
First Time Log into Judiciary Systems

First Time Signing onto Judiciary Systems


- All Judiciary users are issued a Windows account and temporary password
 - The account and password will be issued by JUATS.Mailbox@njcourts.gov.
 - (Please email juats.mailbox@njcourts.gov to request your user ID)
- After receiving your ID, you must set up your account. **This must be completed on a Judiciary PC or Laptop.**
- After turning on a Judiciary PC or Laptop
 1. Enter Your User Name (first.lastname)
 2. Enter Temporary Password, (issued by JUATS)
 3. Click the right arrow to continue

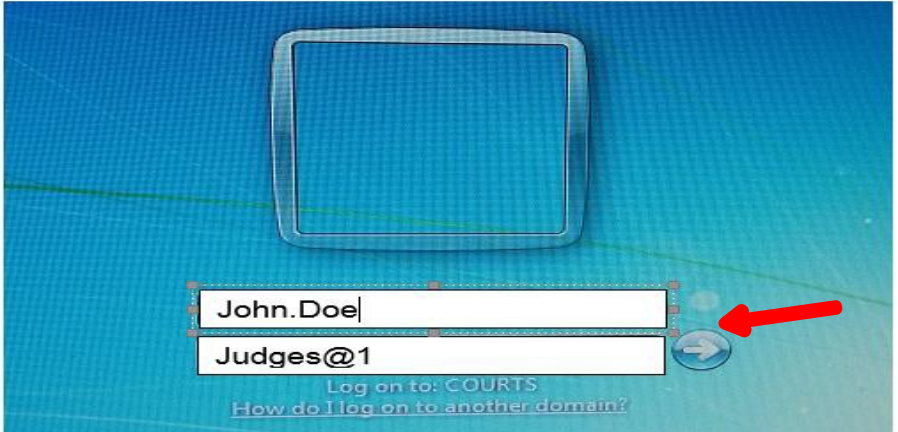
Logging On to Your Judiciary Computer

Press CTRL + ALT + DELETE to log on

Each user will be given a Windows *User Name* and *Password*. This User Name identifies you to Windows and the network.

NOTE: While logged on, all completed work will be associated with your User Name.

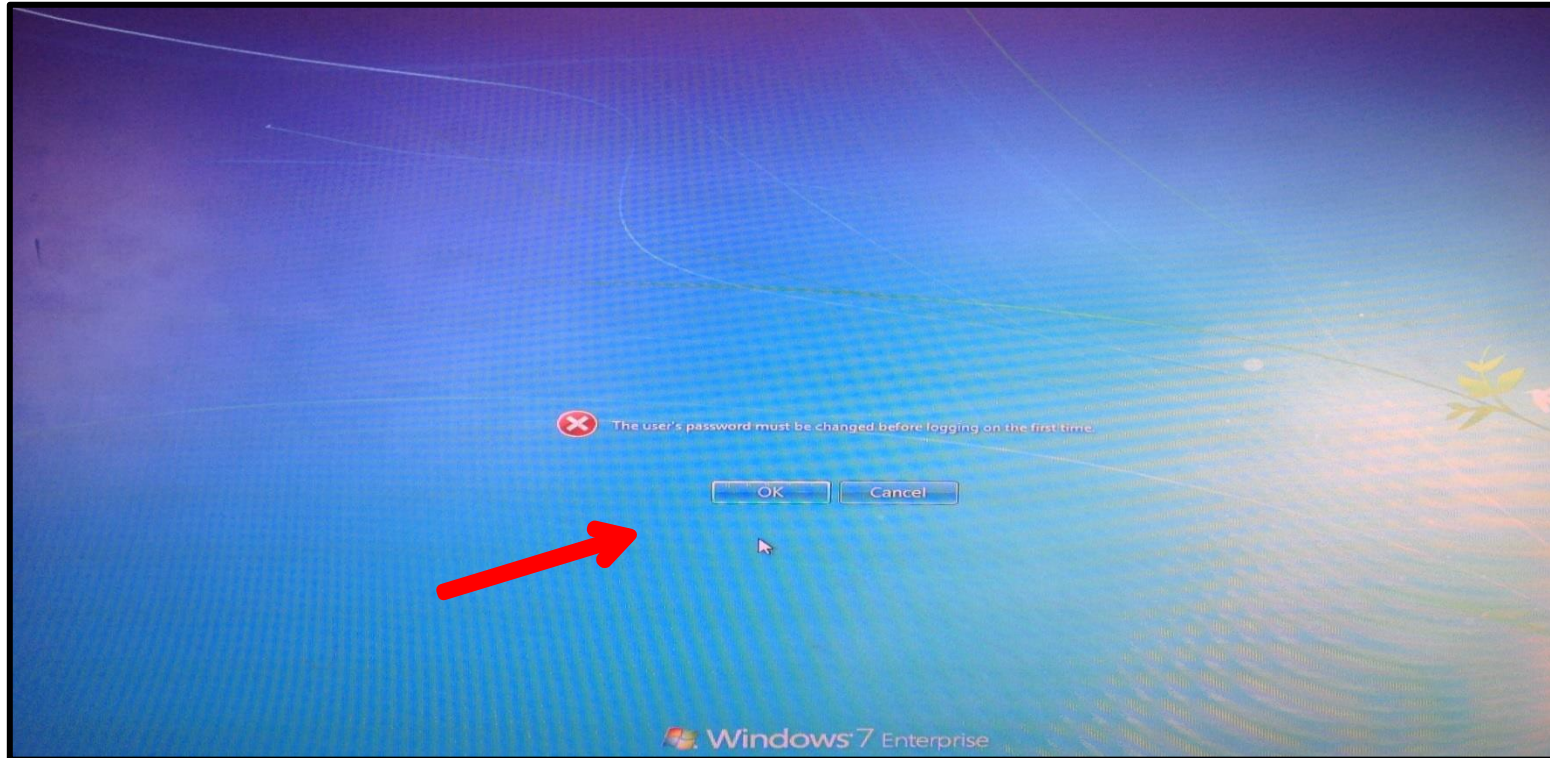
1. The Log On Screen prompts you to provide two items:
 - a. User Name
 - b. Password
2. Enter your User Name and Password (listed below) and click 



