Change a Court User Name or Initial Change Instructions:

1. The first step is to request to Modify an Existing User from AOC.

- The **site coordinator/AM** will login to Inside Courts with their RACFID and password at <u>https://inside.courts.wa.gov/</u>.
- From the home page, at the left menu, select **Court Resources**.
- Expand the menu and select **Court Management**.
- From approximately the middle of this page, find and select Manage JIS User IDs.
- Select the appropriate form for your court.
- In the form, select **Modify an Existing User**.
- Complete the form as appropriate.
- Questions marked with a red asterisk (*) must be completed.
- At the bottom of the page is a free form text box titled **Comments or Additional Information**. Please make notes and comments as to further clarify the request if appropriate.
- When finished, click the gray **Submit** button.
- Once the form has been processed, you will receive an email through the eService Center from AOC Security letting you know the RACFID is ready for use.
 Note: The user's RACFID password will be reset in this process. Have the user create a RACFID password before attempting to login again.

2. Create an Official Record (OFO) in JIS with the new name/initials.

From the Mainframe TPX Menu.

- Log into **JIS** as an **AM**.
- At the MAM Command Line type OFOA <enter>.

D0377I CUSTOMER, SERVICES ADMIN	AOC	signed on	DM1000PX	03/01/22	16:34:39
DM1000MX JIS Main Menu (MAM)		STATEWIDE	COURT DB	2P HCS	
OFOA Case:	Csh:	Pty:	StID:		
Name:		NmCd:			
		Sign On			

In the newly created **OFO** record, add:

- Name: Type the person's new last name, First Name MI.
- Address: Court Name.

• Add the city, state and zip.

DG1090MA OFF/ORG Information (OFOA)	03/01/22 16:40:12
Case: Csh:	STATEWIDE COURT DB2P HCS 1 of 1
Name: Csh:	Pty: StID:
Name: Last, First MI Address.: Court Name City: City Hm Phone: Work Phn: E-Mail:	St: WA Zip: 98000 Cy: Co: Fax Number:

- Tab or use the right Ctrl key to navigate to the **Off Type** line at the Official Information portion of the screen.
- To help select the **Official Type** or **Official Sub-Type**, tab to the line and press the F1 key. This will bring up Help Window with the type choices. Once a selection has been determined, press the F3 key to close the window.



- Off Type: add AC, CL, CH, PO, or JG depending on the user's role. Note: Odyssey courts, please use the CL role when setting up a new court user in JIS.
- Off Initials: Add the user's initials.
- Bgn Effective Date: Change to 01 01 1800.

========== Official Informa Off Type: CL Off Sub-Type.:L Off Initials.: ABC End Effective Date.: Bgn Effective Date.:	ation ====================================
Org Type: Org Number: Org ID: Org Number: Contact Name.: End Effective Date :	Org Sub-Type : Org DOL Code : Ban Effective Date : 03 01 2022

• Press <enter>.

You should receive a message stating that this is a **Duplicate Name**. Press <<u>Enter</u>> again to complete the **OFO** record.

You will be returned to the JIS Main Menu (MAM).

3. Remove the Official Record (OFO) in JIS with the old name/initials

• Be logged into JIS as an **AM**.

Org ID.....: Contact Name.: End Effective Date.:

- At the command line at the JIS Main Menu (MAM), type **OFO**.
- Tab to NmCd: put the current Official Type, the person's initials and the court id <enter>.

