<u>For password help please contact our AOC Help Desk at 919-890-2407</u>

**CHANGING ONLINE PASSWORD UPON INITIAL LOG-IN
OR AFTER RESET OF REVOKED ID**

(USER OR ADMINISTRATOR)

These instructions outline the steps for creating new passwords for new, previously unused online IDs created by NCAOC, or for revoked IDs that have been reset to "WELCOME" by the administrator.

To *access* NCAOC's Criminal/Infractions System with a temporary password of "WELCOME" and reset the password, do the following:

1. Type **cicscrp** at the initial screen displaying the outline of the North Carolina state map in X's. Press <Enter>.

2. Clear the next screen(s) by pressing <Enter>.

3. At the blank screen, type **cesn** and press <Enter>.

4. At the Userid field, type in the User ID and press <Tab>.
   At the Password field, type **welcome** and press <Enter>.

5. You will get the message: "Your password has expired, please enter a new password. Passwords must be eight characters and must contain letters and numbers. The previous 10 passwords may not be reused."

6. Type a new password that meets the criteria above. Press <Enter>.

7. You will get the message: "Please re-enter your Password for verification."

8. Reenter the new password and press <Enter>.

9. You will get the message: "Your CICS SignOn is complete. Press enter to continue." The password has now been set. Press <Enter>.

10. Users can then access the criminal system by typing **acis** or the civil system by typing **vcap**.

11. Administrators should exit the system by typing **cesf logoff**. (Admin IDs cannot be used to search the criminal or civil systems.)

RESETTING ONLINE PASSWORDS

(ADMINISTRATOR ONLY)

To *reset* an online password to "WELCOME," do the following:

1. Type **cicscrp** at the initial screen displaying the outline of the North Carolina state map in X's. Press <Enter>.

2. Clear the next screen(s) by pressing <Enter>.

3. At the blank screen, type **cesn** and press <Enter>.

4. At the Userid field, type <u>your</u> Admin ID and press <Tab>.
   At the Password field, type <u>your</u> Admin password and press <Enter>.

5. You will get the message: "Your CICS SignOn is complete. Press enter to continue." Press <Enter>.

6. At the blank screen, type **eric** and press <Enter>.

7. At the Userid field, type in the User ID of the <u>user</u>, tab down to the "New pswd" field, and type **welcome**. Tab again and retype **welcome**.

8. Press <Enter>. The name of the user will appear, and the cursor will move to the Command field.

9. Press the <F5> key. You will get the message "Update successful." Press <Enter>.

10. To exit, press <F12> for a blank screen. Type **cesf logoff** to return to the state map screen.

RESUMING A REVOKED ONLINE ID

(ADMINISTRATOR ONLY)

This procedure will not change the user's password; it will only resume the user and allow the user to log on using his or her previous password. If the password is expired, the user will be requested to change it.

To *resume* a revoked ID:

1. Type **cicscrp** at the initial screen displaying the outline of the North Carolina state map in X's. Press <Enter>.

2. Clear the next screen(s) by pressing <Enter>.

3. At the blank screen, type **cesn** and press <Enter>.

4. At the Userid field, type your Admin ID and press <Tab>.
   At the Password field, type your Admin password and press <Enter>.

5. You will get the message: "Your CICS SignOn is complete. Press enter to continue." Press <Enter>.

6. At the blank screen, type **eric** and press <Enter>.

7. At the Userid field, type in the User ID of the revoked user and press <Enter>. The name of the user will appear, and the cursor will move to the Command field.

8. At the Command field, press the <F5> key. You will get the message: "Update successful." Press <Enter>.

9. To exit, press <F12> for a blank screen. Type **cesf logoff** to return to the state map screen.