

The logo for CMi, consisting of the letters 'CMi' in white on a blue square background.

CMi

JUSTICECONNECT

Administrator Guide

PRINTING TOKENS

www.cmisoftware.com

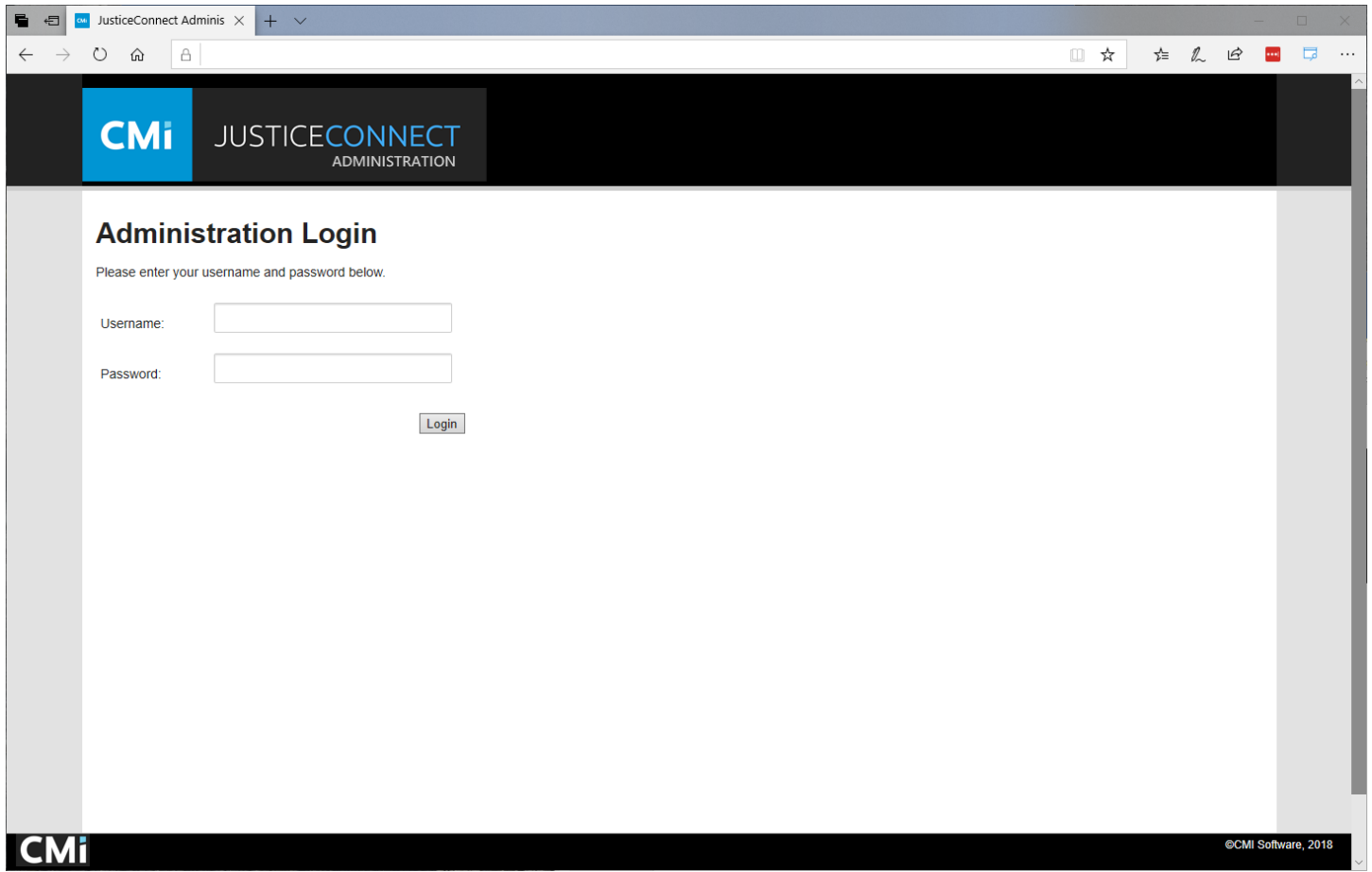
Table of Contents

- Login to JusticeConnect Admin Console..... 3
- Provide your Authentication Token 4
- Select CMI User 6
- CMI User Management – Print Token from PDF..... 8
- JusticeConnect Support 9

Login to JusticeConnect Admin Console

From a secure and approved facility use the link provided to access your ADMIN portal.

