

# Verify/Update your Police Officer Role (Police Officers only\*)

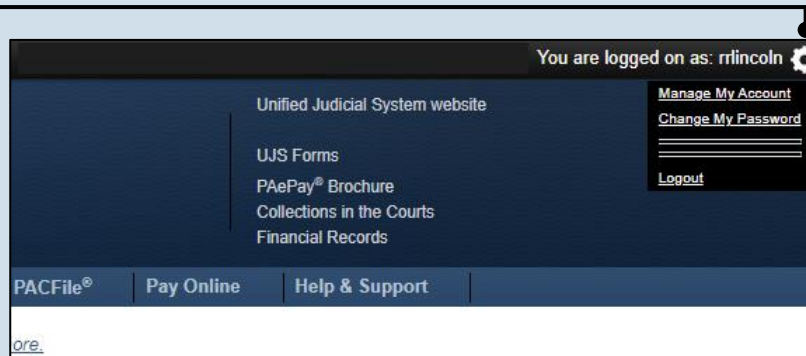


## ➤ Using this Guide

\*All police officers with a UJS Web Portal account must have a role, or special designation, of 'Police Officer' in order to file a juvenile written allegation on PACFile. Some officers who have a Web Portal account may not have had this designation setup correctly when their account was created. This process is designed to help officers determine if they have a role of 'Police Officer' and, if not, assign it.

### 1. Access your account information

Hover over the User Options Menu icon, appearing next to your username, and select the 'Manage My Account' option.



### 2. Verify your Police Officer Role

In the Manage Account screen, review the Roles grid.

If you have a 'Police Officer' role, you can use PACFile normally. This process is complete.

If you don't have a role, continue to the next step.

### Manage Account

\* User Name: rrlincoln  
\* First Name: Robert  
Middle Name: R  
\* Last Name: Lincoln  
Name Suffix: 2nd  
\* Address Location: United States  
\* Address Line 1: 1050 West Lafayette  
Address Line 2:  
\* City: Mechanicsburg  
\* State: Pennsylvania  
\* Zip Code: 17055  
\* Phone Number: (717) 555-1574  
Phone Number Extension:  
\* Email Address: robert\_lincoln1@yahoo.com  
Confirm Address: robert\_lincoln1@yahoo.com  
Alternate Email Address:  
Password is Expired:

Submit

| Role Name        | Reference Number | Status |
|------------------|------------------|--------|
| No results found |                  |        |

### 3. Click the Add New Record icon

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## 4. Select your role

In the Request Role popup, click on the **Role** dropdown and select the 'Police Officer.'

The screenshot shows a 'Request Role' popup window with a dark blue header and a white body. It contains four input fields and a 'Submit' button. The fields are: '\* Role:' with a dropdown menu showing 'Police Officer'; '\* Certification Agency:' with a dropdown menu showing 'Municipal Police Officers' Education'; '\* ORI:' with a text box containing '99999'; and '\* Officer Number:' with a text box containing 'PA00999999'. A 'Submit' button is located at the bottom. Three lines with circular endpoints point to the 'Role' dropdown, the 'Certification Agency' dropdown, and the 'Officer Number' text box. A fourth line points to the 'Submit' button.

## 6. Click the SUBMIT button

**Tip** This action will cross reference the information you entered with existing police records.

## 5. Enter your personal ID information

Enter your certification agency, officer number, and ORI in the fields provided.

**Tip** This information is necessary to verify your identity so you can file as an affiant on juvenile written allegations.

**Tip** For most police officers, your officer number is your PSP/MPOETC assigned ID.

**Tip** An officer that is active with multiple departments can register using the ORI # of any one of those agencies. It is not necessary to register with each ORI #.

**Tip** Upon returning to the Manage My Account screen, your new role should appear. You will also receive an e-mail that confirms that the role was added successfully to your account.