conditions, which you can download at the end of the application process.

About your organisation:

Organisation Name:

Post Code: * [Lookup address](#)

Address Line 1: *

Address Line 2:

Town:

Switchboard Telephone Number: *

Step 8
Fill out the necessary fields.

CJSM Secure eMail - Microsoft Internet Explorer

Address: https://www.cjsm.net/MailboxOrganisation.do

CJSM Secure eMail

Mailbox Application: Details 2 of 3

Applicant:

Please enter your details below. This will enable us to contact you should we have any questions on your application.

First Name: *

Last Name: *

Email Address:

Telephone Number: *

Organisation Administrator:

Please enter the details of the person who is going to be the administrator of your organisation's CJSM account. This is the person who will be responsible for maintaining your organisation's contact details on the CJSM directory, and also managing users accounts in your organisation. This maybe the same person applying above. If required, more administrators can be added once your application is approved.

First Name: * [Use Applicant details](#)

Last Name: *

Email Address:

Post Code: * [Lookup address](#)

Address Line 1:

Address Line 2:

Town:

Direct Telephone Number: *

eMail Address:

Abbreviation for your Organisation:

[Show example email address](#)

Example eMail Address:

Additional Contacts:

There may be times when we have to contact someone, such as your business unit manager, to let them know about new features of CJSM, or any scheduled unavailability of the CJSM service.

	Name	Telephone Number	eMail Address
Business Contact 1: *	<input type="text"/>	<input type="text"/>	<input type="text"/>
Business Contact 2:	<input type="text"/>	<input type="text"/>	<input type="text"/>

There may be times when we have to contact someone in your organisation about technical issues. For large organisations, this would ideally be your IT Helpdesk. If you don't have an IT Helpdesk, this would be someone with knowledge of CJSM and/or someone with a good level of technical knowledge about your organisation's email system.

	Name	Telephone Number	eMail Address
Technical Contact 1:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Technical Contact 2:	<input type="text"/>	<input type="text"/>	<input type="text"/>

Back Cancel Next

Step 9
Again fill out the necessary fields.
Click "Next".

CJSM Secure eMail - Microsoft Internet Explorer

Address: https://www.cjsm.net/MailboxOrganisationContacts.do

CJSM Secure eMail

Mailbox Application: Details 3 of 3

To complete your application, you need to download and print our **Terms and Conditions** of use at the bottom of this page.

The **Terms and Conditions** should then be signed by a person who has authority to sign contracts on behalf of your organisation, and sent to OCJR at:

CJSM Administrator
Criminal Justice IT
2 Marsham Street,
London,
SW1P 4DF

Once we have received the signed Terms and Conditions, we will contact your nominated Organisation Administrator, (**LI Yang**) with their username and password to login to CJSM Secure eMail.

Please note: we cannot accept an electronic signature.

Please enter the name(s) and position(s) of the person or people who will sign the terms and conditions:

Name:	Position:
Name:	Position:
Name:	Position:
Name:	Position:

Please indicate whether you are applying as a single user (access for only one user in your organisation), or as a multi-user (access for more than one user in your organisation).

Single user (Only one user from your Organisation) *
 Multi user (More than one user from your Organisation)

Privacy & Data Protection | Email Policy

Step 10

Enter "Name" and "Position".
Select "Single User".

Click "Download Terms and Conditions". You will be asked to save or open and if a printer is available print the document.

Step 11 - Final

Complete the terms and conditions and post to CJSM.

CJSM Secure eMail - Microsoft Internet Explorer

Address: https://www.cjsm.net/MailboxTermsConditions.do

CJSM Secure eMail

Mailbox Application submitted

Thank you for completing the online part of your Mailbox Application to join the CJSM Secure eMail community.

Please don't forget to send us a hand-signed copy of our Terms and Conditions (if you have forgotten to **download and print** the Terms and Conditions you may do so [here](#)).

If your application is accepted, we will send a letter to your nominated Organisation Administrator (**LI Yang**) which will contain their new username and password.

If you have signed the multi-user Terms and Conditions, your administrator will then be able to add more users from your organisation to the CJSM system.

If you have any questions about using the CJSM Directory, please contact the CJSM Helpdesk on **0870 010 8535** between 08:00 and 19:00 Monday to Friday, or email: cjsm.helpdesk@cw.gov.uk.

CJSM Secure eMail - Microsoft Internet Explorer


Address: https://www.cjsm.net/CJSMInfo.do

CJSM Secure eMail

Goodbye

Thank you for your interest in CJSM Secure eMail.

Why not visit our microsite at www.cjsm.cjti.gov.uk for further information.

OFFICE FOR CRIMINAL JUSTICE REFORM 

Privacy & Data Protection | Email Policy

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