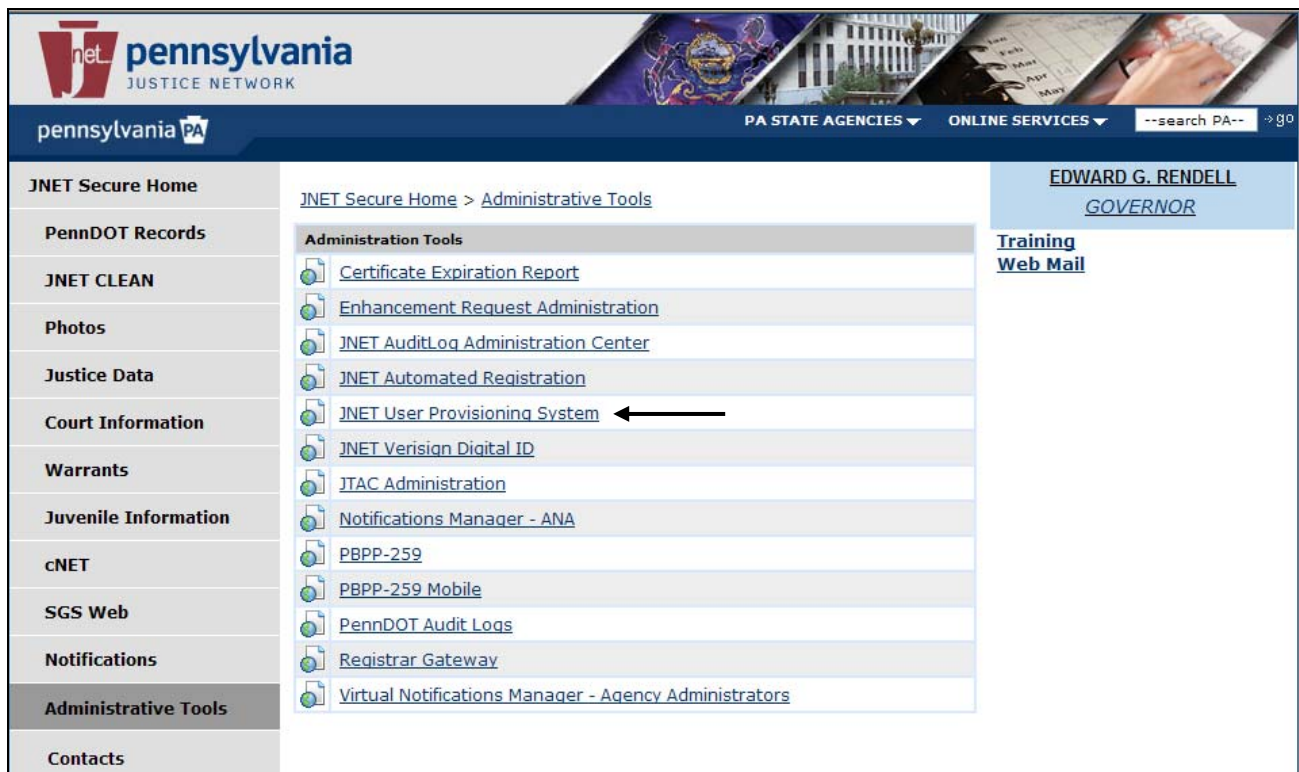


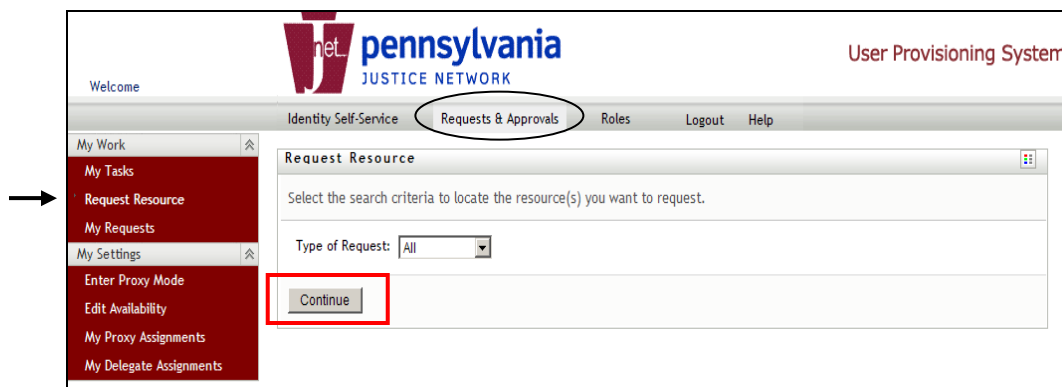
Once your county is migrated to the JNET User Provisioning System, you must view and set your location to identify your agency and allow your requests and approvals to flow correctly. Failure to do so may cause your requests to route incorrectly in the system and delay your approval for new roles.

