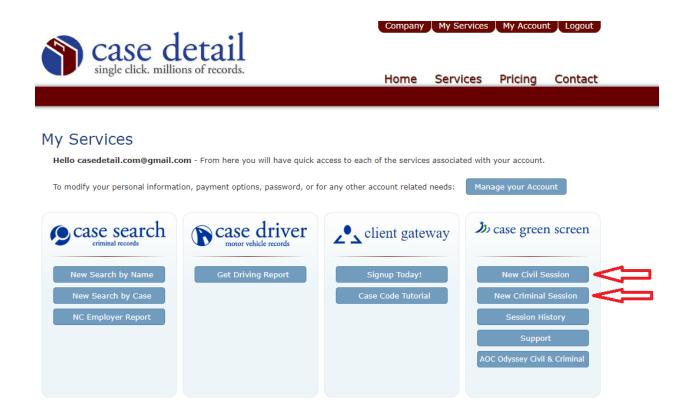# Mainframe Password (ONLY) Reset Instructions

Please note: Your password for CaseDetail.com will <u>NOT</u> change when resetting your password for the mainframe. The <u>only way</u> to change your CaseDetail.com password is by selecting 'manage your account' after you are logged into CaseDetail.com.

<u>To reset your mainframe password ONLY</u>, you must first login to CaseDetail.com. The login credentials to use CaseDetail.com are NOT the same as your Mainframe credentials.

Once you login at CaseDetail.com, you will see the following screen and you will start either a New Civil Session or a New Criminal Session. Select whichever Session you would like to start.

Next the following page will appear and on this page you will use the link to ONLY reset your mainframe password. It will NOT reset your CaseDetail.com password.

Case Green Screen Reset Mainframe Password ⇐ Use this link to reset your password. 1 Page Accessed

Please disconnect when finished. Your session will time out after 5 minutes of inactivity.

```
                     Signon for CICS              Applid:  AOCCVPRD

         CIVIL CASE PROCESSING SYSTEM


  Type your Userid and Password,  then press ENTER:

          Userid . . . .    [        ]
          Password . . .    [        ]

      New Password . . .    [        ]

****************************** Message Area ******************************
*      Please enter your Userid                                         *
*                                                                       *
*                                                                       *
*                                                                       *
*                                                                       *
*                                                                       *
*************************************************************************
  F3=Exit   F4=Clear Input Fields
```

Refresh   Print   Disconnect

The password reset process takes about 20 seconds. Once it is complete, a box will appear and it will display what your password has been reset to.   Next, you will enter your Userid and your Reset Password in the Password field. DO NOT enter your reset password in the New Password field. Please see the following screen.

Case Green Screen   Reset Mainframe Password   1 Page Accessed

Please disconnect when finished. Your session will time out after 5 minutes of inactivity.

```
                    Signon for CICS                 Applid:  CICSPUB

           CRIMINAL / INFRACTION SYSTEM


  Type your Userid and Password,  then press ENTER:

          Userid . . . .   |          Enter your Userid here
          Password . . .               Enter your reset password here

      New Password . . .               DO NOT enter a password here at this time

**************************** Message Area ****************************
*     Please enter your Userid                                      *
*                                                                   *
*                                                                   *
*                                                                   *
*                                                                   *
*                                                                   *
*********************************************************************
 F3=Exit   F4=Clear Input Fields
```
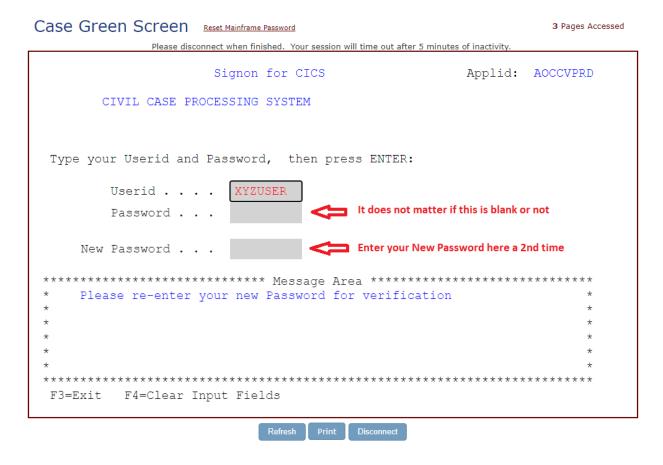
Refresh   Print   Disconnect

After you enter your Userid and Reset Password in the correct fields and then press ENTER the following screen will appear.

