



Step #2 - Once you have the blank screen, type cesn and press ENTER.

cesn

**Step #3** - The following screen will appear. If this is your first login, please see Appendix A (pg. 6) to avoid password revocation. Here, you will enter your user id and mainframe password. Use your tab key to navigate your cursor on this screen. Press ENTER after you type your password.

```

                                Signon for CICS                                Applid:  CICSCRP

                                CRIMINAL / INFRACTION 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

```

**Step #4** - The following screen appears. Press ENTER. Note: Observe the new message in the message area.

```

                                Signon for CICS                                Applid:  CICSCRP

                                CRIMINAL / INFRACTION SYSTEM

Type your Userid and Password,  then press ENTER:

    Userid . . . .
    Password . . .

    New Password . . .

***** Message Area *****
*                               *
*   Your CICS SignOn is complete *
*   Press enter to continue     *
*                               *
*                               *
*                               *
*****
F3=Exit  F4=Clear Input Fields

```

**Step #5** - You now have a blank screen. Type acis and press ENTER.

acis

**Step #6** - The following screen appears. Use your tab key to navigate your cursor. You will enter your user id, mainframe password and county code. The county code determines which county you want to log into. County codes are listed at Appendix B (pg. 8).

```
      AAA                CCCCCCCCCCCCCC      IIIIIIIIIIIIIIIII      SSSSSSSSSSSSSSS
      A  A                C                I                S
      A  A                C                I                S
      A  A                C                I                S
      A  A                C                I                S
      AAAAAA             C                I                SSSSSSSSSSSSS
      A  A                C                I                S
      A  A                C                I                S
      A  A                C                I                S
      A  A                C                I                S
      A  A                CCCCCCCCCCCCCC      IIIIIIIIIIIIIIIII      SSSSSSSSSSSSS
                                NORTH CAROLINA
                                ADMINISTRATIVE OFFICE OF THE COURTS
                                AUTOMATED CRIMINAL/INFRACTIONS SYSTEM

                                COUNTY/GROUP:      USER ID:      PASSWORD:
```

The following is an example.

```
F5-CHANGE PASSWORD      12-EXIT                                06/30/04      23:57:03

      AAA                CCCCCCCCCCCCCC      IIIIIIIIIIIIIIIII      SSSSSSSSSSSSSSS
      A  A                C                I                S
      A  A                C                I                S
      A  A                C                I                S
      A  A                C                I                S
      AAAAAA             C                I                SSSSSSSSSSSSS
      A  A                C                I                S
      A  A                C                I                S
      A  A                C                I                S
      A  A                CCCCCCCCCCCCCC      IIIIIIIIIIIIIIIII      SSSSSSSSSSSSS
                                NORTH CAROLINA
                                ADMINISTRATIVE OFFICE OF THE COURTS
                                AUTOMATED CRIMINAL/INFRACTIONS SYSTEM

                                COUNTY/GROUP: 480      USER ID: YourID      PASSWORD: XXXXXX
```

The county screen you chose to log into will appear. To exit a county press your F12 key and you will receive a blank screen. Then type acis and enter the county code you would like to access. This is the most cost effective method of logging into different counties.

The following page is an example for Iredell County. Please be sure to note which county you have logged into. The name and county code appears at the top left of the mainframe screen.

```
F5-CHANGE PASSWORD    12-EXIT                                06/30/04    23:57:03
480 IREDELL           * * * CIS INQUIRY MENU * * *
FILE NUMBER:          MODE:      (A = ADD, I = INQUIRY, U = UPDATE)
                        (R = REQUEST ARCHIVE PF1, PF2    )
NAME/SID/CKN/LID/    (A = ARREST, C = COMPLAINT,      )
ARR/COM/INCID:      (S=SID, K=CKN, L=LID, N=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
```

APPENDIX - A  
INITIAL LOGIN "PASSWORD" RESET PROCEDURE

The first time you login, you are required to change your password. First, you will enter your user id and mainframe password. Use your tab key to navigate the cursor on this screen. Press ENTER after you type your password.

```

                                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
```

The following screen appears. Enter a new password (8 characters/numbers). Press ENTER. Note: Observe the new message in the message area.

```

                                Signon for CICS                                Applid: CICSCRIP

                                CRIMINAL / INFRACTION SYSTEM

Type your Userid and Password, then press ENTER:

    Userid . . . . YourID
    Password . . .

    New Password . . .

***** Message Area *****
*   Your Password has expired, please enter a new Password *
*                               *
*                               *
*                               *
*                               *
*                               *
*****
F3=Exit  F4=Clear Input Fields
```

The following screen will appear. Here you will need to confirm your new password. After you have confirmed it press ENTER. Note: Observe the new message in the message area.

```

                                Signon for CICS                                Applid: CICSCRP
                                CRIMINAL / INFRACTION SYSTEM

Type your Userid and Password, then press ENTER:

    Userid . . . . YourID
    Password . . .

    New Password . . .

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

The following screen will appear. Press ENTER. Note: Observe the new message in the message area. (Please proceed to Step #5)

```

                                Signon for CICS                                Applid: CICSCRP
                                CRIMINAL / INFRACTION SYSTEM

Type your Userid and Password, then press ENTER:

    Userid . . . . YourID
    Password . . .

    New Password . . .

***** Message Area *****
*                                                         *
*   Your CICS SignOn is complete                           *
*   Press enter to continue                               *
*                                                         *
*                                                         *
*                                                         *
*                                                         *
*****
F3=Exit  F4=Clear Input Fields
```

**PLEASE NOTE: This process can be repeated at any time by tabbing to the "New Password" field during any CESN login session. Your password will expire every 90 days.**

APPENDIX - B



County Codes

The county names have been abbreviated. The county code is the 3 numbers in front of the county abbreviation.

000 ALAM	200 CHOW	400 GUIL	600 MITC	800 RUTH
010 ALEX	210 CLAY	410 HALI	610 MONT	810 SAMP
020 ALLE	220 CLEV	420 HARN	620 MOOR	820 SCOT
030 ANSO	230 COLU	430 HAYW	630 NASH	830 STAN
040 ASHE	240 CRAV	440 HEND	640 NHAN	840 STOK
050 AVER	250 CUMB	450 HERT	650 NOTH	850 SURR
060 BEAU	260 CURR	460 HOKE	660 ONSL	860 SWAI
070 BERT	270 DARE	470 HYDE	670 ORAN	870 TRAN
080 BLAD	280 DAVI	480 IRED	680 PAML	880 TYRR
090 BRUN	290 DAVE	490 JACK	690 PASQ	890 UNIO
100 BUNC	300 DUPL	500 JOHN	700 PEND	900 VANC
110 BURK	310 DURH	510 JONE	710 PERQ	910 WAKE
120 CABA	320 EDGE	520 LEE	720 PERS	920 WARR
130 CALD	330 FORS	530 LENO	730 PITT	930 WASH
140 CAMD	340 FRAN	540 LINC	740 POLK	940 WATA
150 CART	350 GAST	550 MACO	750 RAND	950 WAYN
160 CASW	360 GATE	560 MADI	760 RICH	960 WILK
170 CATA	370 GRAH	570 MART	770 ROBE	970 WILS
180 CHAT	380 GRAN	580 MCDO	780 ROCK	980 YADK
190 CHER	390 GREE	590 MECK	790 ROWA	990 YANC