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 https://inside.courts.wa.gov/.

   - 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 DB2P  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.

```
                                                      03/01/22 16:40:12
DG1090MA OFF/ORG Information (OFOA)     STATEWIDE COURT DB2P  HCS    1 of  1
___   Case: _____ __ __       Csh:    Pty: __ _____   StID: _ _____ __
      Name: _____    NmCd: __ ___ _____


Name....: Last, First MI_____         _____
Address.: Court Name_____    _____
City....: City_____ St: WA Zip: 98000█____ Cy: __ Co: __
Hm Phone: __ __ ____  Work Phn: __ __ ____ _____   Fax Number: __ __ ____
E-Mail..: _____    _____
```

- 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.

```
                                                      03/01/22 16:40:12
G +------------------------------------------------------------------+
_ |                                                                  |
  |  *WINDOW(DJOFOOFT)              OFFICIAL TYPE                     |
  |                                                                  |
  |  Code indicating the type of official.  This becomes the first part of
  |  an official's name code.                                        |
a |                                                                  |
d |  Courts add and maintain records for the following Official Types:
i |                                                                  |
m |   AC    Accountant             JG   Judge                        |
_ |   AM    Administrator          OF   Officer (Law enforcement)    |
  |   CH    Cashier                PO   Probation Officer            |
  |   CL    Clerk                                                    |
= |                         █                                        |
f |  OAC adds and maintains records for the following Official Types:
f |                                                                  |
n |   AT    Attorney                                                 |
g |                                                                  |
= |                            F3=Exit                               |
r |                                                                  |
  +------------------------------------------------------------------+
rg ID                                    Org DOL Code
```

- **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  Information ================================
Off Type ....: CL                       Court-ID : *SW
Off Sub-Type.: __                 LEA Association : ___   (Officer Only)
Off Initials.: ABC                     Off Number : █____
End Effective Date.: __ __ ____    Attorney Status:
Bgn Effective Date.: 01 01 1800         LECS ID    : _____
================== Organization  Information ============================
Org Type.....: __         Org Number: _____      Org Sub-Type : __
Org ID.......: ___                     Org DOL Code : _____
Contact Name.: _____
End Effective Date.: __ __ ____     Bgn Effective Date : 03 01 2022
```

- Press <enter>.

You should receive a message stating that this is a **Duplicate Name**. Press <Enter> again to complete the **OFO** record.
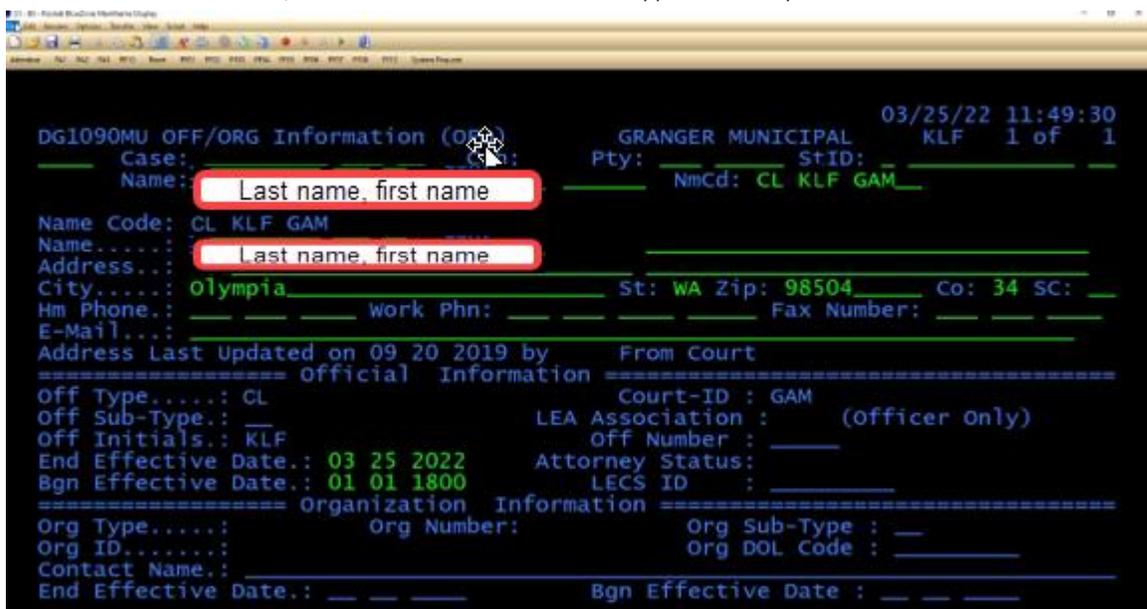
You will be returned to the **JIS Main Menu (MAM)**.

