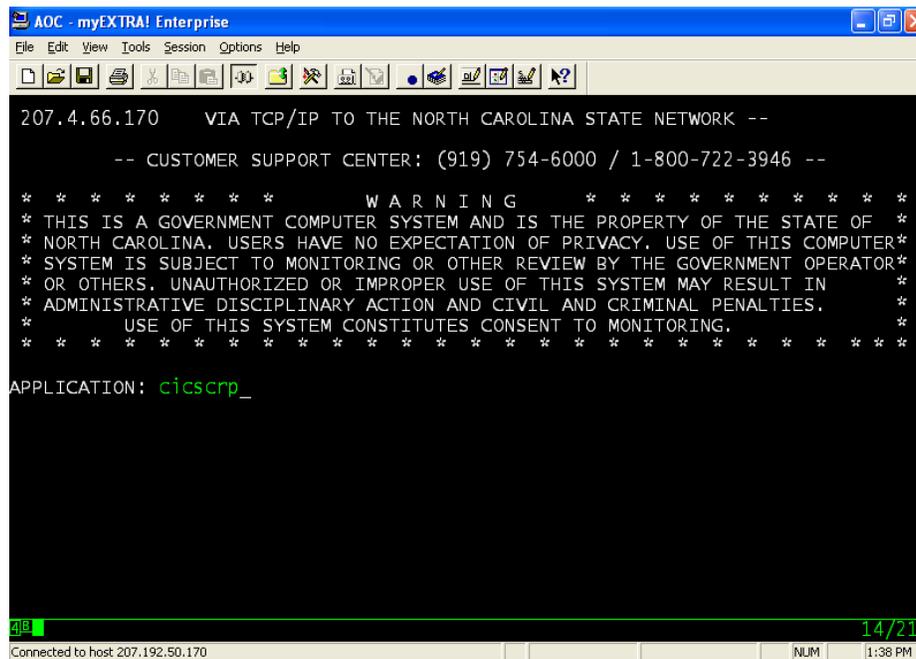


# ADMINISTRATIVE OFFICE OF THE COURTS TECHNOLOGY SERVICES DIVISION

## Connecting to the AOC Network via the ITS Network: New Process (Without ITS ID)

The new process for logging into the AOC criminal and civil system via an ITS Connection is outlined below. An ITS 'userid' is no longer required. Only an AOC 'userid' and valid password are required.

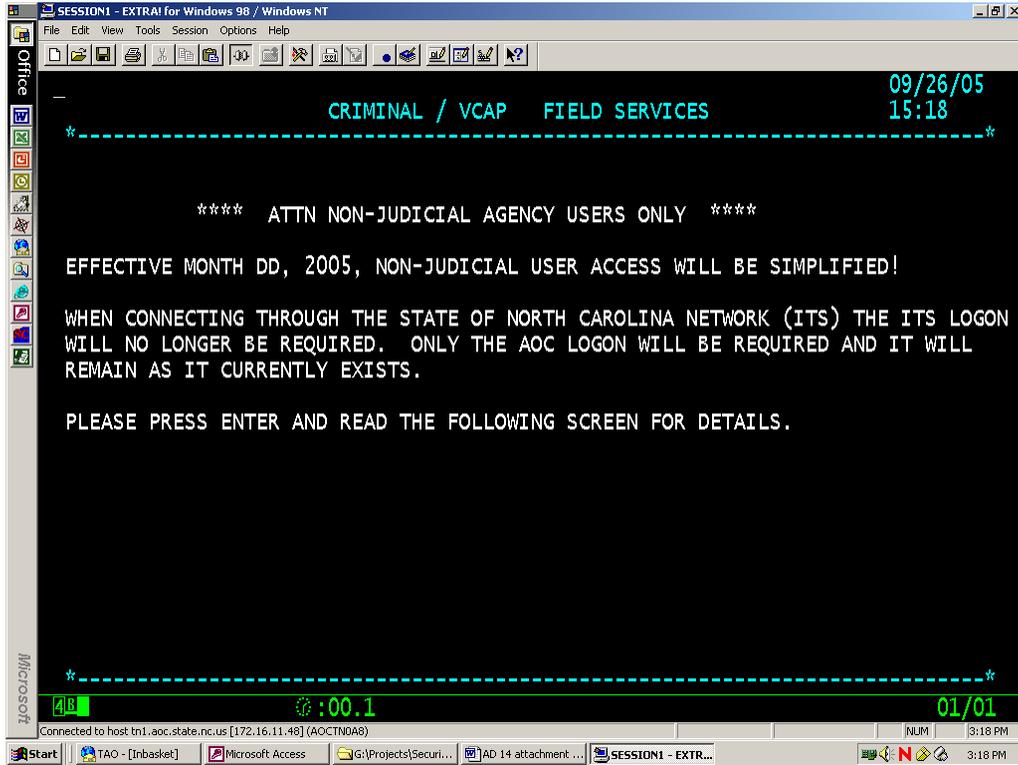
1. As pictured below, in the 'Application' field, type 'CICSCR' for the Automated Criminal/Infractions System (ACIS) or 'AOCCVPRD' for the Civil Processing (VCAP) System. Press {Enter}. Note: This screen may display differently depending on how the user currently connects to the AOC network.



