New Jersey Courts

Independence · Integrity · Fairness · Quality Service
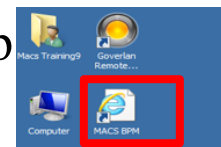
NJ Judiciary
User ID and eCDR Access for Judges

JUSTICE

Quick Guide to Signing Into eCDR

❑ From a Judiciary PC

    ❑ Enter user id (first.lastname) and Password

   ❑ After signing in, click the MACS BPM icon on the desktop

❑ If the icon is not displayed, use the following website address to access from a Judiciary PC

    ❑ https://macsbpm.njcourts.gov/prweb/PRServletContainerAuth

        ❑ Or See panel 18 in this PowerPoint

❑ To access your eCDR Probable Cause List from a **Personal Device** go to NJCourts.gov

    ❑ Click on eCDR
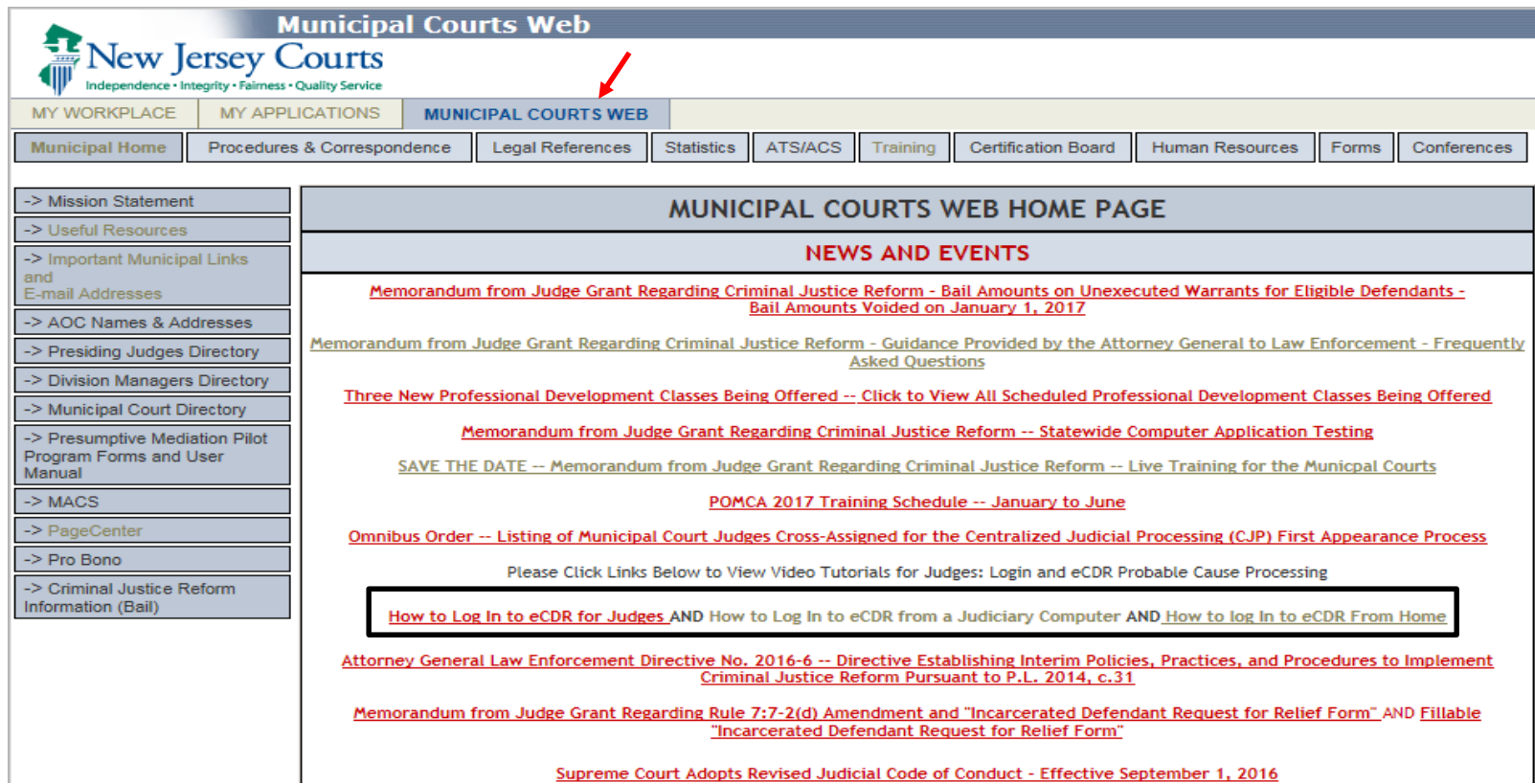
    ❑ Sign with user id and Password
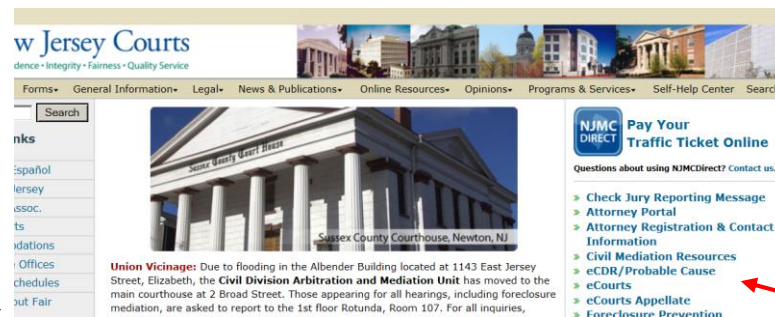
Helpful Hints with signing in Externally

