

# Guide to using the FDLE Cyber Communication System (CCS) for Sexual Offenders and Predators System (SOPS)

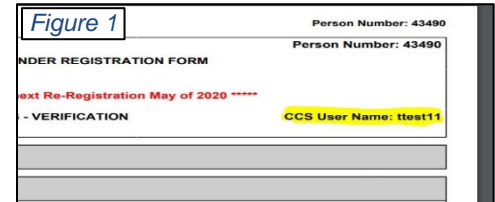
This guide is designed to help registrants access and navigate CCS updates allowed by law. The use of CCS is not mandatory and can be utilized by registrants as a convenience. This information can always be directly reported to your local sheriffs office.

**NOTE: Reporting information via CCS does NOT alter bi-annual or quarterly registration obligations.**

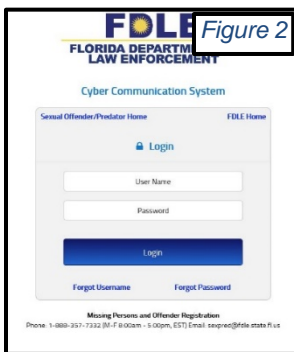
## INFORMATION THAT CAN BE REGISTERED/UPDATED USING CCS

The following elements of registration information can be submitted and updated on-line via CCS. *Note: CCS updates are not available to registrants on probation with the Department of Corrections or Department of Juvenile Justice:*

- **Email Address**
- **Internet Identifier(s)** (Facebook, Instagram, etc.)
- **Employment Address(es)**
- **Institute of Higher Learning Address(es)**
  - Relating to enrollment, employment, or volunteer activities
- **Phone number(s)**



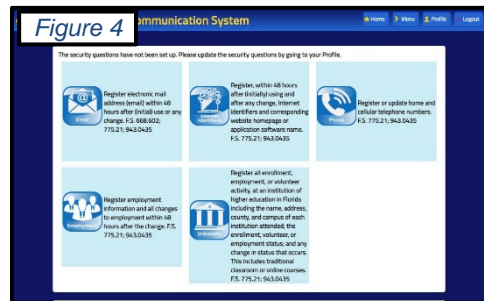
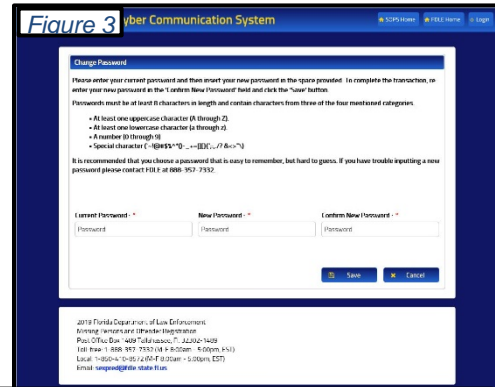
**HOW TO ACCESS CCS:** A username and password is required. Usernames are provided at initial registration with a sheriff office and appear near the top, right-hand side of each subsequent registration form. (Figure 1) Your CCS password is provided at initial registration. To reset a password or retrieve a user name follow the procedure outlined below if your registration record includes a confirmed email address. Otherwise registrants may contact FDLE at 1-888-357-7332 for assistance.



CCS is accessible from the FDLE Sexual Offender/Predator Registry website <http://www.fdle.state.fl.us/> OR directly at: <https://offender.fdle.state.fl.us/ccs/shiroLogin.jsf>

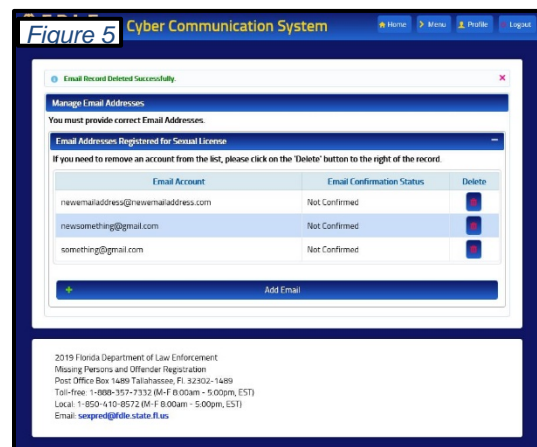
Enter your user name and password to log into CCS. (Figure 2) If you have been issued a temporary password by FDLE, enter the temporary password in the *Current Password* field. The *New Password* and *Confirm Password* boxes allow the user to update their password to include the elements described in the password rules.

Registrants with an active, CONFIRMED email address in their registry record can use the *Forgot User Name* and *Forgot Password* links to retrieve their username and create a new password (Figure 3) without the need to contact FDLE.



## UPDATE REGISTRATION DATA IN CCS

Five data elements can be updated using CCS. Once logged in to CCS, simply click on the icon showing the element you want to enter or update. (Figure 4)



Once in the appropriate section, **to submit new information**, click the **Add** button. **To remove an Email Address, Internet Identifier, or Phone Number**, click the **Delete** icon next to the item that is no longer active or correct. (Figure 5) **To report the end or completion of an employment or institute of higher learning address**, click the **Close** check box and enter the **End Date** of the employment or university affiliation. (Figure 6) *Note: In some cases, new information may display the words "Pending Review." These changes are reviewed, and generally updated to the registration within one business day.*

