User Guide for FDLE's Cyber Communication System (CCS)

The Florida Department of Law Enforcement (FDLE) created the Cyber Communication System (CCS) to allow eligible registrants to update certain information online. Only registrants who are **not** on supervision with the Department of Corrections (DOC) or the Department of Juvenile Justice (DJJ) may use CCS. This guide is intended to help those registrants access and navigate the system. The use of CCS is not mandatory and may be used as a convenience. This information may always be reported directly to your local sheriff's office.

► Reporting information via CCS does **NOT** alter biannual or quarterly reregistration requirements ◄

INFORMATION THAT CAN BE REPORTED USING CCS

If you are NOT under supervision with DOC or DJJ, CCS can be used to report or update:

- **Internet Identifiers** used for social internet communication (must be reported within 48 hours after use)
- **Email Addresses** (within 48 hours after use)
- **Phone Numbers** (within 48 hours of a change)
- **Employment Information** (within 48 hours of a change)
- **Campus Information** relating to enrollment, employment, or volunteering (within 48 hours of a change)
- **In-State Travel** (within 48 hours of establishing an in-state travel residence)
- **Vehicles Owned** (within 48 hours of a change)

Those not on supervision have the option to report the above information in person to the sheriff's office rather than using CCS. Sexual offenders and predators under the custody, control, or supervision of DOC or DJJ are required to report changes to the above information (<u>except</u> vehicles owned) directly to their supervising agency. Sexual offenders and predators under the supervision of DOC or DJJ are required to report changes to vehicles owned in person to the sheriff's office.

HOW TO ACCESS CCS

CCS is accessible via the Florida Sexual Offender/Predator Public Registry website at https://offender.fdle.state.fl.us or directly at https://offender.fdle.state.fl.us/ccs/shiroLogin.jsf. Your username and temporary password are created during your initial registration at the sheriff's office. If you forget your username, it is displayed at the top right of your registration form (Figure 1).

Figure 1

Person Number: 34812

REGISTRATION FORM

egistration December of 2024 *****

CCS User Name: ttest12

On the CCS Home Page, review the information in the pop-up.

- Please thoroughly review the information in the box before accessing CCS.
- Scroll to the bottom of the box and hit "I Agree" to access the login page (Figure 2).
- You must agree with the information in this box to use CCS.

By clicking "I Agree" below, I agree that I have read the above information, will only use CCS as noted above, and will only enter true and accurate information into this system. Providing false information or misuse of CCS to evade Florida's mandatory in person reporting requirements may subject me to criminal prosecution.

Figure 2   ☑ I Agree

Log in with your username and password.
- Get your username from your registration form, the sheriff's office, or call FDLE at 888-357-7332.
- If you forget your password, call FDLE to reset it.
- If you have an active, **confirmed** email address in your registry record, you can use the Forgot Username and Forgot Password links to retrieve your username or create a new password without the need to contact FDLE.

To change your password or update your security questions, click on the "Profile" button in the top right corner of any page (Figure 3).
- This is particularly useful if you do not have an active, confirmed email address in your registry record.
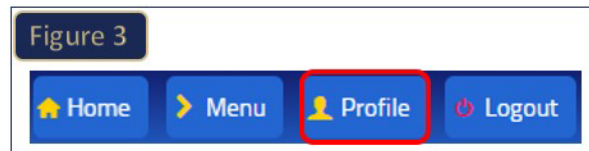

To report or update information, select the corresponding button.

You can navigate between types of information that you would like to update by using the buttons in the top right corner of any page (Figure 4).
- The "Home" button returns you to the page displaying all the picture icons while the "Menu" button allows you to navigate directly to different pages to update information.
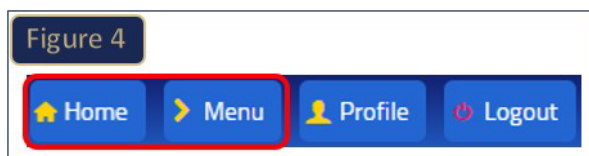
UPDATING INFORMATION USING CCS

In-State Travel

- This screen shows what permanent, temporary, and transient addresses you currently have registered and any future temporary addresses that you have registered. You can edit in-state travel addresses or add a new in-state travel address.
- To register an in-state travel address, click the "Add Travel" button. Provide the address for your travel as well as the dates that you expect to be or were located at the address you are providing.
- Click the "Save" button. An address validation screen will appear to ensure proper formatting of the address.
  - If the address listed in the "Verified Address" section of the pop-up is correct, select "Use USPS Verified Address" and click the "Submit" button.