- ✓ All Judges must P-synch their user id before accessing the system
    - ✓ - Every 90 days the password must be updated. **Must be done at a Judiciary PC.**
    - ✓ - Use P-synch to reset a password if needed.
- ✓ The website for external (personal device access) can only be used **when not** connected to the Judiciary Wi-Fi. If connected to the Wi-Fi, disconnect and choose another Wi-Fi connection
- ✓ On an IPad or IPhone, the following settings must be used to successfully sign into eCDR
    - ✓ First Click on Settings
        - ✓ Scroll to Safari
            - ✓ Click Safari
                - ✓ Scroll to Block Pop-Ups
                    - ✓ Need to be in Off mode
            - ✓ Scoll to Advanced
                - ✓ Click Advanced
                    - ✓ JavaScript needs to be On mode
- ✓ Clear History and Website Data under Settings if still having issues signing into eCDR on the device.

Video Links for eCDR for Judges on the InfoNet

- ## Click on Municipal Court Web
  - ### See Video Links

First Time Signing into Judiciary Systems

- Must have valid Judiciary login name and password
- Email JUATS.Mailbox@njcourts.gov to request your user id and temporary password

It is mandatory that Judges sign into a Judiciary PC first before accessing eCDR externally from a personal device.

First Time Signing into Judiciary Systems (cont.)

- All eCDR probable cause users are issued a Windows account and temporary password. This User Name identifies you to Windows and the network.
- After receiving your id you must set up your account.
- After turning on a Judiciary PC or Laptop
  - Press CTRL + ALT + DELETE simultaneously
  - Enter Your User Name (firstname.lastname)
  - Enter Temporary Password, (issued by JUATS)
  - Click the right arrow to continue

First Time Signing into Judiciary Systems (cont.)