Log on to the JNET Portal – www.jnetportal.state.pa.us.

Click **Administrative Tools** from the navigation menu. Click on the **JNET User Provisioning System** link from the list of options.



A new window will open. Click the **Requests & Approvals** Tab → **Request Resource**. Then click **Continue** to view your list of menu options.



If you have any difficulty with the JNET User Provisioning System, please contact the JNET Help Desk at 717-783-5164 or 877-327-2465 Monday through Friday, 7:00AM to 4:00PM.

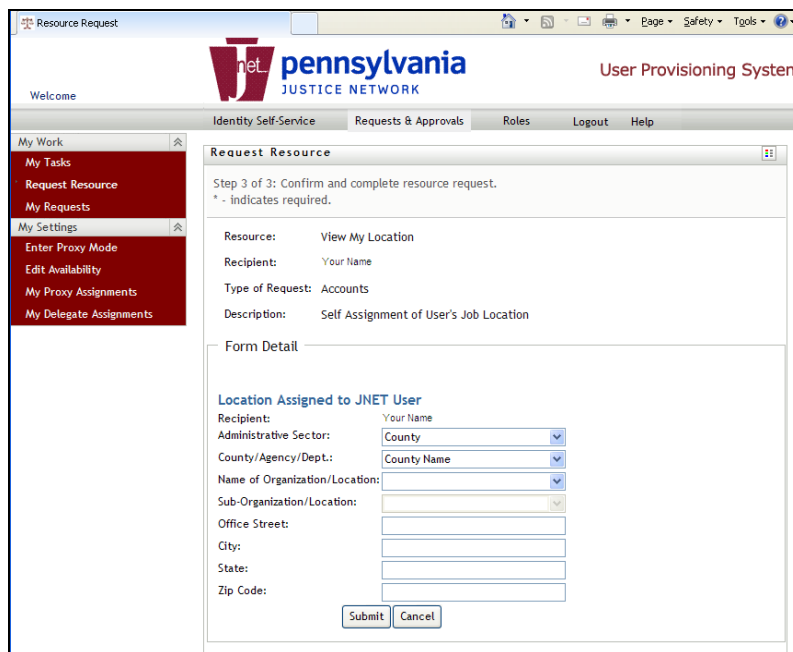
Click **View My Location** from the menu.



Resource	Type of Request	Description
JNET Application Access Request	Agency	Request a Role that provides access to JNET Application Resources
Re-Certification CH Role	Agency	Re-Certification of Criminal History Role
View My Location	Agency	Self Assignment of User's Job Location

At the top of the form you will see the request type and your name. At the bottom of the form you will see the Location Assignment fields. The only information populated is in your Administrative Sector (County, State, Federal or Business Partners) and County/Agency/Dept fields.

Using the drop-down menu, select the name of your organization. If your agency has a sub-organization (for multiple locations), you must select your secondary address; otherwise it will remain disabled. Once you select your organization, the address will automatically populate in the remaining fields.



Resource: View My Location
Recipient: Your Name
Type of Request: Accounts
Description: Self Assignment of User's Job Location

Location Assigned to JNET User
Recipient: Your Name
Administrative Sector: County
County/Agency/Dept: County Name
Name of Organization/Location: [dropdown]
Sub-Organization/Location: [dropdown]
Office Street: [text]
City: [text]
State: [text]
Zip Code: [text]

Submit Cancel

Click **Submit** to save your location.



Caution: You can only perform this function once. If you are not sure what to choose, please contact your Sponsor. If you accidentally select and save the incorrect agency location, please contact the JNET Help Desk.