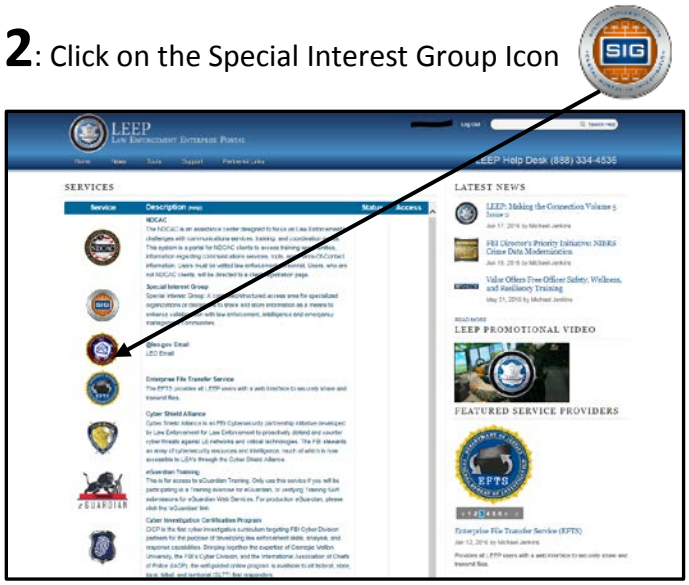
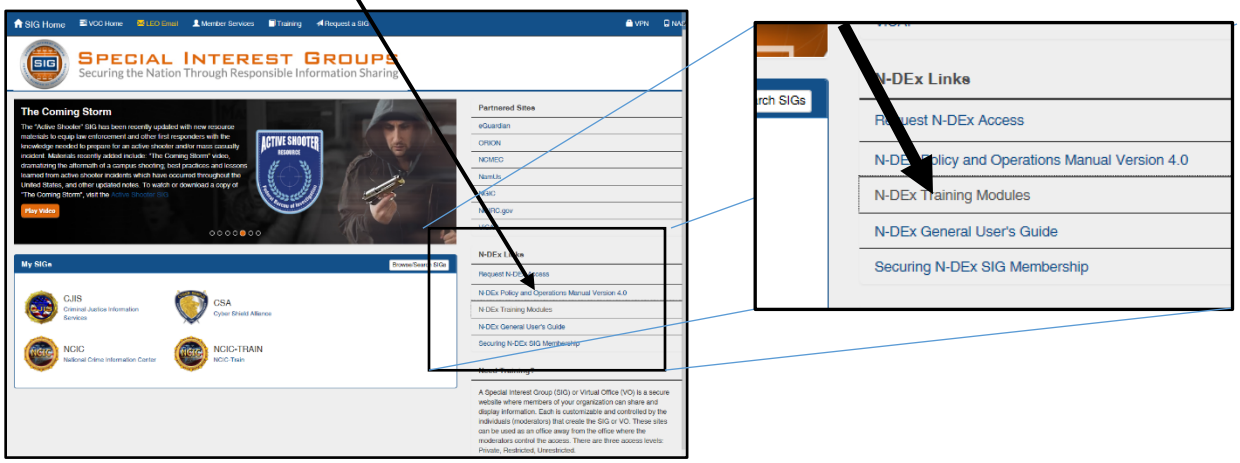
N-DEx Training

1: Log onto the Law Enforcement Enterprise Portal (LEEP)

2: Click on the Special Interest Group Icon



3: Click on ***N-DEx Training Modules*** located under the N-DEx links on the lower right side of the page.



4: Click on ***N-DEx Policy*.** (You will need to complete both Modules)

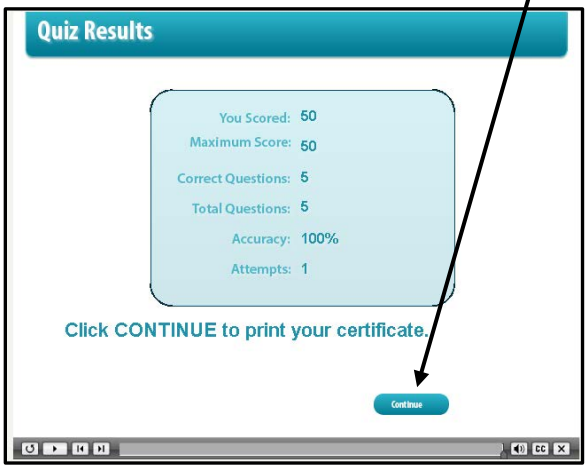
5: Follow the instructions on the tutorial. Be sure to enter your **name** as you will need to print out a certificate at the end of the training.

6: At the end of the slides, you will get a Quiz Results screen. Click on 'Continue' to view your certificate.

7: Click on the Print icon in the bottom right corner. Print your certificate and scan and send to Jackie.Vandercook@tn.gov or fax them to her attention to (615) 744-4555.

8: Return to the ***N-DEx Training Modules*** screen and click on ***N-DEx System.*** (The second training module)

9: Follow the instructions throughout the tutorial. Remember to enter your name so you can obtain a certificate at the end of the training. At the end of the slides you will see the quiz results screen. Click on 'Continue' at the bottom to view your certificate.



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