



Missouri State

Highway Patrol



Part 3:

MACHS II SYSTEM

OVERVIEW

Email Notification for Access Approval

**** Sample ****

Your user access request submitted on 01/28/2015 10:38:23 AM has been completed.
Your user name is lueckl10

Unless provided directly by MSHP ICTD staff your password is the initials of your first and last name in uppercase and lowercase respectively followed by the last four digits of your SSN followed by the two digit month, two digit day, four digit year of your birth and an exclamation sign.

For example, the user John Brown having SSN 123456789 and date of birth 01/01/1990 will have a default password of Jb678901011990!

You will be required to change the password after successful authentication.

You may view and update your profile via the following URL:

<https://www.mshp.dps.missouri.gov/HP92Web>

Access Levels

- OCA Administrator

- Full access for OCA only. Can add users for OCA, view and download, do validations and view rapback, if applicable.

- OCA Read Only

- Partial access, view and download for OCA only.

The Fingerprint Portal Log-In

www.machs.mo.gov

The screenshot displays the MACHS website interface. On the left, there are three main navigation sections: 'Fingerprint Portal - Registration' with links for 'Modify/Cancel Existing Registration', 'Check Fingerprint Status', and 'Fingerprint Location Map'; 'Fingerprint Portal - Administration' with links for 'Log-in to the Fingerprint Search Portal' (circled in red) and 'About MOVECHS'; and 'Name Search Portal' with a link for 'Log-in to the Name Search Portal'. The main content area features a 'Welcome to the Missouri Automated Criminal History Site (MACHS)' header, a paragraph explaining the site's purpose, and two buttons: 'Click here to Register with the Fingerprint Portal' and 'Click here to Register with the Name Search Portal'.

Welcome to the Missouri Automated Criminal History Site (MACHS)

As the custodian of criminal history information for the state of Missouri, it is the responsibility of the Missouri State Highway Patrol's Criminal Justice Information Services Division to provide public access to criminal history information.

The MACHS site may be used to conduct online name based criminal history searches or to register for fingerprinting through the automated site which includes a subsequent fingerprint submission by means of the State of Missouri's Fingerprinting Services Vendor, currently 3M/Cogent.

[Click here to Register with the Fingerprint Portal](#)

[Click here to Register with the Name Search Portal](#)

Click on “Log-in to the Fingerprint Search Portal”

Risk-Based Authentication

- You will see this pop-up when you first click to log-in.
- You should READ it.
- Acknowledge by clicking on “OK”.

You are now accessing a restricted information system of the Missouri State Highway Patrol (MSHP). I certify that I will abide by the rules and regulations set forth by the MSHP in regards to the use of its computer systems and networks. I understand that all activity may be monitored, recorded, and subject to auditing. I am only authorized to make transactions or access systems as necessary to fulfill the requests of the officers I serve or to fulfill my authorized duties as an employee of a criminal justice agency and/or background check requestor. Information I obtain from any of the MSHP systems will not be used for any purpose outside of the reason it was requested. I will not disclose information obtained within any system for any purpose other than the purpose for which it was obtained. Unauthorized use of any of the MSHP information systems is prohibited and may result in severe criminal penalties (576.050 RSMo), civil liability, and/or termination of my employment.

OK

The Log-in

The User will log-in using their “user name” and “password” provided from the Patrol.



Common Login

Please enter your username and password to access the Missouri Automated Criminal History System (MACHS) application

User Name:

Password:

[Forgot Username or Password?](#)

After the first log-in, new Users will be prompted to change their password.

Profile Management

User Profile

Request List

Change Password

Manage Security Questions

New Machs User Registration

Applications

Missouri Automated

Criminal History System (MACHS)

Admin Tools

Manage Users

Change Password

All fields are required.

New password must be at least 8 characters in length, cannot be any of the last 12 passwords you have used and must adhere to at least three of the following four policies:

- at least one upper case character
- at least one lower case character
- at least one number
- at least one special character !@#%&*()+=

Current Password:

New Password:

Confirm Password:

Change Password

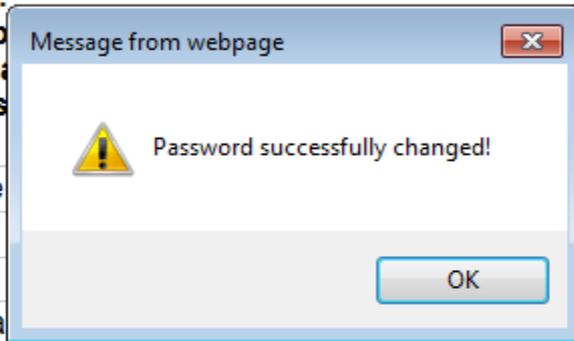
Cancel

Password Successfully Changed!



