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 'CICSCRP' 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.
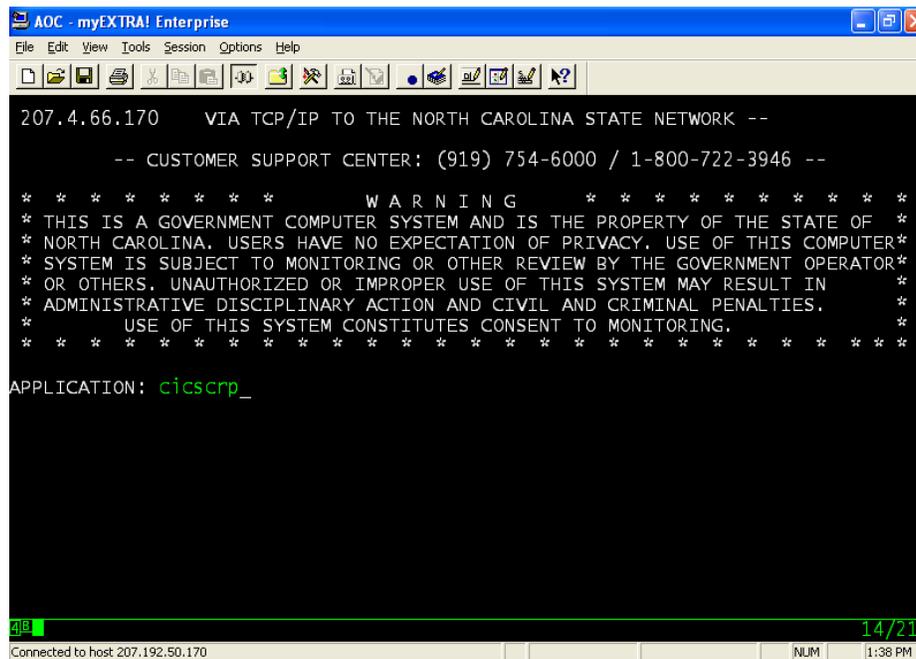
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AOC - myEXTRA! Enterprise
File  Edit  View  Tools  Session  Options  Help

