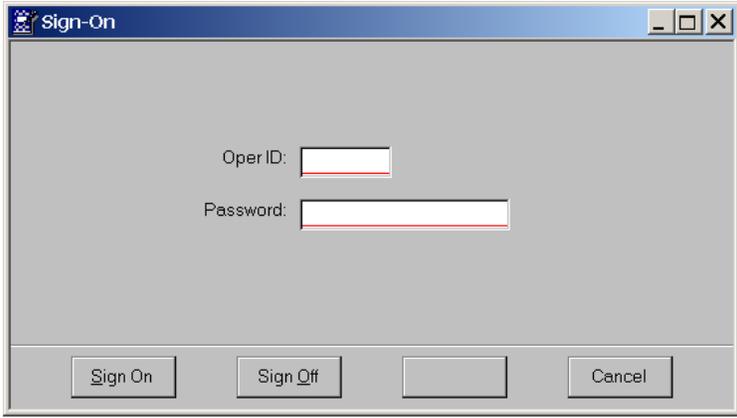


Signing on to the Tiburon Workstation

To sign on to the Tiburon RMS/ARS Workstation you must locate and double-click the shark icon.



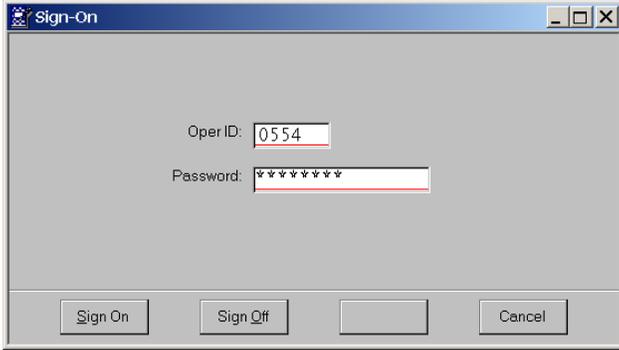
This will open a series of windows, including the Navigator module, which will present you with the *Sign-On* window. The sign on procedure is used to authenticate your *Oper ID* and *Password* combination.



A screenshot of a Windows-style dialog box titled "Sign-On". The dialog has a blue title bar with standard window controls (minimize, maximize, close). The main area is light gray and contains two text input fields. The first is labeled "Oper ID:" and is empty. The second is labeled "Password:" and is also empty. At the bottom of the dialog, there are four buttons: "Sign On", "Sign Off", an unlabeled button, and "Cancel".

For your first log-on only:

1. Enter your four digit body number in the data field labeled *Oper ID*.
2. Enter **Sheriff1** in the data field labeled *Password*. Be sure to observe the case sensitive nature of this generic password.
3. Click the button labeled Sign On.



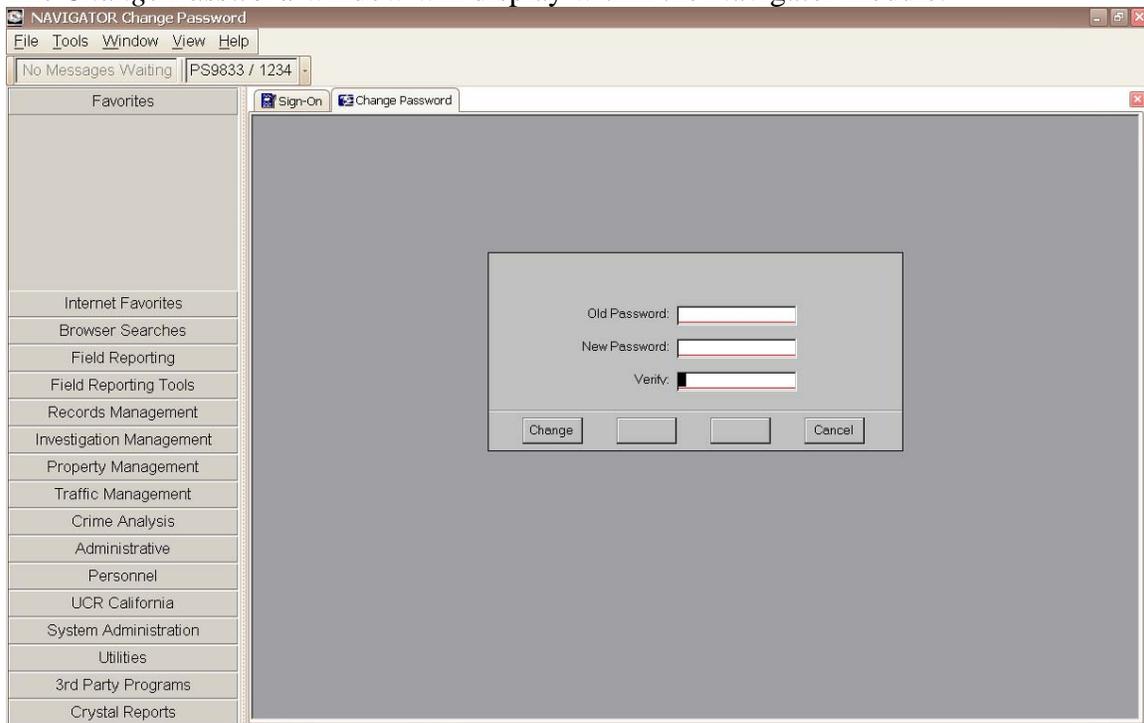
A screenshot of the "Sign-On" dialog box, identical to the one above, but with the input fields filled. The "Oper ID:" field contains the text "0554". The "Password:" field contains eight asterisks "*****". The buttons at the bottom remain the same.

A dialogue box will pop up that informs you that your password has expired. The Sheriff1 password that got you this far is temporary and needs to be reset by the user in order to comply with CJIS (formerly NCIC) standards.



Click OK.

The *Change Password* window will display within the Navigator module.



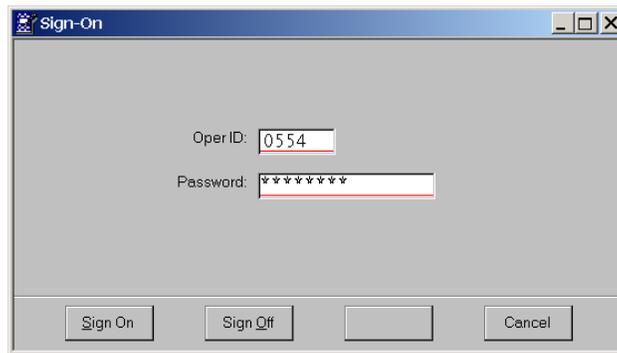
Enter Sheriff1 in the data field labeled *Old Password*. Create a new password that is at least as complex as Sheriff1 (ie. length, upper case, lower case, alpha, and numeral – special characters are allowed but not required.) Enter your created password in the data field labeled *New Password*. Re-enter your created password in the data field labeled *Verify*. Click the Change button on the bottom left of the window.

If the old and new passwords have been entered correctly, you will see the dialogue box that indicates your password was successfully changed.



Click OK.

Now you should return to the original *Sign-On* window AND notice that the *User ID* and *Password* data elements are still filled. **NOTE:** You just changed your password so you must delete the contents of the *Password* field (which was Sheriff1) and enter your new password.



Click the Sign On button. Now you are properly logged on to the Tiburon Workstation.

A dialogue box will appear that advises you if you have any follow up requests.



Click OK.

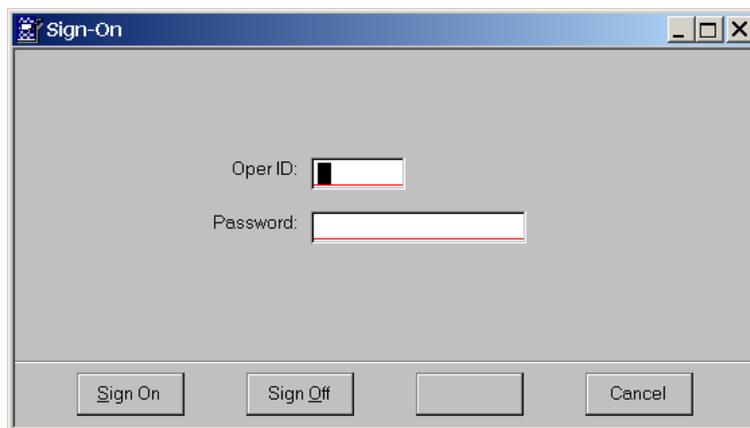
Another dialogue box will appear that greets you by name.



