My Account

My Account allows users to set up their reports options, to change their passwords, and to view saved reports (including Batch Reports) purchased in the past seven calendar days.

Every time you log out and log into the system, when you try to access an item on the My Account menu, you will be prompted to enter your password again.

Topics in this section are listed below:

- [Preferences](#)

- [Change Password](#)

- [Report Manager](#)

Preferences

The Preferences screen allows users to choose the settings for the system and set options for all the reports available.

Other User Settings

The default display of Preferences is **Other User Settings**. Every time you change a setting, you need to click the **Save Preferences** button. A message that reads "Your Preferences have been Saved" appears in the middle of the screen, and the changes take effect immediately.

- Check the box by **Enable low-bandwidth version** if you are not using high speed internet to access the system.

- To choose a time zone, click the down arrow by the **Change Time Zone** field to reveal a complete list of time zones. Make a selection from the list.
  Note: The plus or minus signs are both in reference to the Greenwich Mean Time.

- To have the Advanced Person search results display like the regular Person search, check the box by **Show Advanced Person Search Results in Classic format (No Roll-ups)**.

- **Clear Reference Code with search form** option, when checked, makes the system automatically clear an existing **Reference Code** on the search forms when users click the **CLEAR FORM** button. If unchecked, users need to manually clear the **Reference Code** field every time they change a reference code.

Report Options

To set options for reports,

1. Click the down arrow by **Other User Settings**. A list of available reports appears.

2. Select a report from the list. The feature list for that particular report appears.

3. Make sure the information items you want to include in the report are checked, and the ones you don't need are unchecked.

4. **Select Report Type**. The default is **Interactive Web Page**. This format returns links for further research if necessary. (All you need to do is to click the desired link followed by selecting the proper search.) Or use the down arrow to select from **Plain Text Web Page**; **Microsoft Word Document**; or **PDF Document**.
   Caution: If you select **Microsoft Word Document**, every time you run a report, you will be prompted to download the report to a proper directory on your hard drive.

5. Check or uncheck **Save report for later access**. If you check this option, this report will be saved to the Report Manger in My Account in PDF format and will stay there for seven calendar days. You can access this report anytime within the seven-day limit by clicking the **View Report** icon . If you do not check this option, you will need to re-run the report to access the same information.
   Note: If you check this option once, it will be checked by default next time you run a report. You can decide each time if you want to turn this feature on or off.

6. Check or uncheck **Prompt me for these options for each report**. Once checked every time you run a report, the Request Report screen (which displays the same report options presented here) will pop up. That gives you a chance to customize a report. If you uncheck this option, next time you request a report you will be brought to the report directly. You will not have a chance to change the report options.

7. Click the **Save Preferences** button. A message that reads "Your Preferences have been Saved" appears in the middle of the screen.

Change Password

You are required to change password every 90 days. The system sends out an automatic password expiration notification in advance so you can change your password before it expires. If you follow the prompts you will be brought to the Change Password screen.

1. Enter your **Current Password**.

2. **Type New Password**. There is a Password Requirements section on the right of the screen. It tells you exactly what the requirements are for a valid password.

3. **Confirm New Password** by typing the new password again.

4. Click the Save button. The Change Password screen displays a confirmation message that reads "Your password has been changed".

However anytime you need to change your password due to security concern, you just click the **Change Password** link in My Account. The Change Password screen also appears.

If your account is deactivated due to inactivity (90 days), changing password won't give you access to the system. Please contact your system administrator to re-activate your account.

Report Manager

Report Manager stores Online Reports and Other Reports. The default display of Report Manager is the Online Reports.

Each user will see only the reports he/she has saved. Only the administrator can see reports by different users.

Online Reports are the saved reports from searches. These reports will stay here for access within seven calendar days.

To view a saved report, click the **View Report** icon . The report will display in PDF format. You can save (by clicking the save icon) or print (by clicking the print icon) the report as desired.

To view the search criteria that lead to the report, click the **View Details** icon . The Report Manager Detail screen appears, with time stamp for the report, user login ID, search reference code, and search criteria.