

Accessing the Virginia Information Technologies Agency (VITA) Via the Internet

- On the Compensation Board's home page, www.scb.virginia.gov, click on 'Restricted Access'.
- You will be taken to the Restricted Access page. Please read the security statement, and click on the desired VITA link. We recommend using the ResQPortal link instead of the Attachmate link.
- You will be prompted to enter your Firewall Username and Password. Enter your firewall logon and your firewall password. Customers using SecurID Keyfob Devices, should enter the numbers on your securID keyfob followed by your PIN in the password field.
- After entering your firewall information, click OK.
- You should now be on the 'Virginia Information Technologies Agency Commonwealth Network' Screen. Please read the security statement.
- Enter the VITA code to access the desired application.
 - To access Production COIN, enter CIPB.
 - To access Training COIN, enter CIDC.
 - To access Production LIDS, enter CIPG.
 - To access Training LIDS, enter CIDH.
- You will be taken to a CICS sign-on screen.
 - Enter your Logon-ID in the field labeled 'LOGONID:'
- Depress the TAB key, and enter your password in the field labeled 'PASSWORD:'.
- Depress the Enter key.
- Enter the desired Application Menu Name and depress the Enter key.
 - To access COIN, enter 'MAIN' (without the quotes).
 - To access LIDS, enter 'LIDS' (without the quotes).

How to Change Your Password

Your COIN/LIDS password will expire every thirty days and you will need to create a new password. Passwords should be between six and eight characters and contain at least one number. Passwords cannot start with the first three letters of the month.

- When prompted that your password has expired, TAB to the field labeled 'New Password' and enter what you would like to become your password for the next thirty days.
- Depress the TAB key.
- Re-enter your new password in the field labeled '(Enter Twice)'.
- Depress the Enter key.
- You should receive a message stating that the password has been successfully altered.
- If you should receive ANY error message, please TAB to the field labeled 'Password' and re-enter your old password and then follow the instructed listed above.

If you should have logon or password problems, please contact the Compensation Board at 804.786.0786.