



JJIS Web Log-On Overview

A Shared Information System

Revised July 2015

- The URL for connecting to JJIS Web is: <https://jjis.oregon.gov>.



- Authorized JJIS Web users will have both a Windows Server account and a JJIS Web account and are required to do a two-part sign on.

The two-part log on includes a Windows Server log-on screen and a JJIS log-on screen.

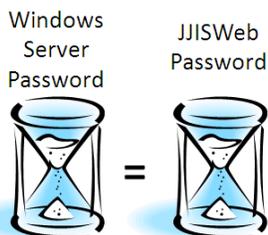
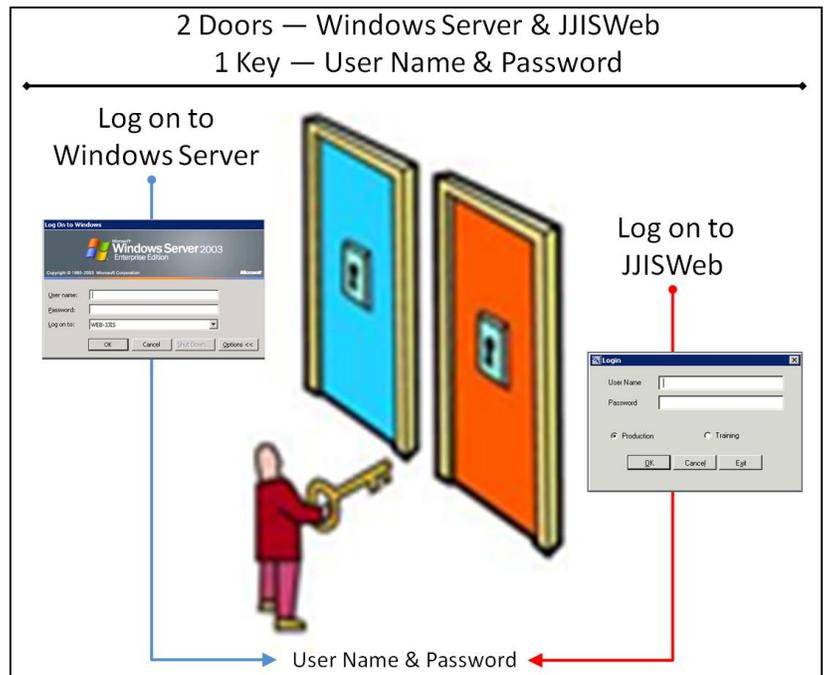
- JJIS Web users need to set up their Windows Server password — and are encouraged to sync their JJIS Web password for JJIS, JJPS, or JPAS to match it.

The JJIS password is system-generated and not very friendly — you will want to create a password (following strong password guidelines on the screen) that is meaningful to you, yet not easy for others to guess.

- User Names — authorized users have the same User Name for their Windows Server and their JJIS Web (JJIS, JJPS, JPAS) accounts

- Passwords —

- ✓ Windows Server — initially, all users must enter and change the default password before they can proceed
- ✓ JJIS Web (JJIS, JJPS, JPAS) — log on with the JJIS User Name and Password that was e-mailed to you — then change it to match the password you selected for the Windows Server*



* RECOMMENDATION:

Make the two-part log-on more manageable by keeping your Windows Server and JJIS Web (JJIS, JJPS, JPAS) passwords the same.

Change your current JJIS Web password for JJIS, JJPS, or JPAS to match your new Windows Server password and the two systems' passwords will be on the same expiration schedule.

1. Open your Internet browser and enter the JJIS Web URL into the browser's address window.

<https://jjis.oregon.gov>

2. Click **Connect to JJIS**.

A Remote Desktop Connection window opens.

3. Click **Connect**.

A Log On to Windows screen opens.

4. Enter the JJISWeb **User Name** that was e-mailed to you.

In the **Password** field, enter the default password sent to you by your local Security Coordinator:

5. Click **OK**.

6. At the prompt to change your password, click **OK**.

7. Enter a **New Password** and re-enter the new password in the **Confirm New Password** field. Do not use your JJIS Web password.

8. Click **OK**.

9. At the confirmation that your password has been changed, click **OK**.

A JJIS login screen opens.

10. Enter the JJIS Web (JJIS, JJPS, JPAS) **User Name** and **Password** that were e-mailed to you. (Keep the Production radio button selected as the default.)