Case Green Screen   Reset Mainframe Password   2 Pages Accessed

Please disconnect when finished. Your session will time out after 5 minutes of inactivity.

```
                    Signon for CICS              Applid:  AOCCVPRD

        CIVIL CASE PROCESSING SYSTEM


  Type your Userid and Password,  then press ENTER:

            Userid . . . .   XYZUSER
            Password . . .   • • • • • • •    ⬅  It does not matter if this is blank or not

      New Password . . .                      ⬅  Enter your New Password Here

****************************** Message Area ******************************
*     Your Password has expired, please enter a new Password         *
*     Passwords must be eight characters and must contain letters    *
*     and numbers. The previous 10 passwords may not be reused.      *
*                                                                    *
*                                                                    *
*                                                                    *
*********************************************************************
 F3=Exit   F4=Clear Input Fields
```
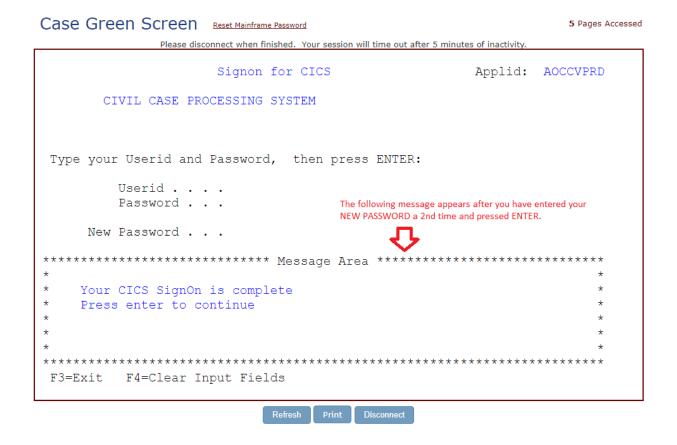
Refresh   Print   Disconnect

Now you are being prompted to enter a NEW PASSWORD which must be entered in the New Password Field. It will not matter if there is a password shown in the password field. All you need to do is TAB to the New Password field and enter your New Password.

The following message will appear once you enter your NEW PASSWORD.

Case Green Screen   Reset Mainframe Password   3 Pages Accessed

Please disconnect when finished. Your session will time out after 5 minutes of inactivity.

```
                    Signon for CICS                Applid:  AOCCVPRD

        CIVIL CASE PROCESSING SYSTEM


  Type your Userid and Password,  then press ENTER:

            Userid . . . .    XYZUSER
            Password . . .              ⇐   It does not matter if this is blank or not

       New Password . . .               ⇐   Enter your New Password here a 2nd time

****************************** Message Area ******************************
*     Please re-enter your new Password for verification                 *
*                                                                        *
*                                                                        *
*                                                                        *
*                                                                        *
*                                                                        *
**************************************************************************
 F3=Exit   F4=Clear Input Fields
```

Refresh   Print   Disconnect

Next, you will TAB to the New Password field and enter your NEW PASSWORD again and then press ENTER.

After you have entered your NEW PASSWORD a 2nd time and pressed ENTER the following message appears. At this point, you press ENTER and continue with access to the system.

Case Green Screen   Reset Mainframe Password   5 Pages Accessed

Please disconnect when finished. Your session will time out after 5 minutes of inactivity.

```
                      Signon for CICS                Applid:  AOCCVPRD

        CIVIL CASE PROCESSING SYSTEM


  Type your Userid and Password,  then press ENTER:

           Userid . . . .
           Password . . .          The following message appears after you have entered your
                                   NEW PASSWORD a 2nd time and pressed ENTER.
       New Password . . .
                                        ⇩
***************************** Message Area *****************************
*                                                                     *
*    Your CICS SignOn is complete                                     *
*    Press enter to continue                                          *
*                                                                     *
*                                                                     *
*                                                                     *
***********************************************************************
 F3=Exit   F4=Clear Input Fields
```

Refresh   Print   Disconnect

Please Read if you received the **INVALID PASSWORD MESSAGE**

If your password entry did not match both times or you are trying to use a password you have used in the past, you will get an INVALID PASSWORD message.

You will need to repeat the process only from page 4. You will NOT need to use the 'Reset Password' feature again. All you need to do is TAB to the Password field and enter your Reset Password again (NOT your NEW PASSWORD) and press enter.

The process from page 4 will continue until you have correctly entered a NEW PASSWORD twice and they both match and you are NOT entering 1 of your 10 previous passwords.