
Registration for NICE Multimedia with a CJSM or eJudiciary account

How to register on the NICE Investigate Sharing Portal

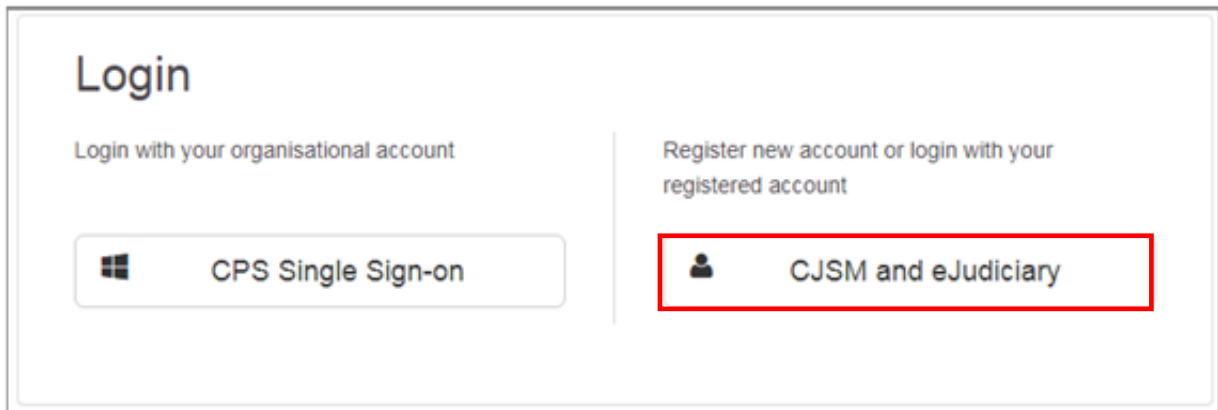
This guide will show you how to register and access the Nice Investigate Sharing Portal for CJSM or eJudiciary users to view Multimedia evidence.

This guide is to assist from the point when you receive a hyperlink in either the IDPC bundle or directly on the Digital Case System (DCS) in the Crown Court.

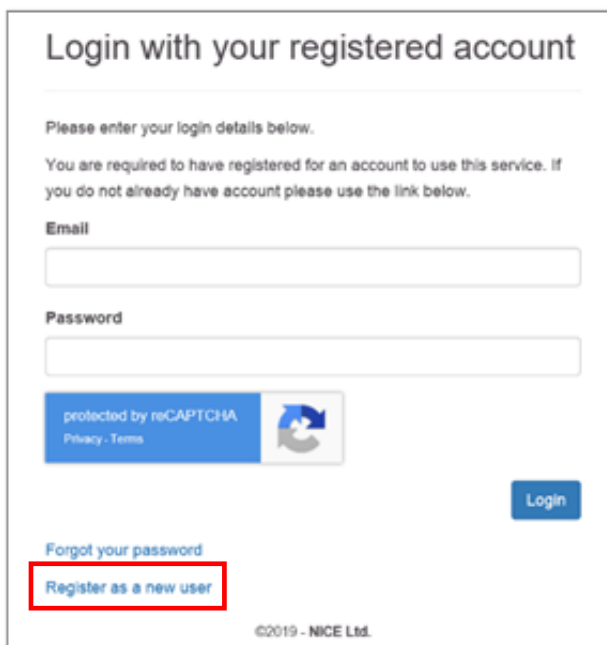
You can use the link below to register an account in advance if you wish. Alternatively, the first time you access material via a NICE Investigate hyperlink you will be required to follow the log in steps below before you can access the material:

<https://sharinguk-login.digital-policing.co.uk/account/login>

Once you have clicked on the link, you will be taken to a log in screen. Click the “CJSM and eJudiciary” option:



The screenshot shows a login page titled "Login". It has two main sections. The left section is titled "Login with your organisational account" and contains a button labeled "CPS Single Sign-on" with a Windows logo icon. The right section is titled "Register new account or login with your registered account" and contains a button labeled "CJSM and eJudiciary" with a person icon. This button is highlighted with a red rectangular border.