All fields are required.
New password must be
cannot be any of the last
must adhere to at least

- at least one upper case
- at least one lower case
- at least one number
- at least one special character



Password successfully changed!

User Name:

Password:

New Password:

Confirm New Password:

[Forgot Username or Password?](#)

New users will be prompted to enter security questions.

Security Enhancements

When you sign on from a computer we do not recognize, you will be asked to answer a security question in order to verify your identity.

Select and answer your 3 security questions

Note: your answer should be no more than 30 characters and contain only alphanumeric characters (no symbols)

Question 1:

* - Please select a security question -

Answer:

*

Question 2:

* - Please select a security question -

Answer:

*

Question 3:

* - Please select a security question -

Answer:

*

Would You Like Us to Remember this Computer?

- Yes, I plan on using this computer to access my account in the future.
- No, This is a public computer or one I do not plan on using often to access my account.

Profile Management

User Profile

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Missouri Automated Criminal History System (MACHS)

Admin Tools

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Manage Security Questions

Answers should be no more than 30 characters (no symbols)

Question 1 :

*

Answer:

*

Question 2 :

*

Answer:

*

Question 3 :

*

Answer:

*

Update User Profile

Please review your user profile information and update any necessary fields.
This information will be used to verify your identity in the event you have problems accessing MSHP application resources.
Original values are shown in red.
An asterisk (*) denotes required fields.

* First Name:

ANN

Middle Initial:

R

* Last Name:

SULLIVAN

* Date of Birth(yyyy-mm-dd):

1992-05-05

Last Four SSN:

3855

* Phone:

573-555-5555

Extension:

* Email:

ANN@DESE.MO.GOV

* Repeat Email:

ANN@DESE.MO.GOV

* Agency ORI:

MO920320Z

Agency Name:

Agency Street Address:

Agency City:

Submit

After log-in, the user is directed to the
“Account Home” page.

UserID: Lueckl10

ORI: MO920320Z

OCA:

Account Home for ORI: MO920320Z



View Results of Submissions



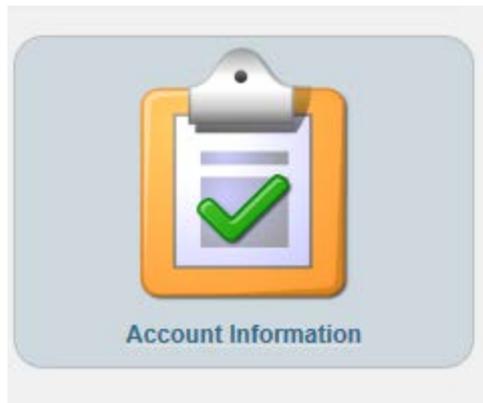
Rap Back Notifications



MACHS Validations



Account Information



This is where the user can view the user profile and view options under Profile Management, Applications and Admin Tools.



User Profile

User Details

User Information	Agency Information
Role: ORI Administrator	ORI: MO920320Z
User Name: lueckl10	Agency Name: N/A
Name: LINDA LUECKENHOFF	Address: N/A
Date of Birth: 1980-01-01	City: N/A
City of Birth: N/A	
Phone: N/A	
Email: LINDA.LUECKENHOFF@MSHP.DPS.MO.GOV	

User Applications

Application Name	Application Group	
Missouri Automated Criminal History System (MACHS)	MACHS ORI Admin	Update OCAs

[Back](#)

To view CHRI from Account Information page...

- From the Account Information screen, click on “Missouri Automated Criminal History System (MACHS)” located below **Applications**.