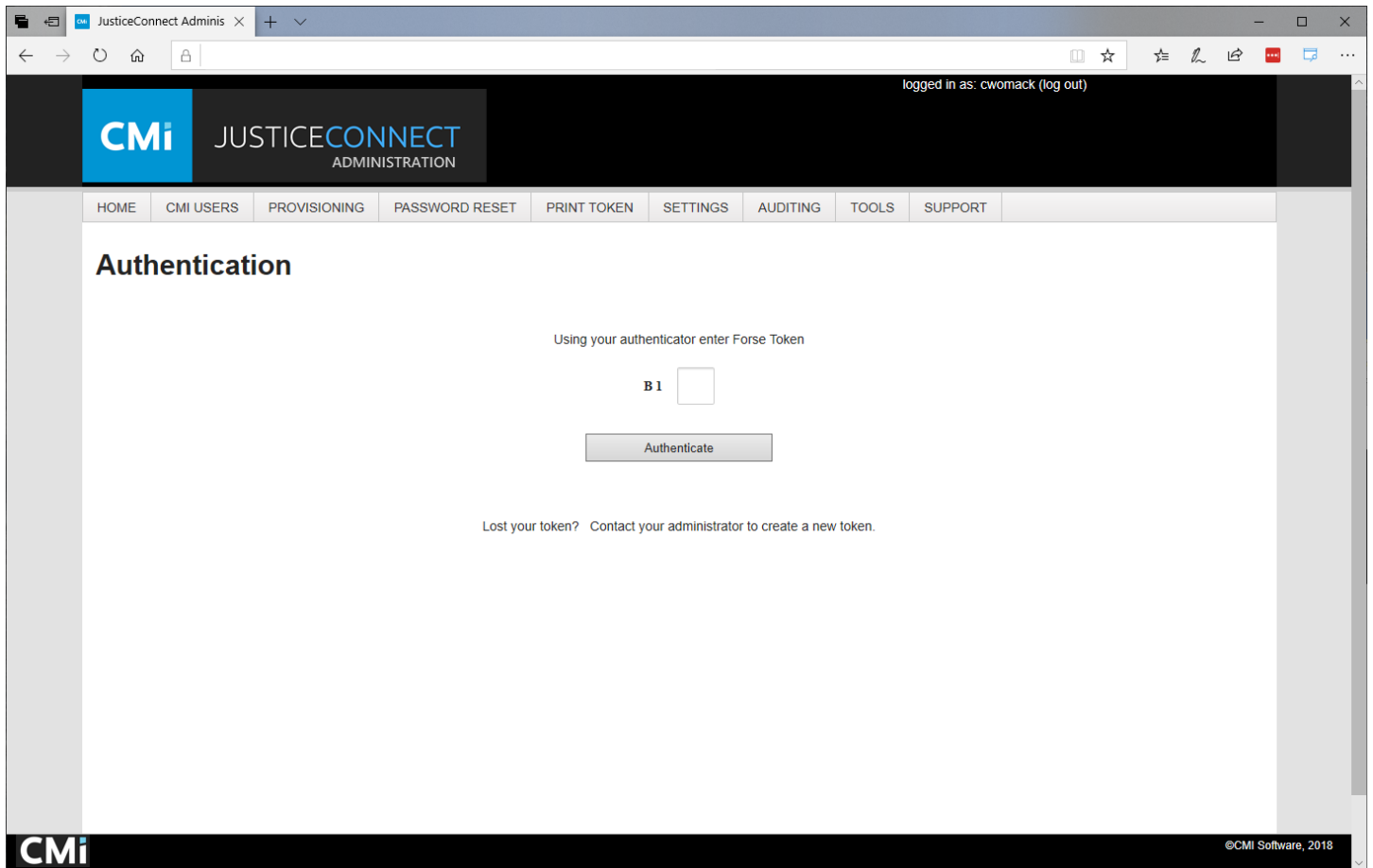
Example: <https://agency.justiceconnect.us/admin>