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_


                                                                  14/21
Connected to host 207.192.50.170                          NUM    1:38 PM
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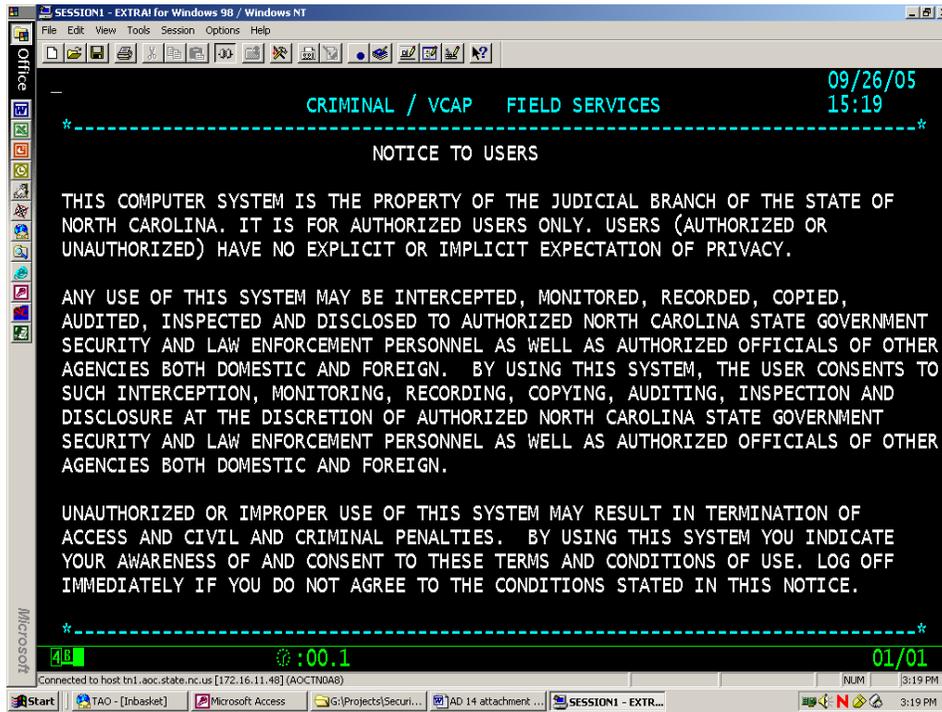