Log on to: COURTS
How do I log on to another domain?

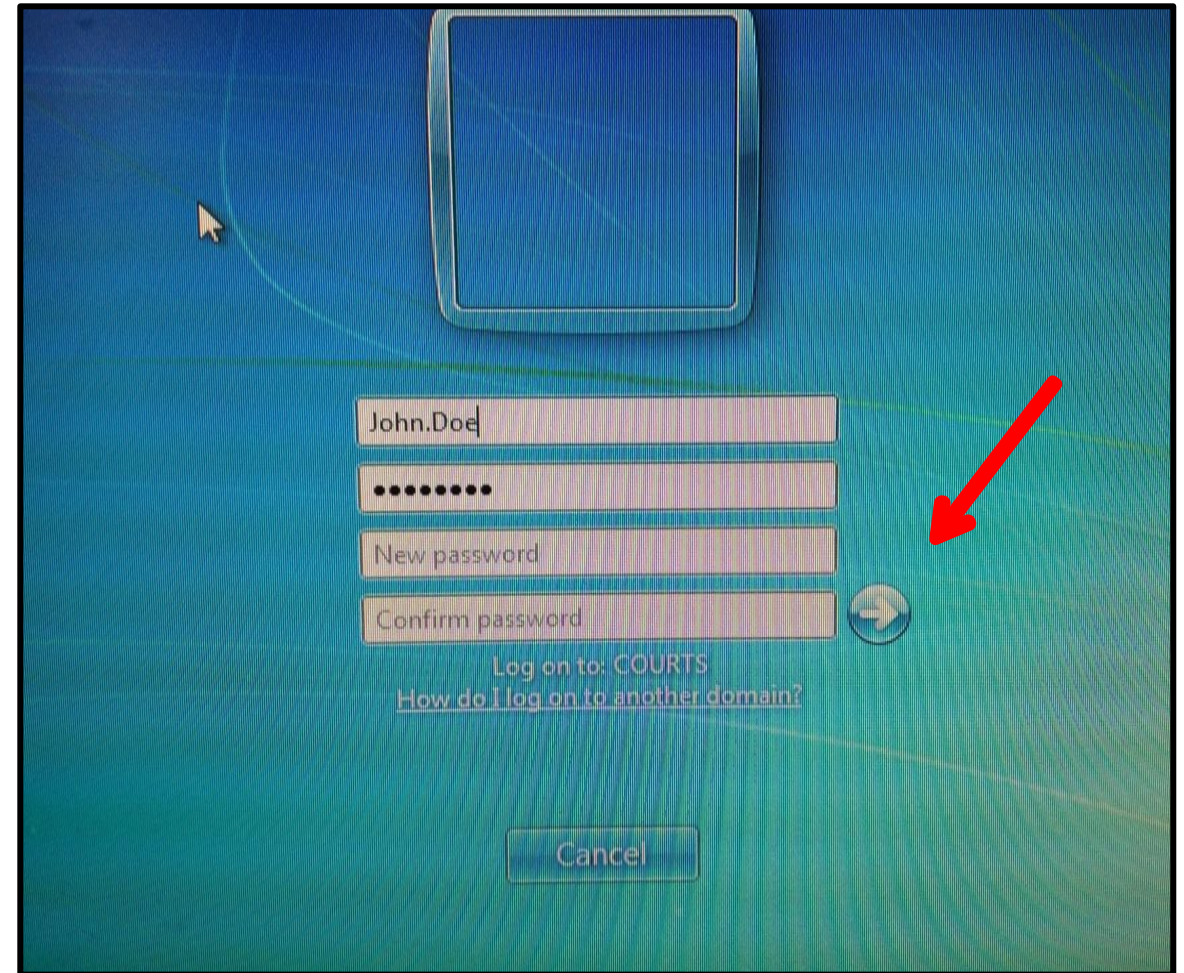
Logging into a Judiciary PC or Laptop

1. First-time users will be prompted to change their temporary password before accessing the Judiciary systems.
2. Click **OK**.



