

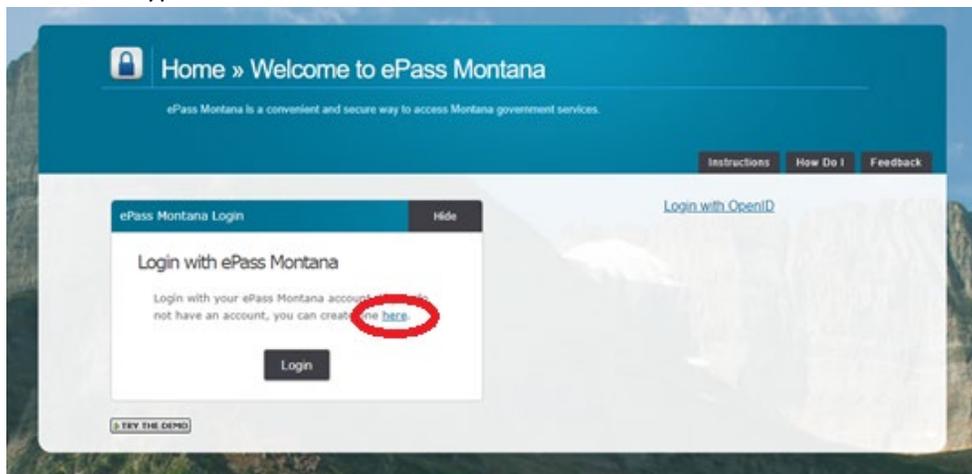
Montana DOJ Kit Track Portal Guide

Law Enforcement Agencies

1. Register with ePass & Signing In

You must have a registered account with Montana ePass to access the Montana Kit Track Portal. If you already have registered with ePass and are signing in, proceed to Step 2 below.

- Navigate to the Kit Track Portal URL: <https://svc.mt.gov/doj/kittrack>
- The browser will redirect to the ePass Montana login page.
- Select the hyperlink “here” to create a new ePass account.

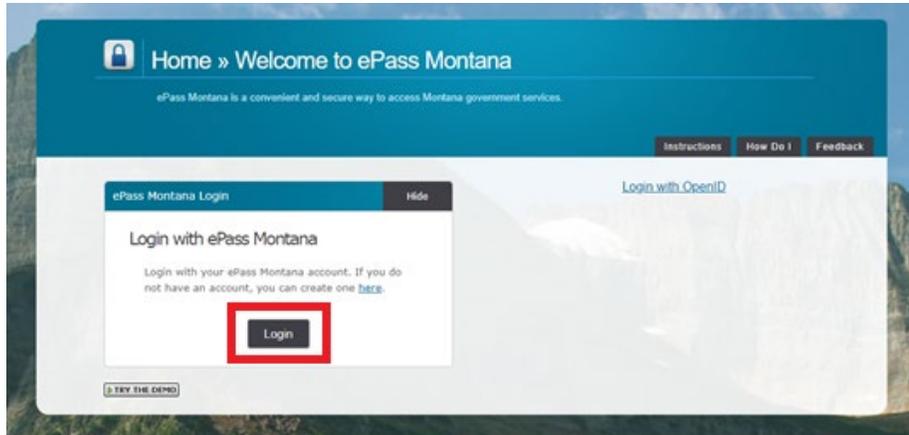


- Fill in the required fields and note the specified username and password you created. This will be used for future Kit Tracking access. Select “Save Changes” at the bottom of the registration page.
- ePass will create a new account and bring up the “Register With Account” page.

- f. Complete the information on the account (Law Enforcement Agency) you are registering with. For a list of all LE agencies available, click on the search icon. 🔍
- g. Select “Register” when complete.
- h. You will be directed to the Law Enforcement Kit Tracking home page.