Login with your CMI Username and Password

Note: *If you receive an access denied message when opening the Admin Portal page, simply follow the link and submit the form to have your IP address added to the secure facility list.*

Provide your Authentication Token

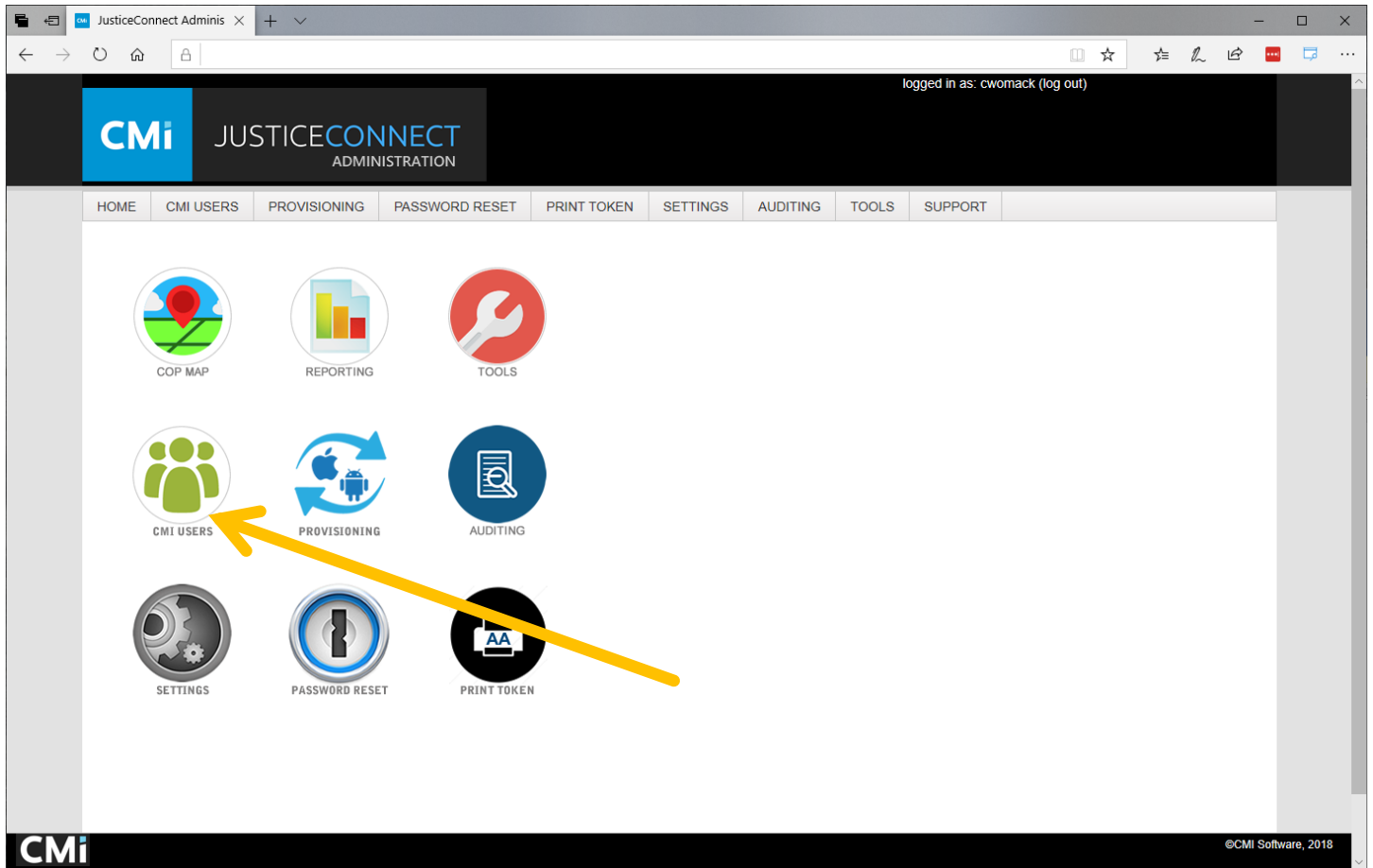


When prompted, enter your Forse Token.

