Global Justice XML Data Model

US Department of Justice - Office of Justice Programs

Promoting Justice & Public Safety Information Sharing

Directions for Submitting Entries to the
"Organizations Utilizing the Global JXDM"

General Information

Before you can submit an entry to the Global Justice Extensible Markup Language (XML) Data Model "Organizations Utilizing the Global JXDM" page, you must first register through the Web site as a user. If you are registering as a user, you should know that registering for this feature also registers you for other Web site "Member" services for the Office of Justice Programs Information Technology Initiatives, Global Justice Information Sharing Initiative, Justice Standards Clearinghouse, and Global Justice XML Data Model Web sites and as a user for the Justice Standards Clearinghouse (JSC) (see *"Other Member Services"* below). If you are already a JSC user, you will not need to register again to access the "Organizations Utilizing the Global JXDM" submission and updating features (see "*Current Justice Standards Clearinghouse Users*" below).

Please note that you should only use the options offered on each registration/data entry page for navigating between steps in the registration/data entry process. Each page offers an option for proceeding to the next step and/or a "Go Back" option button, when appropriate. If you attempt to advance to the next step in the registration/data entry process without filling out all of the required information or if any information is entered improperly, the current registration/data entry page will reappear with a message informing you of which information is incorrect or has been omitted. Please note that you should not use the "Back" function of your Internet browser during the registration process or any other data entry process. Error messages may be produced if an Internet browser's "Back" function is used and this will prevent you from continuing. In order to be certain that information provided is correct, you are encouraged to review your information for accuracy and to use the "Check Spelling" feature on each registration/data entry page before proceeding to the next step in the process.

New Member Registration

Step 1: Access the Global Justice XML Data Model Web site Index page at http://www.it.ojp.gov/topic.jsp?topic_id=43.

Step 2: Access the "Members" button on the right side of the Web site banner. This will access the "Returning User Login" page.

Step 3: From the "Returning User Login" page, access the link through the word "**register**" in the statement "To obtain a username and password, **register** here." This will access the "New User Registration" page.

Step 4: Fill out the form on the "New User Registration" page. Make sure you choose the "Yes" response to the right of the following question: "Do you wish to be a provider for the 'Organizations Utilizing the Global JXDM'?" You are encouraged to access the "Check Spelling" button at the bottom of the page to spell-check your form, after you have completed the form. After you have reviewed your form, access the "Submit Registration" button. This will access the "Registration Successful" page. Note: After accessing the "Submit Registration" button, you will be e-mailed a registration confirmation that will include your "User Name" and a temporary "Password" to use to sign in the next time you visit the Web site. You are encouraged to change this temporary "Password" the very next time you visit the Web site by accessing the "My Profile" feature. This feature will appear in the Web site banner menu after you have signed in. See "*Editing the User Profile*" under "*Returning Users"* below for additional information.

Step 5: The "Registration Successful" page provides additional options for services offered on the Office of Justice Programs Information Technology Initiative, Global Justice Information Sharing Initiative, and Global Justice XML Data Model Web sites (see *"Other Member Services"* below). If you would like to explore these options, you can proceed by following the directions for whichever option you choose. When you are ready to enter a project into the "Organizations Utilizing the Global JXDM" page, you can do so by following the directions provided for "*Adding New Project Information/Editing Current Project Information*" under "*Returning Users*" below.

Returning Users

Editing the User Profile

Step 1: Access the Global Justice XML Data Model Web site Index page at http://www.it.ojp.gov/topic.jsp?topic_id=43.

Step 2: Access the "Members" button on the right side of the Web site banner. This will access the "Returning User Login" page.

Step 3: From the "Returning User Login" page, fill in your "User Name" and "Password" and access the "Log In" button. For the first-time returning user, the "User Name" and temporary "Password" will be the ones you received in the registration confirmation e-mail message that was sent to you after you initially registered. Accessing the "Log In" button will return you to the Global Justice XML Data Model Web site Index page, but you will notice that the "Member" button on the Web site banner has been replaced by a Web site banner menu.

Step 4: Access the "My Profile" button on the Web site banner menu. This will take you to the "Manage User Profile" page.

Step 5: From the "Manage User Profile" page, you will have the option to "Update Personal Information," "Change Password," "Select/Update IT Initiatives, Global, and Global JXDM E-mail Notification Preferences," "Select/Update JSC E-mail Notification Preferences," or "Return to Browsing the Site." You can proceed by following the directions for whichever option you choose.

Forget Your Username or Password?

Step 1: Access the Global Justice XML Data Model Web site Index page at http://www.it.ojp.gov/topic.jsp?topic_id=43.

Step 2: Access the "Members" button on the right side of the Web site banner. This will access the "Returning User Login" page.

