

Instructions for User Maintenance System

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Each court administrator shall use the User Maintenance system on the Michigan Court Application Portal (MCAP) to add new employees, remove employees no longer with a court, and to make changes of current court employees' access rights as responsibilities change within a court.

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Detailed Instructions: Logging on to MCAP

How to obtain access to User Maintenance

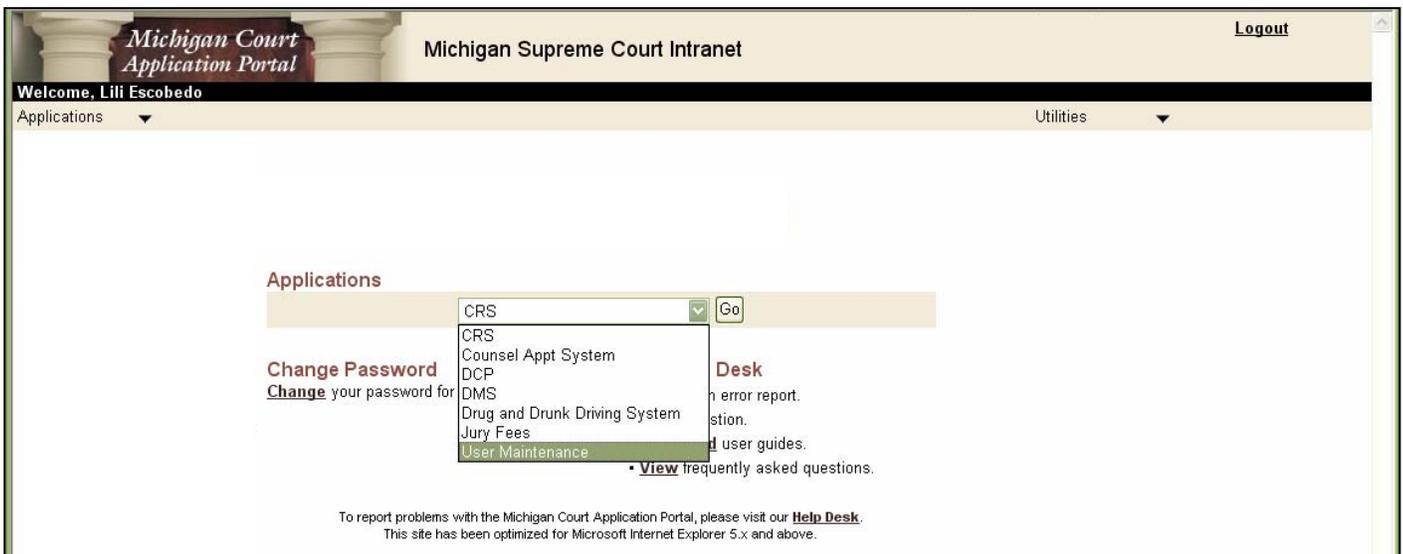
In order to submit an access request for an employee, you must have User Maintenance access to log on. If you do not have access to the User Maintenance applications, or have forgotten your user name and password, please contact the Data Projects Coordinator at 517-373-5538, or e-mail at SCAO_App_Info@courts.mi.gov.

How to log on to User Maintenance

Step 1: Go to <http://courts.mi.gov/mcap> on your internet browser.

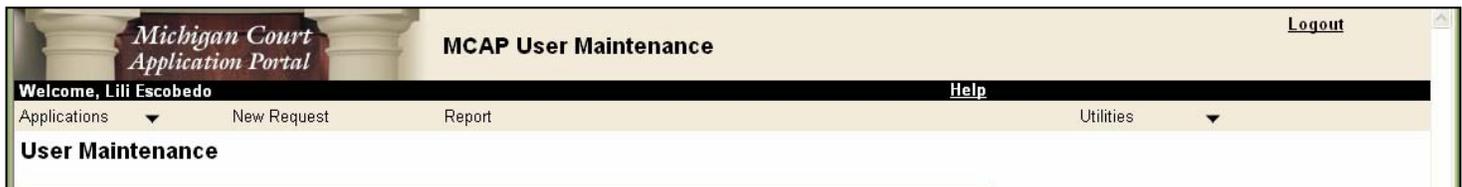
Step 2: Select User Maintenance from the **Applications** list.

Step 3: Click **Go**.



Toolbar Menu

The following pages provide step-by-step instructions for each selection on the toolbar menu.



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Detailed Instructions: Generating Output an Report

How to generate a detailed report

Before you enter a new employee, remove an employee, or request access changes for a current employee, you should generate an output report. The report will list all authorized users of MCAP applications for court.

Step 1: Click **Report** from the toolbar menu.

The screenshot shows the 'Michigan Court Application Portal' interface. The user is logged in as 'Lili Escobedo'. The 'Report' menu item is highlighted in the navigation bar. The main content area shows the 'User Maintenance' section with a form for adding or removing access for an employee. The form includes fields for 'Organization Where Employee Works', 'Site Where Employee Works', and 'Employee Needing New/Changed Access'. There are radio buttons for 'Add Access To Selected Employee' (selected) and 'Remove Access From Selected Employee'. A 'Continue' button is at the bottom of the form. A 'Please Note' section explains that the employee list includes court and county employees, and that clicking 'Report' shows MCAP users from the court. A 'Help Desk' link is provided at the bottom for reporting problems.

Step 2: Review list of authorized users for your court.

The screenshot shows the 'Michigan Court Application Portal' interface with the 'Report' menu item selected. The main content area displays the 'User Report' section, which contains a table of authorized users. The table has three columns: 'Court', 'Application', and 'Name'. A text box is overlaid on the 'Name' column, stating 'Name of authorized users will be listed here.' The table lists various courts and their associated applications, including Eaton, D56A, P23, and N/A.