Note: *If you don't have a Forse Token, contact CMI Support.*

Using the Admin Portal to Print Tokens

Click the **CMI Users** navigation option.



Select CMI User

The CMI Users Screen lists all active users for your assigned agency.

Click the **AA** navigation button for the user that needs an Advanced Authentication token printed.

The screenshot shows the JusticeConnect Administration interface. At the top, there is a navigation bar with the CMI logo and 'JUSTICECONNECT ADMINISTRATION'. Below this is a menu with options: HOME, CMI USERS, PROVISIONING, PASSWORD RESET, PRINT TOKEN, SETTINGS, AUDITING, TOOLS, and SUPPORT. The main content area is titled 'CMI Users' and contains a table of users. The table has columns for User Name, Name, Dept, TermID, LEDS, Forse User, Status, Level, and Last Update. Each row has three buttons: EDIT, PW, and AA. A yellow arrow points to the AA button for the user 'aberndt', which is also circled in red. The user 'aberndt' has a status of 'Standard' and a level of 'Standard'. The user 'aberndt' is highlighted in the table.

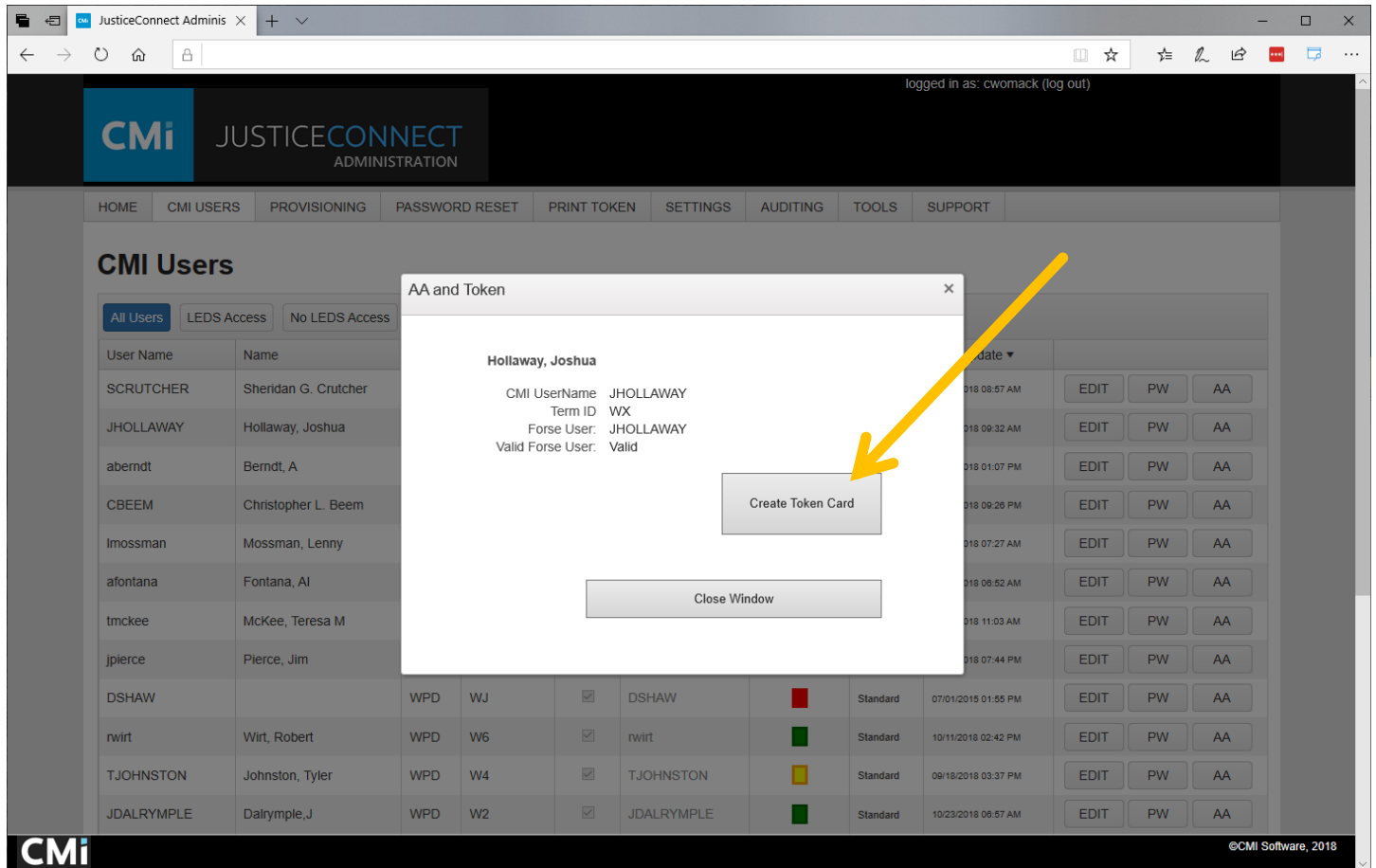
User Name	Name	Dept	TermID ↓	LEDS	Forse User	Status	Level	Last Update	EDIT	PW	AA
SCRUTCHER	Sheridan G. Crutcher	WPD	WY	<input checked="" type="checkbox"/>	SCRUTCHER	■	Standard	07/07/2018 08:57 AM	EDIT	PW	AA
JHOLLAWAY	Hollaway, Joshua	WPD	WX	<input checked="" type="checkbox"/>	JHOLLAWAY	■	Standard	10/19/2018 09:32 AM	EDIT	PW	AA
