

PROCEDURE FOR RESETTING EXTRACT PASSWORDS

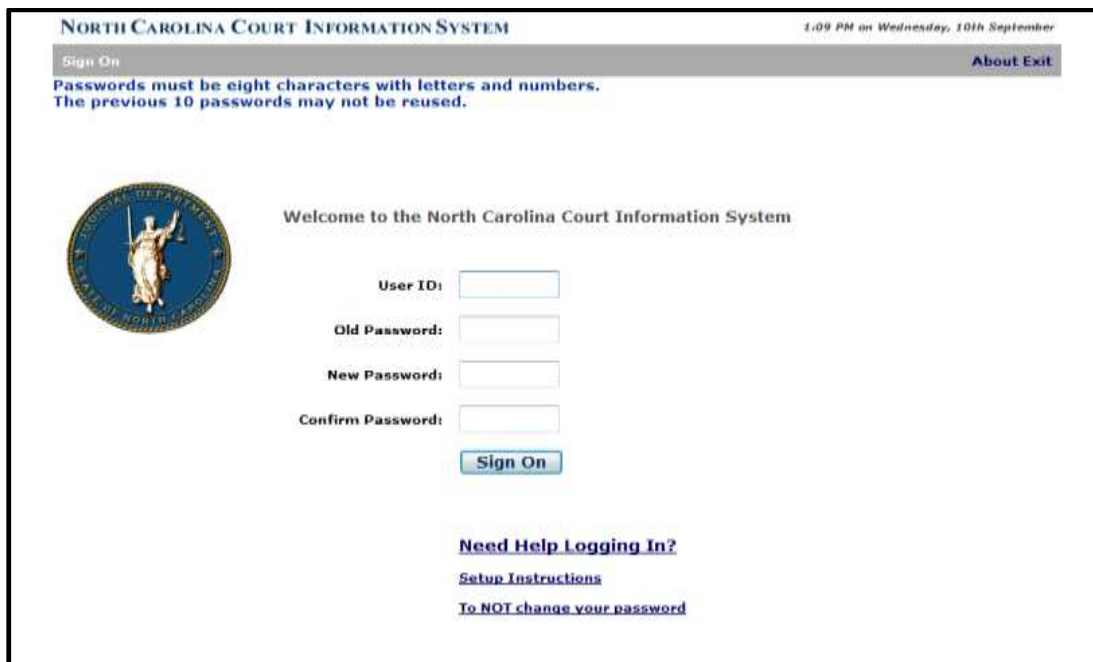
To prevent your password from expiring, perform the following process every 12 weeks:

1. Access the NCAOC logon screen at <https://www3.nccourts.org>.



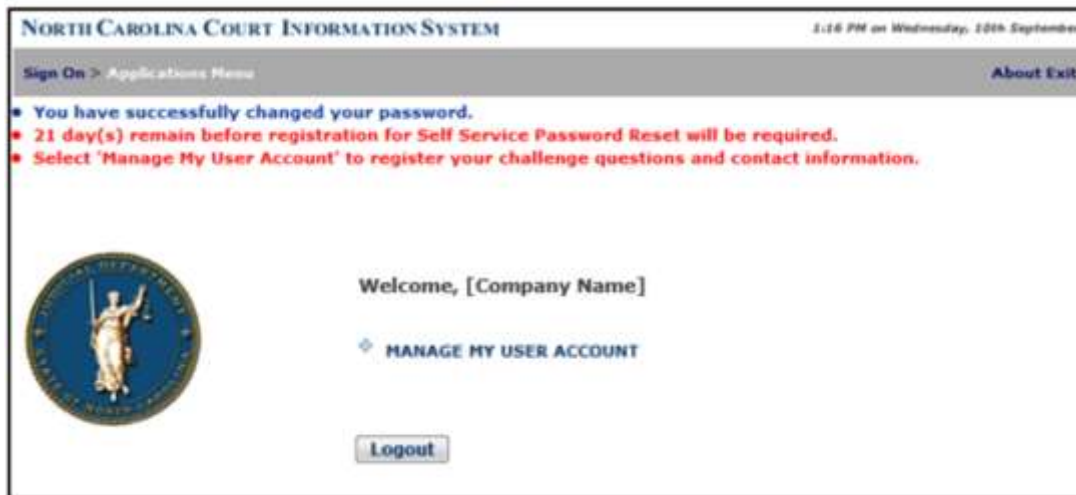
The screenshot shows the login page for the North Carolina Court Information System. At the top, it says "NORTH CAROLINA COURT INFORMATION SYSTEM" and "1:06 PM on Wednesday, 10th September". There are "Sign On" and "About Exit" links. On the left is the seal of the North Carolina Judicial Department. The main text says "Welcome to the North Carolina Court Information System". Below this are input fields for "User ID:" and "Password:", followed by a "Sign On" button. At the bottom, there are links for "Need Help Logging In?", "Setup Instructions", and "Change your password".

2. Select the "Change your password" link.
3. The following screen appears:



The screenshot shows the password reset page for the North Carolina Court Information System. At the top, it says "NORTH CAROLINA COURT INFORMATION SYSTEM" and "1:09 PM on Wednesday, 10th September". There are "Sign On" and "About Exit" links. Below the "Sign On" link, it says "Passwords must be eight characters with letters and numbers. The previous 10 passwords may not be reused." On the left is the seal of the North Carolina Judicial Department. The main text says "Welcome to the North Carolina Court Information System". Below this are input fields for "User ID:", "Old Password:", "New Password:", and "Confirm Password:", followed by a "Sign On" button. At the bottom, there are links for "Need Help Logging In?", "Setup Instructions", and "To NOT change your password".

4. Enter your User ID and old password.
5. Enter your new password in the New Password and Confirm Password fields. Passwords must be eight characters and must contain letters and numbers. Passwords are not case sensitive. The previous 10 passwords may not be reused.
6. Select **Sign On**.
7. The system returns the following screen. Your password has been reset to the new password. You can ignore any other messages on the screen.



8. Close the browser window.
 9. Open another window and sign on to the application as normal, using the new password.
- Note: Password expiration is set to 90 days. When signing on, you will have five attempts to enter the correct password.