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DM1000MX JIS Main Menu (MAM) STATEWIDE COURT DB2P OFO_ Case: Name: Csh: Pty: StID: Nmcd: CL KLF GAM Court: GAM User ID: AM KLF Password: Cashier ID: New Password: New Cashier ID:
*** WARNING ***
CASE DATA FROM SOME COURTS MAY BE INCOMPLETE
Some information contained in this system is confidential and not for release.
Release of information is governed by the JIS Data Dissemination Policy.
Refer to the JIS Data Dissemination Administrator's Handbook.
Accounting data for Odyssey and Non JIS courts is not available in JIS
Enter-PF1PF2PF3PF4PF5PF6PF7PF8PF9PF10PF11PF12 Help CLRN HOME
 In the OFO record, tab to End Effective Date: type in today's date <enter< li=""> </enter<>
The land from test we had the D 2 1 H - S Mark Control and the second s
DG1090MU OFF/ORG Information (OFF) Case: Name: Last name, first name Address. Address. Last name, first name
City: Olympia St: WA Zip: 98504 Co: 34 SC: Hm Phone.: Work Phn: Fax Number: Fax Number:
Address Last Updated on 09 20 2019 by From Court
off Type: CL Court-ID : GAM off Sub-Type.: LEA Association : (Officer Only) off Initials.: KLF Off Number : End Effective Date.: 03 25 2022 Attorney Status: Bgn Effective Date.: 01 01 1800 LECS ID : Information Information ====================================

Org DOL Code

Bgn Effective Date :

• This will return you to the JIS Main Menu.

4. Create an **ATH** record in JIS with the **new** name/initials.

To create the ATH record, from the JIS Main Menu (MAM) command line:

- Type ATHA <enter>.
- Tab to Like User: Type the Official Type and the initials of someone in the court who has the same Official Type. If there is no "like user" profile to copy, tab to Local Profile and type 00001. Type at Cross Profile: 00002 (00003 is for Cross Court with NPC Update). The profiles will be different for other court levels such as Juvenile (JCS) and different types of access such as ASRA.
- For more information on profiles, see the <u>JIS Online Help Manual</u> at <u>Authorization Add</u> <u>Screen (ATHA)</u> and <u>JIS Application and Profile Security</u>.
- Add the court user's **RACFID** at the **RACFID line**.
- Tab across to Receipt Printer (**CLJ courts only**). If more than one receipt printer is used in the court, this where designated receipts printed by the user can be sent. Type the receipt printer domain.

Note: leaving it blank it will default to the **R** printer.

- If the person will be using JABS, enter the RACFID again at the JABS RACF ID line.
- Tab across to Default Court type a **Y**.

Note: If this person has access to other courts it will need to be determined which court will be designated as their default or primary court as this will also determine which court the user sees when they log into JABS.

Note: If your court will not be the cross-court user's default court, type **N** at JABS Default Court and press <enter>. See <u>eService Center Answer: Update JIS User Security for the</u> <u>enhanced security in JABS (2014)</u> for more information.

5. Remove the **ATH** record in JIS with the **old** name/initials

- Type **ATH** <enter> bring up the **ATH** record.
- Tab to the **RACF ID** and delete the RACFID so the line is blank.
- Tab to JABS RACF ID and delete the RACFID so the line is blank.
- Tab across to JABS Default Court and delete the Y or N so the line is blank <enter>.



Important: Removing this information correctly preserves the RACFID so it can be used in again in a new OFO and ATH record. If an ATH record is deleted with this information still intact, the RACFID will also be deleted and cannot be reused in a new OFO and ATH record.

• This is how the **ATH** record will appear once the RACF ID, JABS RACFID and JABS Default Court information have been successfully deleted from the ATH.



 Back at the MAM command line, type ATHD <enter> to delete the ATH record once the RACF information has been deleted. Reminder: <u>Make sure the fields for RACF ID, JABS</u> <u>RACFID, and JABS Default Court are blank</u>.

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Some information contained in	this system is	confidential and	not for release.
Release of information is	governed by the	JIS Data Dissemin	ation Policy.
Refer to the JIS Data	Dissemination A	dministrator's Ha	ndbook.
Enter-PF1PF2PF3PF4 Help CLRN HOME	-PF5PF6PF7	PF8PF9PF	0PF11PF12
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• Press **F9** to confirm the deletion. **If these are not blank, do not press F9**. Go back to ATH record and delete those fields.



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• Enter to save and complete creating the ATH record. When the save is complete, you will be brought back to the **JIS Main Menu (MAM)**.