- You will be taken back to the screen that lists your registered permanent, temporary, and transient addresses. If you added or modified an in-state travel address with an end date of today or prior, it will be added to the registry but will not be displayed in your list. If you added a future or current address, it will appear as a registered address.
- If your plans change and you need to edit previously reported in-state travel information, click the edit icon.
    - On this page, you can change your travel dates or click "Cancel Travel," which will give you two options: you are no longer traveling to that address, or the address was submitted in error and/or there needs to be a correction. Select the option that most appropriately describes your situation. This will remove the address from your list of registered addresses. If a correction is needed for any planned travel, you will need to follow the steps above for adding a new address.

Email, Internet Identifiers, and Phone Numbers

- These screens show your registered Internet identifiers, email addresses, and phone numbers. You can add new Internet identifiers, emails, or phone numbers (including employment/work numbers) or remove information that is no longer valid.
- Click the add button to register new information.
    - When registering a new Internet identifier, you will need to provide the App Name and your personal Internet identifier for that app/platform.
    - When registering a new email, you will need to provide the email address twice to confirm it.
    - When registering a new phone number, provide a phone number extension (if applicable) and the phone type for that number.
- Once you save the information, you will see it in your list of registered information.
- Once you register your email, it will need to be confirmed with the registry. Check your email for a confirmation message and click the link provided to confirm the email address.
- To remove registered information for Internet identifiers, emails, or phone numbers, click the delete icon to the right of the record.

Employment

- This screen shows your registered employment information. You can add new employment information or remove information that is no longer valid.
- Click "Add Employment Address" to register any new employment information. Provide the business's name, your occupation, and the address of the employer. Also provide the dates of your employment and contact information for a direct supervisor, if applicable. Note that employment/work phone numbers should be reported in the **Phone Numbers** section of the system.
- Click the "Save" button. An address validation screen will appear to ensure proper formatting of the address.
    - If the address listed in the "Verified Address" section of the pop-up is correct, select "Use USPS Verified Address" and click the "Submit" button.
- The employment information will populate as "Pending Review." These changes are reviewed and generally accepted by the registry within one business day.

- If you have employment information registered that is no longer valid, check the box in the "Close?" column and provide the end date of your employment for that employer. Click the "Close Address" button (this will appear when you check the box to close the record) and confirm the change to remove the employment address.

Universities/Schools

- This screen shows your registered institution of higher education information. You can add new university/school information or remove information that is no longer valid.
- Click "Add Campus Address" to register a new university/school affiliation.
- Type your university/school information into the "University/School Name Search" field. Select your university/school from the list. Once selected, the address information will populate. If you cannot locate your university/school, select "No Universities/Schools Found." Then, manually enter your university/school information.
- Identify your relationship to the university/school (employed by, enrolled at, or volunteers at). Also provide the dates of your affiliation and contact information. Click "Save" when you are finished adding the information.
- The university/school will populate as "Pending Review." These changes are reviewed and generally accepted by the registry within one business day.
- If you have university/school information registered that is no longer valid, check the box in the "Close?" column and provide the end date of your university/school affiliation. Click the "Close Address" button (this will appear when you check the box to close the record) and confirm the change to remove the information.

Vehicles

- This screen shows your registered vehicles. You can add new vehicles, edit existing vehicles, and/or remove information that is no longer valid.
- Click "Add Vehicle" to register a vehicle that is not already listed as one of your registered vehicles. Provide the year, make, model, color, and vehicle identification number (VIN). Select from the drop-down menu whether this is a vehicle that you own. Click the "Save" button.
- When you save, a pop-up will appear to confirm your selection for "Owned by Offender" is correct. If you select "Save," your record will be saved. If you select "Edit," you will be directed back to the record to make changes. Once changes are made and you again save, the pop-up will re-appear. You will not be able to save the vehicle record without confirming the information via the pop-up.
- By clicking the edit icon on the registered vehicles record, you can edit certain vehicle information such as the color and the tag. When finished editing, save the information. See the above note regarding the pop-up that appears when you click the "Save" button.
- To remove vehicle information that is no longer valid, click the delete icon to the right of the record. You will be asked to confirm the delete via a pop-up.