Step 3: From the "Returning User Login" page, access the statement: "Forgot your username or password?" This will access the "Password Help" page.

Step 4: From the "Password Help" page, fill in your e-mail address and access the "Submit" button. If you have previously registered using the e-mail address that you provided, you will be sent your "User Name" and new temporary "Password" to that e-mail address.

Adding New Project Information/Editing Current Project Information

Step 1: Access the Global Justice XML Data Model Web site Index page at http://www.it.ojp.gov/topic.jsp?topic_id=43.

Step 2: Access the "Members" button on the right side of the Web site banner. This will access the "Returning User Login" page.

Step 3: From the "Returning User Login" page, fill in your "User Name" and "Password" and access the "Log In" button. For the first-time returning user, the "User Name" and temporary "Password" will be the ones you received in the registration confirmation e-mail message that was sent to you after you initially registered. Accessing the "Log In" button will return you to the Global Justice XML Data Model Web site Index page, but you will notice that the "Member" button on the Web site banner has been replaced by a Web site banner menu.

Step 4: Scroll down to the bottom of the page until you see a listing of folders. Access the folder titled "Organizations Utilizing the Global JXDM." This will take you to the "Organizations Utilizing the Global JXDM" page.

Step 5a: Adding New Content—Access the "Add Content" choice from the bar under the page title that reads "Organizations Utilizing the Global JXDM." This will access a form for you to fill out to submit information about your project. Proceed to Step 6.
OR
Step 5b: Changing Current Content—Scroll down until you reach the item that you wish to edit. Access the "Edit Content" choice from the menu bar on the right side just after the project title. This will access a form for you to fill out to edit the information about your project. Proceed to Step 6.

Step 6: Complete/Edit the form. When you are done, you are encouraged to spell-check your work by accessing the "Check Spelling" button at the bottom of the page. After you have reviewed your form, you can access the "Next" button. If you would like to withdraw the entry at this point, you can access the "Cancel" button. The "Next" button will access the "Please review your entry" page.

Step 7: From the "Please review your entry" page, you can see your entry as it will appear on the Web site. At this point, you can access the "Approve" button when you are ready, the "Go Back" button if you wish to make a change to the entry and go back to Step 6, or the "Cancel" button if you would like to withdraw the entry. When you have accessed the "Approve" button, you will have completed your entry, and it will be forwarded to the Web site administrator for review and approval.

Other Member Services

If you register to provide project information to the "Organizations Utilizing the Global JXDM" page, you are automatically registered for other Web site "Member" services for the Office of Justice Programs Information Technology Initiatives, Global Justice Information Sharing Initiative, Justice Standards Clearinghouse, and Global Justice XML Data Model Web sites. You can access these features from any page of any of the Web sites that has a "Member" button in Web site banner.

Accessing the "Member" button will provide you access to a "Returning User Login" page. After you enter your "User Name," "Password," and access the "Log In" button on this page, you will be taken to the "Index" page for the Web site you are currently viewing. On that "Index" page, you will notice that the "Member" button has been replaced by a Web site banner menu. Accessing the "My Profile" button in this Web site banner menu will provide you a "Manage User Profile" page that provides a listing of "Member" services. You can proceed by following the directions for each option provided. These options include "Update Personal Information," "Change Password," "Select/Update IT Initiatives, Global, and Global JXDM E-mail Notification Preferences," "Select/Update JSC E-mail Notification Preferences," and "Return to Browsing the Site."

If you are providing project information to the "Organizations Utilizing the Global JXDM" page, you are automatically registered and encouraged to provide entries for the JSC and to provide comments to current JSC entries. For more information, please visit the Justice Standards Clearinghouse page at http://it.ojp.gov/topic.jsp?topic_id=133.

Current Justice Standards Clearinghouse Users

If you are a current Justice Standards Clearinghouse (JSC) user and wish to use the same "User Name" and "Password" to supply information to the Global Justice XML Data Model "Organizations Utilizing the Global JXDM" page, you will first have to follow the directions for *"Editing the User Profile"* under *"Returning Users"* above. Once you have followed all of these directions and have accessed the "Manage User Profile" page, you will want to access the "Update Personal Information" option. On this page, make sure you choose the "Yes" response to the right of the following question: "Do you wish to be a provider for the 'Organizations Utilizing the Global JXDM'?" After choosing the "Yes" response, you should then access the "Update" button. When the "Update" button is accessed, your user profile will be updated. You are now ready to enter a project for the Global Justice XML Data Model "Organizations Utilizing the Global JXDM" page. You can proceed by following the directions provided for "*Adding New Project Information/Editing Current Project Information*" under "*Returning Users*" above.