The screenshot shows a login page titled "Login with your registered account". It contains the following elements: a heading "Login with your registered account", a sub-heading "Please enter your login details below.", a paragraph "You are required to have registered for an account to use this service. If you do not already have account please use the link below.", an "Email" input field, a "Password" input field, a reCAPTCHA widget with "protected by reCAPTCHA" and "Privacy - Terms" text, a "Login" button, a "Forgot your password" link, and a "Register as a new user" link which is highlighted with a red rectangular border. At the bottom, it says "©2019 - NICE Ltd."

All users will be required to complete a short registration process on the system using either:

- ✓ a CJSM email address for defence & Advocate users.
- ✓ an eJudiciary email address for judicial users.

Click “Register as a new user”:

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You will then be presented with the Register page:

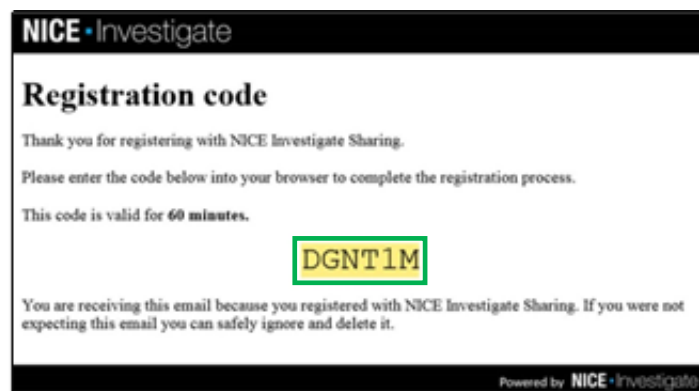
Fill in the fields shown then check the “I’m not a robot” box and follow the prompts.

User passwords must be a minimum of 8 characters.

When complete, click “Register”.

You will be taken to the next screen which asks you to enter a unique code.

When you clicked “Register”, you were sent an email containing your unique code:



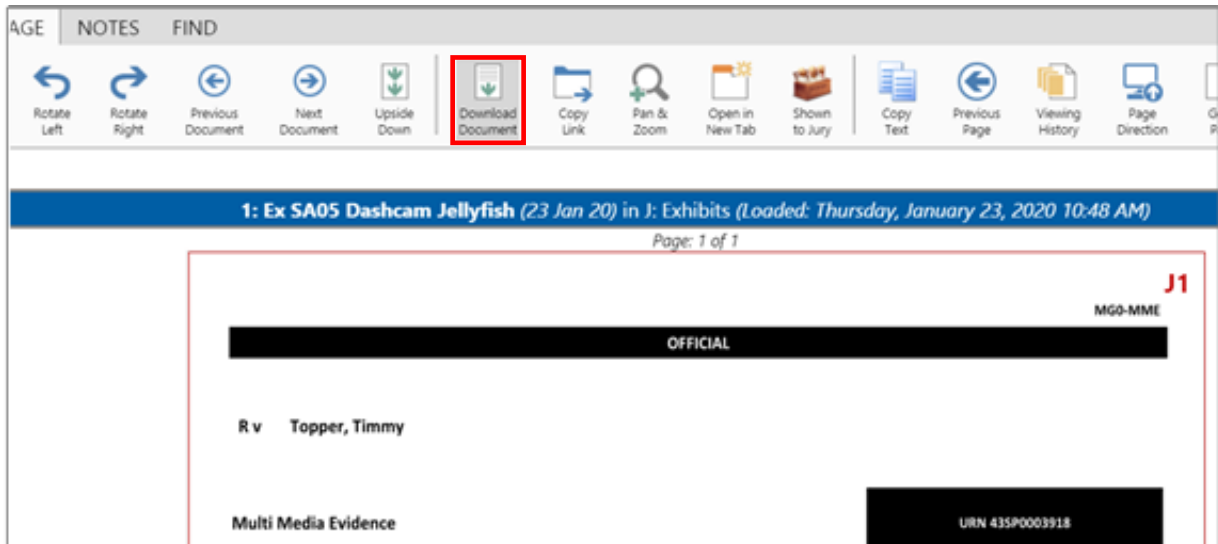
Enter this into the “Code” field and click “Submit”:

Once you click ‘Submit’, your email address will be verified and your account created. You can now return to the Login screen and log in to view the material.

