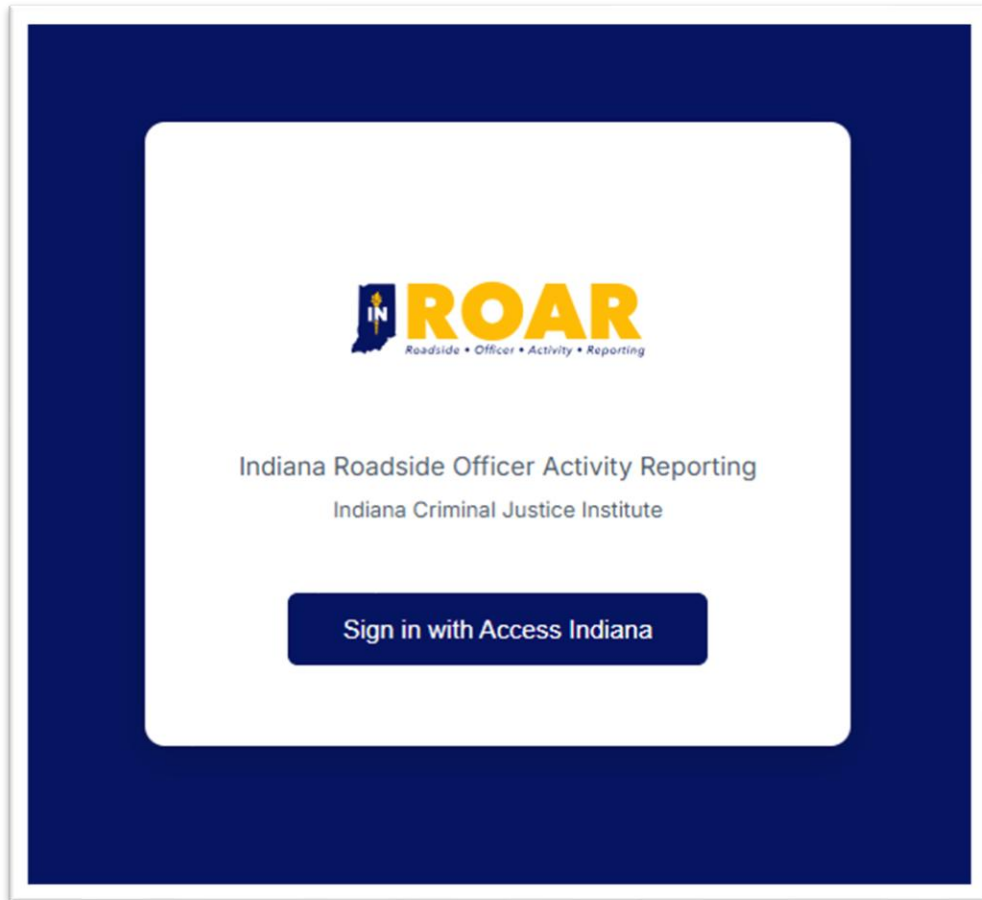


IN-ROAR

Admin Guide



Logging In

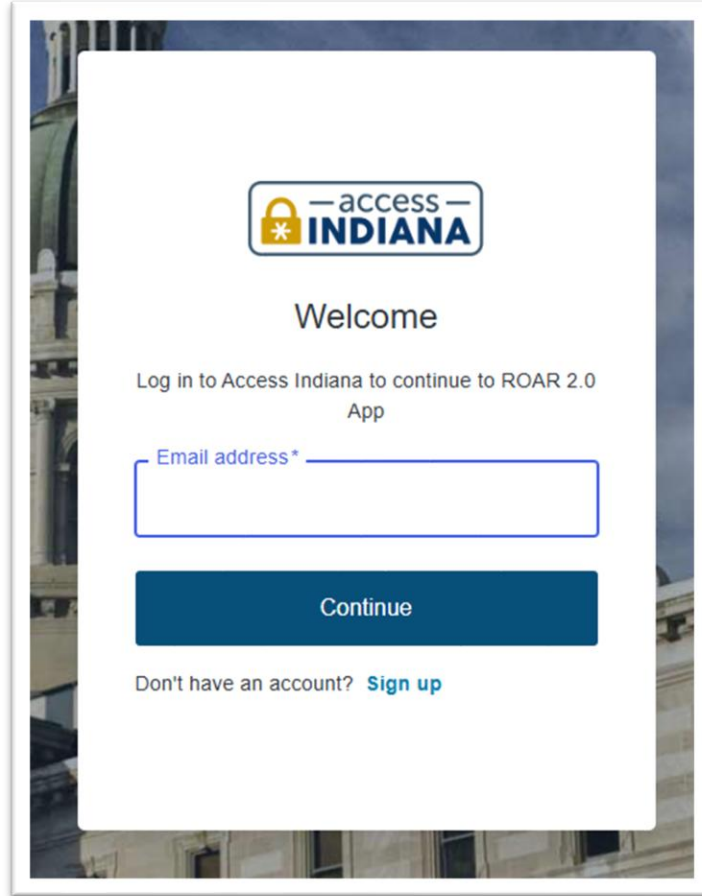


The IN-ROAR application is easy to use and navigate.