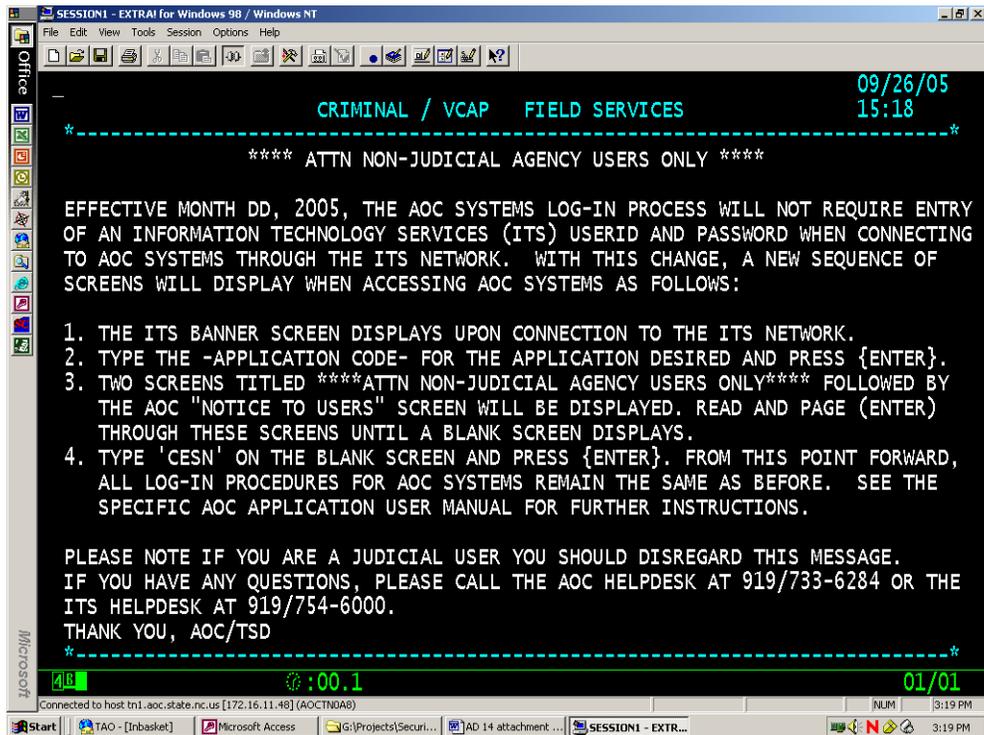
```
AOC - myEXTRA! Enterprise
File Edit View Tools Session Options Help
207.4.66.170 VIA TCP/IP TO THE NORTH CAROLINA STATE NETWORK --
-- CUSTOMER SUPPORT CENTER: (919) 754-6000 / 1-800-722-3946 --
* * * * * W A R N I N G * * * * *
* THIS IS A GOVERNMENT COMPUTER SYSTEM AND IS THE PROPERTY OF THE STATE OF *
* NORTH CAROLINA. USERS HAVE NO EXPECTATION OF PRIVACY. USE OF THIS COMPUTER*
* SYSTEM IS SUBJECT TO MONITORING OR OTHER REVIEW BY THE GOVERNMENT OPERATOR*
* OR OTHERS. UNAUTHORIZED OR IMPROPER USE OF THIS SYSTEM MAY RESULT IN *
* ADMINISTRATIVE DISCIPLINARY ACTION AND CIVIL AND CRIMINAL PENALTIES. *
* USE OF THIS SYSTEM CONSTITUTES CONSENT TO MONITORING. *
* * * * *
APPLICATION: cicscrp_
4B 14/21
Connected to host 207.192.50.170 NUM 1:38 PM
```