Click OK.

IMPORTANT SAFEGUARD – SIGNING OFF

In order to properly close out of your ARS/RMS session, you must **sign off** with an affirmative action. This action requires you to open the Sign-On window by either the Navigator or the menu tree. Without entering your *Oper ID* or *Password*, simply click the Sign Off button.



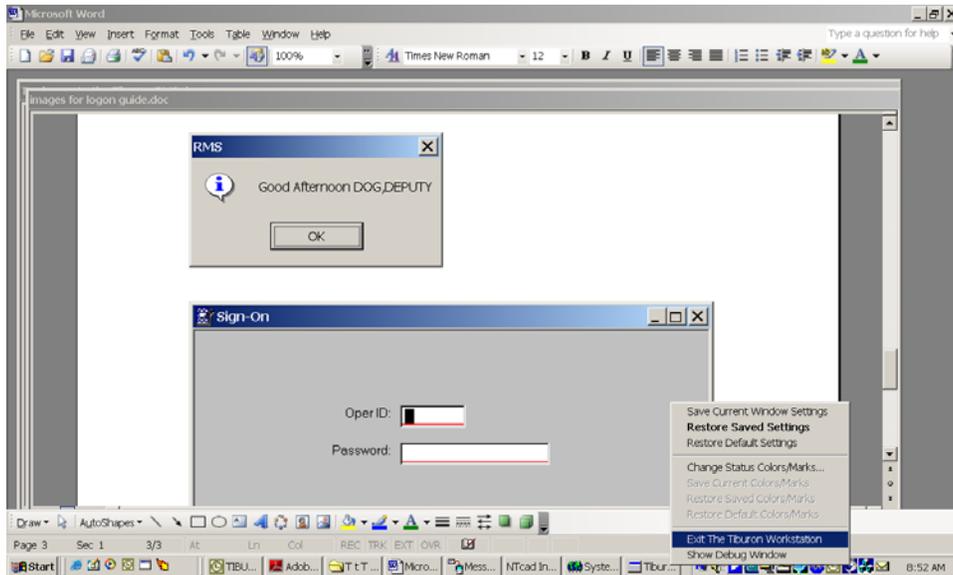
This action should be confirmed with a dialogue box which says goodbye.



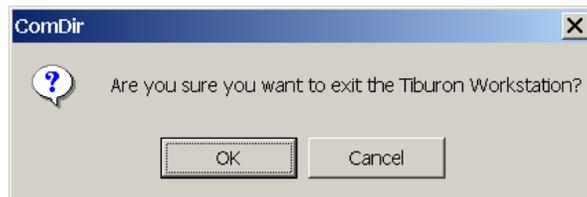
Click OK.

Squish the Fish

To close the entire set of modules within the Tiburon Workstation, you must “squish the fish.” Right click the Tiburon shark icon in the tray. Choose the *Exit The Tiburon Workstation* option.



A dialogue box prompts you to confirm the action you just selected.



Click OK.

Two windows will remain <Tib Menu> and <Navigator> and each will require you to close them independently.

For subsequent log-ons:

Subsequent log-ons are straightforward. Simply enter your *Oper ID* and user-defined *Password* in the appropriate fields. The first dialogue box that will appear advises you of follow up requests <Click OK> and the second greets you by name <Click OK>.

From time to time, security policies will require you to change your password. This guide is available on the SBSO Intranet Library at:

<http://sbsohome/sbsohome/Library/ProcOpsGuides/NewRMS.htm>