Profile Management

User Profile
Request List
Change Password
Manage Security Questions
New Machs User Registration

Applications

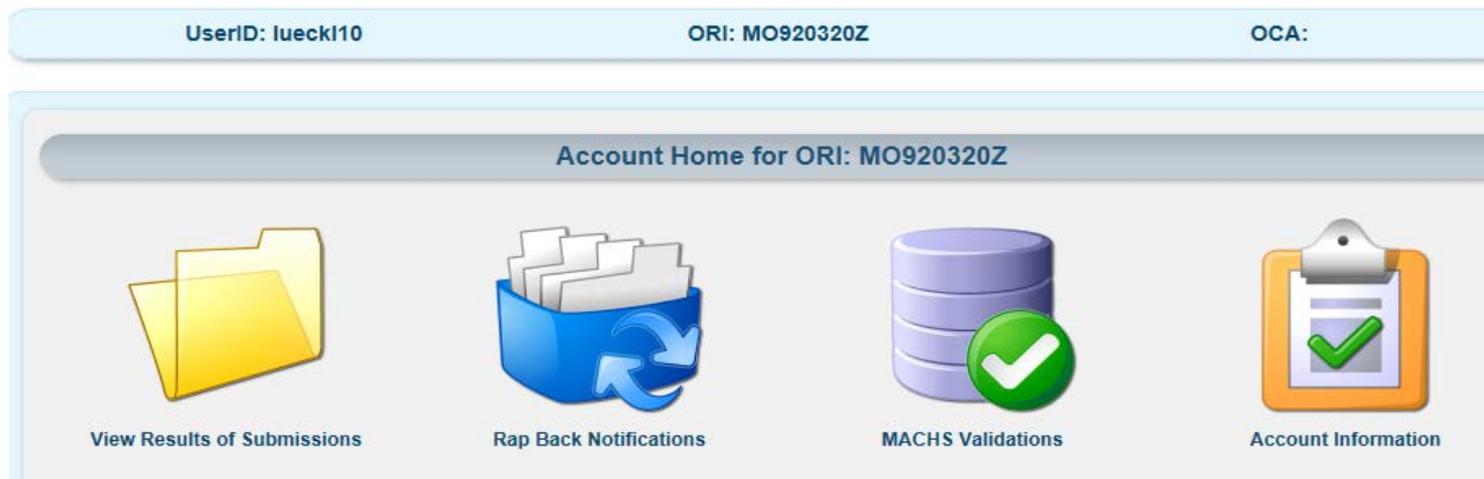
Missouri Automated Criminal History System (MACHS)

Admin Tools

Manage Users

UserID: lueck110 ORI: MO920320Z OCA:

Account Home for ORI: MO920320Z



The dashboard features four main sections, each with an icon and a label:

- View Results of Submissions**: Represented by a yellow folder icon.
- Rap Back Notifications**: Represented by a blue folder icon with a circular refresh arrow.
- MACHS Validations**: Represented by a purple database cylinder icon with a green checkmark.
- Account Information**: Represented by an orange clipboard icon with a green checkmark.



View Results of Submissions

Click the icon “View Results of Submissions”

Home

View Results

Rap Back

Validations

Account Information

Submission History Search

Search By Status*

- All
- Complete
- Viewed
- Pending
- Rejects
- Unviewed

Sorting Options*

- Entry Date
- OCA
- SSN
- TCN
- Last Name
- Complete Date

* indicates a required option

Optional Search Filters

Using these optional search filters can help limit your search results.

TCN

OCA

SSN (XXX-XX-XXXX)

Last Name

Entry Start Date (MM/DD/YYYY)

Entry End Date (MM/DD/YYYY)

Completed Start Date (MM/DD/YYYY)

Completed End Date (MM/DD/YYYY)

Search

Reset

Search By Status*

- All
- Complete
- Viewed
- Pending
- Rejects
- Unviewed

Sorting Options*

- Entry Date
- OCA
- SSN
- TCN
- Last Name
- Complete Date

* indicates a required option

Search options are defaulted to “All” and “Entry Date”. The user may change the selection by clicking on the other search options.

- “All” will show all activity – all statuses.
- “Complete” will show only the completed records.
- “Pending” will show only those that are pending (scheduled), and
- “Rejects” will show only those fingerprints that were rejected by either the state and/or FBI.
- “Viewed and Unviewed” – Gives you the ability to see if the record has been previously viewed. If you have a large number of records and only want to see those record responses that you have not looked at, you can click on unviewed.

Search By Status*

- All
- Complete
- Viewed
- Pending
- Rejects
- Unviewed

Sorting Options*

- Entry Date
- OCA
- SSN
- TCN
- Last Name
- Complete Date

* indicates a required option

- Selecting any of these items (Entry Date, TCN, OCA, SSN, Last Name) will sort by these items.