Registration for NICE Multimedia with a CJSM or eJudiciary account

Viewing the Multimedia

To activate the URL in DCS you will need to download the document which contains it. To do this from the Review screen, you will need to click the “Download Document” option on the top menu bar:



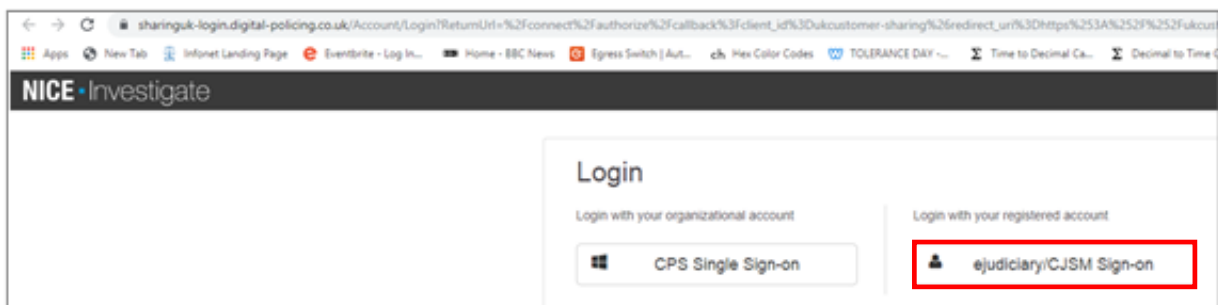
If see a yellow bar at the top of your screen containing an “Enable Editing” button, Click on “Enable Editing”:



The URL will now be active. Click on the URL to access the multimedia:

Clip duration (10 minutes max – if longer say why in comments box below)	11 secs
"Secure Link" URL	
SA05 Dashcam jellyfish	
https://ukcustomer-sharing.digital-policing.co.uk/Evidence/20191219192213-zlN8zwT5M43qgJZ2dAesANX4owwZP1DG	
Comments (Please use this section to indicate where highly distressing material is present):	

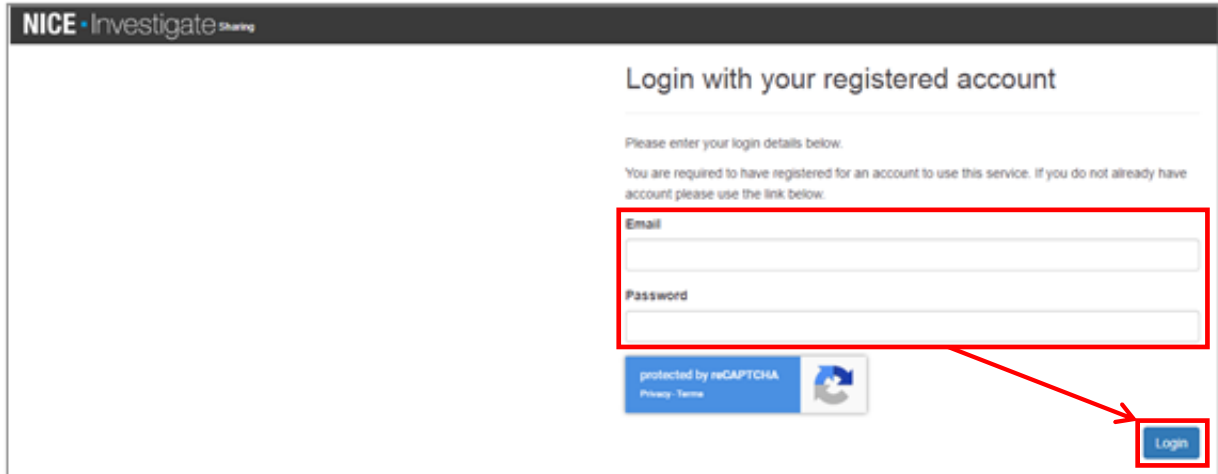
On the Login screen, click “ejudiciary/CJSM Sign-on”:



Registration for NICE Multimedia with a CJSM or eJudiciary account

Enter your account details then click “Login”:

- ✓ Defence/Advocate users = CJSM email address & password
- ✓ Judicial users = eJudiciary email address & password



NICE Investigate sharing

Login with your registered account

Please enter your login details below.
You are required to have registered for an account to use this service. If you do not already have an account please use the link below.