11. Click **OK**.

12. Select **File** from the JJIS Web Menu.

13. Select **Change Password . . .** the Change Password screen opens.

14. Enter your JJIS Web password in the **Old Password** field.

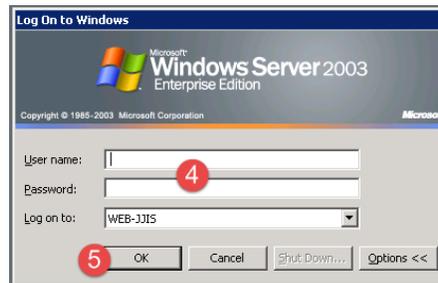
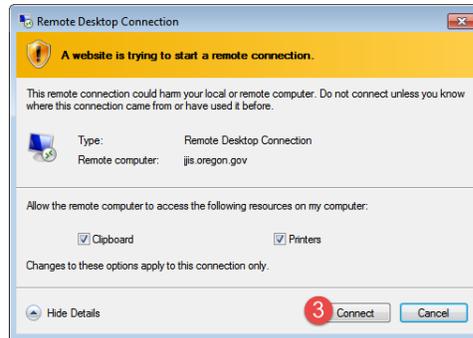
15. Enter the Windows Server password you created in the **New Password** field.

16. Re-enter the new password in the **Confirm New Password** field.

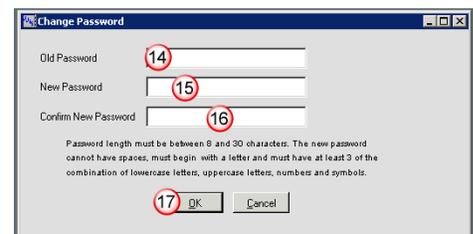
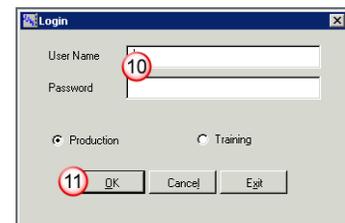
17. Click **OK**.



TIP! When the JJIS Desktop Web Connection screen opens, create a Desktop shortcut or add it to your browser Favorites.



Password length must be between 8 and 30 characters; passwords cannot have spaces; must begin with a letter; and have at least 3 of the combination of lowercase letters, uppercase letters, numbers and symbols.



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2. Click **Connect to JJIS**.

A Remote Desktop Connection window opens.

3. Click **Connect**.

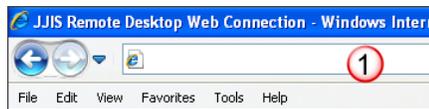
NOTE: Hopefully, you've followed the recommendation to keep the Windows Server and JJISWeb passwords the same.

A Log On to Windows screen opens.

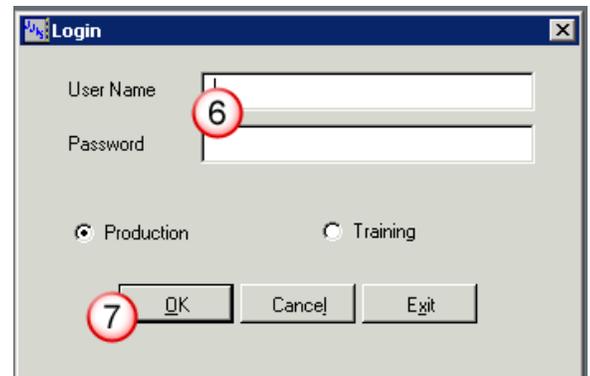
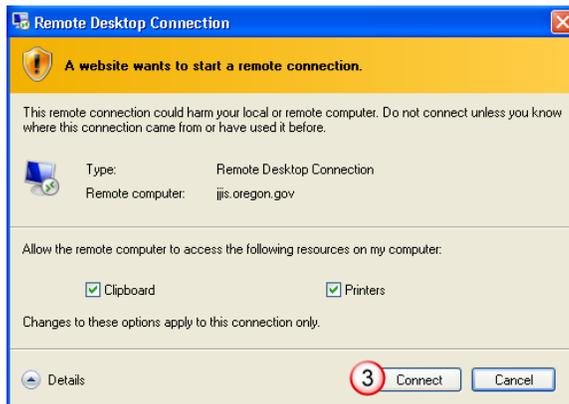
4. Enter your **User Name** and **Password**.
5. Click **OK**.

A JJISWeb login screen opens.

6. Enter your **User Name** and **Password**. (Keep the Production radio button selected as the default.)
7. Click **OK**.



TIP! If you haven't already, create a Desktop shortcut or add it to your browser Favorites when the JJIS Web Connection screen opens.



REMEMBER — for security purposes, passwords are set to periodically expire. The log-in screen will prompt you to change your password when it has expired.

We recommend that you keep your Windows Server and JJIS Web application (JJIS, JJPS, JPAS) passwords the same, updating them to the same password when they expire. The two-part log-on will be more manageable with the same passwords set on the same expiration schedule.

Create a browser bookmark or desktop shortcut to the URL — <https://jjis.oregon.gov>

And, of course, never leave your computer unsecured or log-on information where someone can access it!