Optional Search Filters

Using these optional search filters can help limit your search results.

TCN

OCA

SSN (XXX-XX-XXXX)

Last Name

Start Date (MM/DD/YYYY)

End Date (MM/DD/YYYY)

Search

Reset

These optional search filters will allow for a more refined search. For example: TCN, SSN, OCA, Last Name or End Date.

If you choose to refine your search, leave the default Search Status/Sorting Options to the defaulted “All” and “Entry Date”

Wild Card* Search Option

Submission History Search

Search By Status*

All
 Complete
 Viewed

Pending
 Rejects
 Unviewed

Sorting Options*

Entry Date
 OCA
 SSN

TCN
 Last Name
 Complete Date

* indicates a required option

Optional Search Filters

Using these optional search filters can help limit your search results.

TCN <input type="text" value="MH*"/>	OCA <input type="text"/>
SSN (XXX-XX-XXXX) <input type="text"/>	Last Name <input type="text"/>
Entry Start Date (MM/DD/YYYY) <input type="text"/>	Entry End Date (MM/DD/YYYY) <input type="text"/>
Completed Start Date (MM/DD/YYYY) <input type="text"/>	Completed End Date (MM/DD/YYYY) <input type="text"/>

UserID: mshptest

ORI: MOMHP0000

OCA:



Home



View Results



Rap Back



Validations



Account Information

Submission History Results

Search request: Status: all | Sort: entrydate | TCN: MH*

Date	TCN	OCA	Name	DOB	SSN	Response	Rap Back	Status
04/07/2015	MH363933	TEST	BATMAN, I AM	01/01/1960	123-45-6748	Pending		Registered with MACHS: 04/07/2015 16:10:04
03/05/2015	MH353447	TEST	DOE, JOHN	04/01/1975	123-45-6789	Pending		Registered with MACHS: 03/05/2015 14:24:39
02/10/2015	MH346304	TEST	DOE, JOHN	01/01/1975	123-45-6789	Pending		Registered with MACHS: 02/10/2015 07:47:42

Displaying 1 - 3 of 3 results

Search Again

Your search method is displayed above the returned results

Types of Status

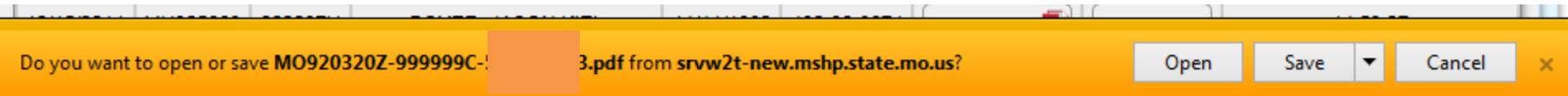
- **Registered with MACHS** – the applicant has registered but has not been fingerprinted.
- **Submitted** – Cogent has sent the fingerprints to the Patrol. (User will not see these very often since they process very quickly through the Patrol's system.)
- **In Progress** – The Patrol has received the transmission and the fingerprints are being processed.
- **Completed** – The results (state and FBI) are posted in the agency account.
- **Rejected** – Fingerprint images were rejected by state and/or the FBI.

Viewing CHRI

- After the Search is selected, the responses will appear in the following format.

Submission History Results								
Search request: Status: all Sort: entrydate								
Date	TCN	OCA	Name	DOB	SSN	Response	Rap Back	Status
01/13/2015	UZ011661		SMITH, FREDDIE L			Pending		Received: 01/13/2015 14:27:23
01/13/2015	UZ011660		HOLCOMBE, A SHERYL			Pending		In Progress: 01/13/2015 14:25:13
01/13/2015	UZ011659		HOLT, JAMES C			Pending		In Progress: 01/13/2015 14:22:18
01/09/2015	UZ011657		CHAPPELL, JANE			Click To View 		Completed: 01/09/2015 14:54:29 Expires: 02/09/2015 14:54:29
01/09/2015	UZ011656		JOLLY, ROBERT			Click To View 		Completed: 01/09/2015 14:52:58 Expires: 02/09/2015 14:52:58

For this example, the search method was set to “ALL”. Therefore, the **Response** and **Status** columns show several different entries. To view the responses for the completed, click the icon “Click to View”.



The user may see this pop-up bar when trying to open criminal history.