2. Signing In

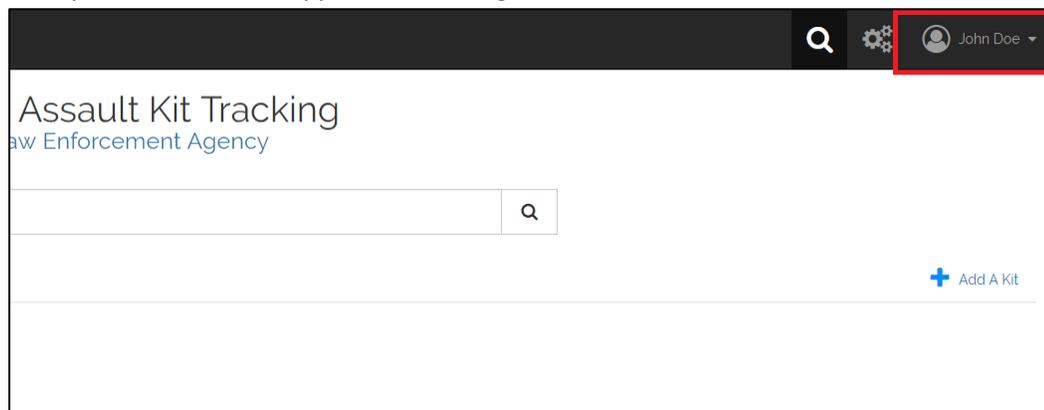
- a. Navigate to the Kit Track Portal URL: <https://svc.mt.gov/doj/kittrack>
- b. The browser will redirect you to the ePass Montana login page.
- c. Select the “Login” button and enter ePass login credentials.



- d. Upon successful login, the browser will redirect to the Law Enforcement Kit Tracking home page in which the ePass account is registered.

3. Signing out

- a. In the top right corner of the portal, select your name.
- b. A drop down menu will appear; select “Sign Out.”



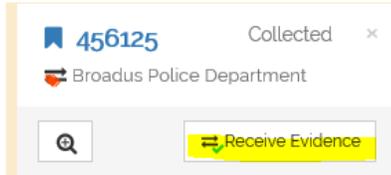
4. Receive a Collected & Sealed Kit from a Medical Facility

- a. Click on the “Transfers In” tile from the home page then proceed to step B. If you are scanning a kit ID or manually entering the kit ID from the home page, proceed to step C.
- b. Check the box next to the kit you want to transfer into Evidence, then click on “Select.”

TRANSFERS IN

	SAK ID	Status Reason	Source	Reason for Transfer
<input type="checkbox"/>	123459	Processed	DOJ State Crime Lab	Archive
<input type="checkbox"/>	123462	Collected	Benefis Health System	Enter Evidence
<input checked="" type="checkbox"/>	456125	Collected	Benefis Health System	Enter Evidence
<input type="checkbox"/>	987665	Collected	Benefis Health System	Enter Evidence

c. The kit will be displayed. Select “Receive Evidence.”



d. Enter the Evidence details and then select “Receive.”

Receive Evidence

Current Location Details

Transfer to Evidence Received By *
Test Sakscript

Transfer to Evidence Received On *
5/21/2019 2:41 PM

Notes

Selected Kits (1)
456125

Cancel Receive

e. The kit will be removed from “Transfers In” and added to the “Collected” tile on the home page.



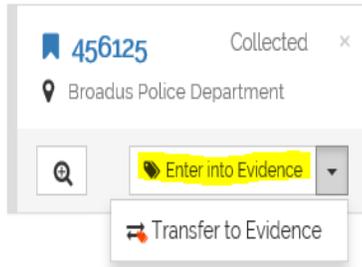
5. Transfer Collected Kit into Evidence

- Click on the “Collected” tile from the home page then proceed to step B. If you are scanning a Kit ID or manually entering the Kit ID from the home page, proceed to step C.
- Check the box next to the kit you want to transfer into Evidence, then click on “Select.”

COLLECTED

<input type="checkbox"/>	SAK ID	Current Location Details	Status Reason
<input type="checkbox"/>	123461		Collected
<input checked="" type="checkbox"/>	456125		Collected

c. The kit will be displayed. From the drop down menu, select “Enter into Evidence.”



d. Enter the Evidence details, then select “Enter into Evidence.”

Enter into Evidence

Primary Jurisdiction: Broadus Police Department

Current Location Details: aisle b, row 7

LEA Case ID: 123456

Law Enforcement Agency: Broadus Police Department

Entered into Evidence By: Test Sakscript

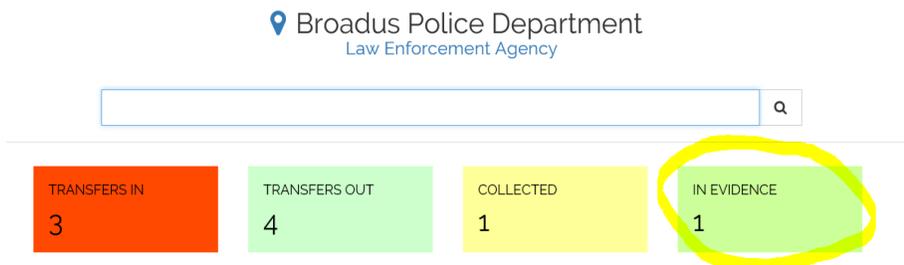
Entered into Evidence On: 5/21/2019 2:52 PM

Notes:

Selected Kits (1): 456125

Cancel Enter into Evidence

e. The kit will be removed from “Collected” and added to the “In Evidence” tile on the home page.