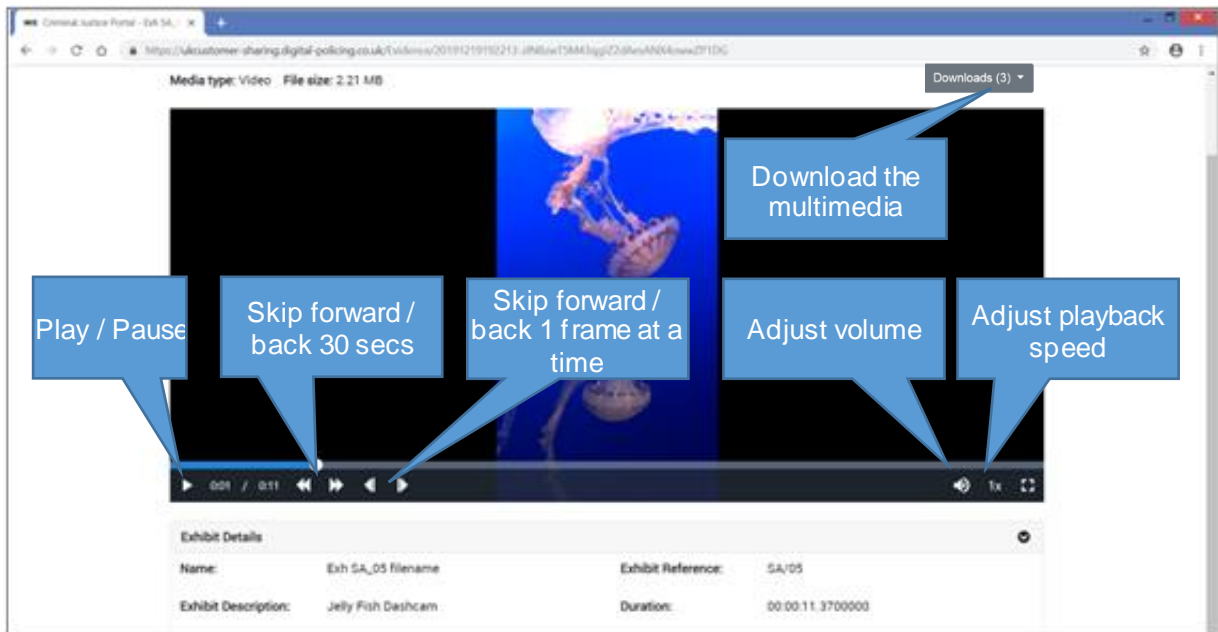
Email

Password

protected by reCAPTCHA
Privacy Terms

Login

Once you have logged in you will be presented with the multimedia. From here you can stream it for review purposes:



Media type: Video File size: 2.21 MB

Downloads (3)

Play / Pause

Skip forward / back 30 secs

Skip forward / back 1 frame at a time

Adjust volume

Adjust playback speed

Exhibit Details			
Name:	Exh SA_05 filename	Exhibit Reference:	SA/05
Exhibit Description:	Jelly Fish Dashcam	Duration:	00:00:11.370000

A copy of the multimedia should be downloaded to your device if you intend to play it in a court room or show it to a client in custody.

N.B. The “(transcode)” naming indicates that NICE Investigate has converted the media you are viewing from its original format into a standard playable format (mp4).

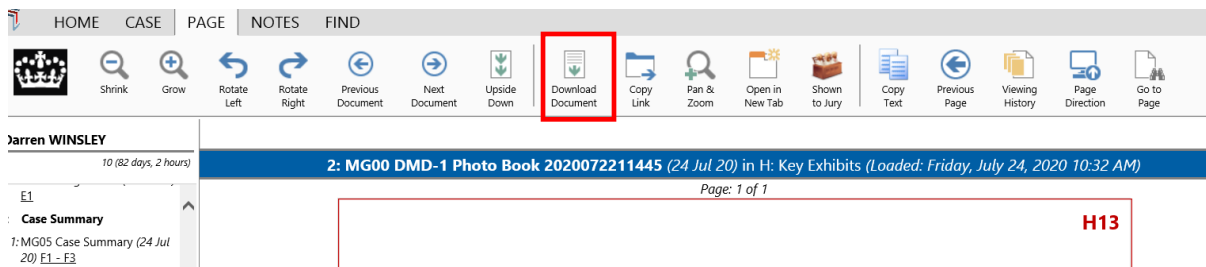
Registration for NICE Multimedia with a CJSM or eJudiciary account

Viewing the Photobook

To view the photobook you can do this 2 ways.