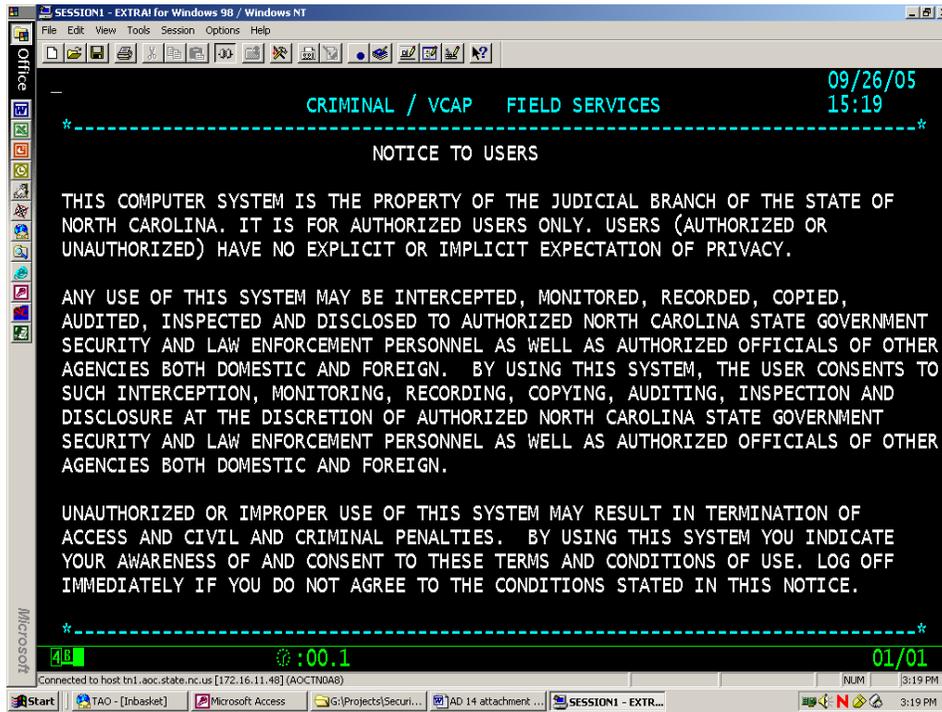
2. A systems news message will be displayed to advise users that the sign-on process has been simplified.