- First time users will be prompted to change their temporary password before accessing the Judiciary systems.
- Click OK
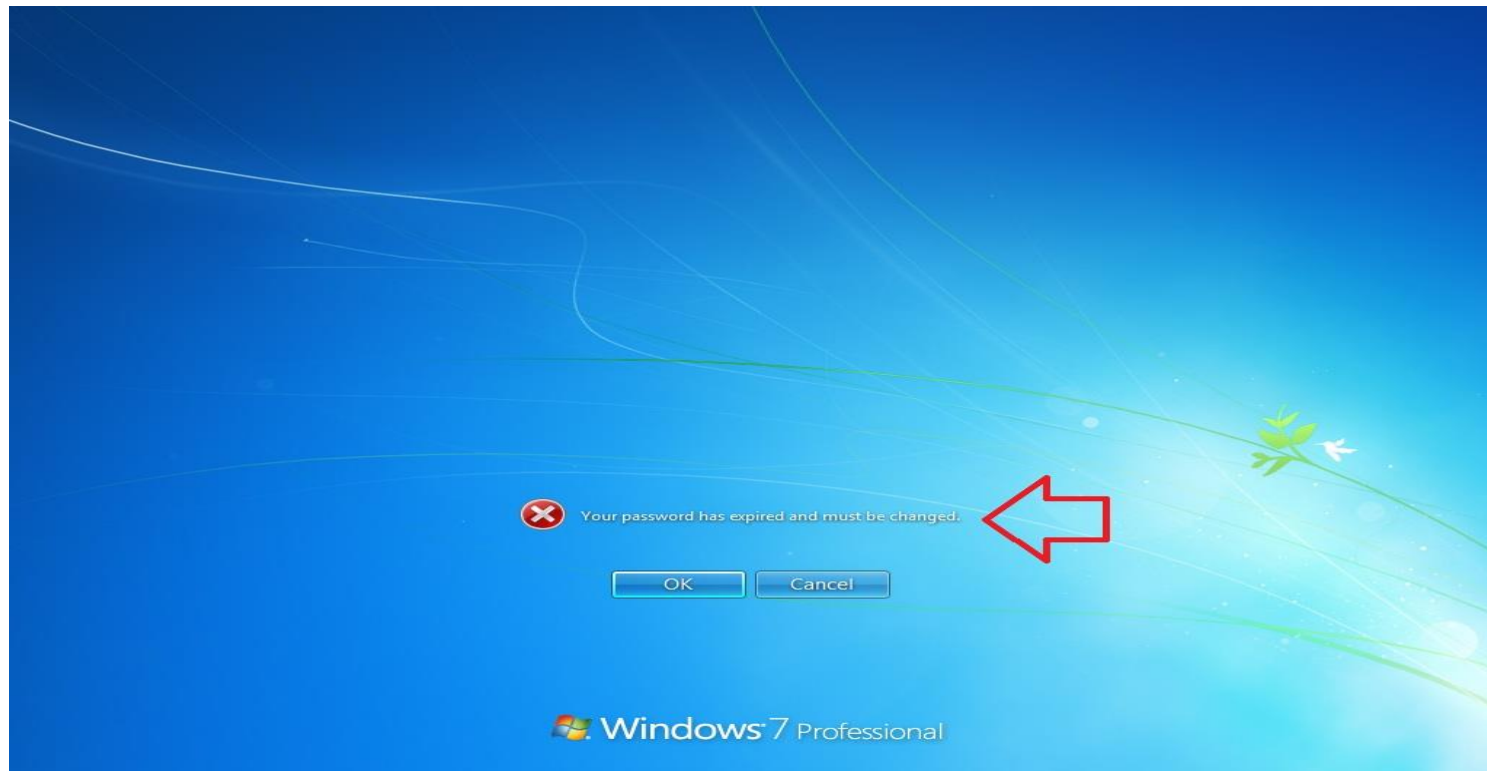
Creating a Judiciary Password

- In the New Password Field, type a new password
    1. The password **must have exactly 8 characters**
    2. Have at least one Upper and at least one Lowercase character
    3. Have at least one number
    4. Have at least one of the following characters, **@ # $**
- Type your new password again in the "Confirm password" field and click the right arrow when completed.

Creating a Judiciary Password (cont.)

- Once your password is updated a message will be displayed that your password has been changed
- Click OK to proceed to your desktop

P-Synch Passwords

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 your User ID click on the Internet Explorer icon on your desktop.
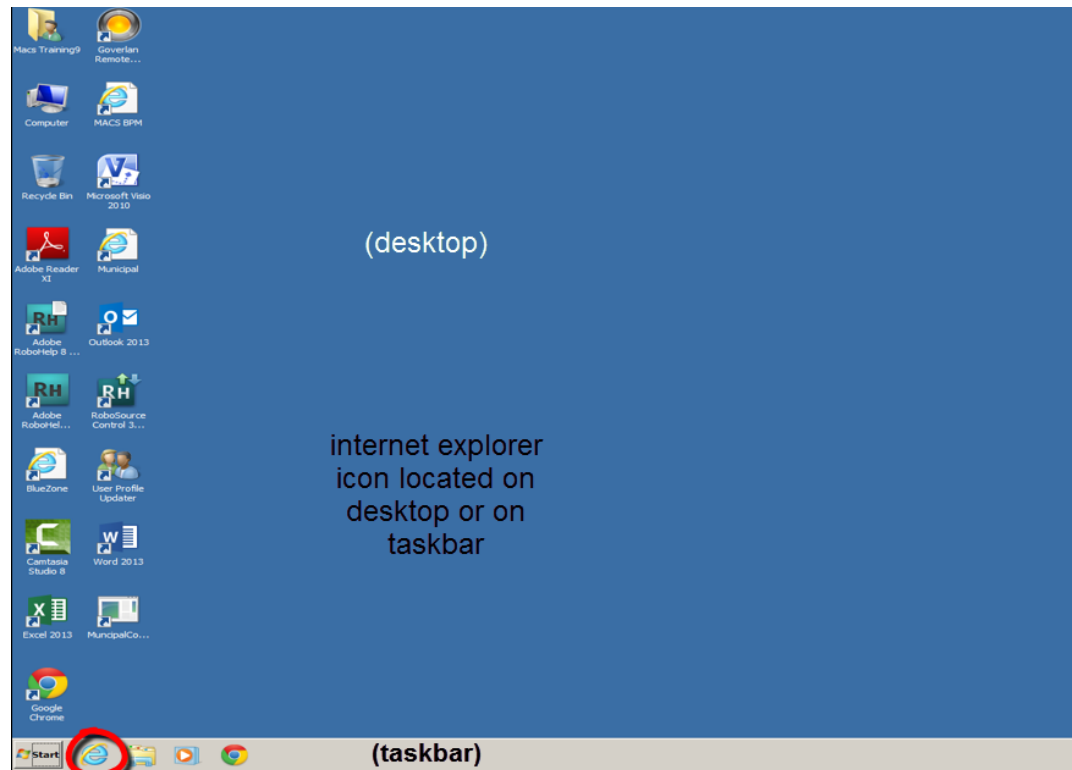
P-Synch Passwords (cont.)