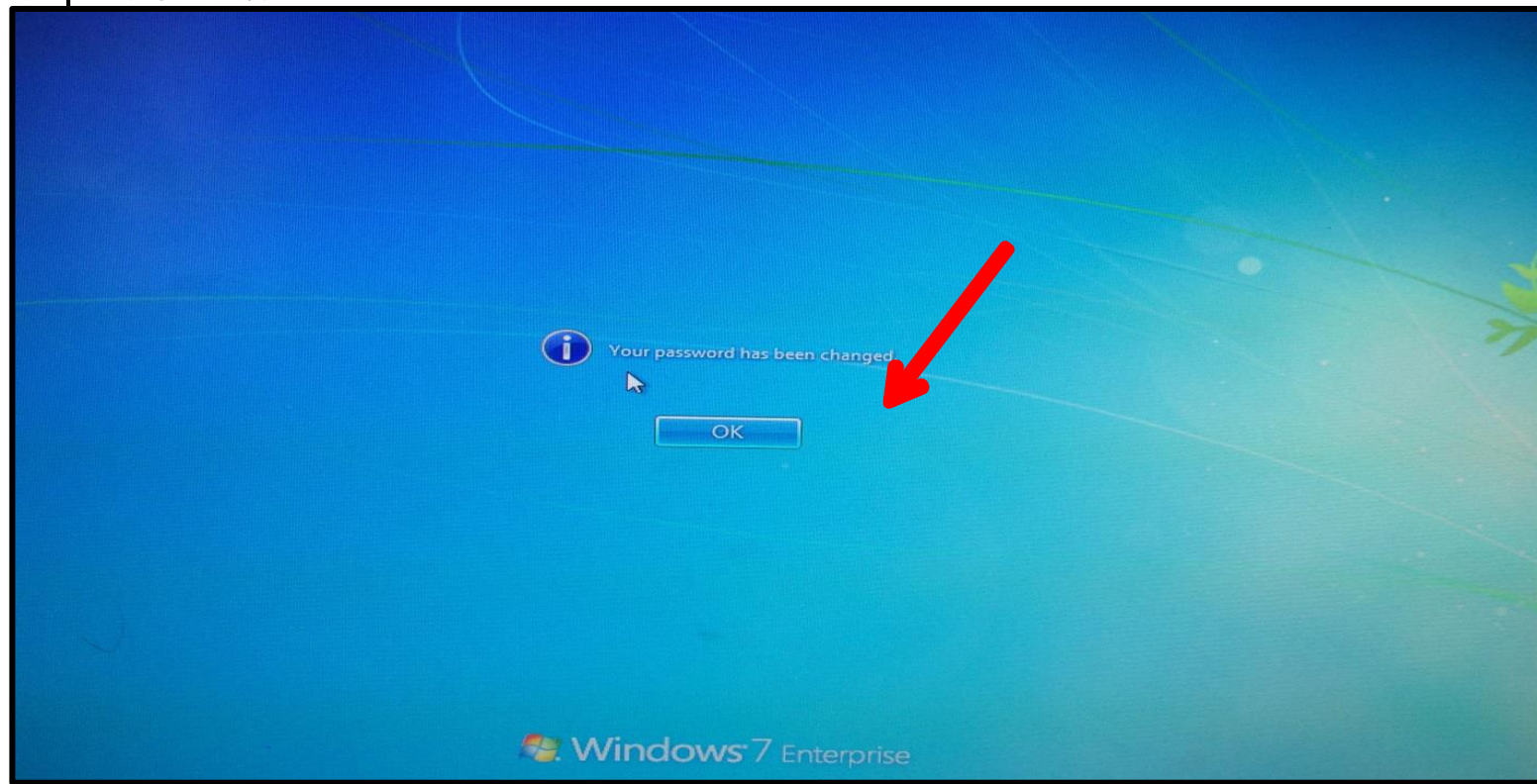
Creating a Judiciary Password

3. In the New password field type a new password.
 - The password **must have exactly 8 characters.**
 - Have at least one Upper **and** at least one Lower Case character.
 - Have a least one number.
 - Have at least one of the following characters, @#&
4. Type your new password again in the “Confirm password” field and click the right arrow when completed.



Updating your Judiciary Password

5. Once your password is updated a message will display that your password has been changed.
6. Click **OK** to proceed.

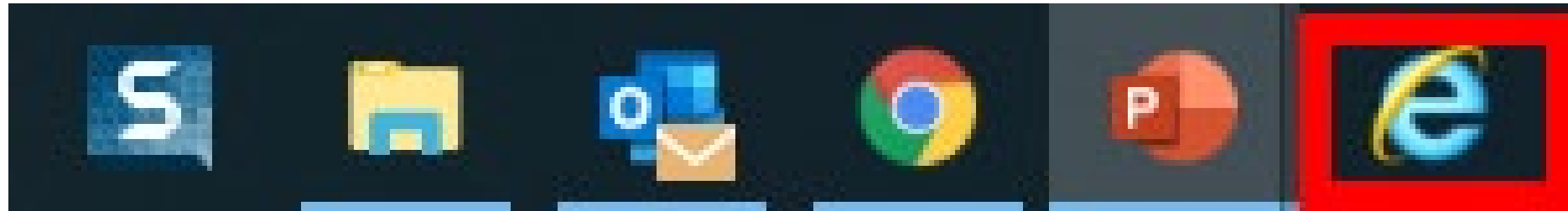


P-Synch Procedures

All users **MUST** P-Synch their ID. (P-Synch establishes security questions and enables the user to reset their own password, if needed).

To P-Synch:

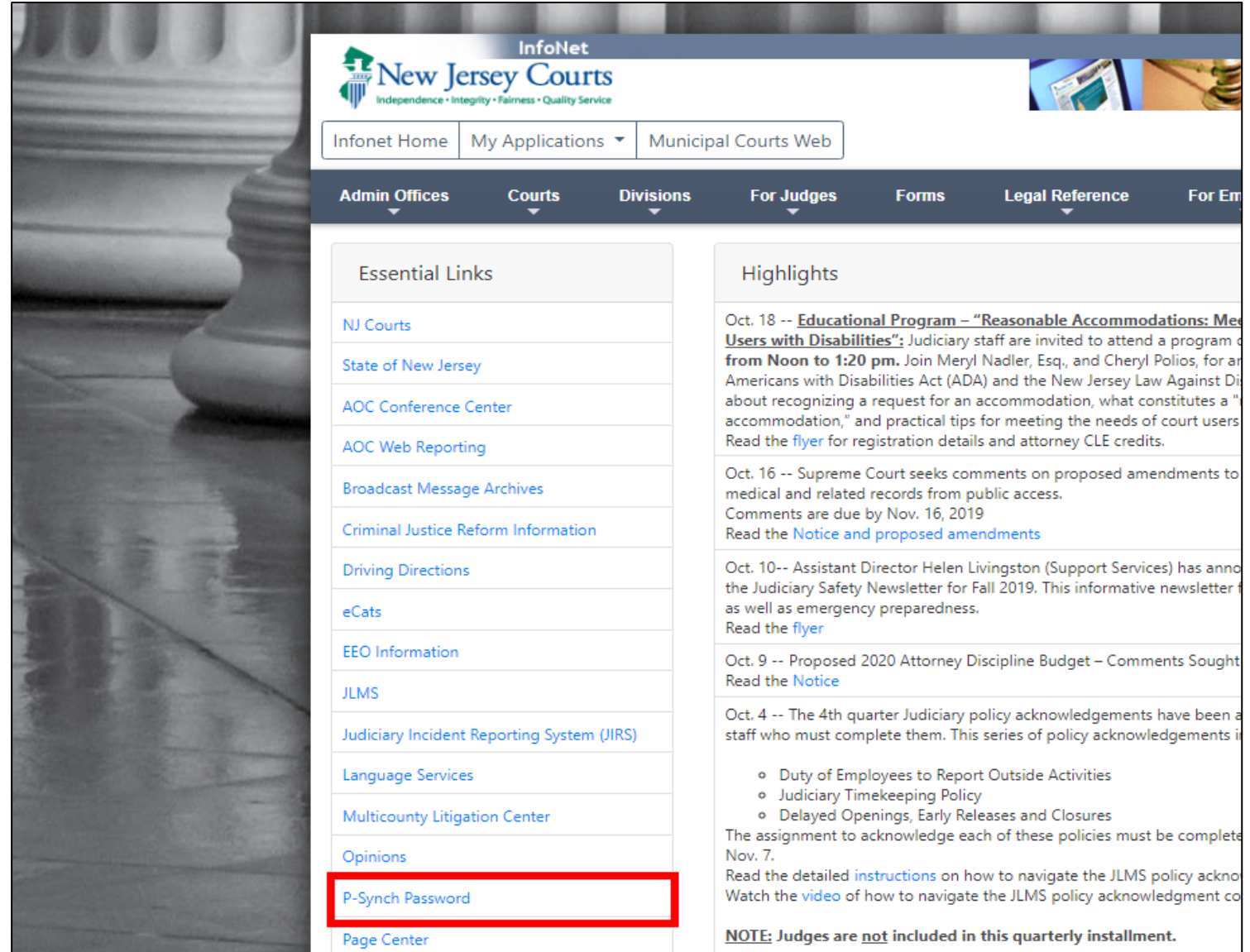
1. Click on the Internet Explorer icon on your desktop.



P-Synch Procedures

All users **MUST** P-Synch their ID. (P-Synch establishes security questions and enables the user to reset their own password, if needed).

1. Access the Internet.
2. Click the **P-Synch Password** link, located on the left.



The screenshot shows the New Jersey Courts InfoNet website. The header includes the logo and the text "InfoNet New Jersey Courts Independence • Integrity • Fairness • Quality Service". Below the header are navigation tabs: "Infonet Home", "My Applications", and "Municipal Courts Web". A secondary navigation bar contains "Admin Offices", "Courts", "Divisions", "For Judges", "Forms", "Legal Reference", and "For Em". The main content area is divided into two columns. The left column, titled "Essential Links", contains a list of links: "NJ Courts", "State of New Jersey", "AOC Conference Center", "AOC Web Reporting", "Broadcast Message Archives", "Criminal Justice Reform Information", "Driving Directions", "eCats", "EEO Information", "JLMS", "Judiciary Incident Reporting System (JIRS)", "Language Services", "Multicounty Litigation Center", "Opinions", "P-Synch Password" (highlighted with a red box), and "Page Center". The right column, titled "Highlights", contains several news items with dates and titles, such as "Oct. 18 -- Educational Program – 'Reasonable Accommodations: Meet Users with Disabilities'", "Oct. 16 -- Supreme Court seeks comments on proposed amendments to medical and related records and public access.", "Oct. 10-- Assistant Director Helen Livingston (Support Services) has announced the Judiciary Safety Newsletter for Fall 2019.", "Oct. 9 -- Proposed 2020 Attorney Discipline Budget – Comments Sought", and "Oct. 4 -- The 4th quarter Judiciary policy acknowledgements have been assigned to staff who must complete them." A "NOTE" at the bottom of the highlights section states: "NOTE: Judges are not included in this quarterly installment."