Start by going to the IN-ROAR website or click this link: <https://IN-ROAR.cji.in.gov>

You should see this landing page. Click on **“Sign In with Access Indiana”**.

Access Indiana Validation

A screenshot of the Access Indiana login page. At the top is the 'access INDIANA' logo, which includes a yellow padlock icon. Below the logo is the word 'Welcome'. The text 'Log in to Access Indiana to continue to ROAR 2.0 App' is displayed. There is a text input field labeled 'Email address*' with a blue border. Below the input field is a dark blue button with the word 'Continue' in white. At the bottom, it says 'Don't have an account? [Sign up](#)' in blue text.

 —access—
INDIANA

Welcome

Log in to Access Indiana to continue to ROAR 2.0 App

Email address*

[Continue](#)

Don't have an account? [Sign up](#)

The page should refresh with this webpage.
Enter your **Access Indiana** credentials to log in.

If you do not have Access Indiana credentials,
[click this link to sign up](#).

For guides on how to get an Access Indiana
account [click this link](#).

Home Page Navigation

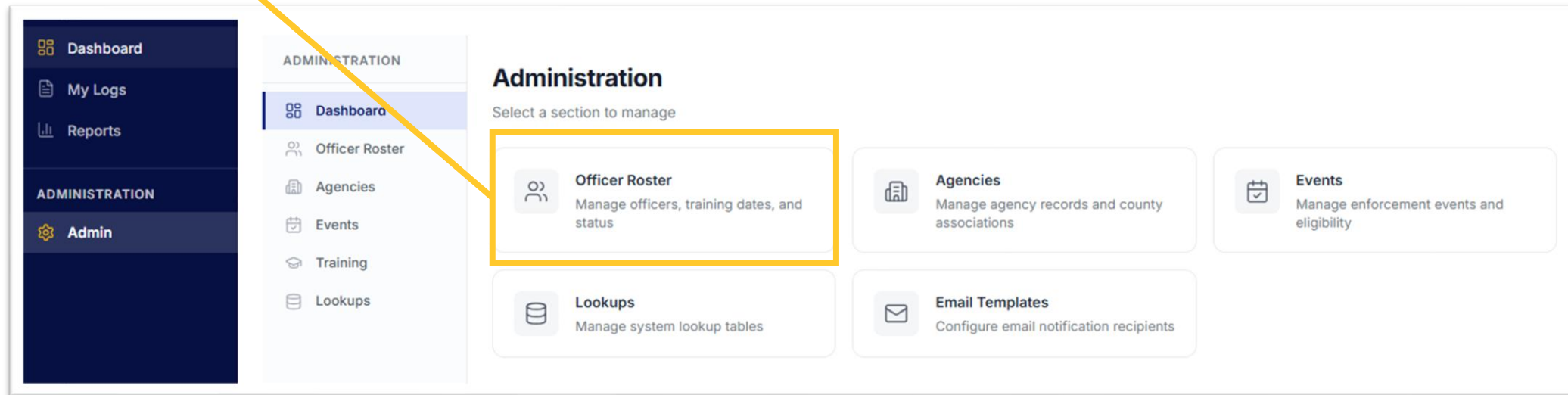
Your home page should look like this. This is where you will see your open logs, your quick actions (like creating a new log), your recent past logs, and upcoming events.

The screenshot displays the ROAR (Roadside Officer Activity Reporting) home page. The top header includes the ROAR logo, the text "Indiana Roadside Officer Activity Reporting", and user information for Robert Adams (CJI) with a "Sign Out" link. The left sidebar contains navigation links for "Dashboard", "My Logs", "Reports", and "ADMINISTRATION" (with a sub-link for "Admin"). The main content area is titled "Welcome, Robert Adams (CJI)" and shows "Robert Adams Agency: 2". It features four sections: "Open Logs" with a large "0" and "unclosed logs", "Quick Actions" with a "Create New Log" button, "Recent Logs" with a "View All" link and a message "No recent logs found.", and "Upcoming Events" with a table of events.

