

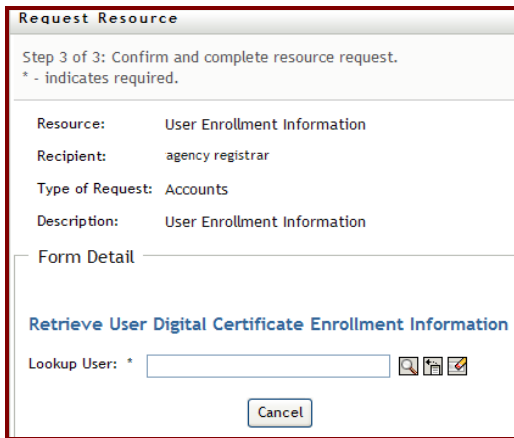
This quick reference card provides you with a high-level view of the major functions available to Registrars in the User Provisioning System. For more detailed information, please review the User Provisioning System User Guide for Registrars.

User Enrollment Form

The enrollment memo contains all the information a user needs to download a certificate.

To view and print a user's enrollment memo from the user provisioning system, click the **Request & Approval Tab → Request Resources**. Click on the **User Enrollment Memo** link from the list of Resources.

To search for a user click the magnify glass icon located next the Lookup User field.



A small window will open just below the field. Enter the user's first name. If you are not sure of the spelling, you can use the '*' as a wildcard. Once you find the user, click on the name. The system will take you to the enrollment memo page.

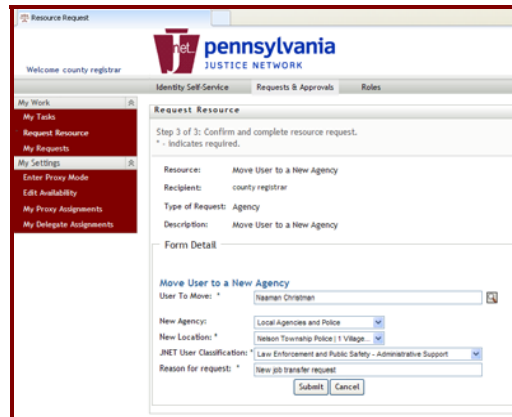


To print a copy, enter the reason for the request and click Print Enrollment Form. A new window will open with just the enrollment information. Click the print icon located at the top or bottom of the page and print the form.

Move User

The Move User to New Agency functionality allows you to move a user from one agency to another agency within your County or State/Federal Agency. This function is only available to Level 20 County, State, and Federal Registrars.

From within the **Request & Approval Tab → Request Resource** menu, click on the **Move User to New Agency** link. In the new window, search for the user you need to move using the magnifying glass icon. Enter the user's first name and click search.



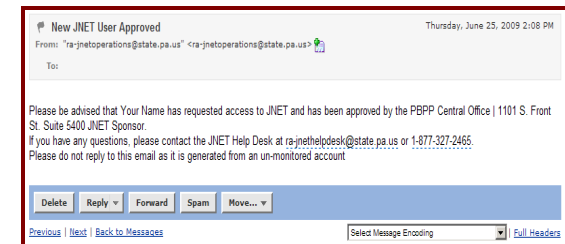
Select the user from the list. Choose the **New Agency** from the dropdown. Then select the **New Location**. The next step of the process is to choose the user's **Classification** based on their new position and department. If you don't know, contact the Sponsor of the new agency.

Enter the **Reason for the Request** and click submit. You will be asked to confirm the move. Click Yes to confirm. The sponsors of each organization will be notified of the change.

New User Notification

New users will use the Automated Registration Process to create a user profile and request access to JNET. The request is electronically sent to the user's Sponsor. The Sponsor will approve or deny the request.

As new users are approved for access to JNET you will be sent a notification informing you about the user and the agency.

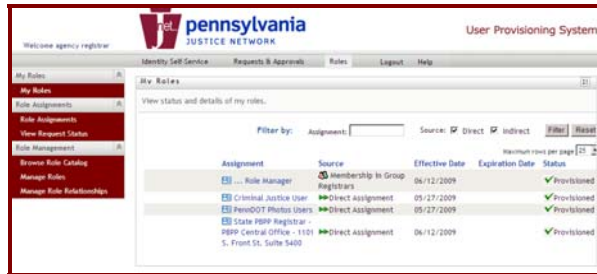


You can then view and print the enrollment memo and view the user's information and entitlements through the JNET User Provisioning System.