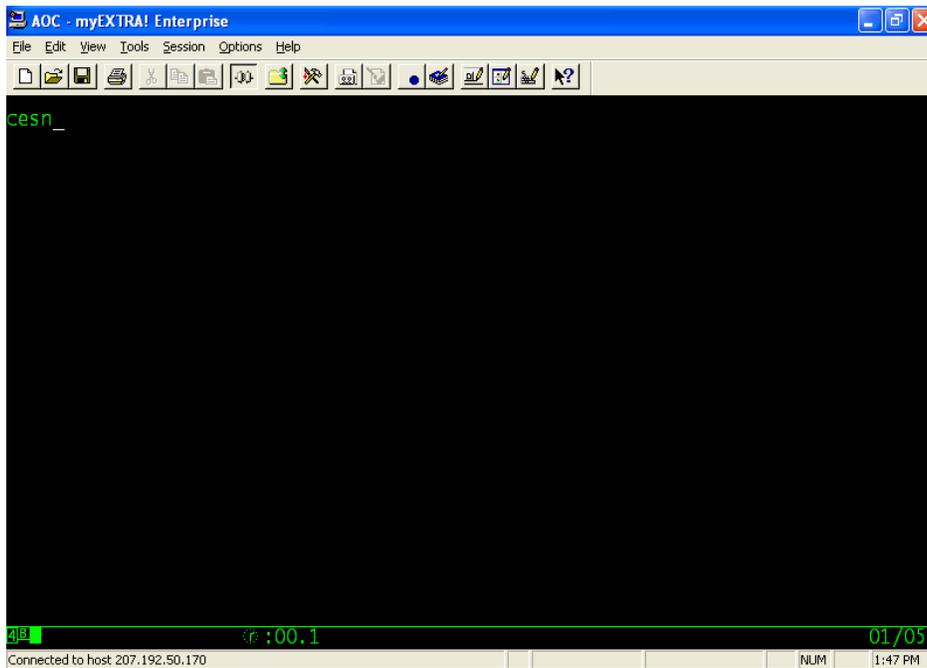2.   A systems news message will be displayed to advise users that the sign-on process has been simplified.
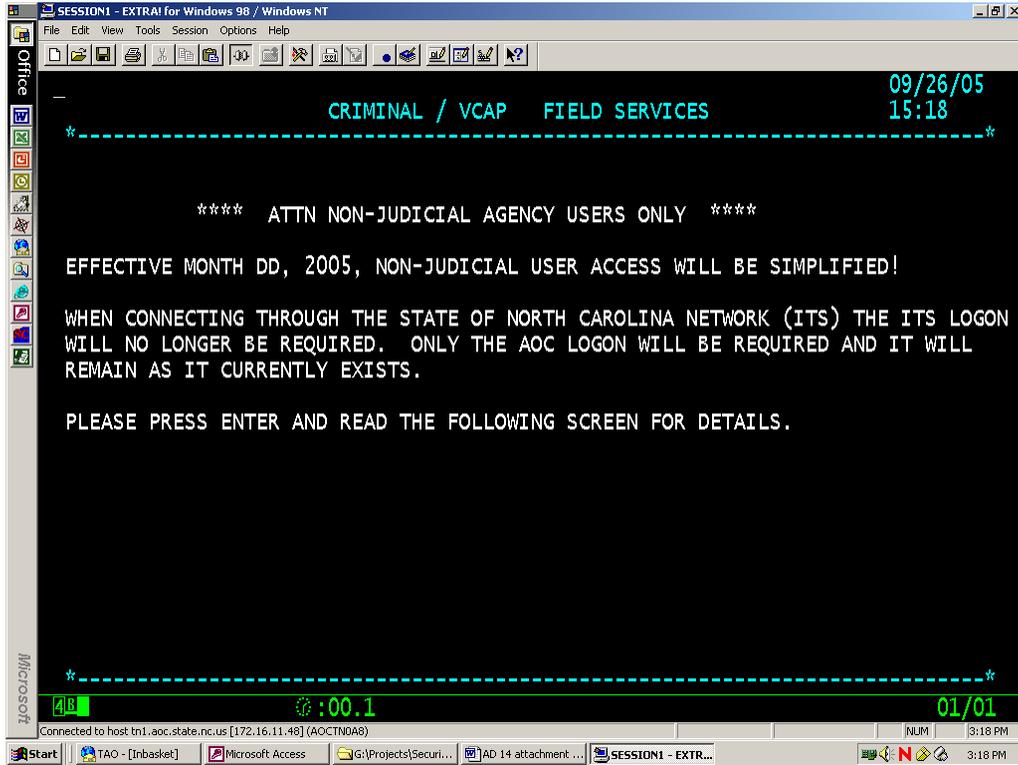
