

# AOC MUNICIPAL/JUSTICE COURT WEB GUIDELINES

Supreme Court of MS – Administrative Office of Courts  
<https://courts.ms.gov/aocweb/>

## Purpose

This document will assist you in using the web application on the Supreme Court’s AOC website that will allow the municipal and justice courts to log in and upload excel files.

## Procedure

Follow these steps to register yourself as a new user on the AOC’s web application.

### Step 1

Click on register on the home screen. See [Figure 1](#).

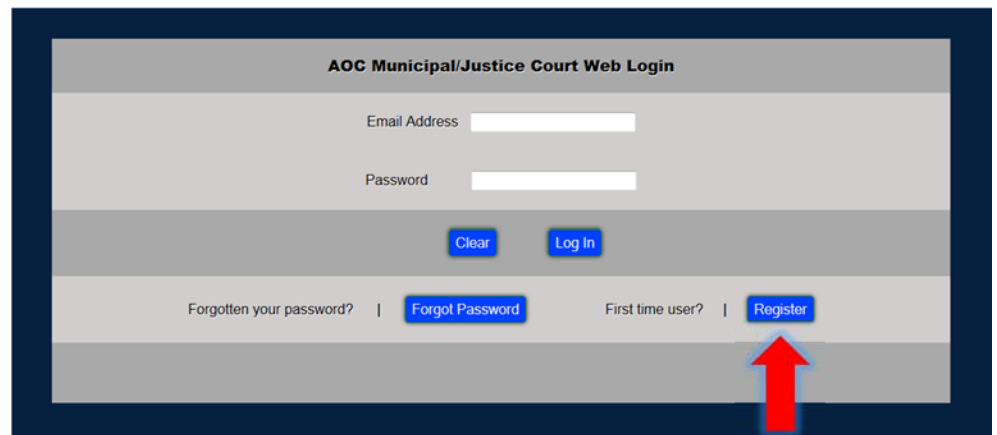


Figure 1

### Step 2

Enter all of the major credentials that has an asterisk by it. Click register to create and save your credentials. See [Figure 2](#).

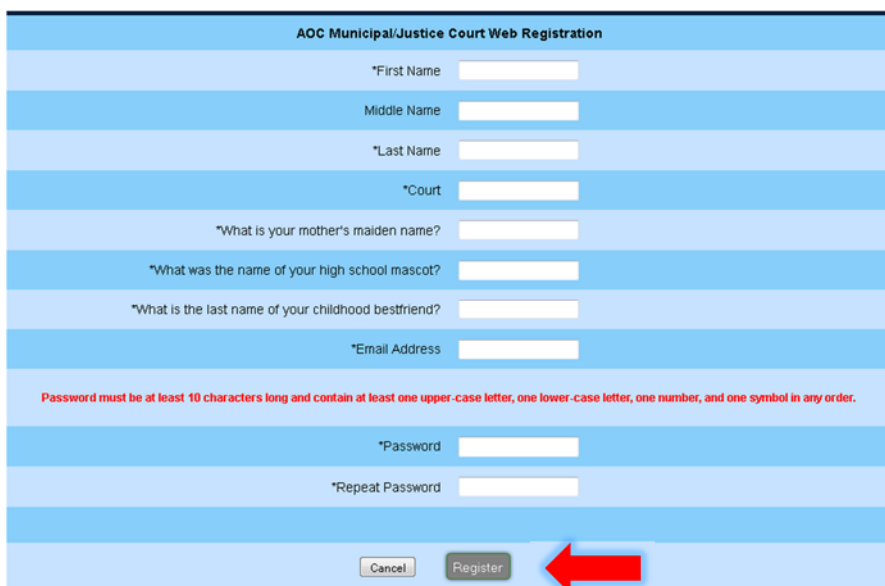


Figure 2

### Step 3

In your email's inbox, you will receive a confirmation email about your registration being complete. Click the validate link in order to confirm your email address. This will confirm that your registration process has been successfully completed.

See **Figure 3**.