Upcoming Events		
2027 Blitz #4 (Impaired Driving) — Statewide	08/11/2027	Statewide
2027 Blitz #3A (Seat Belts/Impaired Driving) — Statewide	07/02/2027	Statewide

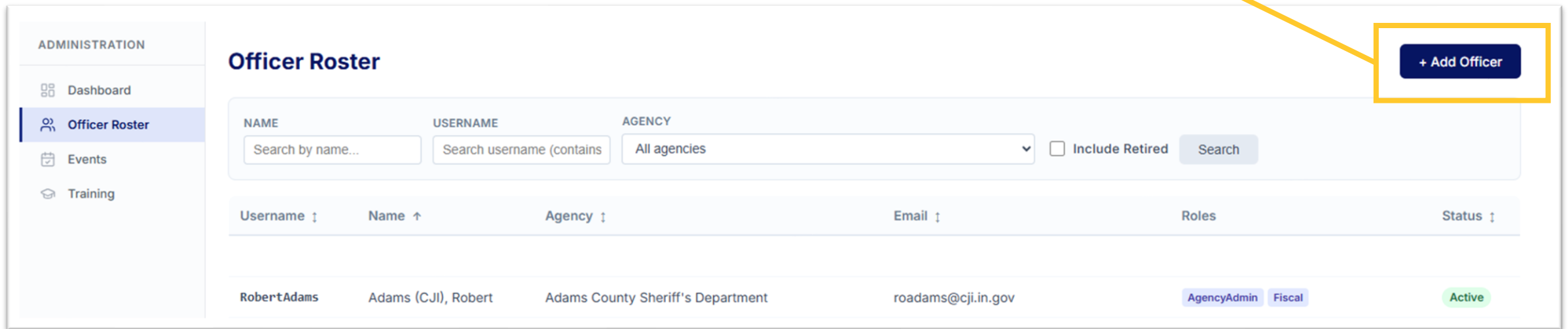
Administration

Click on “**Admin**” on the left menu bar. It will pull up the Admin Dashboard. We’ll revisit this in future tutorials. For now, let’s click on “**Officer Roster**”. This is where you will add participating officers.



Officer Roster

Here you will see all officers in the IN-ROAR system. You can use this to search for specific information such as an officer's username, name, agency, email, role, and status. You can also add officers.



The screenshot displays the 'Officer Roster' page within the IN-ROAR system. On the left is a sidebar with navigation links: 'ADMINISTRATION', 'Dashboard', 'Officer Roster' (selected), 'Events', and 'Training'. The main content area is titled 'Officer Roster' and features a search bar with three input fields: 'NAME' (placeholder: 'Search by name...'), 'USERNAME' (placeholder: 'Search username (contains)'), and 'AGENCY' (placeholder: 'All agencies'). To the right of these fields is a checkbox for 'Include Retired' and a 'Search' button. Below the search bar is a table with columns: 'Username', 'Name', 'Agency', 'Email', 'Roles', and 'Status'. The table contains one entry for Robert Adams, with roles 'AgencyAdmin' and 'Fiscal', and status 'Active'. A yellow arrow points from the text 'You can also add officers.' to a '+ Add Officer' button located in the top right corner of the interface.

Username	Name	Agency	Email	Roles	Status
RobertAdams	Adams (CJI), Robert	Adams County Sheriff's Department	roadams@cji.in.gov	AgencyAdmin Fiscal	Active

Adding an Officer

Create Officer

OFFICER INFORMATION

Username *

Badge Number *

Incite ID
Used for Odyssey record verification.

First Name *

Last Name *

Email Address *

Phone Number *
(###) ###-####
Format: (###) ###-####

Agency *

PERMISSIONS

☐ Agency Admin ☐ Receive Log Close Emails

Create Officer **Cancel**

This form should pop up. When it does, enter the officer's information. **Be sure to use the email attached to their Access Indiana account.** If they do not have one, have them create an account [here](#).

Check the Permissions boxes if their account needs to become an admin or receive log reports.

Editing an Officer

Edit Officer

STATUS: Active Retire Officer

OFFICER INFORMATION

Username *
Test

Badge Number *
Test

Incite ID

Used for Odyssey record verification.