3.   Another systems news message will be displayed outlining the steps of the new sign-on process.
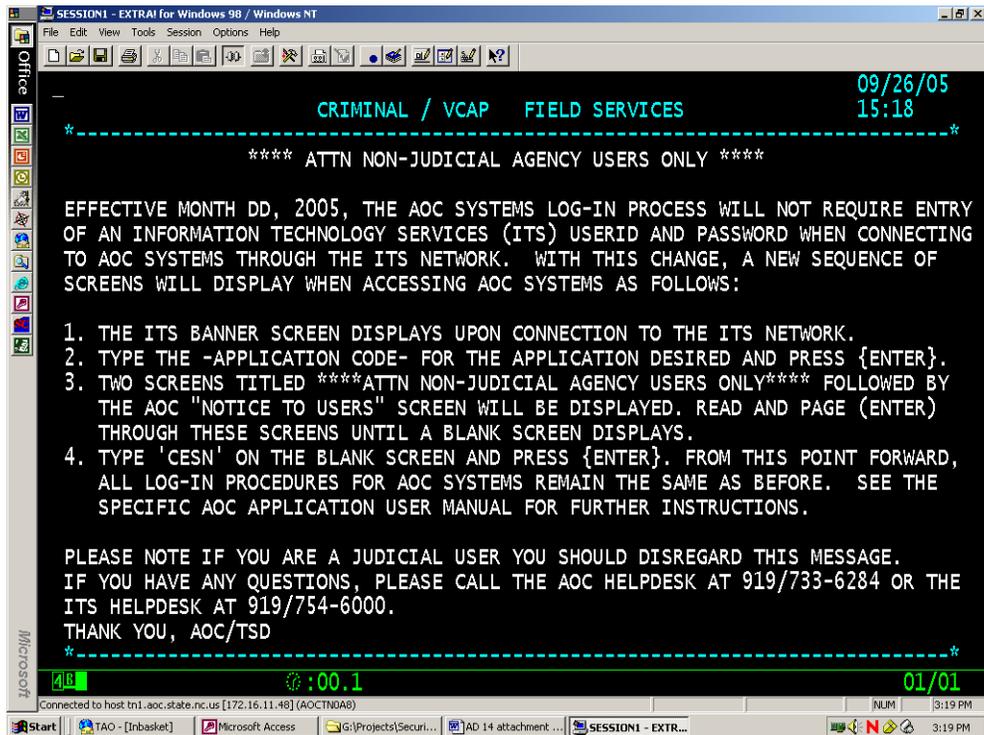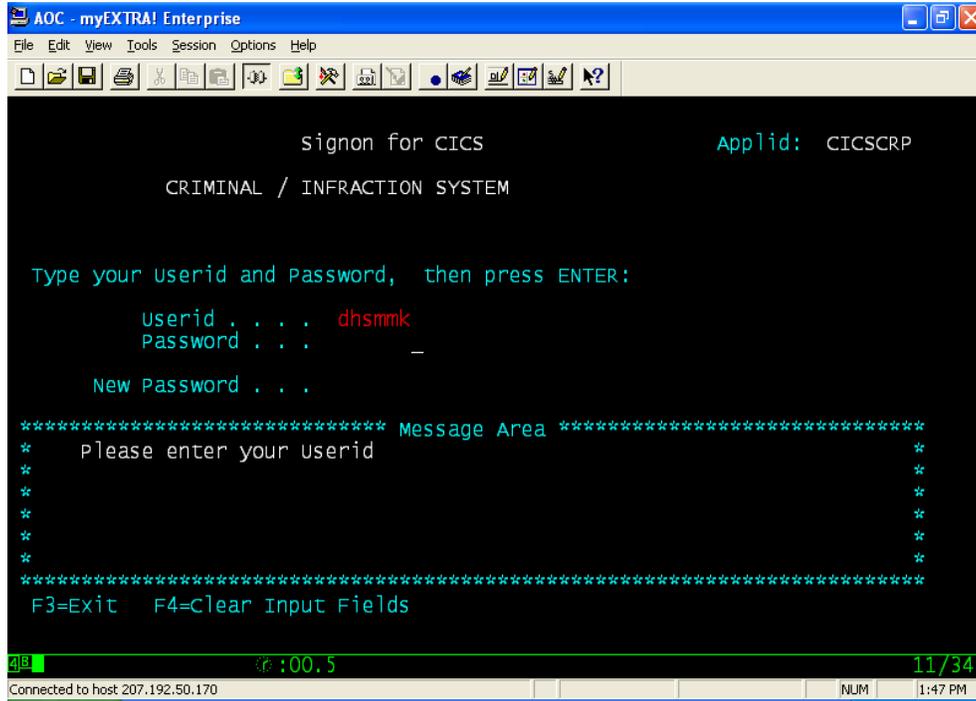
4.   The "Notice To Users' news screen will be displayed. Press '{enter}'.
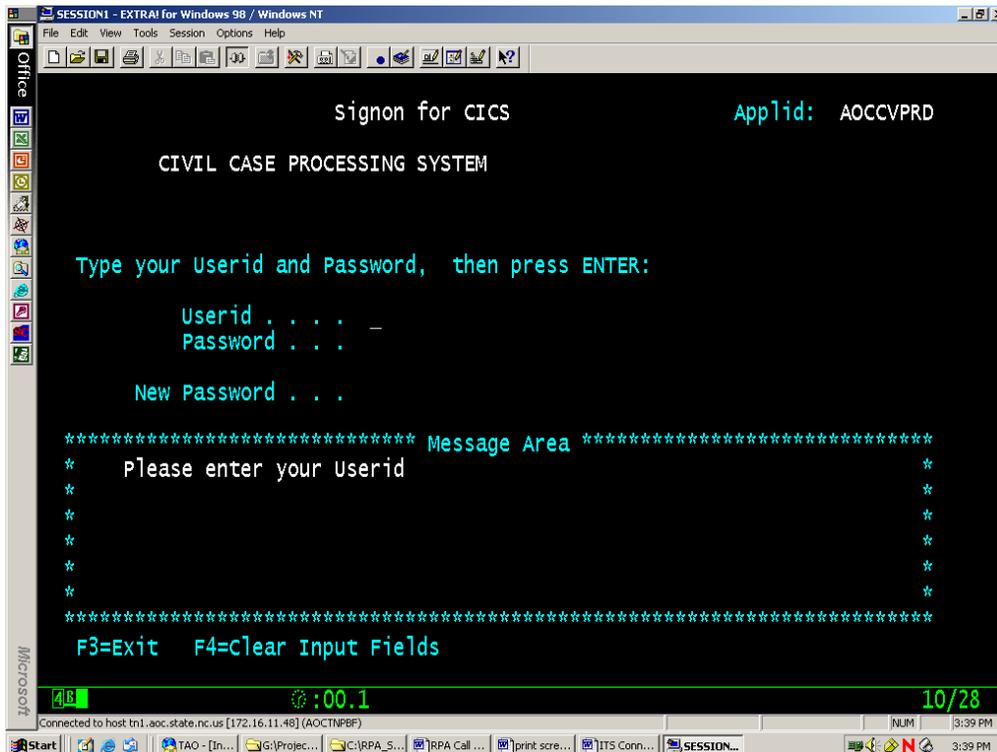