aberndt	Berndt, A	WPD	WV	<input checked="" type="checkbox"/>	aberndt	■	Standard	10/03/2018 01:07 PM	EDIT	PW	AA
CBEEM	Christopher L. Beem	WPD	WS	<input checked="" type="checkbox"/>	CBEEM	■	Standard	09/22/2018 09:26 PM	EDIT	PW	AA
Imossman	Mossman, Lenny	WPD	WR	<input checked="" type="checkbox"/>	Imossman	■	Standard	10/22/2018 07:27 AM	EDIT	PW	AA
afontana	Fontana, Al	WPD	WP	<input checked="" type="checkbox"/>	afontana	■	Standard	10/20/2018 06:52 AM	EDIT	PW	AA
tmckee	McKee, Teresa M	WPD	WN	<input checked="" type="checkbox"/>	tmckee	■	Standard	12/20/2018 11:03 AM	EDIT	PW	AA
jpierce	Pierce, Jim	WPD	WL	<input checked="" type="checkbox"/>	jpierce	■	Standard	10/31/2018 07:44 PM	EDIT	PW	AA
DSHAW		WPD	WJ	<input checked="" type="checkbox"/>	DSHAW	■	Standard	07/01/2015 01:55 PM	EDIT	PW	AA
rwirt	Wirt, Robert	WPD	W6	<input checked="" type="checkbox"/>	rwirt	■	Standard	10/11/2018 02:42 PM	EDIT	PW	AA
TJOHNSTON	Johnston, Tyler	WPD	W4	<input checked="" type="checkbox"/>	TJOHNSTON	■	Standard	09/18/2018 03:37 PM	EDIT	PW	AA
JDALRYMPLE	Dalrymple, J	WPD	W2	<input checked="" type="checkbox"/>	JDALRYMPLE	■	Standard	10/23/2018 06:57 AM	EDIT	PW	AA

AA: Opens Token Printing Options

CMI User Management – Print AA Token

Use this page to print a new token for any of your assigned Agency Users.

Click **Create Token Card** navigation button for the user that needs an Advanced Authentication token printed.



Note: By clicking the **Create Token Card** button, the previous Forse Token Card will be invalid for that user.

