

1 AGENCY LOCATIONS

Identify any and all physical agency locations*. These include the agency's main location and any stations, districts or offices that provide active law enforcement operations.

**Each location must have its own unique ORI number.*



2 IDENTIFY ADMINISTRATORS

Identify a L.E.N.S. Administrator* for each location. This person should be of supervisory rank and have the authority to make decisions.

**Each Administrator will be the primary contact for each location, provide permissions to new users and act as the initial on-site training officer.*

3 SUBMIT

Submit the above information via the provided L.E.N.S. activation spreadsheet* making sure to complete all the fields for each Administrator and location.

**Contact Online Policing Solutions, Inc. or your state oversight agency for access to the required spreadsheet.*



4 STATEWIDE TRAINING

Selected L.E.N.S. Administrators attend statewide L.E.N.S. training and bring:

- Laptop (if available)
- Active Mobile Device
- Appropriate Profile Image (electronic)*
- A Secure User Password**

**Profile image must be a front facing appropriate image that clearly identifies the user.*

***Passwords must be a minimum of 8 characters and contain at least 1 capital letter, 1 number and 1 unique character.*



5 IMPLEMENT L.E.N.S.

Follow the instructions and supporting materials provided at the training and implement the L.E.N.S. platform throughout the agency.

Welcome to the Future of Collaborative Policing!