5.   At the blank screen type 'cesn.' Press '{enter}'.

6.   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.
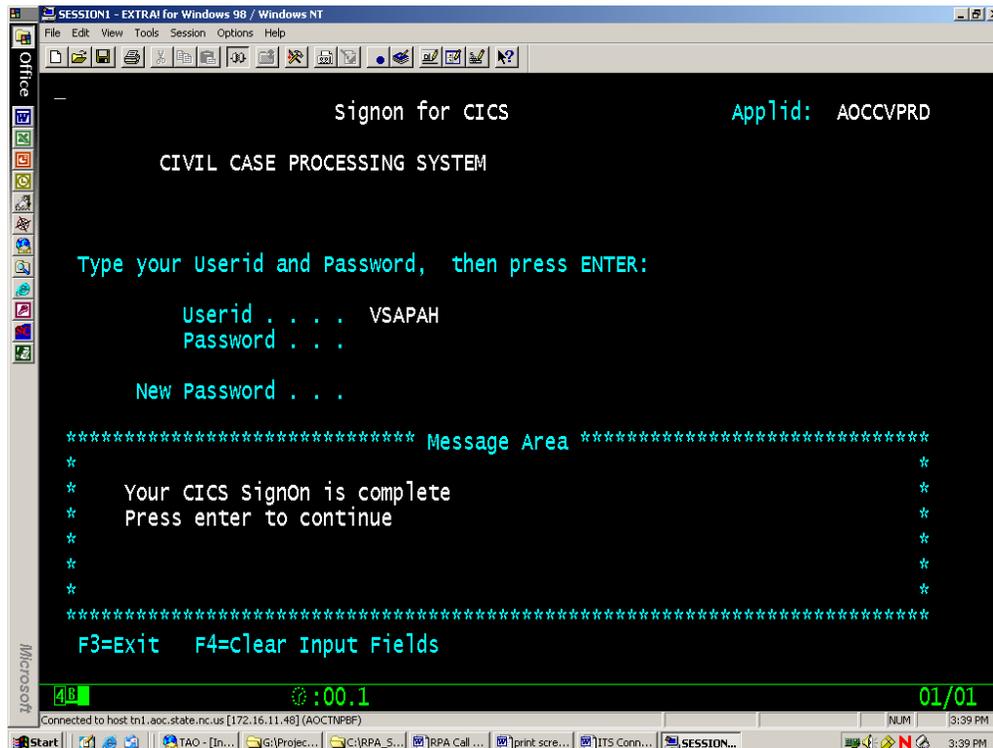