Court	Application	Name
C56 - Eaton	CRS	
C56 - Eaton	CRS	
C56 - Eaton	CRS	
C56 - Eaton	Counsel Appt System	
C56 - Eaton	Counsel Appt System	
C56 - Eaton	Jury Fees	
C56 - Eaton	Jury Fees	
C56 - Eaton	User Maintenance	
D56A - Eaton	CRS	
D56A - Eaton	CRS	
D56A - Eaton	Counsel Appt System	
D56A - Eaton	Counsel Appt System	
D56A - Eaton	DCP	
D56A - Eaton	Drug and Drunk Driving System	
D56A - Eaton	Jury Fees	
D56A - Eaton	Jury Fees	
D56A - Eaton	User Maintenance	
P23 - Eaton	CRS	
P23 - Eaton	Counsel Appt System	
P23 - Eaton	Jury Fees	
N/A	MJI SIS	
N/A	TCIS	
N/A	TCIS	
N/A	User Maintenance	
N/A	User Maintenance	

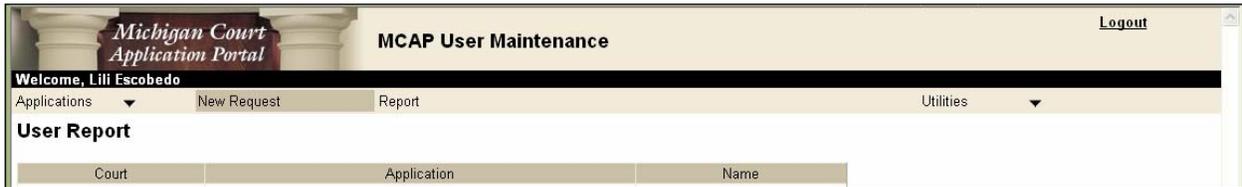
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Detailed Instructions: Adding a New Employee

How to submit new employee information

To add new employee

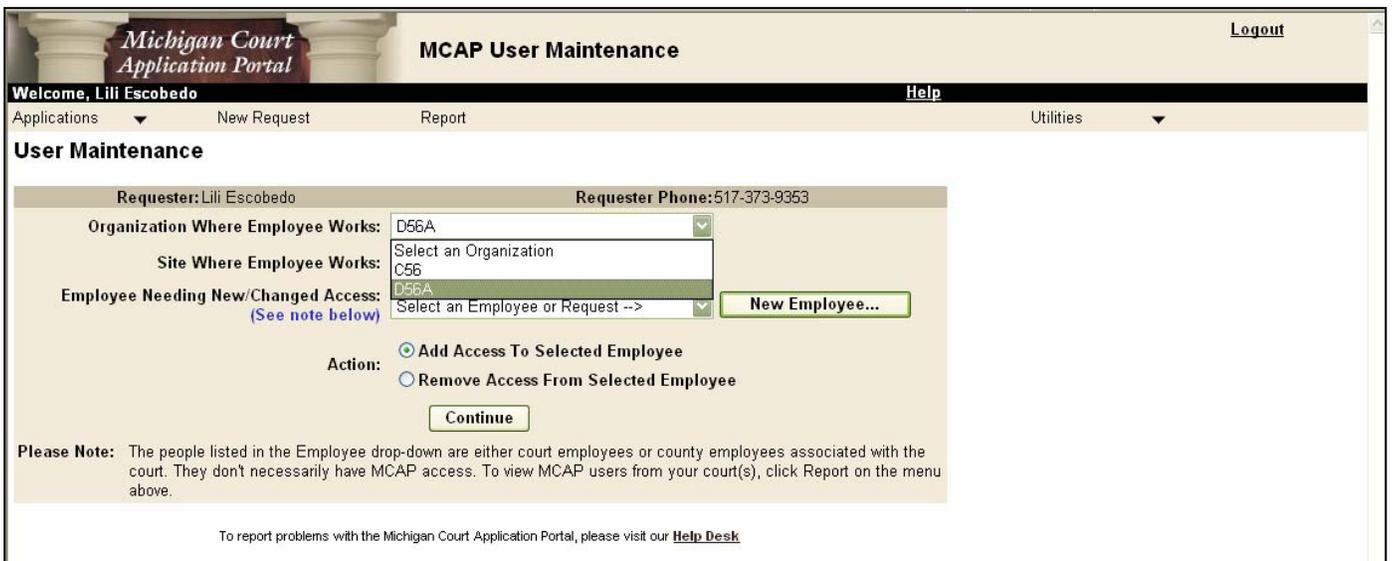
Step 1: Click **New Request** on the toolbar menu.



Step 2: Select **Organization Where Employee works** from the drop-down list.

Step 3: Select **Site Where Employee Works** from the drop-down list.

Step 4: Click **New Employee**.



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- Step 4: Fill in each cell with the new employee's information.
- Step 5: Check the box if the new employee should be added to SCAO mailing list.
- Step 6: If the new employee is replacing someone, please add that information in the cell provided.

Michigan Court Application Portal **MCAP User Maintenance**

Welcome, Lili Escobedo [Help](#)

Applications ▾ New Request Report Utilities ▾

New User Request

Requester: Lili Escobedo Requester Phone: 517-373-9353
User Organization: D56A User Site: 56A District Court

First Name:

Middle Name:

Last Name:

Title: ← **If a title does not match the new employee's position, please select **Web-base Application User** from the drop-down list.**

Organization:

Building: Room #:

Street Address: P.O. Box:

City:

State:

Zip Code:

General Phone:

Direct Phone:

Fax:

Email:

Add to SCAO mailing list?

This Person Is Replacing: