

Change Password/Personal Information

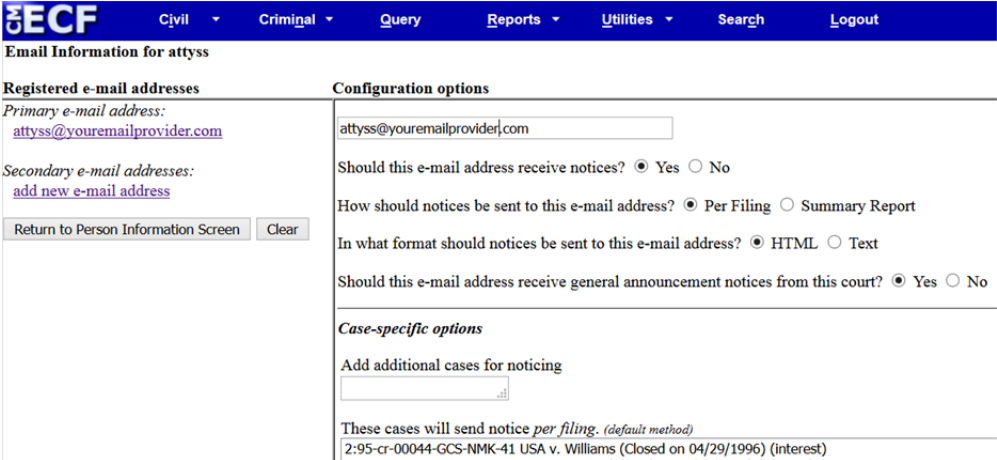

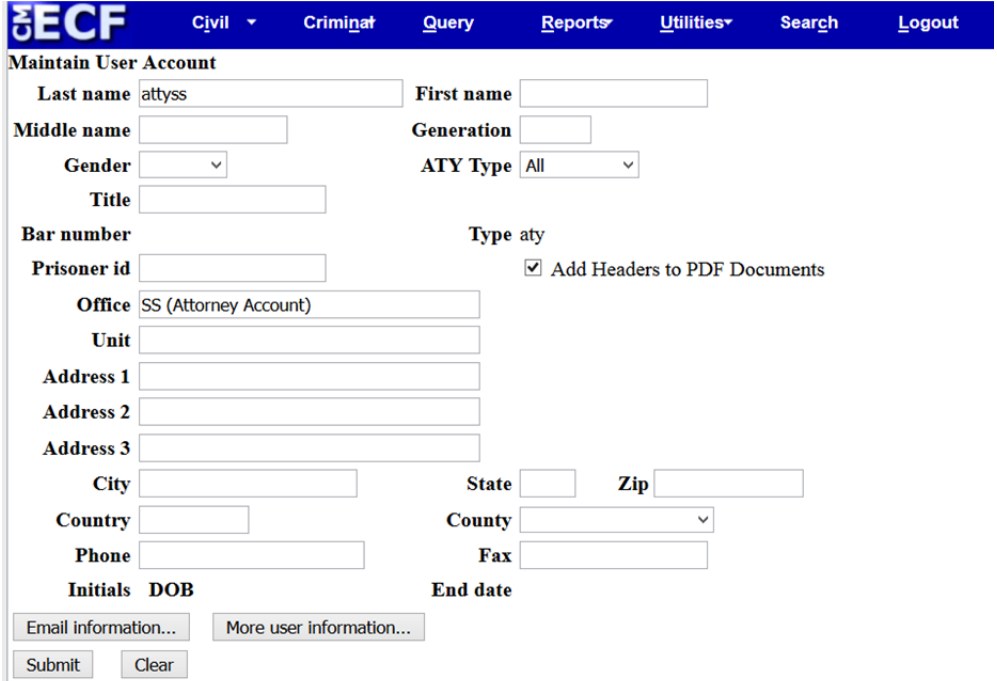
Background


The following procedure will assist you in changing your CM/ECF login and password as well as any personal information such as address and phone number.

Procedure

Once you have logged into CM/ECF:

Step	Screen
<p>1. Go to Maintain Your Account</p>	 <p>The screenshot shows the CM/ECF interface with a navigation bar containing 'Civil', 'Criminal', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. The 'Utilities' dropdown menu is open, showing options: 'Your Account', 'Miscellaneous', 'ECF Login', 'Maintain Your Account', 'Change Client Code', 'Change Your PACER Login', 'Review Billing History', and 'Show PACER Account'. The 'Maintain Your Account' option is highlighted. The background features the seal of the Southern District of Ohio.</p>
<p>2. From this screen you can change any of the shown fields...</p>	 <p>The screenshot shows the 'Maintain User Account' form. Fields include: Last name (attyss), First name, Middle name, Generation, Gender (dropdown), ATY Type (All), Title, Bar number, Type (aty), Prisoner id, Office (SS (Attorney Account)), Unit, Address 1, Address 2, Address 3, City, State, Zip, Country, County, Phone, Fax, Initials, and End date. There are checkboxes for 'Add Headers to PDF Documents', 'Email information...', and 'More user information...'. 'Submit' and 'Clear' buttons are at the bottom.</p>

Step	Screen
<p>3. The Email information button will allow you to create, update and maintain primary and secondary emails accounts as well as requesting email notification on all cases in which you would like to receive notification. See Setup Email Notification Guide for more details.</p>	
<p>4. The More user information button will allow you to change your login and password.</p>	
<p>5. Once you are finished making your changes, Click on the Submit button on the Maintain User Account Screen</p>	

Step	Screen
<p>6. You will receive a caution as to how the modifications can affect cases to which you are allowed to have access. Review the screen and then Click on Submit</p>	
<p>7. You will receive a screen showing that the update was successful.</p>	<pre> Updating person record... Update Person Prid: 1056189 The update was successful.... prid 1056189 - attyss Updating user record The user update was successful The update was successful.... No e-mail edit requested. User edit complete </pre>