<p align="center">OR</p>

7.   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.
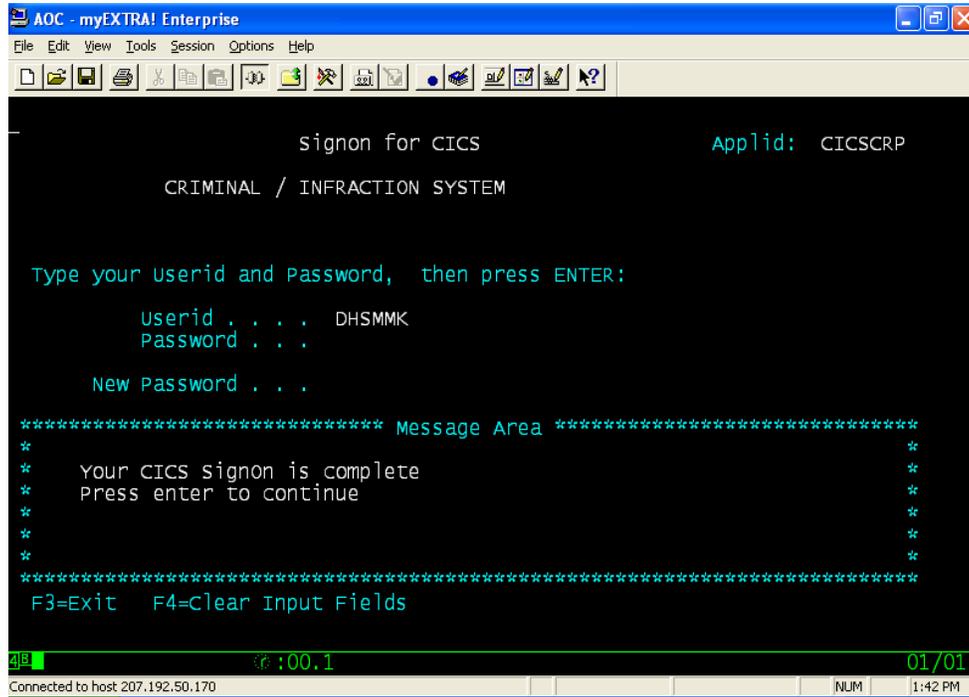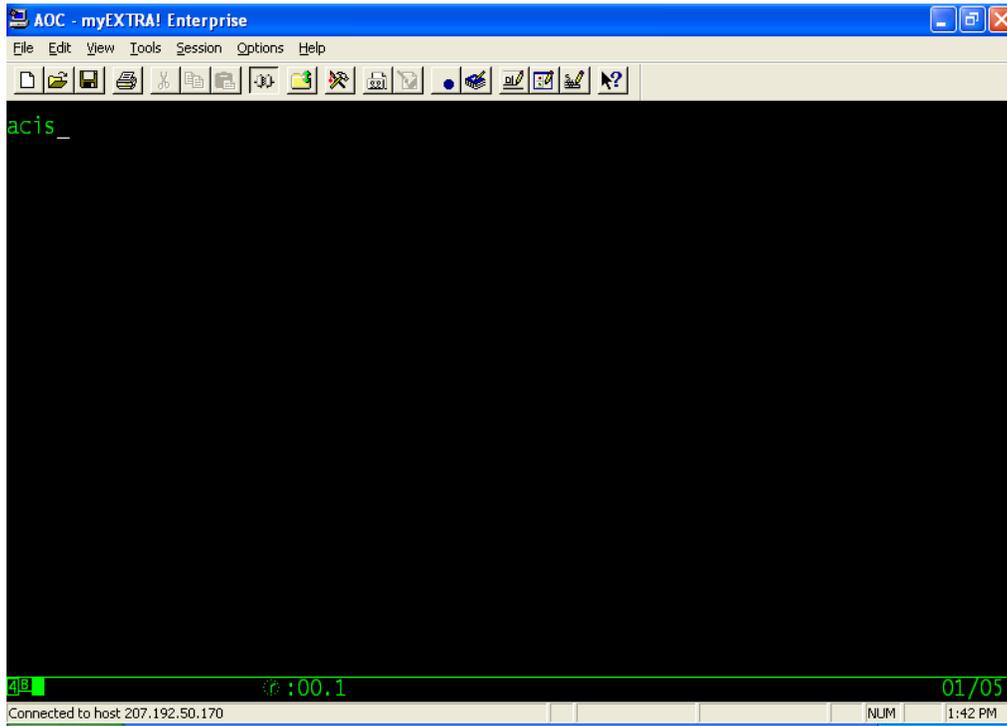
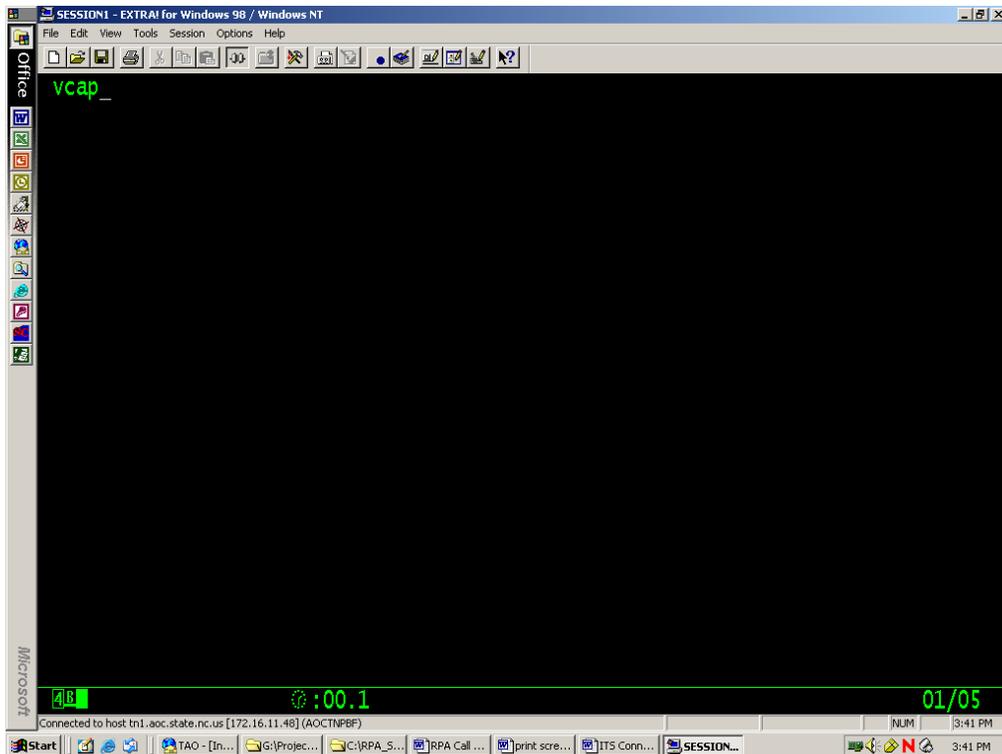

OR

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

9. The application login screen displays with the AOC 'userid' pre-filled. Examples are provided below. Verify that the ID is correct. Type the Password in the appropriate field. Hit the 'Tab' key once to get to the 'COUNTY/GROUP' or 'COUNTY' field. Type the appropriate county code, adding a '0' at the end. Press {Enter}.

OR

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

<p style="text-align:center">OR</p>

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