If using Internet Explorer, the user will be required to click on “open” to view.

As a reminder, the record status will not show “complete” until both the state and FBI responses are loaded. The responses are connected together, with the state response shown first followed by the FBI response.

All responses are in PDF format.

Status and Expiration Date

- The “Completed” results have an “Expires” date.
- Currently, the expiration date is set at 90 days from the date of completion. If you are going to save or print the response, make sure you do so prior to this date.



Status
Completed: 03/24/2015 09:51:31 Expires: 06/22/2015 09:51:31 <input type="button" value="Mark Unviewed"/> Viewed by: machsoriadmin2 on 03/24/2015 09:53:03
Completed: 03/24/2015 09:09:28 Expires: 06/22/2015 09:09:28 <input type="button" value="Mark Viewed"/>
Completed: 03/24/2015 09:52:02 Expires: 06/22/2015 09:52:02 <input type="button" value="Mark Viewed"/>
Completed: 03/24/2015 08:56:25 Expires: 06/22/2015 08:56:25 <input type="button" value="Mark Unviewed"/> Viewed by: machsoriadmin2 on 03/24/2015 09:49:24

Viewed and Unviewed Status

Mark as Unviewed:

The User may click this button to update the status to Unviewed



Mark Viewed:

The User may click this button to update the status to Viewed

Status
Completed: 03/24/2015 09:51:31 Expires: 06/22/2015 09:51:31 <input type="button" value="Mark Unviewed"/> Viewed by: machsoriadmin2 on 03/24/2015 09:53:03
Completed: 03/24/2015 09:09:28 Expires: 06/22/2015 09:09:28 <input type="button" value="Mark Viewed"/>
Completed: 03/24/2015 09:52:02 Expires: 06/22/2015 09:52:02 <input type="button" value="Mark Viewed"/>
Completed: 03/24/2015 08:56:25 Expires: 06/22/2015 08:56:25 <input type="button" value="Mark Unviewed"/> Viewed by: machsoriadmin2 on

Search By Status*

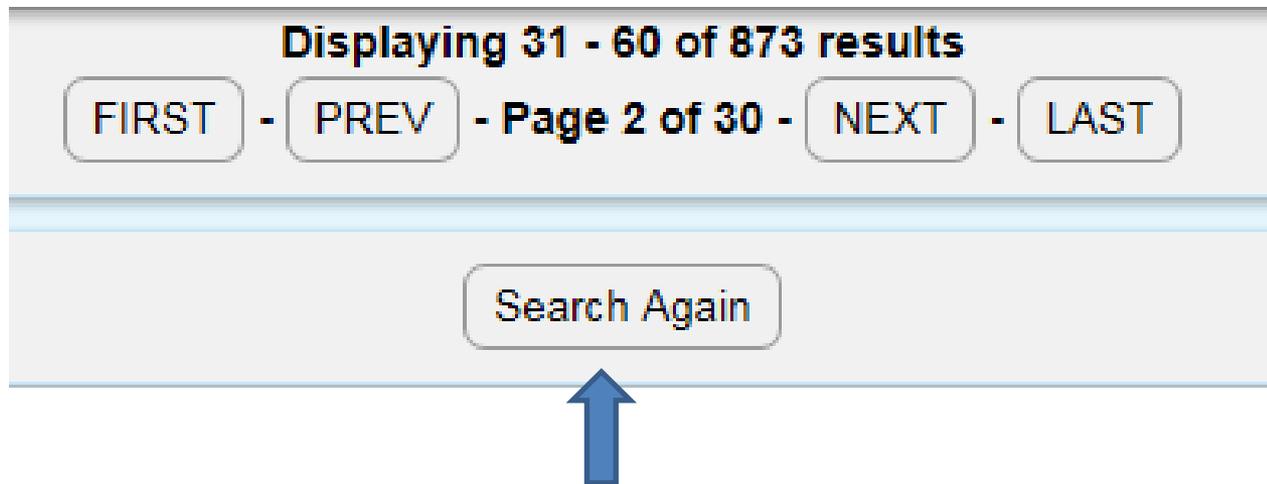
- All
- Complete
- Viewed
- Pending
- Rejects
- Unviewed

Sorting Options*

- Entry Date
- OCA
- SSN
- TCN
- Last Name
- Complete Date

* indicates a required option

- At the bottom of the Submission History Results, click on any of the icons to maneuver through the pages of criminal history.



