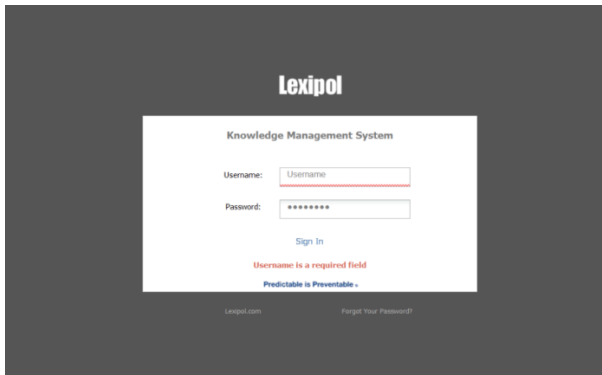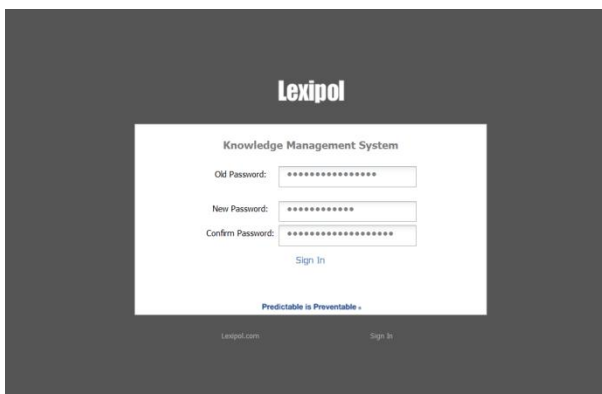Lexipol Knowledge Management System 4

All department members can now access the Lexipol system. The first time Lexipol's KMS4 is accessed, each user will go through a process which will reset the username to their email address and reset their password.

1. Access Lexipol through the OCSD Intranet (Intranet / Employee Center / Manuals / OCSD Policy Manual Updates). **Use your department email as your new username.** Enter your current password or click on "forgot your password" at the bottom. The system will flag your account for migration and prompt you to confirm your email address. Enter your department email address and Lexipol will email a temporary password. The system experiences short delays, so single click each step.
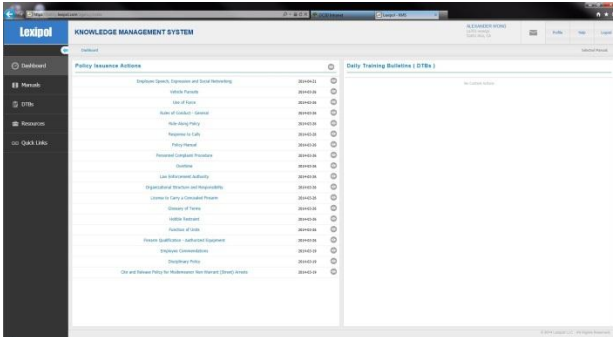

2. Log in using your department email address and temporary password. Manually enter your temporary password into the box. If you "cut & paste" the temporary password, make sure to tab down to the sign-in icon.

3. Reset your password **(eight characters minimum)**. The old password will be the temporary password emailed by Lexipol. This screen appears to be "auto-filled", however it is not.

4. Lexipol will acknowledge the password reset by email and now require you to sign on with your new password and enter the Lexipol system.

5. User Dashboard & Navigation
  - The user dashboard or "Home Page" consists of two fields; the Policy Issuance Actions field on the left and the Daily Training Bulletins (DTBs) field on the right. The DTB field will remain blank because the department doesn't subscribe to this feature.

  - The Policy Issuance Actions field contains all current policy revisions that the department's Executive Command has approved since October 2013. In the future, each new policy or policy update will appear in this field for employee acknowledgement.

  - Policy compliance will be performed by opening (Eye Tab) and reviewing each policy within the Policy Issuance Actions field, and clicking on the acknowledge tab at the lower right-hand corner of the policy. Once the policy has been reviewed and acknowledged, the policy will be removed from the dashboard. Going forward, policies will be acknowledged and compliance gained one policy at a time. Bi-annual electronic signature compliance has been eliminated.

  - The SAFE Division will distribute a department wide email blast to remind all employees when a new policy has been adopted and to sign on to Lexipol and acknowledge the new policy.

  - The "Manuals" tab on the home page will allow the user access to the department's manual. The user can scroll through each section of the manual or click on the red PDF symbol at the upper right of the page to download the current manual to their desktop. The yellow caution triangle listed after a policy signifies that the policy has not been acknowledged on the dashboard.