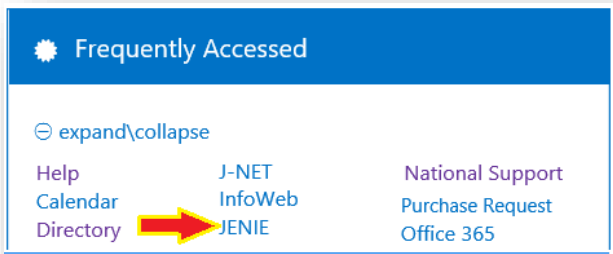


JENIE Self Activation

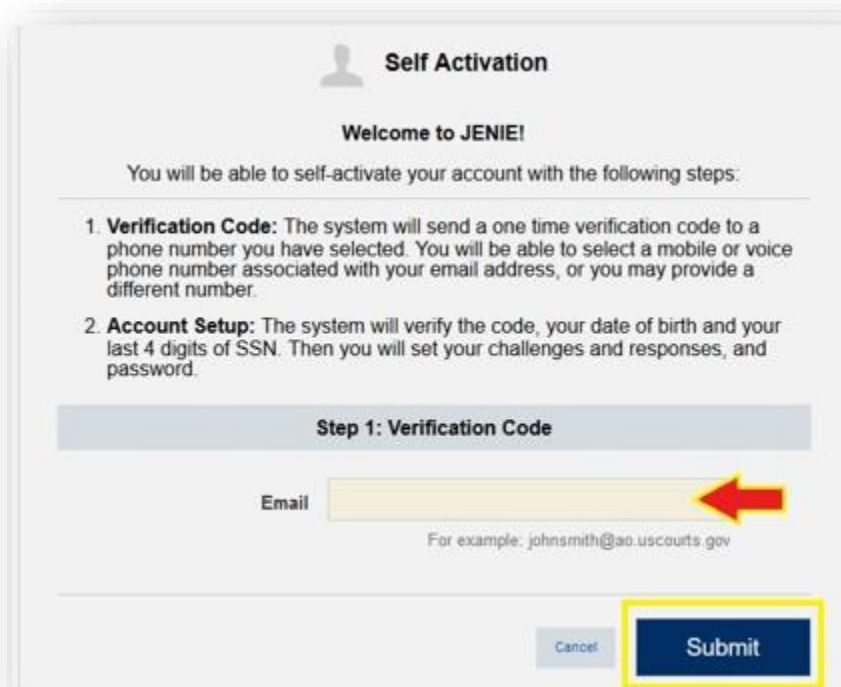
1. From the NCWD or NCWP Intranet page, look under Frequently Accessed applications. Click on **JENIE**.



2. When you navigate to the JENIE webpage the first time, you must first establish a JENIE account. The process for doing so is called self-activation. In order to start this process, click **Self Activation**.



3. Enter your work issued email address. Click **Submit**.



JENIE Self Activation

- Verify your identity using your mobile phone number. Once you enter your mobile phone number, click **Submit**.

Self Activation

Step 1: Verification Code

Please enter a mobile number in order to receive a **one time verification code**.
You will receive an SMS from the following number: **210-361-2232**

i Standard messaging rates apply.
i Entry of a mobile number unrelated to this account is a violation of AO US Courts policy.

Mobile number **Submit**

XXXXXXXXXXXX or XXX-XXX-XXXX

[Back to email entry](#)

- A text was sent to your mobile phone. Check your mobile device for the verification code. **Note:** The code is active for 30 minutes.
- To confirm your identity, enter the verification code; enter your 2-digit birth month; enter your 4-digit birth year; enter your last 4 digits of your social security number; Click **OK**.

[Back to mobile number entry](#) **Resend the code**

Please provide the following information to confirm your identity:

| | | |
|----------------------------------|------------------------------------|--|
| Verification code | <input type="text" value="....."/> | |
| Your 2-digit birth month | <input type="text" value=".."/> | |
| Your 4-digit birth year | <input type="text" value="...."/> | |
| Your last 4 digits of SSN | <input type="text" value="...."/> | |

OK

If you have any questions, please contact the National Support Desk by phone **210-536-5000** or via email at jenie@support.aotx.uscourts.gov for assistance.

JENIE Self Activation

7. Choose three challenge questions that you will remember. National Support will use these if you ever forget your password and need to reset it. Once you have selected them with the answers, click **OK**.

Please choose 3 challenge questions and provide answers you will remember.

| | |
|----------------|-----------------------------------|
| Question | In what city did you honeymoon? ▾ |
| Answer | |
| Confirm Answer | |

| | |
|----------------|--|
| Question | In what city did you meet your spouse/significant other? ▾ |
| Answer | |
| Confirm Answer | |

| | |
|----------------|--|
| Question | In what year (YYYY) did you graduate from high school? ▾ |
| Answer | |
| Confirm Answer | |

Cancel **OK**

8. You now need to set up your new JENIE password. This password must change every 180 days. The JENIE password you choose must follow these rules. **Enter a new JENIE password and confirm it.**

Step 2: Account Setup - Set Password

Please fill in all of the fields below and click **OK**.

| | | |
|----------------------|--|--|
| New Password | |  |
| | Password Strength: Good | |
| Confirm New Password | |  |

Password Rules [Hide](#)

Here are the password rules as they apply to your account:

- Password cannot contain your User Name
- Password must be at least 8 characters long
- Password must not start with any of the following special characters: { - ? #
- Password must contain at least 4 (four) alphabetic characters
- Password must contain at least 1 (one) numeric character
- Password can only have 3 repeated characters in a row
- You must have at least 5 password changes before a password can be re-used or reversed

JENIE Self Activation

9. Read the Rules of Use. Click **the box** that you accept the terms and conditions. Click **OK**.

Rules of Use

I understand that, when using national Judiciary IT systems, I am personally accountable for my actions and that I must:

- Protect sensitive and personally identifiable information (PII) from disclosure to unauthorized individuals or groups;
- Acquire and use sensitive information only in accordance with the performance of my official government duties;
- Dispose of sensitive information contained in hard copy or soft copy, as appropriate
- Ensure that sensitive information is accurate and relevant for the purpose which it is collected, provided, and used;
- Protect my access codes from disclosure;
- Report security incidents and vulnerabilities to the Security Operations Center (SOC);
- Comply with the provisions of copyrighted software by not infringing upon or compromising (copy, distribute, manipulate, etc.) software of this system; and
- Use government equipment in accordance with my site's/organization's policies and procedures.

A violation of these rules could result in use restrictions and other potential sanctions.

If you have any questions about the "Rules of Use", or JENIE, please do not hesitate to contact the National Support Desk at: Phone Number 210-536-5000 E-mail Address: JENIE@support.aotx.uscourts.gov

I accept the terms and conditions

10. **Reboot your computer.**

11. Login to your tablet using your **new JENIE password**. (**Important: Anytime you change your JENIE password, you MUST lock your computer or reboot, then login using your updated JENIE credentials.)