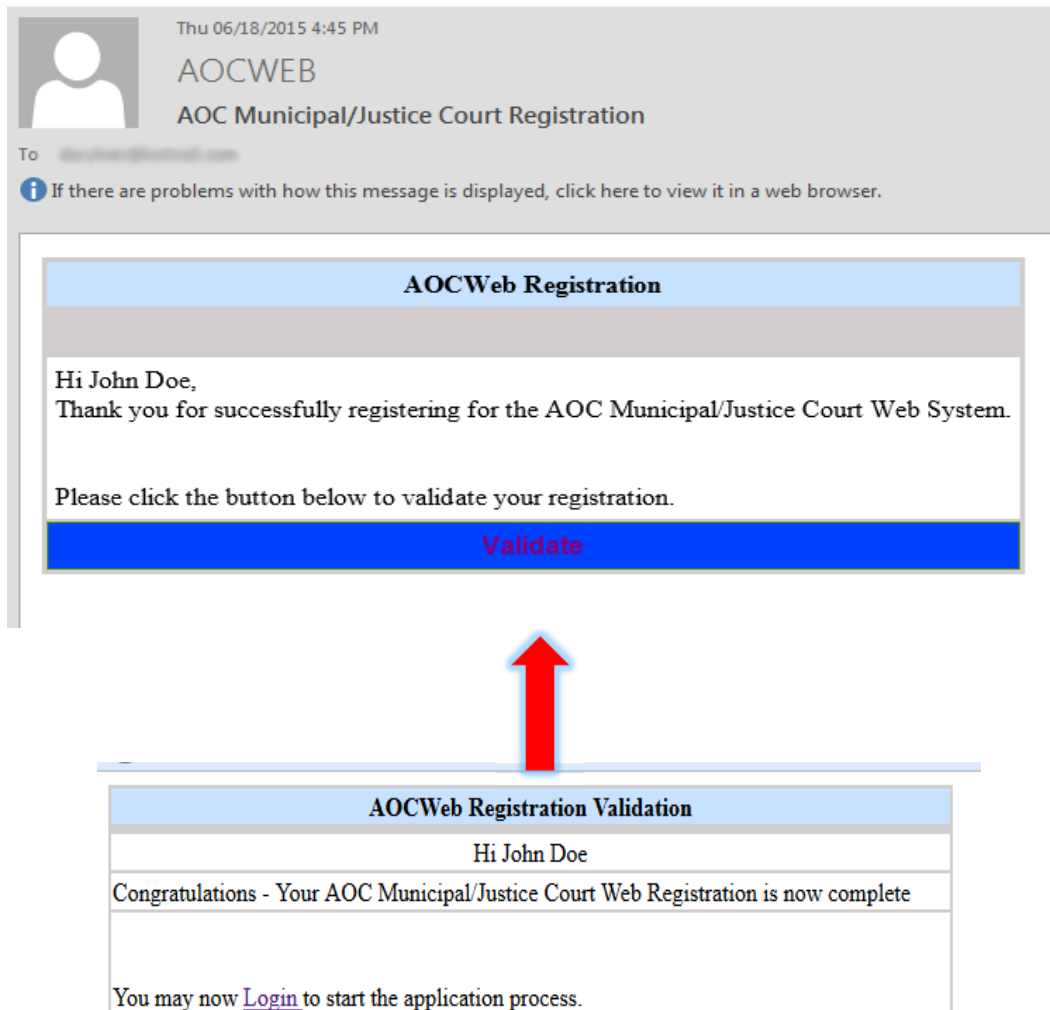


Figure 3

## Procedure

Follow these steps to login onto the AOC's web application.