1. View Via the MGO document

To activate the URL in DCS you will need to download the document which contains it. Do this from the PAGE tab on the Review screen, you will need to click the "Download Document" option on the top menu:



If you see a yellow bar at the top of your screen containing an "Enable Editing" button, Click on "Enable Editing":



The URL will now be active. Click on the URL to access the photobook:

Clip duration (10 minutes max – if longer say why in comments box below)	e.g. 5 mins 30 sec N/A
"Secure Link" URL:	

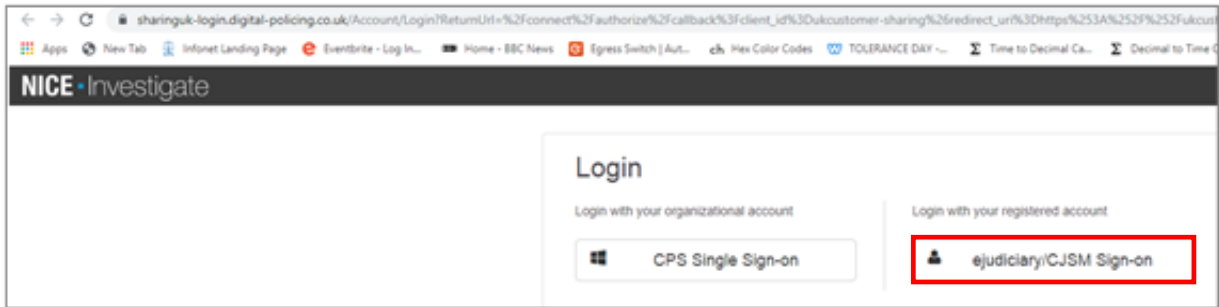
<https://ukcustomer-sharing.digital-policing.co.uk/Evidence/20200722114645-1mNL6tWc9q5TQROGE9R81q43AcaApkrU>

Comments (Provide comments if footage is of a distressing nature or if there is other relevant information for the reviewing prosecutor)

Crime scene photos – no distressing images.

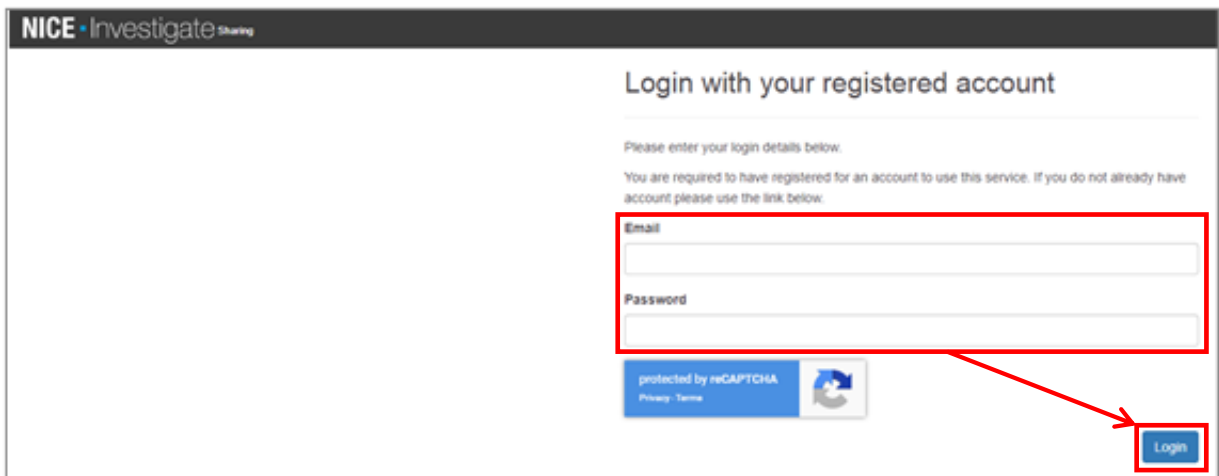
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On the Login screen, click “ejudiciary/CJSM Sign-on”:

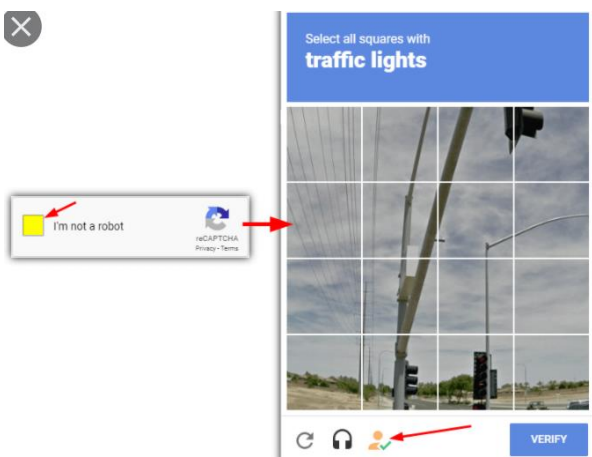


Enter your account details then click “Login”:

- ✓ Defence/Advocate users = CJSM email address & password
- ✓ Judicial users = eJudiciary email address & password
- ✓



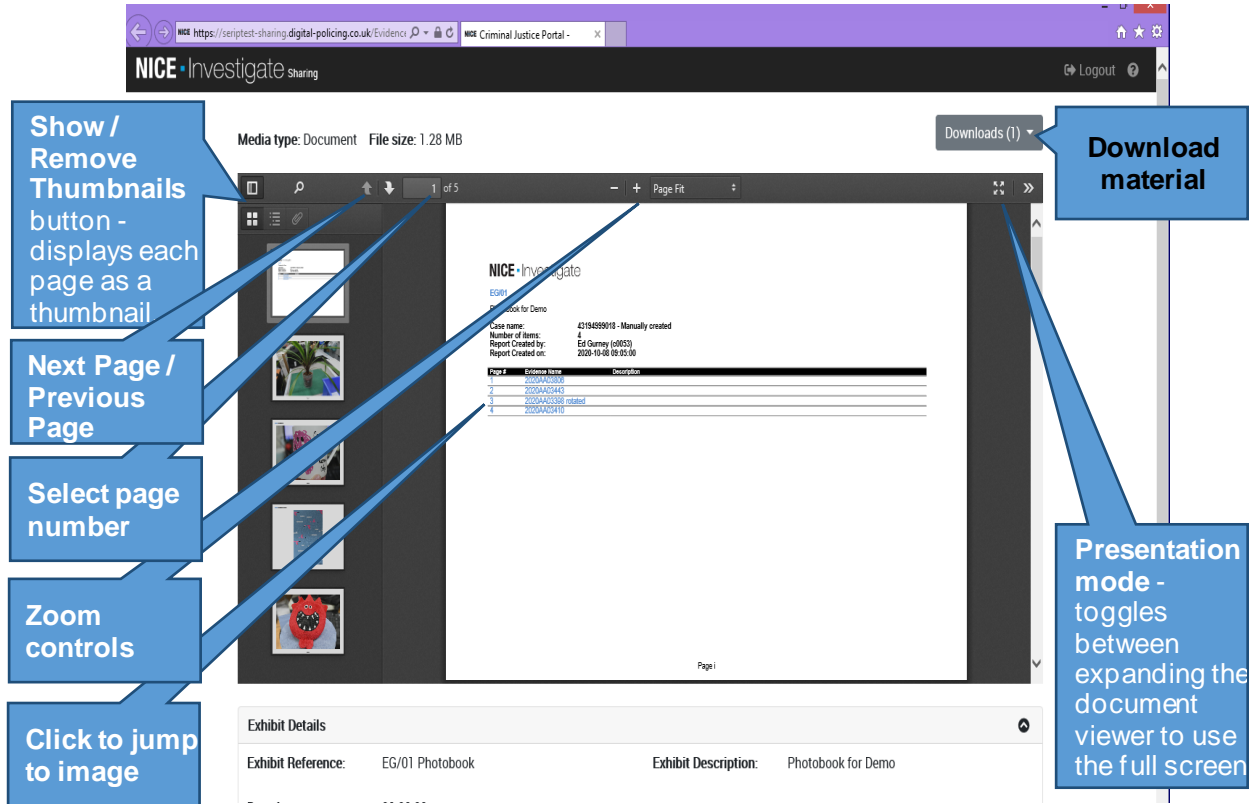
You may have to prove that you are not a robot when logging in. We would therefore recommend that you log in and download media before the hearing so you do not need to complete the verification steps in open court.



