

RACF ID Password Change Instructions Court Users

Note: To update your RACF ID password using JIS, you must have the “ Access JIS” or “Bluezone JIS” icon on your computer. If you do not, please ask your local IT to install the it on your computer. If IT needs help from the AOC, please contact AOC Customer Services.

RACF ID User ID and Password Standards:

User ID: Continue to use your already established RACF ID

Password Requirements:

<ul style="list-style-type: none">• Exactly 8 characters• One uppercase letter• One lower case letter• Must contain 1 number• Cannot start with a number• Special characters are not required however if you choose to utilize any, they must be one of the following: @ # \$ % * + : ? < > . - =	<ul style="list-style-type: none">• Passwords must not contain the user's login name, or any part of the user's full name.• Passwords are revoked after five (5) incorrect attempts.• Your last ten (10) passwords are remembered by the system and cannot be reused.• Passwords will expire every 90 days
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Steps to change your RACF ID Password:

- 1) Log into your computer using your local username and password.
- 2) Double-click on Access JIS or Bluezone JIS icon



Note: An example of the JIS login screen is on the next page.

- 3) Enter user ID in **Userid** field then select the **Tab** key
- 4) Enter old password in **Password** field then select the **Tab** key
- 5) Enter new password in **New Password** field then select the **Enter** key
- 6) Enter new password again in **New Password** field then select the **Enter** key
- 7) Press the **F** key, then press **Enter** to log out

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