

Criminal User

TO ACCESS CIVIL SYSTEM, PLEASE REFER TO PAGE 2

1. VISIT SITE **EXPRESSCOURT** AND CLICK ON THE "LOGIN TERMINAL LINK".

ONCE YOU ARE CONNECTED TO THE "BANNER SCREEN," WHICH IS OUTLINE OF THE STATE IN BLUE FONT, YOU ARE NOW READY TO ENTER THE COMMANDS BELOW.

1. TYPE "CICSCR" AT THE BANNER SCREEN AND HIT ENTER. (DO NOT ENTER QUOTES)
2. CLEAR THE CICS INFORMATIONAL SCREEN(S). (THIS IS DONE BY F12 OR ENTER).
3. YOU WILL THEN SEE A BLANK SCREEN TYPE "CESN" AND HIT ENTER
4. AT THE USER ID, TYPE IN THE USER ID AND HIT TAB THIS NORMALLY STARTS WITH RSE.
AT THE PASSWORD FIELD, TYPE IN PASSWORD AND HIT ENTER.
5. YOU WILL GET THE MESSAGE: "YOUR CICS SIGN ON IS COMPLETE. PRESS ENTER TO CONTINUE."
6. AT THE BLANK SCREEN TYPE "ACIS" AND HIT ENTER
7. AT THE ACIS SIGN ON SCREEN THE CURSOR WILL BE IN THE PASSWORD FIELD. TYPE IN THE PASSWORD AND THEN HIT TAB. YOUR CURSOR WILL LAND ON THE COUNTY CODE.
TYPE IN THE THREE DIGIT COUNTY CODE AND HIT ENTER ([County Codes Available HERE](#))

CIVIL USER

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1. VISIT SITE **EXPRESSCOURT** AND CLICK ON THE "LOGIN TERMINAL LINK".

ONCE YOU ARE CONNECTED TO THE "BANNER SCREEN," WHICH IS OUTLINE OF THE STATE IN BLUE FONT, YOU ARE NOW READY TO ENTER THE COMMANDS BELOW.

2. TYPE "VCAP" AT THE BANNER SCREEN AND HIT ENTER. (DO NOT ENTER QUOTES)
3. CLEAR THE CICS INFORMATIONAL SCREENS(S). (YOU CAN DO THIS BY F12 OR ENTER)
4. AT THE BLANK SCREEN TYPE "CESN" AND HIT ENTER
5. AT THE USER FIELD, TYPE IN USER ID AND HIT TAB. THIS NORMALLY STARTS WITH RSE.
AT THE PASSWORD FIELD, TYPE IN PASSWORD AND HIT ENTER.
6. YOU WILL GET THE MESSAGE: "YOUR CICS SIGN ON IS COMPLETE. PRESS ENTER TO CONTINUE."
7. AT THE BLANK SCREEN TYPE "VCAP" AND HIT ENTER.
8. AT THE WELCOME SCREEN ENTER IN YOUR USER ID AND PASSWORD. HIT ENTER AND YOU WILL BE READY TO GO.