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

- Be logged into JIS as an **AM**.

- 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>.
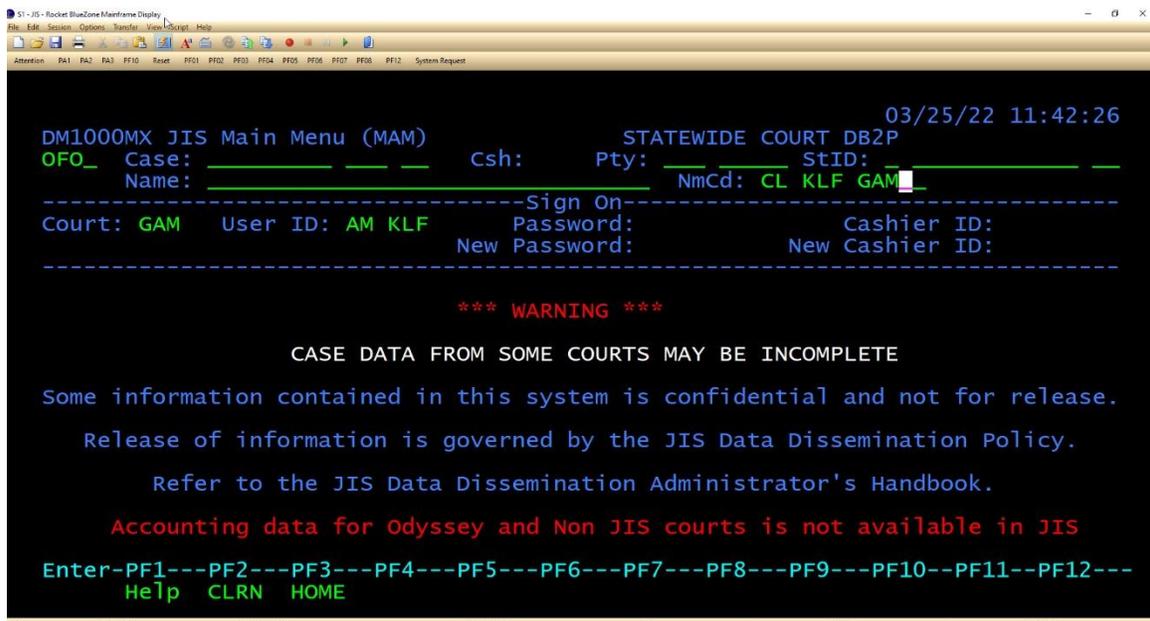
- In the **OFO** record, tab to **End Effective Date**: type in today's date <enter

- 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 JIS Online Help Manual at Authorization Add Screen (ATHA) and JIS Application and Profile Security.

- 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 eService Center Answer: Update JIS User Security for the enhanced security in JABS (2014) 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>.