- By clicking on “**Search Again**”, the user will be directed back to begin a new search.

You are returned to the Submission History Search page.

[Home](#) [View Results](#) [Rap Back](#) [Validations](#) [Account Information](#)

Submission History Search

Search By Status* **Sorting Options***

All
 Complete
 Viewed

Pending
 Rejects
 Unviewed

Entry Date
 OCA
 SSN

TCN
 Last Name
 Complete Date

* indicates a required option

Optional Search Filters

Using these optional search filters can help limit your search results.

TCN	OCA
<input type="text"/>	<input type="text"/>
SSN (XXX-XX-XXXX)	Last Name
<input type="text"/>	<input type="text"/>
Entry Start Date (MM/DD/YYYY)	Entry End Date (MM/DD/YYYY)
<input type="text"/>	<input type="text"/>
Completed Start Date (MM/DD/YYYY)	Completed End Date (MM/DD/YYYY)
<input type="text"/>	<input type="text"/>



Submission History Results

Search request: Status: all | Sort: entrydate

Date	TCN	OCA	Name	DOB	SSN	Response	Rap Back	Status
								Completed: 01/28/2015

- At any time, the user may click on any of the icons located in the menu bar. For example:
 - Selecting  Home will take the user to the Account Home page.
 - Selecting  Account Information will take the user to the User Profile page, and so forth.



Account Information

Profile Management

User Profile

Request List

Change Password

Manage Security Questions

New Machs User Registration

Applications

Missouri Automated Criminal History System (MACHS)

Admin Tools

Manage Users

Adding Users

- This is disabled. Users must be added through the DESE User Manager System.

RAPBACK

- For Rap Back Notifications, click on “Rap Back Notifications” icon.

UserID: Lueck110

ORI: MO920320Z

OCA:

Account Home for ORI: MO920320Z



View Results of Submissions



Rap Back Notifications



MACHS Validations



Account Information

Rap Back Queue

TCN	OCA	Name	DOB	SSN	Updated Response	Updated	Disable Rap Back
-----	-----	------	-----	-----	------------------	---------	------------------

RAPBACK

UserID: mshptest

ORI: MOMHP0000

OCA:



Home



View Results



Rap Back



Validations



Account Information

Rap Back Queue

TCN	OCA	Name	DOB	SSN	Updated Response	Updated	Disable Rap Back
A7017515	TEST	SMO, JOE	01/01/1980	514-80-7159	Click to Request	04/16/2015	Unsubscribe

Click on **“Click to Request”** to request the updated information



If you no longer have a need to view this applicant's information you would click on **“Unsubscribe”** to remove it from your RapBack Notifications.

RAPBACK

UserID: mshptest ORI: MOMHP0000 OCA:

Home View Results Rap Back Validations Account Information

Rap Back Queue

TCN	OCA	Name	DOB	SSN	Updated Response	Updated	Disable Rap Back
A7017515	TEST	SMO, JOE	01/01/1980	514-80-7159	Pending	04/16/2015	<input type="button" value="Unsubscribe"/>

The “Updated Response” field will be replaced with “**Pending**”. Once the request is approved by MSHP, this field will then be updated to “**Click to View**”



Validations

UserID: Lueck110

ORI: MO920320Z

OCA:

Account Home for ORI: MO920320Z



View Results of Submissions



Rap Back Notifications



MACHS Validations



Account Information

- Each agency must work the validations queue to ensure the applicant is still associated with the agency. Click the icon for “MACHS Validations”.

MACHS Validations

Pursuant to CJIS Security Policy every three (3) years MACHS agencies must validate that all applicants enrolled in the State programs are still employed or of interest. Failure to validate this information by the applicant's expiration date will remove the applicant from the Notifications program.

Upload Validations via File

Browse...

Upload File

Download Validations in a File

Download

Log Out – Two Ways

- From User Profile or any of the Profile Management options, click on icon in upper right-hand corner.
- On Account Home, the log out is on the menu bar.

