



## INTERNET CRIMES AGAINST CHILDREN TASK FORCE TRAINING & TECHNICAL ASSISTANCE PROGRAM

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### ICAC DATA NETWORK TOOLKIT



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The IDN Toolkit is a software application tool designed to assist with investigations and case deconfliction. It is made available to active members of law enforcement, prosecution, or qualifying members of other criminal justice agencies. A user must be in good standing with their agency or organization and authorized to investigate or assist in ICAC or child exploitation matters.

Requests to use the tool will be managed by our online registration system. Registrants will receive an e-mail confirming receipt of their registration request. Once the request has been processed, users will be notified of their eligibility. Approved users will receive additional instructions on how to obtain the tool.

#### Requirements

Click on the link below to download the required documents. Users must read and agree to the terms and conditions of these documents prior to registering as well as review all training materials provided:

1. ICAC Data Network Access and Use Agreement & Addendum A  
[http://www.icactraining.org/IDN/IDN\\_Use.pdf](http://www.icactraining.org/IDN/IDN_Use.pdf)

A link to the training materials will be provided to you once your eligibility has been confirmed. After registration, users will be required to successfully complete online training and testing in the use of the IDN Toolkit.

#### Registration Information

Please follow the below listed steps to complete the registration process:

1. Go to the MyTraining website, <https://www.fvtc.edu/apps/mytraining/Public/Home.aspx>
2. If the requestor has already created a student account on this site, skip this step. If not, enter your social security number (or National ID #) and other requested information. This will generate a student ID number that is necessary to register for all ICAC classes and meetings or to obtain additional tools.
3. Log onto the My Training registration portal using the student ID number OR SSN number AND your password.
4. Be sure that all your personal information is correct. It is imperative that we have both a phone number and an e-mail address, as we cannot complete the registration process until we have both. You must list an official agency e-mail address as one of the e-mail addresses in your student profile; it does not need to be your "preferred" e-mail address. This is a requirement for approval and will expedite the registration process.
5. Click on "Register" on the left side of the screen.

6. Enter the class number, and click on the “Add to Cart” button. The Class Number for this program is: **83818**.
7. Click on the "Register All" button under the listing and enter the requested information onto the next screen that is displayed. Important information about your agency and Task Force is explained below.
8. **Approving Authority Information:** Be sure to enter the information for the participant’s supervisor or whoever is authorizing the registrant to have access to this tool from the participant’s employing agency, regardless of any temporary assignment. Your agency should be the same as the Approving Authority’s agency. Although you will not see a field for your name in the form, it will be automatically entered when it is sent to us based on the information you provided in your student profile.
9. **Task Force Agency Information: State and local agency** registrants need to select their regional ICAC Task Force (from the list) in whose geographic area their agency is located. State and local participants who are not officially *affiliated* \* with a Task Force agency are not eligible to participate. *Federal partner agency members* must select the ICAC Training & Technical Assistance Program as the nominating Task Force. International participants are not eligible at this time.
10. **Task Force Affiliate Agency Information:** Select your agency from the list of Affiliate agencies. If your agency is not listed BUT you are a member of an Affiliate agency, select the “My agency has a signed written agreement but it does not appear in the list.” option. You will need to follow-up with your Task Force Commander to ensure they enter your agency information into the system so that it will appear in the list. Please notify us or ask your Task Force Commander to notify us once your agency has been added so we can finish processing your registration. You have 30 days from the date of registration to address this issue or your registration will be DROPPED. Registrants who do not fit the criteria listed above are not eligible to participate.
11. Click Submit at the bottom of the page and your registration will be processed.

Registrants will receive an e-mail acknowledging that they have successfully registered. If you do not receive an acknowledgement e-mail immediately following registration, please call us at (877) 798-7682. Final confirmation of your eligibility and additional instructions will be sent to you as soon as your registration is reviewed.

Sincerely,



Brad Russ, Director

**\* AFFILIATE Agency is defined as a law enforcement agency that is working in partnership with a Regional Task Force and has agreed in writing to adhere to ICAC Operational and Investigative Standards.**