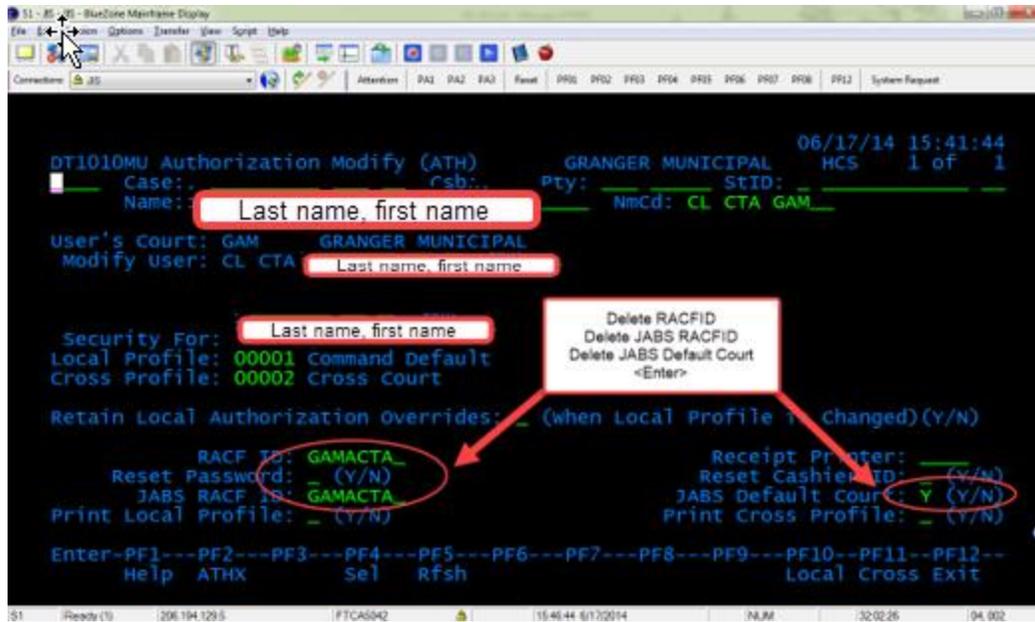
Important: Removing this information correctly preserves the RACFID so it can be used in again in a new OFO and ATH record. If an ATH record is deleted with this information still intact, the RACFID will also be deleted and cannot be reused in a new OFO and ATH record.