The screenshot displays the Missouri State Highway Patrol website interface. At the top right, the navigation menu includes 'MSHP Search | MSHP Home | Portal Home | Logout', with the 'Logout' link circled in red. Below this, the user's name 'Colonel Ron Replege, Superintendent' is visible. A search bar with the placeholder text 'Enter Keywords or Phrase...' and a 'Search' button is also present. The main navigation bar contains links for 'Administration', 'Careers', 'Law Enforcement', 'Missing Persons', 'Programs', and 'Services'. The 'Profile Management' section is active, showing 'User Profile' and 'User Details'. A secondary navigation bar at the bottom of this section includes 'Home', 'About', 'Contact', 'Name Search Portal', 'FAQ', 'Links', and 'Log Out', with the 'Log Out' link circled in red. Below this, the user's ID 'UserID: lueck110', ORI 'ORI: MO920320Z', and OCA are displayed. The 'Account Home for ORI: MO920320Z' section features four icons: a yellow folder for 'View Results of Submissions', a blue folder with arrows for 'Rap Back Notifications', a purple database cylinder with a green checkmark for 'MACHS Validations', and an orange clipboard with a green checkmark for 'Account Information'.

Log Out



Missouri State
Highway Patrol

MSHP Search | **MSHP Home** | Portal Home | Logout

Colonel Ron Replogle, Superintendent

Profile Management

- User Profile
- Request List
- Change Password
- Manage Security Questions
- New Machs User Registration

Applications

- Missouri Automated Criminal History System (MACHS)

Admin Tools

- Manage Users

Logout

Are you sure that you want to logout?

Please note: Clicking the "Logout" button above will complete the log out process. If you reached this page in error, click the "No" button on your web browser to return to the screen that you were previously working on.

When logging out from the Portal Home, the user will be prompted to click the **Yes** or **No** to complete the log out process.

- After log out, the user will return to the Log-in screen.



Please enter your username and password to access the application portal.

User Name:

Password:

Sign In

[Forgot Username or Password?](#)

Public Access to Fingerprint Status

Missouri State Highway Patrol

MSHP Search | MSHP Home
Colonel Ron Replogle, Superintendent

Missouri Automated Criminal History System (MACHS)

Home About Contact Name Search Portal FAQ Links

Fingerprint Portal - Registration

- Modify/Cancel Existing Registration
- Check Fingerprint Status**
- Fingerprint Location Map

Fingerprint Portal - Administration

- Log-in to the Fingerprint Search Portal
- About MOVECHS

Name Search Portal

- Log-in to the Name Search Portal

Welcome to the Missouri Automated Criminal History Site (MACHS)

As the custodian of criminal history information for the state of Missouri, it is the responsibility of the Missouri State Highway Patrol's Criminal Justice Information Services Division to provide public access to criminal history information.

The MACHS site may be used to conduct online name based criminal history searches or to register for fingerprinting through the automated site which includes a subsequent fingerprint submission by means of the State of Missouri's Fingerprinting Services Vendor, currently 3M/Cogent.

Click here to Register with the Fingerprint Portal

Click here to Register with the Name Search Portal

Click on “Check Fingerprint Status”

Enter Last Name and Transaction Control Number (TCN)
and click on **Check Status**

Fingerprint Status

Applicants who have been fingerprinted may use this screen to check the status of their record request.
Only status information will be provided, no criminal history information will be made available.

Last Name: *

TCN: *

* indicates a required option

Check Status

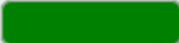
Don't know your TCN? [Click HERE](#)

Status Results

- There are 4 possible results.

Status Results

Results for: MO920320Z

 CERTIFICATIONS UNCLASSIFIED CERTIFIED

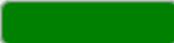
Completed: 12/29/2014 15:33:53

Status Key

 **Registration:** The MSHP has not received a status update from Cogent. Status results should become available 24 hours after the appointment is made.

 **Received - In Process:** The MSHP has received your fingerprint submission as of the date and time listed.

 **Fingerprints Submitted:** Cogent has submitted your fingerprints to the MSHP for processing as of the date and time shown.

 **Complete:** The MSHP has completed your fingerprint submission and results have been forwarded to the appropriate entities.

Fingerprint Status by Name and DOB

- If you don't know your TCN, you can search by name and DOB – select [“Click Here”](#).

Last Name: *

TCN: *

Don't know your TCN? [Click HERE](#)

Registration Information

Find Registration By TCN and Name

MACHS TCN:

Last Name:

Find Registration By Name and DOB

Last Name:

First Name:

DOB:

(MMDDYYYY)

**For questions,
please contact the
CJIS Division**

(573) 526-6153