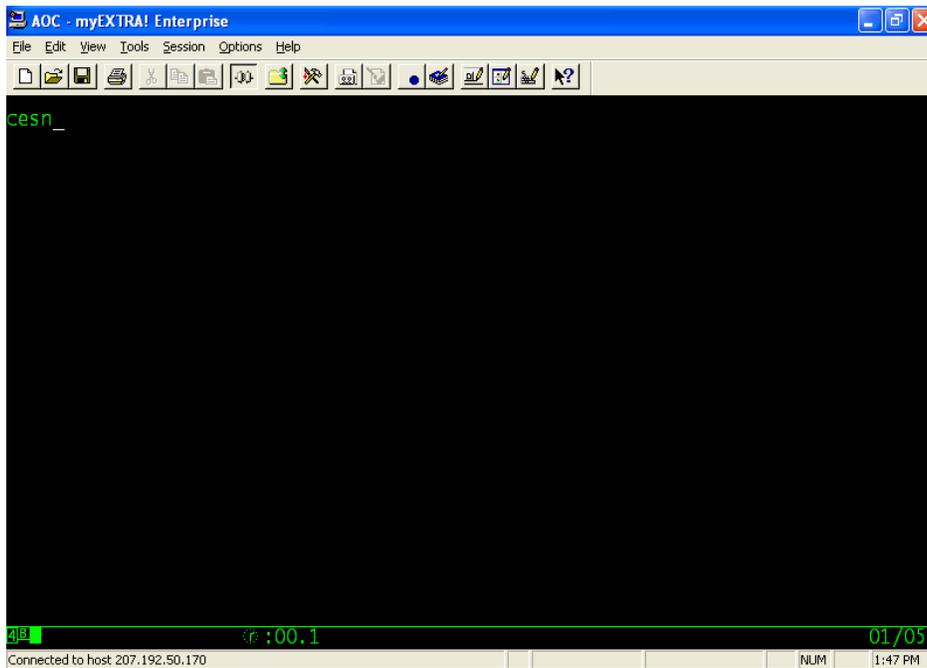
3. Another systems news message will be displayed outlining the steps of the new sign-on process.



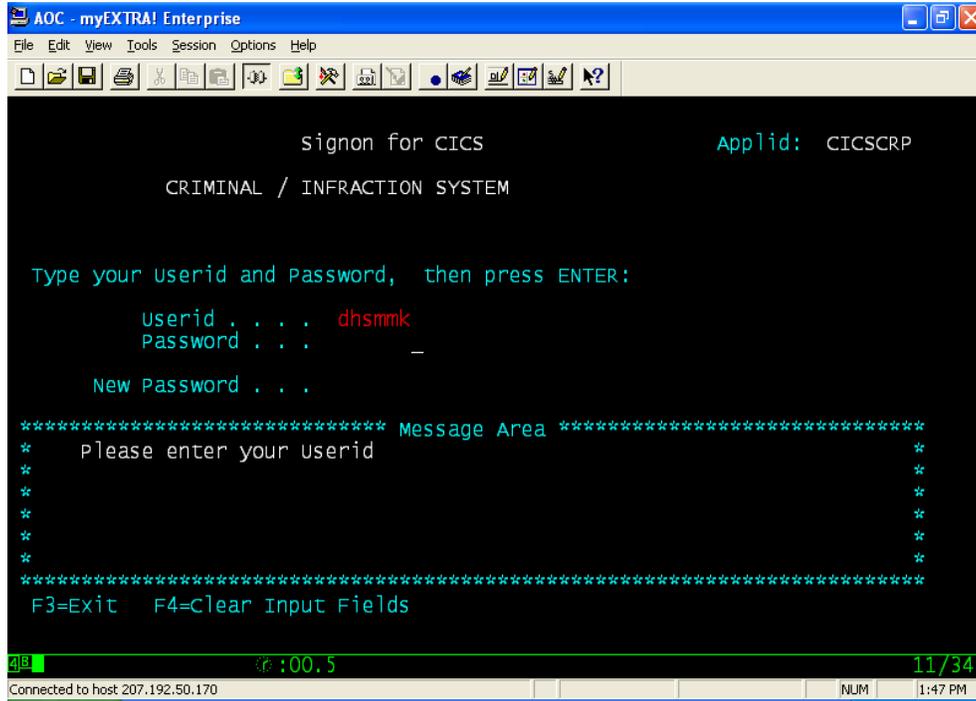
4. The “Notice To Users” news screen will be displayed. Press ‘{enter}’.