- 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.
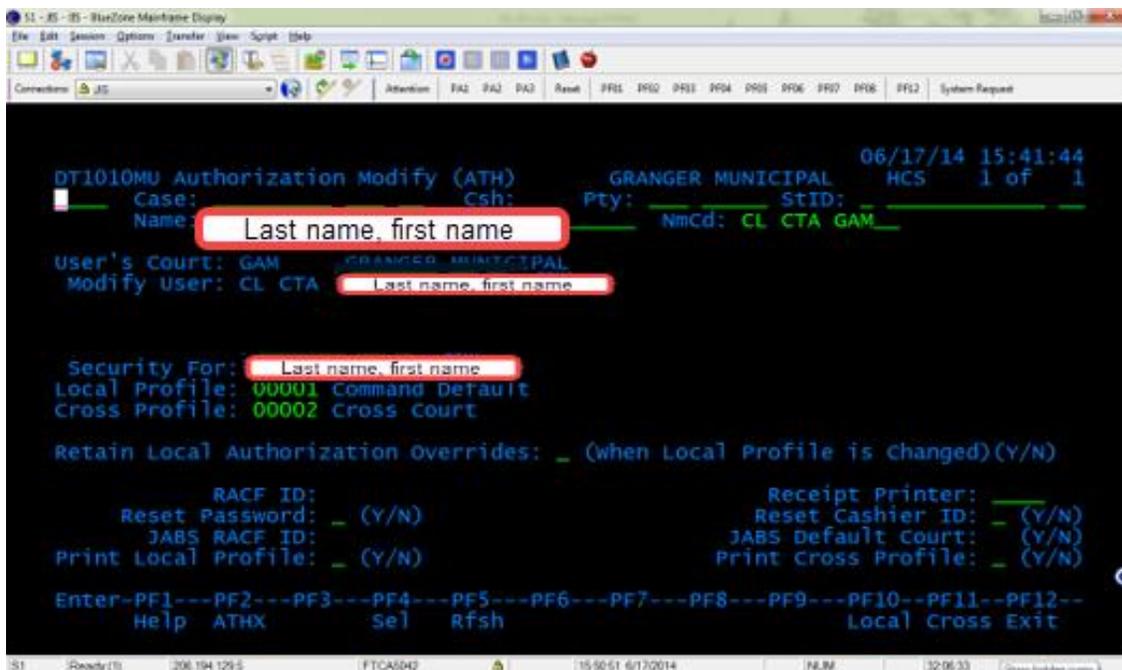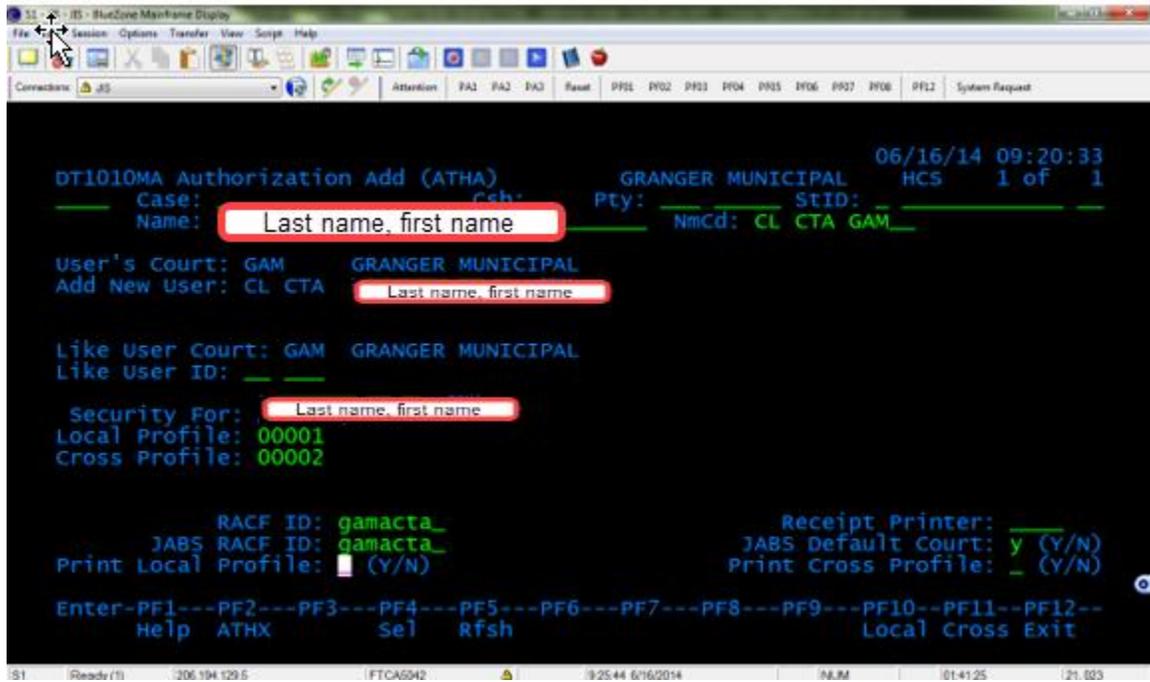

- Back at the **MAM** command line, type **ATHD** <enter> to delete the ATH record once the RACF information has been deleted. Reminder: _Make sure the fields for RACF ID, JABS RACFID, and JABS Default Court are blank_.
