



MIKE DEWINE

★ OHIO ATTORNEY GENERAL ★

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August 13, 2014

Dear Chief, Sheriff, Law Enforcement Chief Executive,

As director of BCI OHLEG, I am writing to provide you with some timely information about the gateway.

New OHLEG Rules and Regulations, as well as an OHLEG Data Security Use Policy, have recently been posted to the OHLEG website, <https://www.ohleg.org>. We hope you will take a look at these additions to the site to familiarize yourselves with them, and we ask that you please advise your OHLEG user community to review these documents at their earliest convenience. While these new rules are in effect *as of June 8, 2014*, there is a 90-day grace period in place to allow OHLEG users and agencies sufficient time to read and comply with the new requirements.

Also, it has been brought to our attention that the Chief Executives of Ohio law enforcement agencies may log into OHLEG only occasionally as needed to perform administrative functions. This limited use of the system may result in the disablement of your account, causing inconvenience and lost time from your busy schedules. For security purposes, OHLEG system passwords expire after 90 days of inactivity, and accounts are deleted when that inactivity extends to 120 days. Either of these actions will, at a minimum, require contacting OHLEG support to regain OHLEG access.

In an effort to minimize the frustration caused by an unexpected disabled OHLEG account while also maintaining necessary security levels, we are proposing the following remedy. After 80 days of inactivity, OHLEG would like to send you an email to warn you that that your password will expire soon and to prompt you to change it. When you go in to change your password, your account will register that activity, and you will have another 90 days before you must change your password again. The goal is to prevent your accounts from becoming disabled every 90 days from inactivity.

Instituting this remedy is a top priority for BCI OHLEG, and as we work to implement it, we are asking for your assistance. In order to send these emails at the 80-day mark, it is important that we have accurate contact information for you. **We are asking now that you provide/update your email address in your OHLEG profile.** To update your contact information simply go to the OHLEG home page, and click on OHLEG-SE. We suggest using **Internet Explorer** as the browser for this operation as it has been found to work best with the OHLEG platform. Once on the SE page, drag your cursor over OHLEG-SE

OHLEG
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at the top left, and a menu should appear below. Click on My Profile, which is the second option, type in your email address, and click Update. The screen will not change, but if you have clicked Update, your information will be saved. You may verify the change has taken place by closing and reopening the screen to see the change. Updating your email address now will assure that when this new feature goes live in the next few months, you will be included in the email reminder notification.

Thank you in advance for your assistance with these requests. Your efforts will help to ensure the appropriate and most effective use of this system. If you have any questions, please do not hesitate to contact OHLEG Support at 866-406-4534.

Sincerely,

Joe Dietz
OHLEG Director
(740) 845-2129

JD/am