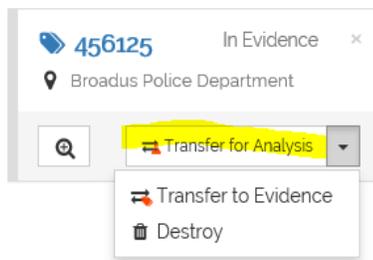
6. Transfer Kit to Lab for Analysis

- Click on the "In Evidence" tile from the home page then proceed to step B. If you are scanning a Kit ID or manually entering the Kit ID from the home page, proceed to step C.
- Check the box next to the kit you want to transfer to the lab for analysis, then click on "Select."

Q IN EVIDENCE

<input checked="" type="checkbox"/>	SAK ID	Current Location Details	Primary Jurisdiction	Status Reason
<input checked="" type="checkbox"/>	456125	aisle b. row 7	Broadus Police Department	In Evidence

- The kit will be displayed. From the drop down menu, select "Transfer for Analysis."



- Enter the transfer details, then select "Transfer for Analysis."

Transfer for Analysis

Transfer Method * Ship	Destination * DOJ State Crime Lab	Selected Kits (1) 456125
Shipping Carrier FedEx	Tracking Number 123456789	
Transfer for Analysis Initiated By * Test Sakiscript	Transfer for Analysis Initiated On * 5/21/2019 2:58 PM	
Notes <input type="text"/>		

Cancel Transfer for Analysis

- The kit will be removed from "In Evidence" and added to the "Transfers Out" tile on the home page.

Broadus Police Department
Law Enforcement Agency

Scan or Enter Kit Ids...

TRANSFERS IN 3	TRANSFERS OUT 5	COLLECTED 1
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7. Receive Processed Kit from Lab

- Click on the “Transfers In” tile from the home page then proceed to step B. If you are scanning a Kit ID or manually entering the Kit ID from the home page, proceed to step C.
- Check the box next to the kit you want to receive from the lab, then click on “Select.”

Q TRANSFERS IN

<input type="checkbox"/>	SAK ID	Status Reason	Source	Reason for Transfer
<input type="checkbox"/>	123459	Processed	DOJ State Crime Lab	Archive
<input type="checkbox"/>	123462	Collected	Benefis Health System	Enter Evidence
<input checked="" type="checkbox"/>	456125	Processed	DOJ State Crime Lab	Archive
<input type="checkbox"/>	987665	Collected	Benefis Health System	Enter Evidence

- The kit will be displayed. Select “Receive for Archival.”



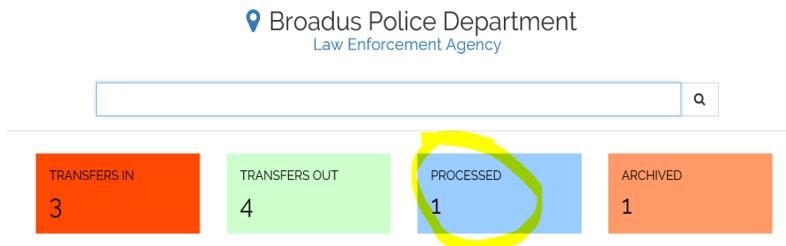
- Enter the Archival details, then select “Receive.”

Receive for Archival

Current Location Details aisle D row 8	Selected Kits (1) 456125
Transfer for Archival Received By * Test Sakiscript x Q	Transfer for Archival Received On * 5/21/2019 3:06 PM
Notes <input type="text"/>	

Cancel Receive

- The kit will be removed from “Transfers In” and added to the “Processed” tile on the home page.



8. Archive the Processed Kit

- Click on the "Processed" tile from the home page then proceed to step B. If you are scanning a Kit ID or manually entering the Kit ID from the home page, then proceed to step C.
- Click on the box next to the kit you want to Archive, then click on "Select."