### Step 1

Enter your email address and password. Click Login. See [Figure 1](#)



Figure 1

### Step 2

When directed to the index page, you can upload excel spreadsheets. You can also view the existing spreadsheets that have already been uploaded. Click the Upload link to upload more spreadsheets. This will redirect to the Upload page. See [Figure 2](#)

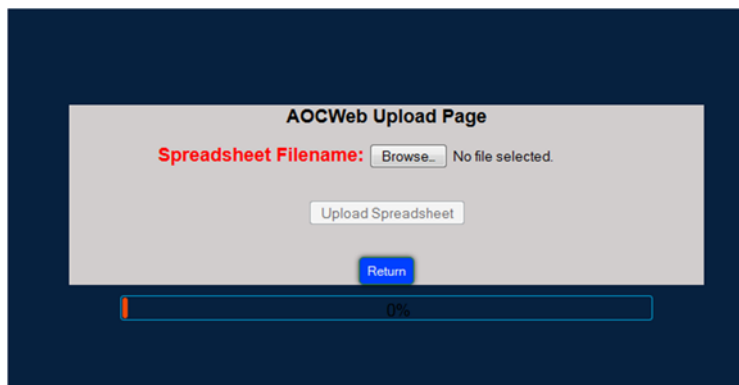
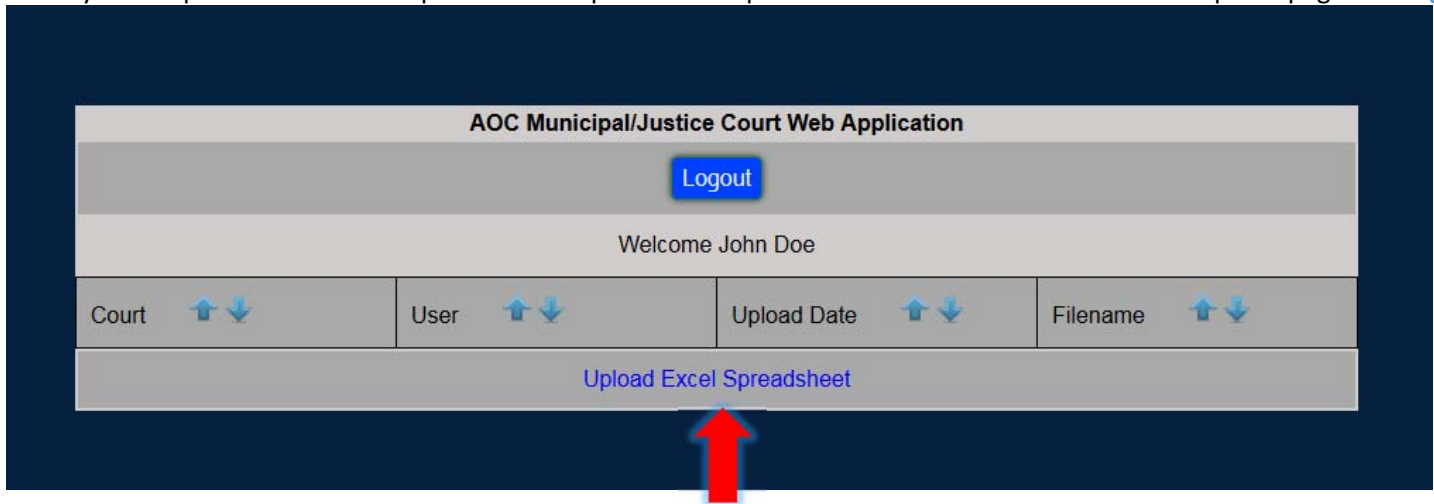


Figure 2

### Step 3

Click to view the files for uploading. Choose the files and then click Open. Once the file has been uploaded, the application will show it being successfully uploaded. See [Figure 3](#)