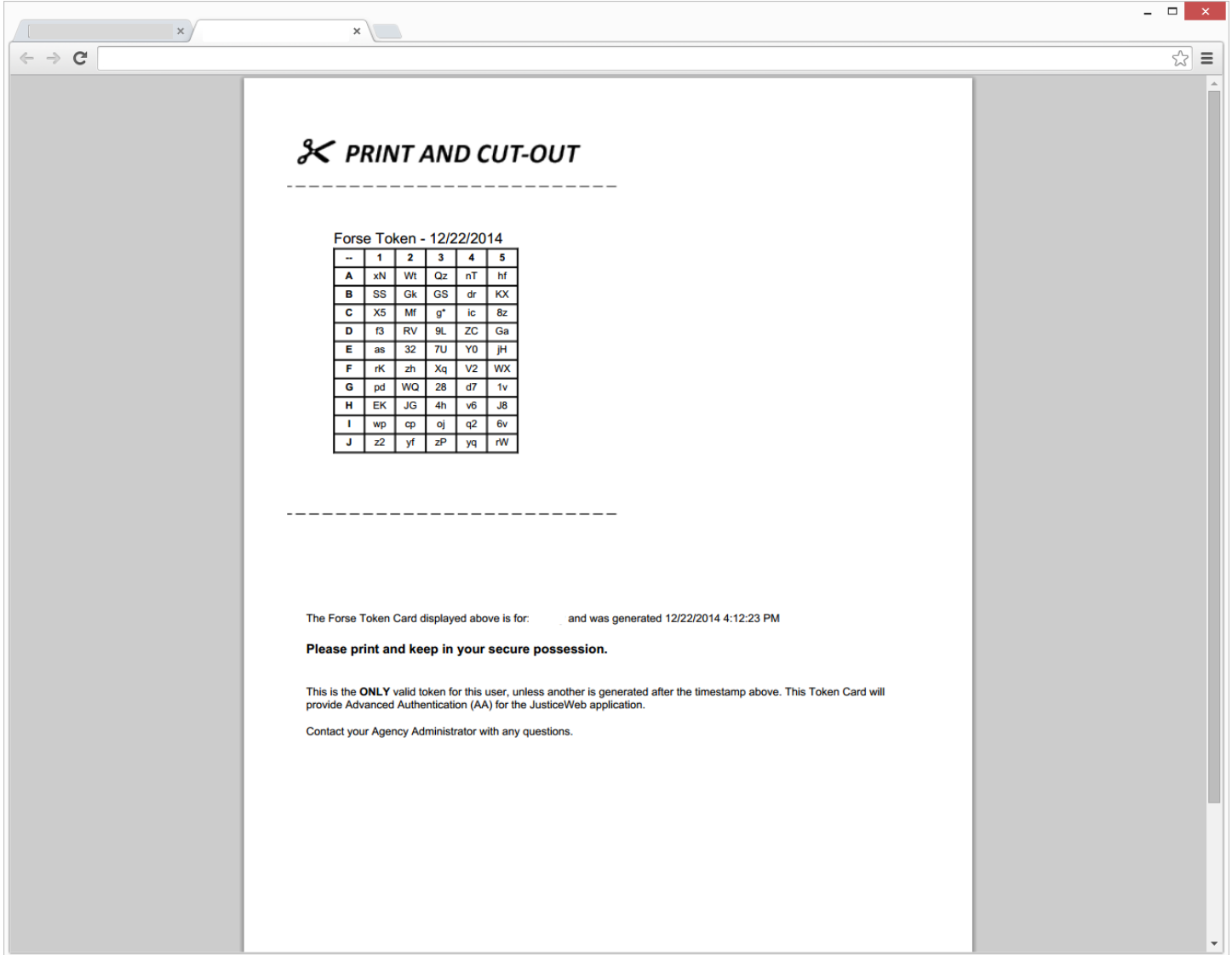
Please be aware that the ability for a CMI Administrator to print tokens is also restricted by the ForseCom system. Only users listed as an “Agency Admin” or “System Admin” within the ForseCom Server system will have the ability to successfully print tokens on behalf of other users.

If you receive errors when trying to print other user’s tokens then your account status should be confirmed within the ForseCom server to ensure it has the correct privileges.

CMI User Management – Print Token from PDF

Once a new **Forse Token** has been generated, a PDF version opens within your browser.

Note: Print and give to your Agency Users to gain access to **JusticeConnect**.



JusticeConnect Support

Product Details: <https://justiceconnect.us>

Email Support: support@justiceconnect.us

Phone Support: 503-223-3089 option #2

Online Guides: <http://support.cmisoftware.com/justiceconnect> (passcode = cmisoftware)

