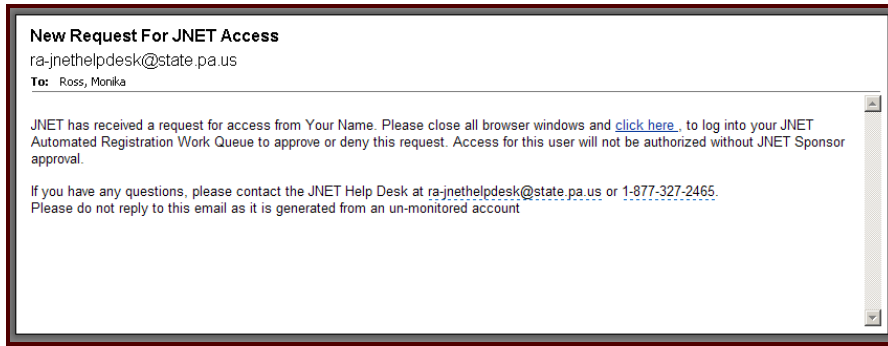


This quick reference card is designed to assist Sponsors with viewing and approving users request for JNET access and roles.

When a new user registers for JNET access through the Automated Registration process, you will receive an electronic notification.



As a Sponsor, you will need to log into the JNET User Provisioning System to view the new user's information.

1. Click the [Please click here](#) link embedded within the email notification to log in.
2. When prompted, enter your password and click okay.

User Agreement Form

If this is the first time you are logging into the system you must sign a Sponsor Agreement Form. When you sign this form, you agree to abide by the requirements set forth by JNET Management.

Read the Terms and Conditions and click the "I Agree" button to continue. After you agree you will need to close your browser and login again either from the email notification or from the JNET Portal, Administrative Tools → JNET User Provisioning System.

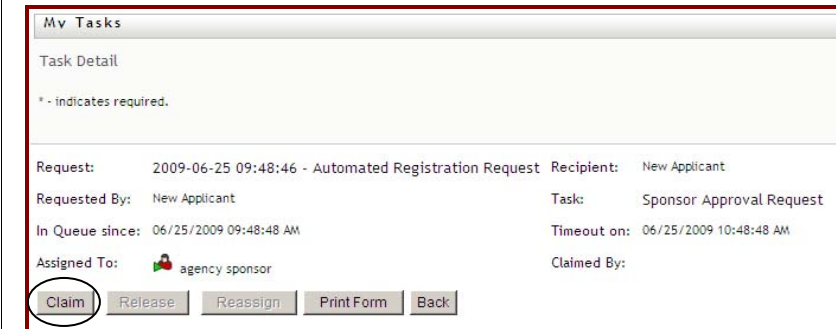
Note: If you are also a Registrar and/or JTAC, you will need to repeat this process for each role.

3. In **My Task**, you will see any request from new and existing users that need to be approved.



4. Click on the **Sponsor Approval Request** link within the window. The task will open and display detail information about the request.

5. Click the Claim button to take action on the request.



6. In the Form Details, verify the following information:

1. Does this user belong to my agency/department?
If they do not, you must deny the request.

2. Is this person required to take JNET Overview?

Form Detail
Sponsor Approval Request
After clicking the check box and selecting your digital certificate, please select the appropriate button to approve or deny the request.

Request Date: 06/25/2009
User Full Name: Your Name
Agency Name: Central Office
Location: 1101 S. Front St. Suite 5400, Harrisburg
JNET User Classification: Probation and Parole - Officer

You may update the email address and phone numbers for this individual. Phone numbers must be entered in the format 999-999-9999x9. The extension is optional.

Primary Email Address:
Office Phone Number:
Mobile Phone Number:
Fax Number:

Is this applicant allowed to skip the JNET Overview training requirement?:

Notes:

Attestation: * I attest that approval or denial of this request complies with the State of Pennsylvania Justice Department policy and procedures.

* - This field is required.

Every user is required to complete the JNET Overview course prior to being granted access to JNET. On occasion, a user may transfer from another agency with previous JNET access.

Under JNET guidelines they are not required to take the course again. However they must provide documented proof from their previous employment that shows they completed the JNET Overview training. The proof can be a letter from the previous Registrar or Sponsor or a printed document of completion for the Learning Management System (LMS).

If a user has not taken JNET Overview or documented proof is not provided, that user will be required to complete the training.

Training Override

7. If a user has taken JNET Overview, override the training requirement by indicating Yes in the appropriate box.

Is this applicant allowed to skip the JNET Overview training requirement?:

8. Attest to the request. This is your digital signature and your assurance that all JNET policies and procedures have been followed. Place a check in the box by clicking inside the box.

I attest that approval or denial of this request complies with the State of Pennsylvania Justice Department policy and procedures.

9. Add comments if necessary. Your comments can be seen only by you.

10. – Approve or Deny the request.

A notification is sent to the user letting them know they have been approved or denied.

If approved they will be able to download their digital certificates. In addition an email notification is sent to the Registrar alerting them that a new user has requested and has been approved for JNET access.

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.