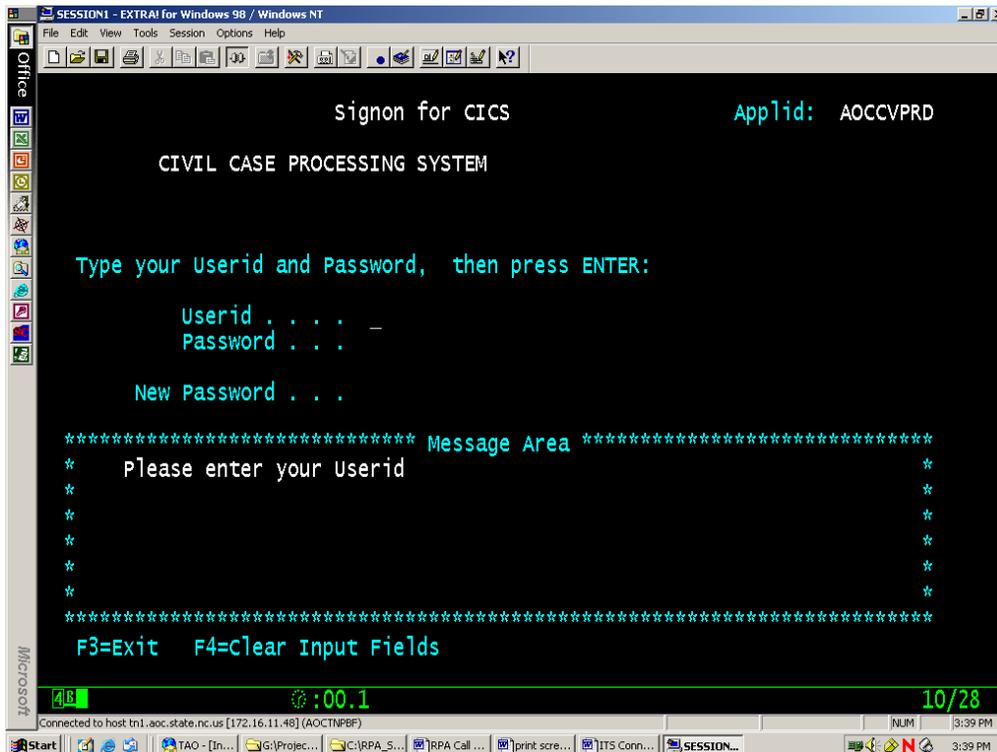
5. At the blank screen type ‘cesn.’ Press ‘{enter}’.



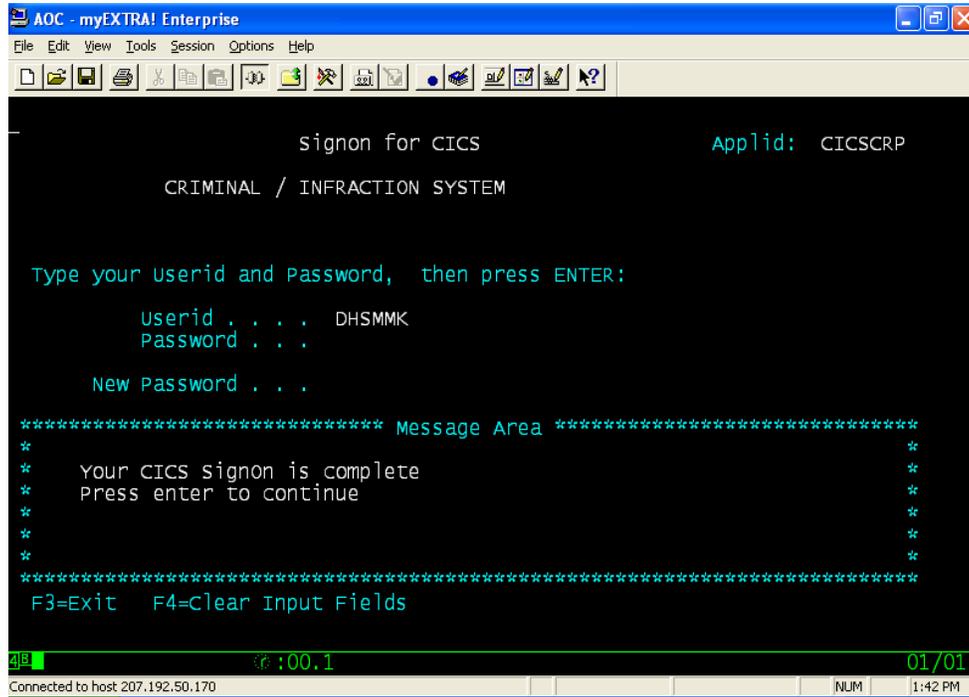
- The CICS signon screen pictured below displays. Type the AOC “Userid” and “Password” in the appropriate fields. Press ‘{enter}’. Note: The specific screen displayed depends upon the application being accessed.