- Click on P-Synch Password

P-Synch Passwords (cont.)

- Click the blue hyperlink as displayed below to proceed to P-Synch your password

P-Synch Password

P-synch Password (Hitachi ID Identity and Access Management Suite)

General Info

The passwords for your Windows PC (Active Directory), eCATS, Mainframe access, and other targets can now be reduced to one password for all of these systems. Here are the details:

- There is a process that runs on the network and also on your PC that communicate 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. https://psynch.judiciary.state.nj.us
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.

P-Synch Procedure

- Type your firstname.lastname (example john.doe)
- Click Continue

Hitachi ID Identity and Access Management Suite: Login

Enter your account:

	Your account on AD :	
		Continue

P-Synch Procedures (cont.)

- Choose and answer 4 security questions

P-Synch Procedures (cont.)

- After completing your answers click update

P-Synch Procedures (cont.)

- The following screen will be displayed
  - Close or exit the screen
  - Your desktop will be displayed
  - **Before proceeding sign off the Judiciary PC or Laptop and sign back into your device. Signing off the device will update all passwords.**

Hitachi ID Identity and Access Management Suite menu

Password Manager	General
My profile	My profile
Change passwords	Update security questions
Unlock accounts	
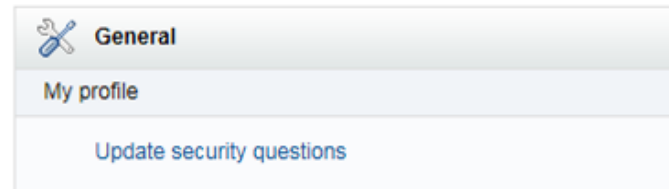
To Access eCDR from a Judiciary laptop or PC

- To access your eCDR Probable Cause List click the MACS BPM icon on the desktop

To Access eCDR from a Judiciary PC or Laptop

- If you do not have the MACS BPM icon, from the Infonet

  - Click on Municipal Court Web

  - Click Important Municipal Links and Email Addresses
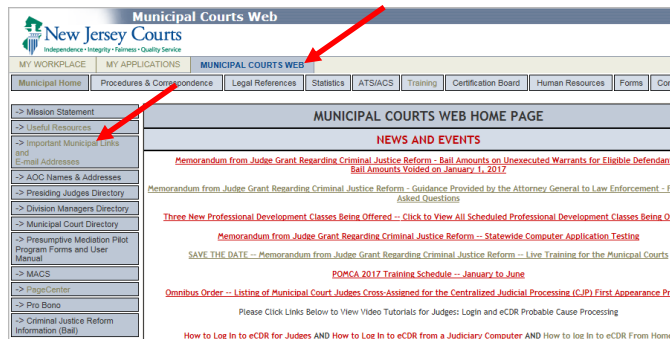
  - Click on eCDR access from a Judiciary PC Link

Home Page – Internal from a Judiciary Device

To Access eCDR from a Personal Device

- To access the website enter the following URL into the web address bar on your internet browser, www.njcourts.gov
- Click on the eCDR link

To Access eCDR from a Personal Device

- Enter your User ID (firstname.lastname) and Password
- Click Login

Home Page – From an External Device

- Upon successful login your Home page will be displayed