P-Synch Procedures

3. Click the **P-Synch Web site** link to proceed to the website.

Counsels Office
Information Technology Office
Management and Administrative Services
Professional and Governmental Services
Trial Court Services
Information Security Unit

There is a process that runs on the network and side on your PC that communicates together to enable you to synchronize your passwords across all target systems. It's called P-synch (Hitachi ID Identity and Access Management Suite).

- If notified that your password is about to expire, simply open up Internet Explorer and go to Favorites - Judiciary Links - and click on P-synch. This will enable you to login to the P-synch web page and synchronize all your passwords. Step by step details are shown below.
- The first time you access the new P-synch system, you will be required to register your security questions prior to resetting/synchronizing your password. This registration is a one-time thing.
- Keep in mind the following rules for passwords, some of which are new:
 - Passwords: expire in 90 days;
 - must be 8 character(s).
 - must have upper and lower case characters.
 - must have at least 1 digit(s).
 - must have one of the following characters @ # \$
 - cannot be the same as your last 32 passwords.
- Also note that your user account will be locked out after 5 unsuccessful login attempts. You can reset your own account by going to P-synch and answering your security questions and resetting your password, or by having an administrator reset your account.

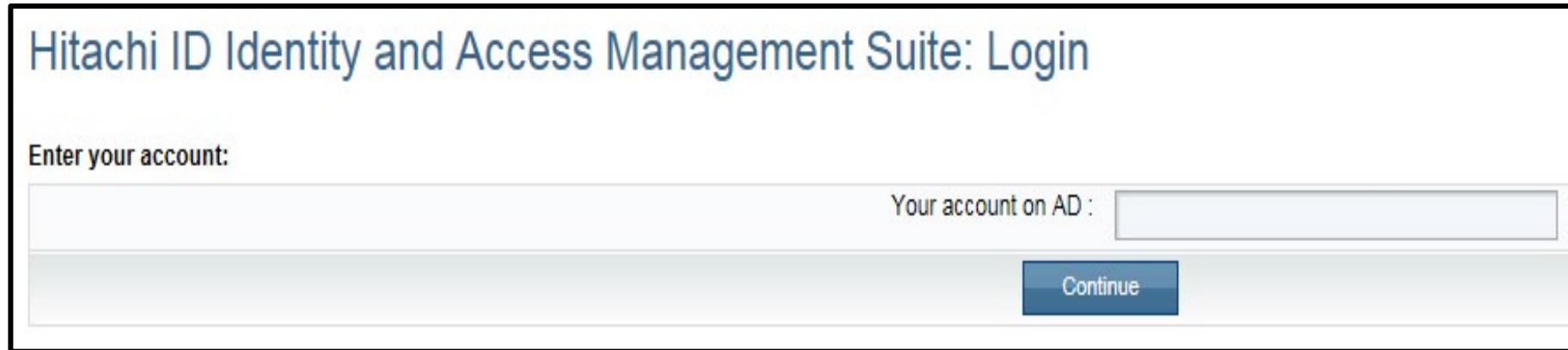
Guidelines to Initial P-synch Steps

1. Open Internet Explorer and browse to the [P-synch Web site](#).
2. Enter your AD username (firstname.lastname) and click "Continue".
3. Enter current password and click "Verify Password".
4. Pick any 4 standard questions and answer accordingly and click "Update".
5. Click on "Change Passwords".
6. Make sure all target systems are selected. Enter new password, confirm and click "Change Password".
7. Verify password change was successful on all target systems.
8. Log out of P-synch and Restart your pc.