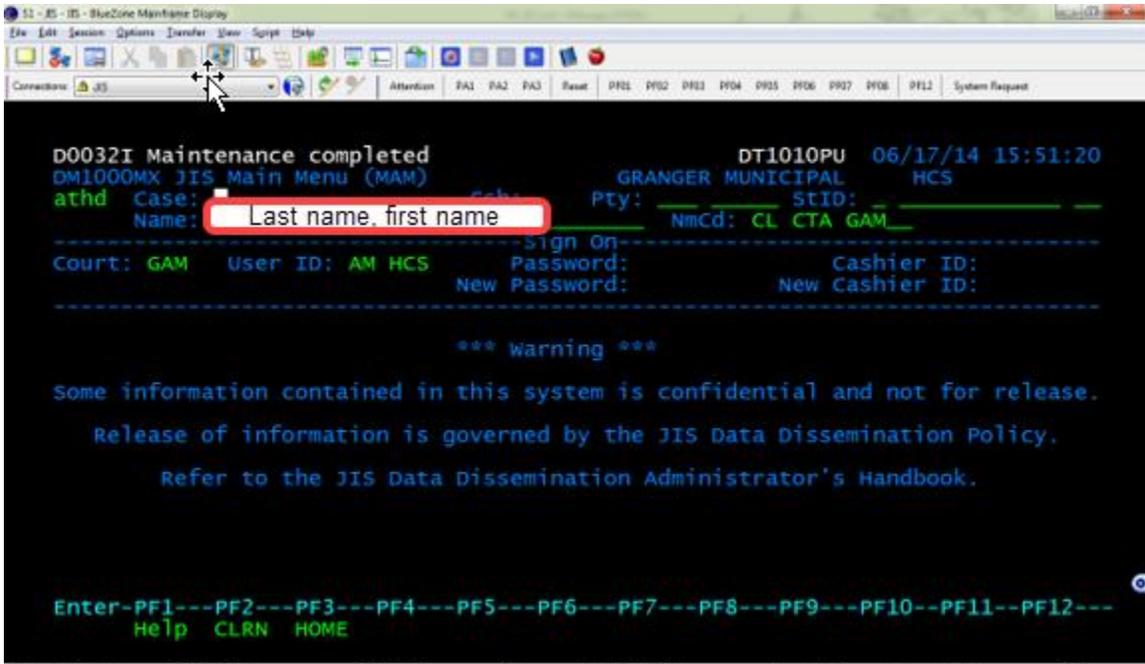
- Press **F9** to confirm the deletion. **If these are not blank, do not press F9**. Go back to ATH record and delete those fields.
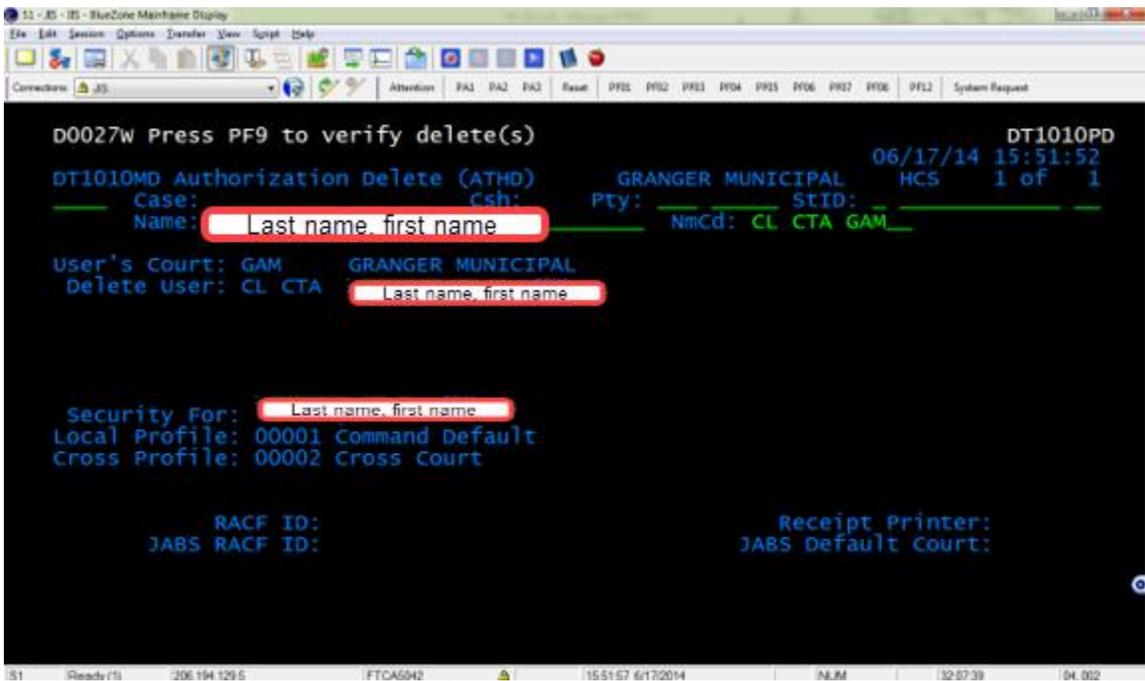
- Enter to save and complete creating the ATH record. When the save is complete, you will be brought back to the JIS Main Menu (MAM).