

CUIDA

The Alaska Department of Law's Criminal Division (hereinafter referred to as "the Division") obtains its discovery items from Law Enforcement Agencies (LEAs) via NICE Justice ("NICE"). To upload discovery using NICE, participating LEAs must register.

### **Registering for Nice Justice**

# Step 1: Provide an email account your agency will use to receive discovery requests and transmit discovery.

Most LEAs have already provided their local District Attorney's Office (DAO) with an email address where discovery requests are sent.

### Step 2: A DAO employee must send a request to register.

Using the email address provided by the LEA, a DAO employee will send an invitation to register.

### Step 3: Register your Agency.

Once the registration invite is received, follow these steps to register:

a) Begin by clicking "register now."

Login	Not yet registered?
Please enter your details to login to your NICE Investigate Community Business Portal account.	If you were invited to register and don't have an existing account, please click the "Register now"
Email	button.
angie.kemp@alaska.gov	You will then be prompted to create a new account in order to gain access to the NICE
Password	Investigate Community Business Portal.
· · · · · · · · · · · · · · · · · · ·	
Forgot your password? Login	Register now
protected by reCAPTCHA Privacy. Terms	



b) Using the email(s) you provided to the Division, complete the registration.

GUIDE

$\textbf{NICE}$ - Investigate $_{\text{community}}$		Î
	Register	l
	Please enter your details below to register with this service.	l
	angie.kemp@alaska.gov	1
	Password	l
	Confirm password	l
	I'm not a robot	
	This site uses cookies. By continuing to use the site you are agreeing to our privacy policy. ©2023 - NICE Ltd.	

c) Verify your email address.

$\textbf{NICE} \bullet \textbf{Investigate}_{\text{community}}$		
	Email address verification required	
	Your account has been created. We now need to verify access to your email account. We have sent you an email	
	containing a unique code. Please enter that code below. NOTE: The email may go into your spam folder, please check this folder as well as your Inbox.	
	The code emailed to you is valid for 59 minutes, 45 seconds.	
	protected by reCAPTCHA	
	Privacy - Terms This site uses cookies. By continuing to use the site you are agreeing to our privacy policy. ©2023 - NICE Ltd.	

### d) Use the full name of your agency to register.

If you are unable to register, contact your local District Attorney's Office for further assistance.



# CLIDA

### e) Add additional users.

Once registered, the person you select as your agency's administrator can add additional users, if necessary. Each additional user must be registered under the name of the Agency. For more information, refer to the "Business Registration Portal" video, contact your local DAO, or Missy Stark at <u>missy.stark@alaska.gov</u>.

### Methods of Logging in After Registration

There are two methods to login and upload discovery items once you have completed your agency's registration:

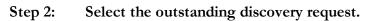
- (1) logging on using the https://us1business.digital-policing.com, or
- (2) by clicking on the link in the request email sent by a DAO user for a specific case. A sample diagram of the request email you will receive is shown below.





- CUIDA
- Step 1: Login using the credentials you registered your account with. (A sample diagram is shown below).

|--|



REQUESTS CAM							👤 Angie Kemp 🚽	. (
Requests (								
View and respo	ond to reque	sts						
Filter by	Reset all					Sort by:	Date created (Newest first)	
<ul> <li>Status</li> <li>New (2)</li> <li>In progress (2)</li> <li>Completed</li> </ul>		BIZ-20231031-0001	Status In progress Priority Medium	Assigned to Unassigned	Created by Angie Kemp AlaskaDol. October 31, 2023 10:28 AM	Required by November 20, 20: Due in 20 days	Sent to 23 Angie Kemp	:
Rejected Failed Friority None		BIZ-20231023-0004	Status In progress Priority Medium	Assigned to Unassigned	Created by Angie Kemp AlaskaDoL October 23, 2023 10:28 AM	Required by October 24, 2023 <b>7 days overdue</b>	Sent to Angie Kemp	:
Medium (4) High Assigned to		BIZ-20231021-0001	Status New Priority Medium	Assigned to Unassigned	Created by Angie Kemp AlaskaDoL October 20, 2023 10:44 PM	Required by October 21, 2023 9 days overdue	Sent to Angie Kemp	1





# Step 3: Complete your response to the discovery request and select "upload" to upload the requested discovery.

### Upload

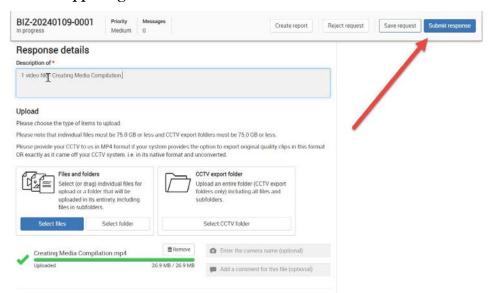
Please choose the type of items to upload.

Please note that individual files must be 75.0 GB pless and CCTV export folders must be 75.0 GB or less.

Please provide your CCTV to us in MP4 formate, your system provides the option to export original quality clips in this format OR exactly as it came off your CCTV system i.e. in its native format and unconverted.

upload or	drag) ind vidual files for a folde (that will be n ine entirety, including	CCTV export folder Upload an entire folder (CCTV export folders only) including all files and subfolders.
Select files	Select folder	Select CCTV folder

Step 4: Once the evidence is done uploading, select "submit response" in the upper right-hand corner.







Step 5: You will be prompted to confirm your response. Select "continue." A sample confirmation prompt is shown below.



Step 6: Once confirmed, completed requests will show on your portal as "completed". A sample diagram is shown below. Using the system, you will be able to identify those requests including those requests that are complete, in process, and new.

- Status	BIZ-20231031-0001	Status	Assigned to	Created by	Responded on	Sent to
New (2)		Completed	Unassigned	Angie Kemp	October 31, 2023	Angie Kemp
<ul> <li>New (2)</li> <li>In progress (1)</li> <li>Completed (2)</li> </ul>		Priority Medium		AlaskaDoL October 31, 2023 10:28 AM	12:06 PM	