Chat

P-Synch Procedures

4. Type your first.lastname (example, John.Doe)
5. Click **Continue**.



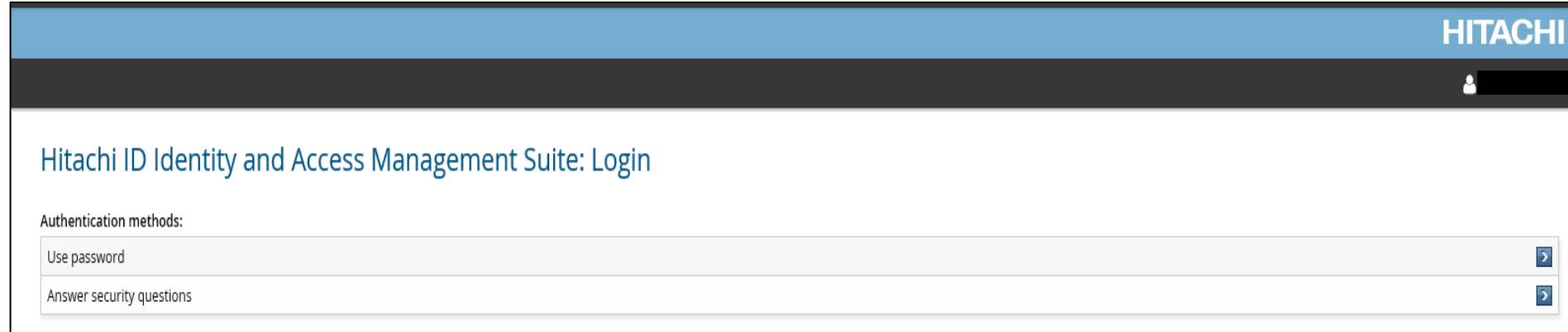
Hitachi ID Identity and Access Management Suite: Login

Enter your account:

Your account on AD :

P-Synch Procedures

6. Click **Use Password**.



HITACHI

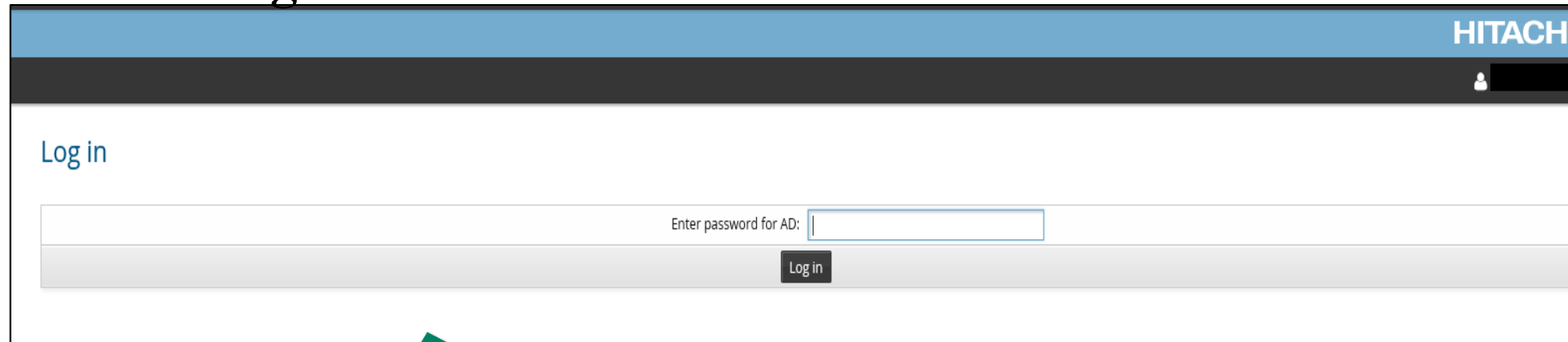
Hitachi ID Identity and Access Management Suite: Login

Authentication methods:

Use password

Answer security questions

7. Enter current password.
8. Click **Log In**.



HITACHI

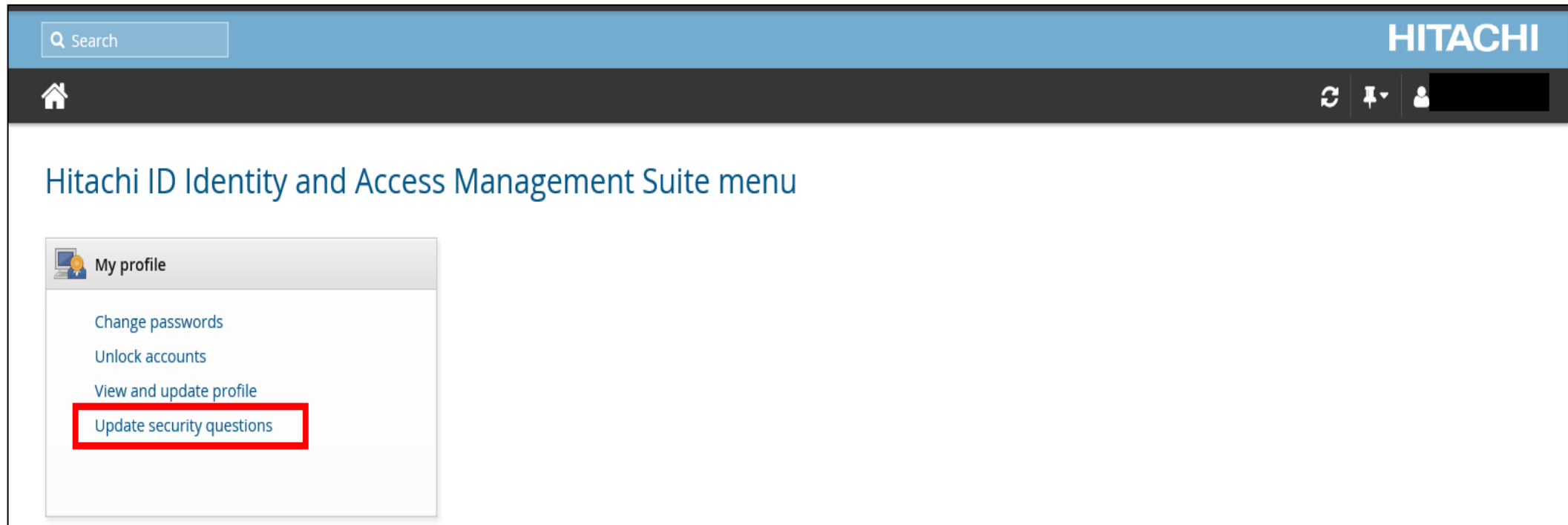
Log in

Enter password for AD:

Log in

P-Synch Procedures

9. Click **Update Security questions**.



P-Synch Procedures

10. Choose and Answer 4 security questions.
11. Click **Update**.

Search

HITACHI

Update security questions

Security questions

Show change history

Standard questions
Questions still required [0]

Delete?	Question	Answer
<input type="checkbox"/>	In what city were you born? (1-99 characters)	••••
<input type="checkbox"/>	What is the farthest from home you have traveled? (1-99 characters)	••••
<input type="checkbox"/>	What was the first vehicle you drove? (1-99 characters)	••••
<input type="checkbox"/>	What was your first car? (1-99 characters)	••••
	What is your favorite game or sport to play? (1-99 characters)	

Update

Try to answer security questions, to verify that you remember the correct answers.

Note: Leading and trailing spaces will be removed.
[Format requirement help](#)

P-Synch Procedures

12. Click **Change Passwords**.



P-Synch Procedures

13. Enter a new password in the **New password** field.
14. Re-Enter the new password in the **Confirm** field.
15. Click **Change passwords**.

Enter a new password:

The password must:

- have exactly 8 characters
- include both uppercase and lowercase letters
- have at least 1 letters
- have at least 1 digits
- have one of @ # \$
- contain only characters available on a standard English (US) keyboard. [List of valid characters](#)
- not be a password used during the past 2880 days
- password must be changed every 90 days

New password: *

Confirm: *

Change passwords

P-Synch Procedures

16. Close or exit the screen. Your desktop will display.
17. **Before proceeding, log off the Judiciary PC or Laptop and log back into the PC or Laptop. (Logging off the device will update all passwords.)**



P-Synch Procedures (External)

After completing your initial, mandatory P-Synch from a Judiciary computer, you may access P-Synch from an external device.

Go to:

1. <https://njcourts.gov>

(click Staff Logins (located at the bottom of the screen)

- OR -

2. <https://jpm.njcourts.gov>

Note: If you have other Judiciary devices (cell phone, Surface), immediately turn those off and on so you can sign in with the new password.