Registration for NICE Multimedia with a CJSM or eJudiciary account

Once you have logged into the Sharing Portal you will be presented with the evidence item(s) shared.

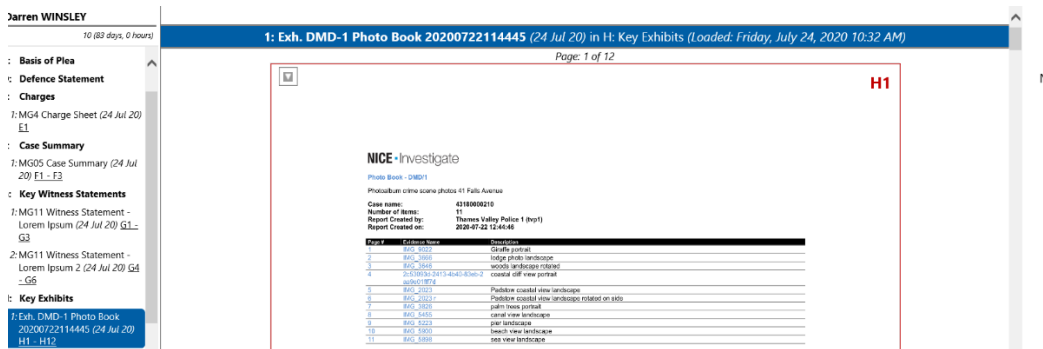
The Nice Investigate PDF Viewer has several functions you may find helpful when reviewing the material. These are shown on the screenshot below



2. View via PDF of Photobook

If a PDF of the photobook has been uploaded into DCS the contents of the photobook can also viewed direct from DCS without having to download the booklet separately.

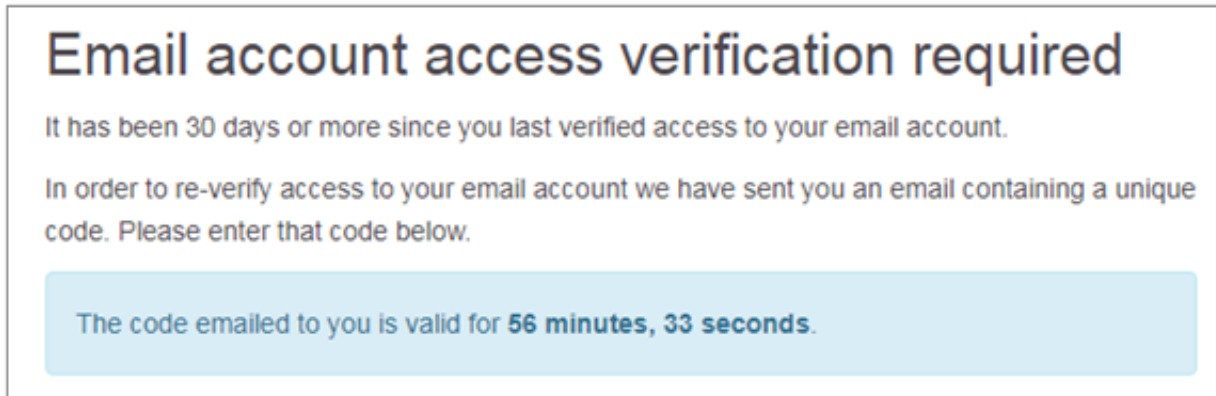
This can be done from the Review screen using the scroll bar on the righthand side. Please note that the hyperlinks to specific pages do not work in this format.



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Account Revalidation

- Users are required to validate their accounts every 90 days or they will expire.
- If your account has expired, upon attempting a log-on to the system, you will see a prompt requiring you to re-validate your email address with a new verification code:



- To re-validate your account, you need to enter the unique code emailed to you into the "Code" field on the screen.
- Your password will not expire; if you forget your password you will need to click "forgot your password" and follow the steps as instructed:



For registration or log-in issues with NICE Investigate or in response to NICE Investigate error messages - please contact the NICE support desk by either logging into the NICE Customer Portal (wiser.nice.com) or calling 01489 9771633. Please be prepared with the following information:

- Description/screenshot of the issue (without evidence being shown)
- Time of the issue
- Name of Police Force

For any issues with the URL link not being active, please report this to the CPS using the current CPS generic secure email process.