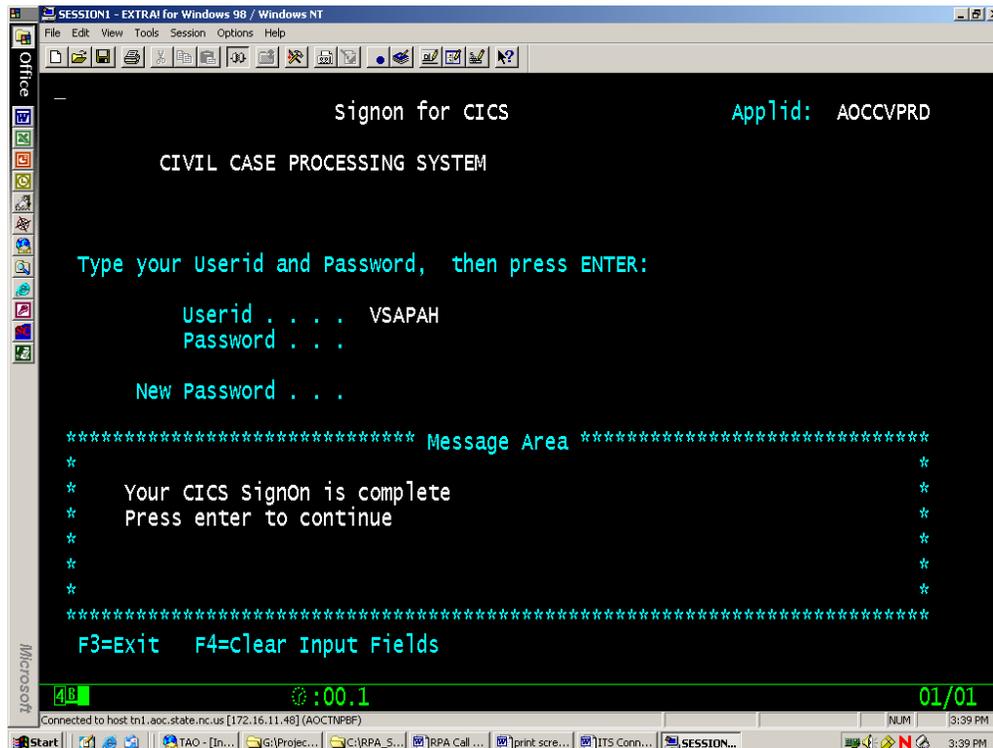
OR



- If the AOC 'Userid' and 'Password' are authenticated, the screen will display a message advising that "Your CICS signon is complete. Press {enter} to continue." Follow the instructions given.



