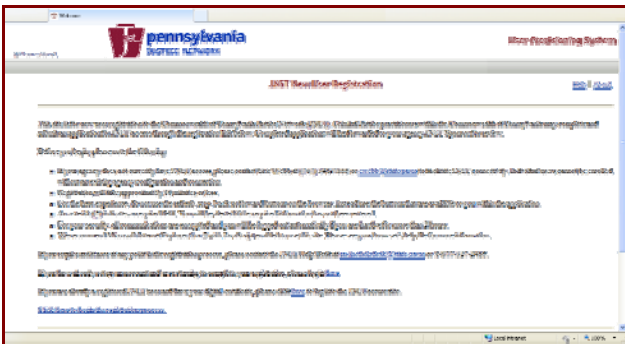


This quick reference card is designed to help new users register for access to the Commonwealth of Pennsylvania Justice Network (JNET). This guide will walk you through the process of creating your profile and submitting your request, taking the necessary training and downloading your certificates. To request access, log on to the JNET Portal – www.jnetportal.state.pa.us.

Click on **Administrative Tools** from the menu on the left side of the web page. You will be presented with a list of options in the center of your screen. Click on **JNET Automated Registration** to begin.



Throughout this process, the application will prompt you to enter personal information.



Creating Your User Account - To begin, create your user account. This will give you access to the system in the event you need to exit the application.

Step 1 - Enter your first name, middle initial, last name, date of birth and password. Your password should conform to the Commonwealth standards of at least 8 characters, one upper case letter and one number. Special characters may be used but are not required. Your username and password will serve as your access key to this process until you have completed enrollment and downloaded your digital certificate. Please keep your password secure.

Continue to step 2 by clicking the **Contact Info Tab**.

Step 1 - Account Info*	Step 2 - Contact Info*	Step 3 - Organization Info*	Step 4 - Work Location
First Name: *	<input type="text"/>		
Middle Initial:	<input type="text"/>		
Last Name: *	<input type="text"/>		
Date of Birth (mm/dd/yyyy): *	<input type="text"/>		
Password (Min. 8 Numbers/Letters): *	<input type="text"/>		
Confirm Password: *	<input type="text"/>		

Note: Once you enter First and Last Name your JNET User ID is created and displayed at the bottom of the screen. Please record and retain your user id and password, it will be required to complete the registration process. Please keep your password secure.

Before proceeding please record your JNET User ID: Your.Name
 Please complete each tab (Steps 1-4) prior to selecting Submit.

Step 2 – Enter your contact information. Although it is not required, your email address is an important because it is used to send you notifications during the registration process. If you do not have an agency/county email, you may use your personal email like yahoo, gmail, msn, or hotmail. Continue to step 3. Click the **Organization Info Tab**.

Step 1 - Account Info*	Step 2 - Contact Info*	Step 3 - Organization Info*	Step 4 - Work Location
Display Name:	<input type="text"/>		
Primary Email (e.g. email_id@server.com):	<input type="text"/>		
Office Phone (###-###-####): *	<input type="text"/>		
Mobile Phone:	<input type="text"/>		
Fax Number:	<input type="text"/>		

Step 3 – Enter your organizational information. You will need to use the dropdown menus to make your selection.

Step 1 - Account Info*	Step 2 - Contact Info*	Step 3 - Organization Info*	Step 4 - Work Location
Administrative Sector: *	<input type="text"/>	<input type="text"/>	
County/Agency/Dept.: *	<input type="text"/>	<input type="text"/>	
Name of Organization/Location: *	<input type="text"/>	<input type="text"/>	
Sub-Organization/Location:	<input type="text"/>	<input type="text"/>	
JNET User Classification: *	<input type="text"/>	<input type="text"/>	

When you have finished, click Step 4 – **Work Location Tab**.

Step 4 - The work location tab is the last tab before you can submit your registration. Enter your position or job title and click the **Submit** button at the bottom of the screen.

Record your newly created JNET User ID and password.



Click OK to continue to the next part of the registration process.

Step 5 - JNET Required Training – As a new user, you are required to complete the JNET Overview Training using the Learning Management System (LMS). To log in and complete the training, click on the embedded link to go to the LMS Training.

You are automatically enrolled in the JNET Overview course. This course is available 24/7 and requires a minimum of 70% to pass.

Note: *If you have previously taken this course with another agency, please let your sponsor know. JNET does not require you to take it again; However, it is your responsibility to provide proof of your training. Without proper documentation, your Sponsor will require you to retake the JNET Overview Training.*

Click **My Schedule** to view the course. The training takes approximately 1-2 hours to complete. Each module builds upon the other and must be taken in order.

To begin, click the **GO** button for the first module. The application will load in a new window.

JNET Overview		Evaluate this course		
Module Name	Courseware	Quiz	Results	Certificate
JNET Overview, Access and Security	GO		✓	
JNET Home Page and Navigation	GO		✓	
JNET Applications Overview	GO		✓	
JNET Applications (Part 1)	GO			
JNET Applications (Part 2)	N/A	GO		
JNET Overview Exam	N/A	GO		

At the end of the module you will be given an exam. The exam incorporates all the lessons taught in each module. You are given three attempts to pass the exam. Unlike the modules, the exam must be completed once it is started. If you exit the exam before it is completed and graded (by the system), it will count as one attempt. Once you have passed the training, the system will grade the exam and move the course from **My Schedule** to **My Transcript**.

Click on **My Transcript** to print a copy of your document of completion.

Step 6 - User Agreement Form – Once you have completed the training and your Sponsor has approved your application, you must agree to JNET terms and conditions. Every user is required to attest to a User Agreement Form before acquiring digital certificates for JNET access.

Click the link to go to the **User Agreement Form**.



The system will open to the User Agreement Form. Read the information and click the **I Agree** button to proceed.

Step 7 - Digital Certificates - A window will open with your enrollment memo already populated with your information. Do not change any information on your screen for this will cause an error and prevent you from downloading your digital certificate. Scroll to the bottom and click Submit.

For further download instructions, please refer to the Digital Certificate User Manual.

Note: If your County or Agency does not allow you to download your digital certificate, stop here and contact your Registrar for further instructions.

Help Desk

Should you need further assistance, please contact the Help Desk Monday through Friday, 7AM to 4PM.