https://inside.courts.wa.gov/index.cfm?fa=cntlJisUserManage.showForm&type=JIS

Manage JIS User Access

****** ATTENTION: SECURITY REQUESTS MAY TAKE UP TO 48 HOURS TO PROCESS ********

Please review the JIS Security Overview before submitting this form.
Note - All fields with an * are required.

RACFID:	DJISSUH
Name:	Happold, Stephanie U
Court:	AOC

***What would you like to do?**

Add a New User ● Modify an Existing User ●

*** Do you have on file, for this employee, a state approved Confidentiality Agreement that is signed by the employee and the Presiding Judge, County Clerk, or Chief Judge?**

● **YES** - There is a Signed Confidentiality Agreement on File

Note: No action will be taken unless there is a signed Confidentiality Agreement on file.
(Confidentiality Agreement Forms and Information)

DRAFT

Identify the User

***RACF User ID:**

Determine a New RACF User ID

***Last Name:**

***First Name:**

Middle Initial:

Modify Name and/or RACF User ID

Modified RACF User ID:

Last Name:

First Name:

Middle Initial:

***Is this User an Employee of the Court?** Yes ● No ●

If No, Where are They Employed?

NEW ADDITION:

***If the User is Non-Court IT Personnel, Please Provide with Specific Detail the Following Information.**

Where are They Employed?

What is the project that requires non-court IT personnel to have court access to JIS?

What does the IT personnel need court access to JIS to conduct this project?

How long is the access needed?

Is there a Confidentiality Agreement On-file for this individual?

DRAFT

***Is this User any of the Following?** No

Presiding Judge Judge Commissioner Magistrate

Will this user have an Administrative Role? Determine if a user should have an Administrative Role. If any of the following roles are selected, then the user will be able to re-set RACF and JIS Passwords, add, and delete employees. Those with an Administrative Role will have an AM in JIS and will be able to set-up OFO and ATH records. Site Coordinators will need to regularly review user lists and delete inactive RACF User IDs and user security authorizations.

Administrative Role:

No Administrative Role

Site Coordinator

Court Administrator

Replacing Current Court Administrator

Court Administrator/Site Coordinator

Replacing Current Court Administrator/Site Coordinator

Note - It is the court's responsibility to delete inactive RACF User IDs and user

security authorizatio ns.

If an Administrative Role was **not** chosen, a user may be added to the call-in list, so they can obtain assistance from Customer Services.

Do you want the new user added to the call-in list? No ● Yes ●

Email Address/Phone Number

The Users Email Address and Phone Number are **required** if the user has an Administrative Role, Will be Added to the Call List, or is a Judge, Commissioner, or Magistrate.

Email Address: Phone Number:

Special Access

Select any Special Access that will be permitted:

Data Warehouse Access? No

Automated Check Print ☐

Document Indexing ☐

ASRA ☐

Other Systems:

DRAFT

Comments or Additional Information

Submit