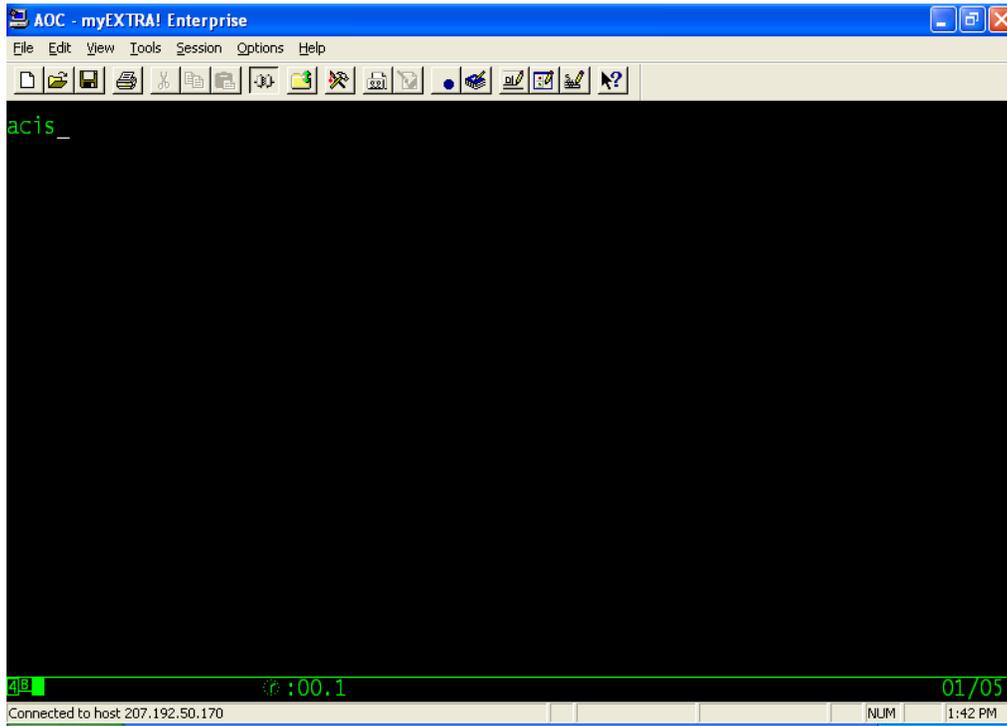
OR



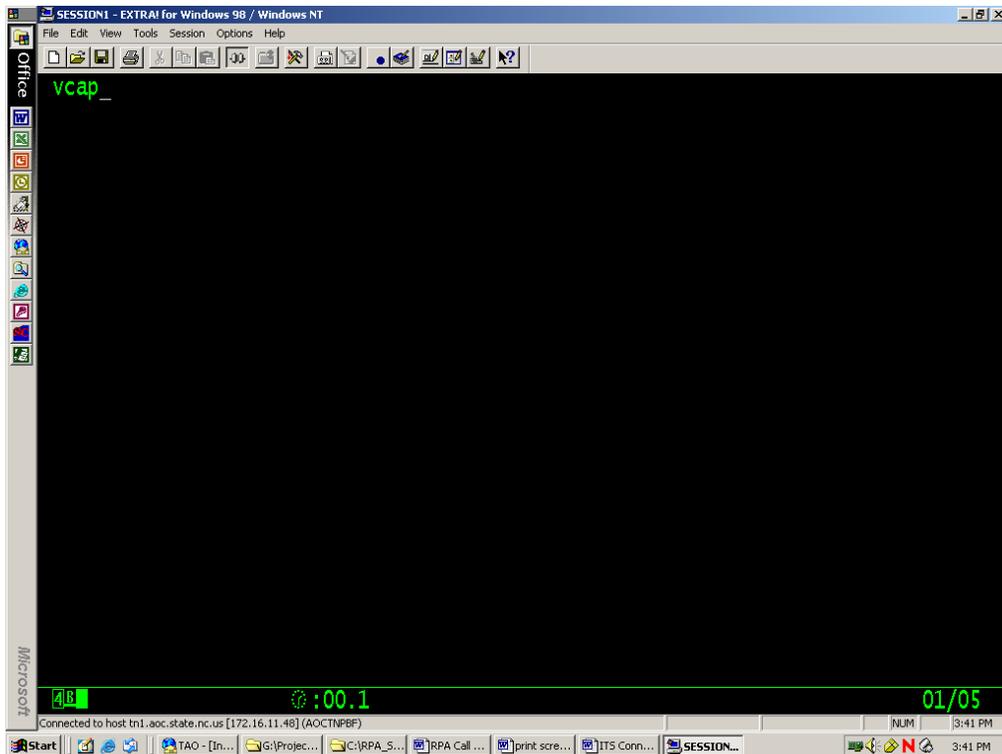
**Note:** If an error message is received, please follow the instructions. If the AOC “Userid” or “Password” was typed incorrectly, retype and try again. If error messages persist, please contact the AOC Help Desk at 919/733-6284 for assistance.



