

# Joining the Criminal Justice Virtual Team

There are several steps involved in joining this web-enabled collaboration tool.

1. Navigate to the site
2. Add security exception
3. Request to join the team
4. Notify Alex Land or Justin Phan (or wait until we see your request to join)
5. Accept the request approval.

This process is a little longer than we wish it was but the site is very useful, secure, and has the advantage of being located inside our firewall and using our standard Novell usernames and passwords. As more people use the site I will provide more documentation if needed.

## Steps

1. Log in to <https://vo.mendocino.gov/vo/> (*you may have to try twice*) This works better if you set up a bookmark and click it twice.
  - a. You will need to add a certificate the first time you visit the site. Do this by **“Or you can add a certificate exception”**



- b. Click the **“Add Exception”** button

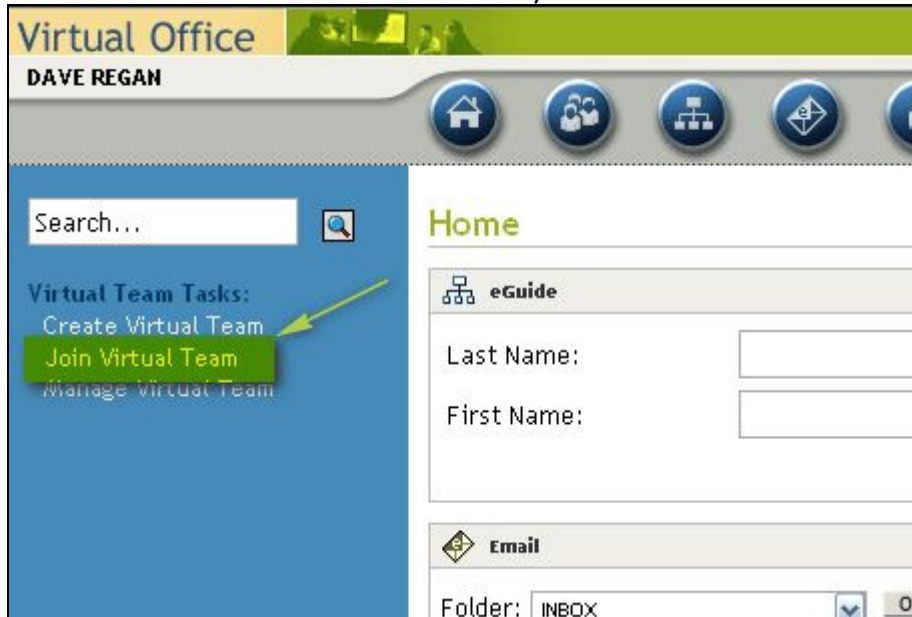


c. Click the **"Get Certificate"** button



d. Click the **"Confirm Security Exception"** button

2. Log in using your standard Novell username and password
3. Click **"Join Virtual Team"** in the left, blue menu

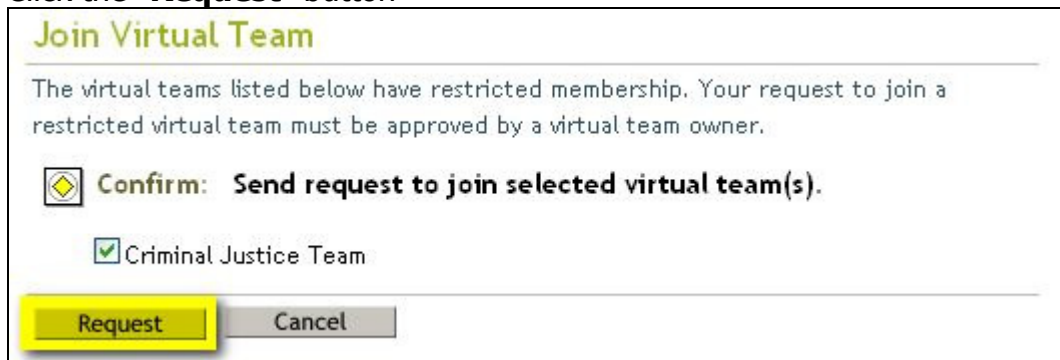


4. Click **"Criminal Justice Team"** in list

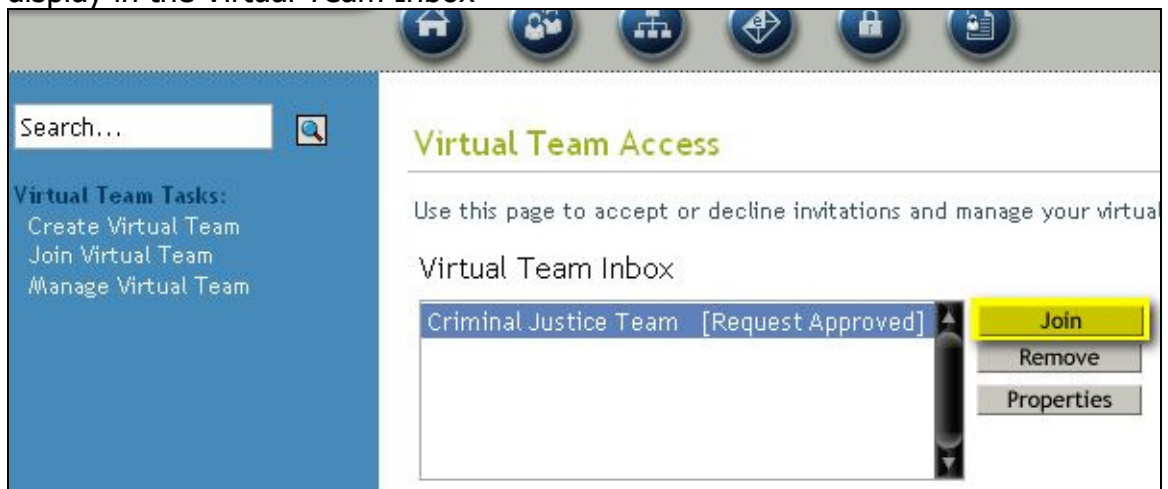
- a. Click the **"Join"** button



5. Click the **"Request"** button



6. [Email Alex Land](#) to expedite the approval process
7. Once the request has been approved, click the **"Manage Virtual Team"** button in the left menu
8. If approved, **"Criminal Justice Team [Request Approved]"** will display in the Virtual Team Inbox



9. Click "Criminal Justice Team [Request Approved]"
  - a. Click the "join" button

10. You should now have "Criminal Justice Team" displayed in left menu
  - a. If not, click the "Home" button toward the top of the Virtual Office page
11. Click "**Criminal Justice Team**" in the left menu to access the team options

Call Alex Land (7266) if you need any assistance getting signed up. Once you are in then all you need to do is navigate to the site, you should not be challenged for more security exceptions. It is helpful to have a bookmark set at *exactly* at <https://vo.mendocino.gov/vo/> By hitting this link twice (yes, not once but twice) you will bypass the long attempt to confirm ssl certificates, thus getting you to the sign in screen a lot quicker.

*Special thanks to Dave Regan in preparing this document*

Alex Land