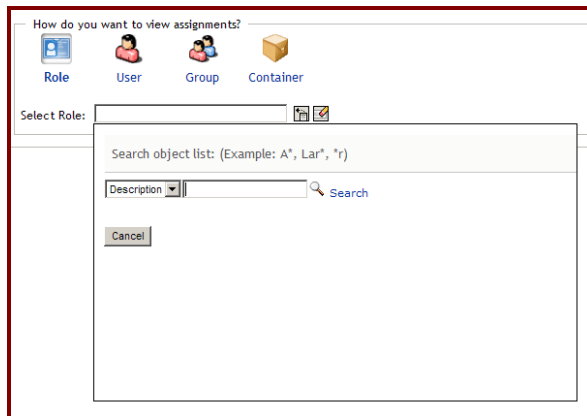
Role Assignment (Role Manager)

The Role Assignment option allows you to see all roles within the system for your county/agency.

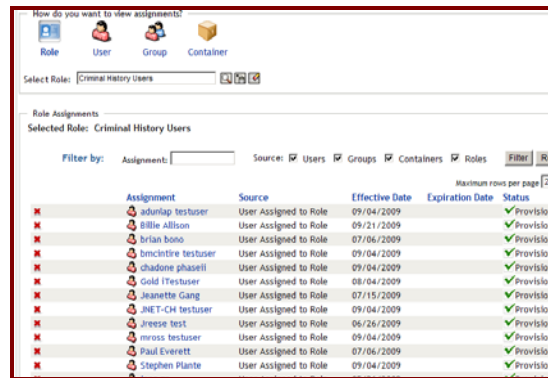
Log into the User Provisioning System and click the **Roles Tab**. From the menu options click **Role Assignments**.



To see all the users in your county/agency that have Criminal History access, click the Role view icon.



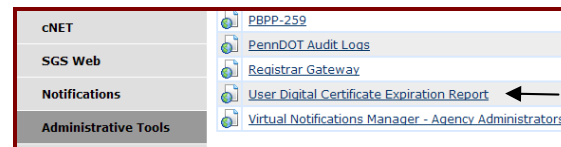
In the description field type "Criminal History User" or "C*" to get a list of all the roles beginning with "C" and click **Search**. Find "Criminal History User" within the list, a list of all the users assigned to the Criminal History role will appear.



You can also view a user's role, assign a role and remove a role using this function. For more detailed information, review the Registrar User Guide.

User Digital Certificate Expiration Report

To view the certification expiration report, click on **Administrative Tools** → **User Digital Certificate Expiration Report**.



The application is designed to give you a quick glance at the status of individual certificates. At the top of the report you will see your information and the number of entries (users). The report shows expired certificates first and then those due to expire will follow. You may also see those users that have created a profile but have not downloaded a certificate.

Those users are notated by a **"N/A"** Not Available.

User ID	Common Name	Expiration Date	Time to Expiration	Title	Division/Agency
sam.hil	Sam Hill	2009-12-09	Expired 21 day(s) ago		ADJ Probation
nick.danger	Nick Danger	2009-12-09	Expired 21 day(s) ago		DA Office Man
lisa.tesser	Lisa Tesser	2010-03-26	37 Day(s)		ADJ Probation
samuel.adams	Samuel Adams	2010-04-14	34 Day(s)		DA Office Man
eric.beet	Eric Beet	2010-04-24	45 Day(s)	PO	ADJ Probation
james.winkupff	James Winkupff	2010-04-26	47 Day(s)		DA Office Man
david.stager	David Stager	2010-06-10	111 Day(s)		DA Office Man
tony.salerno	Tony Salerno	2010-09-27	199 Day(s)		DA Office Man
eric.tegest	Eric Tegest	2010-09-02	261 Day(s)		ADJ Probation
howe.dawn	Howe Dawn	2010-10-04	233 Day(s)		ADJ Probation
chad.saturday	Chad Saturday	2011-02-09	354 Day(s)	po	ADJ Probation
billy.blanks	Billy Blanks	2012-01-12	753 Day(s)	PO	DA Office Man
steven.daugherty	Steven Daugherty	Not available	N/A	Probation Officer	Probation Department
scott.ingenick	Scott Ingenick	Not available	N/A	Probation/Parole Officer	Probation Department
nancy.christman	Nancy Christman	Not available	N/A	Court Administrator	Toga County Court Adress
marka.dutrow	Mark Dutrow	Not available	N/A	Probation Officer	Probation Department
matthew.sweet	Matthew Sweet	Not available	N/A	Probation Officer	Probation Department
mary.jackson	Mary Jackson	Not available	N/A	Probation Supervisor	Probation Department
kallees.stillon	Kallees Stillon	Not available	N/A	Probation Officer	Probation Department
jaeson.chenica	Jaeson Chenica	Not available	N/A	Probation Officer	Probation Department

There are no column sorts available, however future enhancements are being considered. You can print the report or copy and paste the report into an excel spreadsheet and sort by columns.

JNET Help Desk

Should you need further assistance, please contact the JNET Help Desk toll free at (877) 327-2465, locally at (717) 783-5164 or by e-mail at: ra-jnethelpdesk@state.pa.us. The Help Desk is available Monday - Friday from 7:00 AM - 4:00 PM, excluding Commonwealth holidays.