8. A blank screen displays. Type 'acis' or 'vcap' as applicable. Press {Enter}.



OR





10. The application menu displays. Examples for both AICS and VCAP are below.

```

AOC - myEXTRA! Enterprise
File Edit View Tools Session Options Help
[Icons]

830 STANLY          * * * CIS INQUIRY MENU * * *
                                (A = ADD, I = INQUIRY, U = UPDATE)
FILE NUMBER: _          MODE:  (R = REQUEST ARCHIVE PF1, PF2 )
                                (A = ARREST, C = COMPLAINT,   )
NAME/SID/CKN/LID/     (S=SID, K=CKN, L=LID, N=INCID   )
ARR/COM/INCID:        (* * * NAME INQUIRY * * *     )
                                (P = PENDING, U = UNSERVED,   )
                                (D = DISPOSED, BLANK = ALL   )

PF1 - ICA/FILE NUMBER INQUIRY      PF7 - WITNESS I/P/D/BLANK
PF2 - NAME/SID/LID/CKN/ARR/COM/INCID PF8 - DISPOSITION INQUIRY
PF3 - DEFENDANT RECORD CHECK       PF9 - (UNUSED)
PF4 - PROCESS INQUIRY              PF10 - COURTROOM SCHEDULE SUMMARY
PF5 - CITATION INQUIRY             PF11 - INFRACTIONS INQUIRY
PF6 - SUPPLEMENTAL INQUIRY         PF12 - CANCEL

[Icons]
Connected to host 207.192.50.170

```

OR

```

SESSION1 - EXTRA! for Windows 98 / Windows NT
File Edit View Tools Session Options Help
[Icons]

VCMO
NC AOC CIS          CIVIL CASE PROCESSING SYSTEM      VCMO
999TRAIN           MAIN MENU                                03/16/05 15:43:34

TYPE THE NUMBER OF YOUR CHOICE. THEN PRESS ENTER.

CHOICE
1. PARTY NAME INQUIRY MENU
2. FILE NUMBER INQUIRY MENU
3. CASE ADD MENU
4. PARTY MAINTENANCE MENU
5. CASE MAINTENANCE MENU
6. MULTIPLE ENTRY MENU
7. COURT OFFICIAL MAINTENANCE MENU
8. BOND MAINTENANCE MENU
9. SYSTEM ADMINISTRATION MENU
10. SET OFF DEBT MENU

JUDGMENTS IN OTHER COUNTIES MAY BE IN AN ELECTRONIC FORMAT THAT MAY BE VIEWED
FROM THIS COUNTY. TO DETERMINE IF A COUNTY IS UTILIZING AN ELECTRONIC FORMAT
PRESS F5 TO VIEW THE COUNTY LIST.

CHOICE: _

F1=HELP 3=EXIT 5=CHANGE COUNTY 9=HOLD 12=CNCL

[Icons]
Connected to host tnl.aoc.state.nc.us [172.16.11.48] (AOCTN753)

```



**Note:** Please refer to the appropriate user manual to navigate within the selected application