Q PROCESSED

<input checked="" type="checkbox"/>	SAK ID	Current Location Details	Primary Jurisdiction	Status Reason
<input checked="" type="checkbox"/>	123461		Broadus Police Department	Processed

- The kit will be displayed. Select "Archive."

456125 Processed ×
Broadus Police Department

- Confirm the Archive Details, then select "Archive."

Archive

Current Location Details aisle D row 8	Selected Kits (1) 456125
Archived By * Test Sakscript × Q	Archived On * 5/21/2019 3:10 PM 📅
Notes <input type="text"/>	

- The kit will be removed from "Processed" and added to the "Archived" tile on the home page.

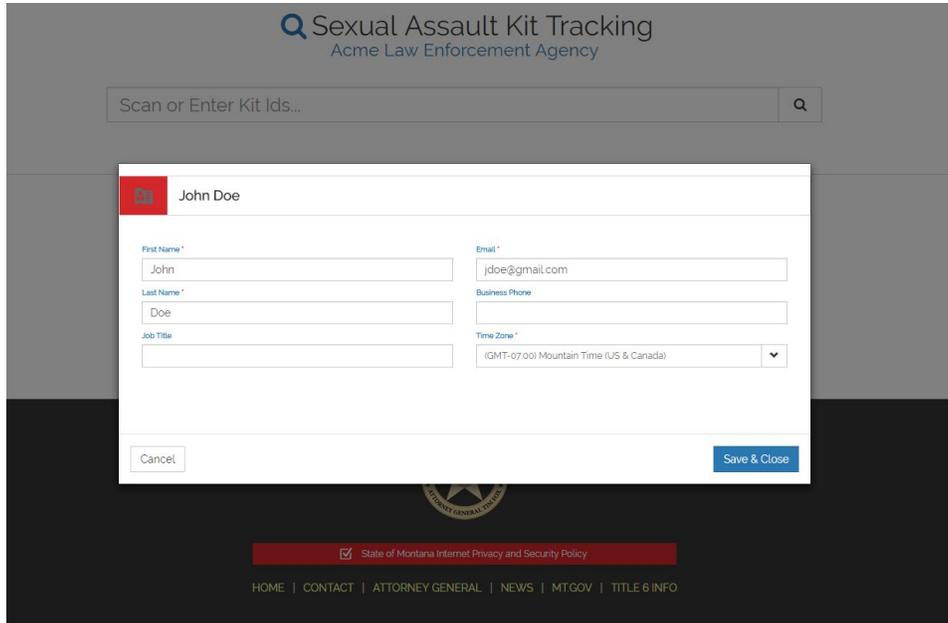
Broadus Police Department
Law Enforcement Agency

Scan or Enter Kit Ids... Q

TRANSFERS IN 3	TRANSFERS OUT 4	ARCHIVED 2
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9. Updating Profile Information

- In the top right corner of the portal, select your name.
- A drop down menu will appear; select “Profile.”
- Update profile information, then select “Save & Close.”



The screenshot shows the 'Sexual Assault Kit Tracking' portal for 'Acme Law Enforcement Agency'. A search bar at the top contains the text 'Scan or Enter Kit Ids...'. A user profile dropdown menu is open, showing the name 'John Doe'. The profile form contains the following fields:

- First Name: John
- Last Name: Doe
- Job Title: (empty)
- Email: jdoe@gmail.com
- Business Phone: (empty)
- Time Zone: (GMT-07:00) Mountain Time (US & Canada)

Buttons for 'Cancel' and 'Save & Close' are visible at the bottom of the form. At the bottom of the page, there is a footer with a link to the 'State of Montana Internet Privacy and Security Policy' and navigation links: HOME | CONTACT | ATTORNEY GENERAL | NEWS | MT.GOV | TITLE 6 INFO.

10. Register an Additional Law Enforcement Account

- In the top right corner of the portal, select your name.
- A drop down will appear; select “Register With Account.”
- Complete the information on the account (LE) you are registering with. For a list of all Law Enforcement Agencies available, click on the search icon.
- Select “Register” when complete.

11. Switching Between Law Enforcement Accounts

- In the top right corner of the portal, select your name.
- At the top of the drop down menu, the current active account you are in is displayed.
- Under “Switch Account,” all facilities you are registered with will be listed. Select the appropriate account and you will automatically be redirected to it.