First Name *
Test

Last Name *
Test

Email Address *
Test@test.com

Phone Number *
(123) 456-7890
Format: (###) ###-####

Agency *
Adams County Sheriff's Department

PERMISSIONS

☐ Agency Admin ☐ Receive Log Close Emails

Update Officer Cancel

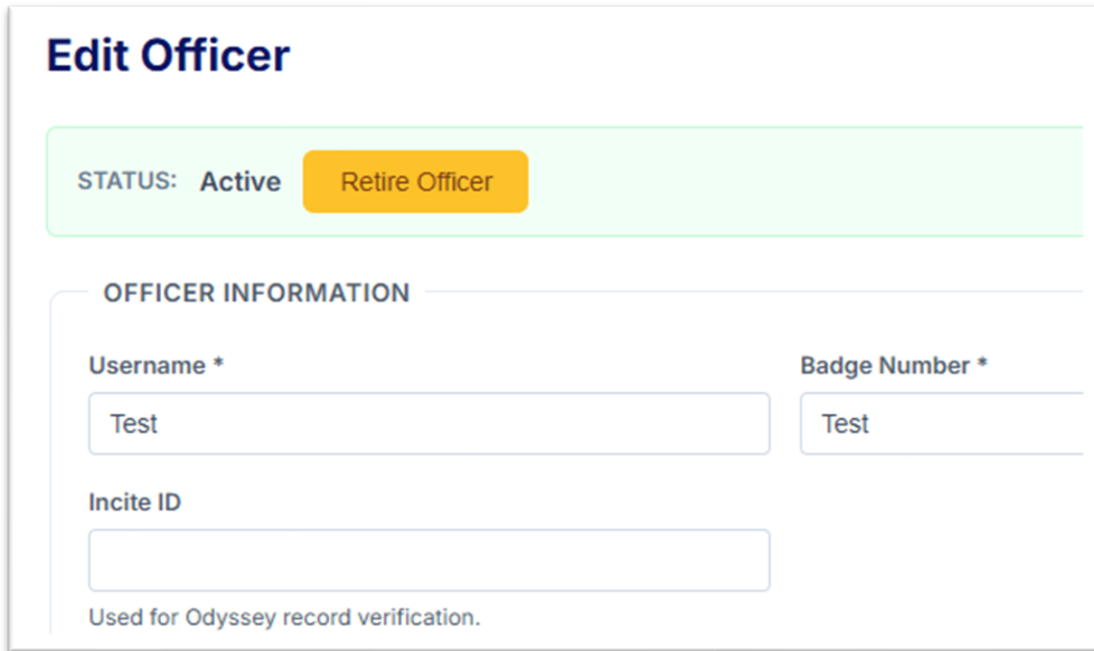
Once an officer is added to IN-ROAR, they will be able to log in using their Access Indiana account.

If you need to update their info, you can click on their name and make edits.

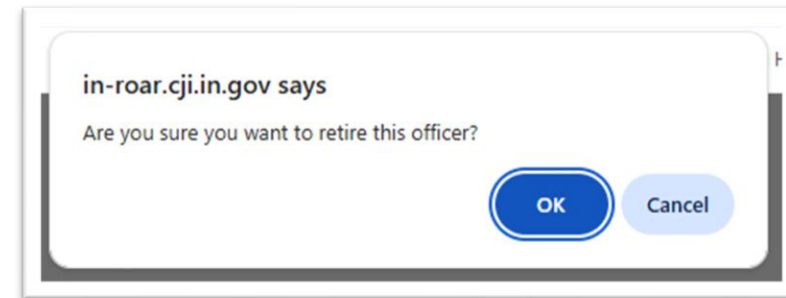
When you are finished editing, be sure to click **“Update Officer”**.

Retiring an Officer

Once an officer leaves your agency, click “**Retire Officer**”. Do not delete them from IN-ROAR or change their agency. If an officer transfer to your agency, make a new officer account for them with your agency listed.



The screenshot shows the 'Edit Officer' interface. At the top, there's a green bar with 'STATUS: Active' and a yellow 'Retire Officer' button. Below this is a section titled 'OFFICER INFORMATION' containing three input fields: 'Username *' (with 'Test' entered), 'Badge Number *' (with 'Test' entered), and 'Incite ID' (empty). A note at the bottom states 'Used for Odyssey record verification.'



Once you retire an officer,
this button will appear.
Press “**OK**”.

Additional Guides Coming Soon

As we gather officer feedback, our team is committed to making continuous improvements to the system, including enhancement to report tracking.

Later this fall, administrators will receive a detailed guide on how to verify officer activity.

For now, please add your participating officers so they can begin reporting grant-funded activity. For navigation and activity report help, please refer to the provided **User Guide**.

Contact Us

INROAR@cji.IN.gov

