

The COIN Production Region

Background: The Compensation Board has developed a replacement system for SNIP. The Constitutional Officers' Information Network (COIN) has been replacing SNIP beginning with the Budget Request sub-system for fiscal year 2006 in January 2005. The Personnel and Reimbursement processing sub-systems have begun implementation in December 2005.

Logon Procedures: To access the COIN Production region the following steps should be followed:

- Access the Virginia Information Technologies Agency (VITA) Mainframe.
 - i. Customers accessing VITA via locality networks should follow their specific instructions to navigate to the 'Virginia Information Technologies Agency Commonwealth Network' screen.
 - ii. VITA can be accessed from the Restricted Access button on our website.
 1. You may choose the Attachmate (VITA Option 1) or the ResQPortal (VITA Option 2) option.
 2. You will need your RSA SecurID device (keyfob) or a firewall username/password to access VITA.

The following Firewall Usernames can be used:

Firewall Username	Password
scbte01	scbte01
scbte02	scbte02
scbte03	scbte03
scbte04	scbte04
scbte05	scbte05
scbte06	scbte06
scbte07	scbte07
scbte08	scbte09
scbte10	scbte10

- iii. Customers accessing VITA via the Supreme Court of Virginia (SCV) should use the following instructions to access VITA per SCV. NOTE: Commonwealth's Attorneys using the SCV to access VITA should start to use the Restricted Access options listed above as the SCV will only support Clerks of the Circuit Court.
 1. Access the DIT FIREWALL icon on your PC's desktop.
 - a. This will establish a connection with the VITA firewall. You will be prompted for Username. Enter your username as assigned to you by the SCV and depress

the enter key. If you do not know your SCV DIT Firewall username, please contact David Robinson (SCV) 804.786.5229. If you would like a SCB Firewall username, contact Melanie Morrison (SCB) at melanie.Morrison@scb.virginia.gov or (804) 225-3336.

2. You will be prompted for a password. Enter the password and depress the enter key. Keyfob users will be prompted for passcode instead of password. Keyfob users should enter their PIN followed by the numbers on the keyfob and then depress the enter key. If you experience problems please contact the Security Officer responsible for your logon.
3. When the correct username/password or username/passcode is entered the user will receive the 'Virginia Information Technologies Agency Commonwealth Network' screen.
 - If you are using the ResQPortal, please change the Application name from **DITMVS2** to **SCBTEST** on the 'Welcome to the ResQPortal' page prior to clicking on the Submit button.
 - Key in '**cipb**' at the Enter Prompt on the Virginia Information Technologies Agency Commonwealth Network screen and depress the Enter key.
 - Enter your **COIN logon** in the field labeled 'logonid'. If you do not know your COIN logon, please contact Melanie Morrison.
 - Depress the **Tab key**.
 - Enter your **COIN password** in the field labeled 'Password' and **depress the Enter key**.
 - i. If you receive a new COIN logon, you will need to change your password the first time you sign-on. Instructions for changing your password are listed below under 'Changing Your Password'.
 - Enter **MAIN** in the uppermost left-hand corner of the screen (the cursor should be pre-placed at this location) and depress the Enter key.
 - You are now on the COIN Main Menu.
 - Option 2 will take you to the Budget Request sub-system.

Changing Your Password: Every 30 days your password will expire and you will need to create a new one. Additionally, when your password is 'reset' by the Compensation Board you will also need to create a new password.

- Enter your **new password** in the field labeled 'New Password' and **depress the Tab key**.

- Re-enter your **new password** in the field labeled 'Enter Twice' and depress the **Enter key**.
- You should receive a password change confirmation message.

Passwords: Passwords should be between 6 and 8 characters and must contain at least one numeric value. Passwords cannot be reused for 6 months. If you should encounter problems with your password please contact one of the staff members listed below.

Melanie Morrison (melanie.Morrison@scb.virginia.gov) 804-225-3336

Cindy Waddell (cindy.waddell@scb.virginia.gov) 804-225-3306

Anne Wilmoth (anne.Wilmoth@scb.virginia.gov) 804-225-3307

Dan Munson (dan.munson@scb.virginia.gov) 804-225-3333

Paige Curtis (paige.curtis@scb.virginia.gov) 804-225-3442

Kimberlee Goins (kimberlee.goins@scb.virginia.gov) 804-225-3435

COIN User Types and Additional Logons: COIN supports multiple user types and we encourage each person have their own logon. Please contact Melanie Morrison for a COIN Logon.

System Availability: The COIN production region is available 7 days a week. COIN will not be available on Saturday evenings from 11PM until Sunday morning at 6AM due to VITA system maintenance.

Problem Reporting: We are committed to providing you with a system that is both easy to use and meets your needs. In order to accomplish this, we need your help. If you should encounter a problem, please contact either Anne Wilmoth (anne.Wilmoth@scb.virginia.gov) 804-225-3307 or Dan Munson (dan.munson@scb.virginia.gov) 804-225-3333 so we can address the matter and resolve any issues quickly.