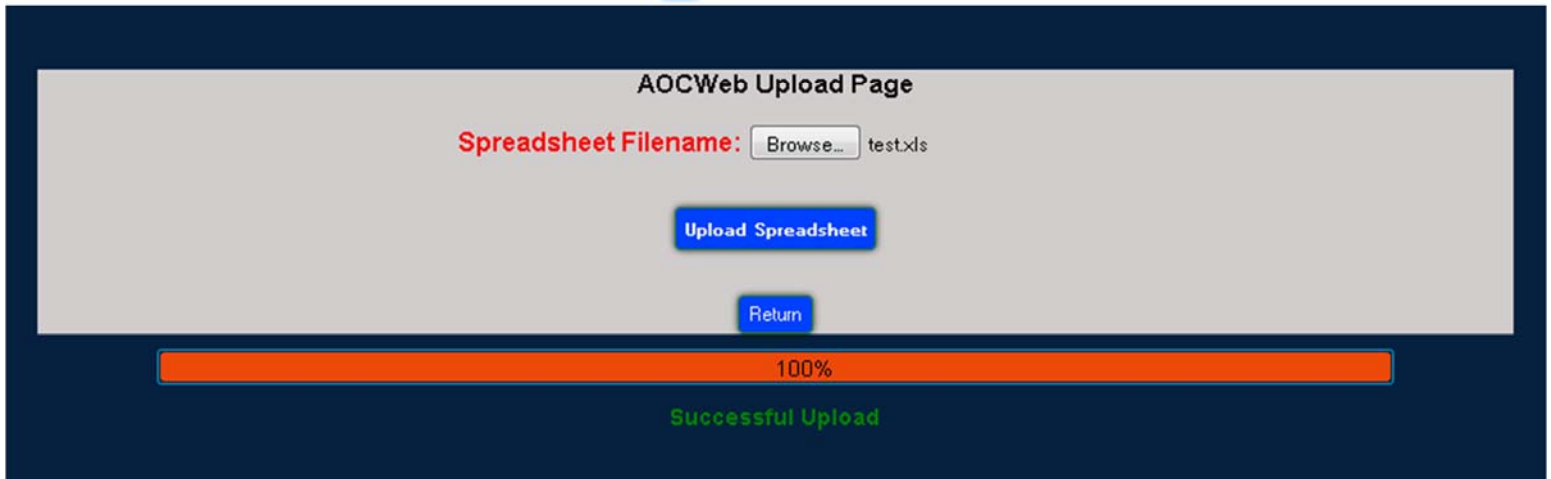
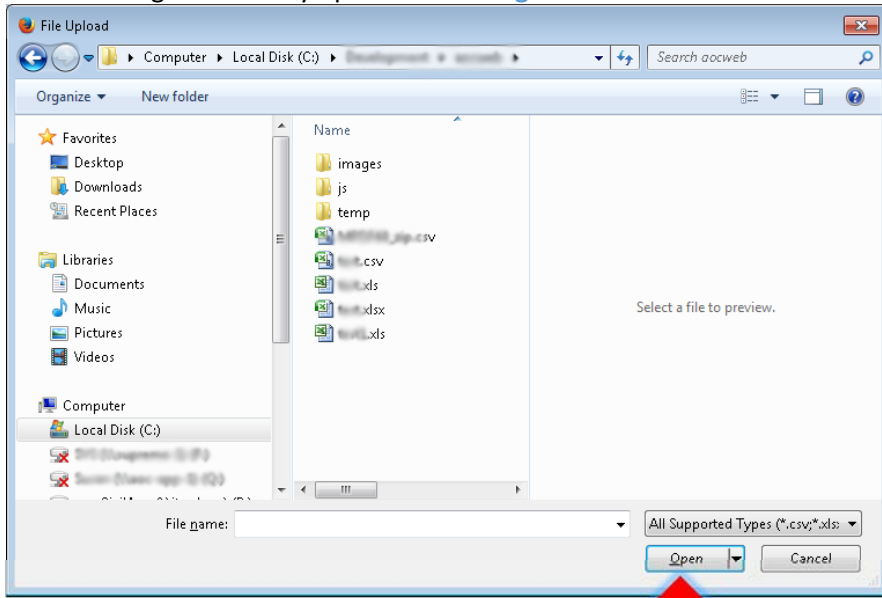


Figure 3

## Procedure

Follow these steps to reset your password on the AOC's web application.

### Step 1

Enter in your email address and click Forgot Password. See [Figure 1](#)

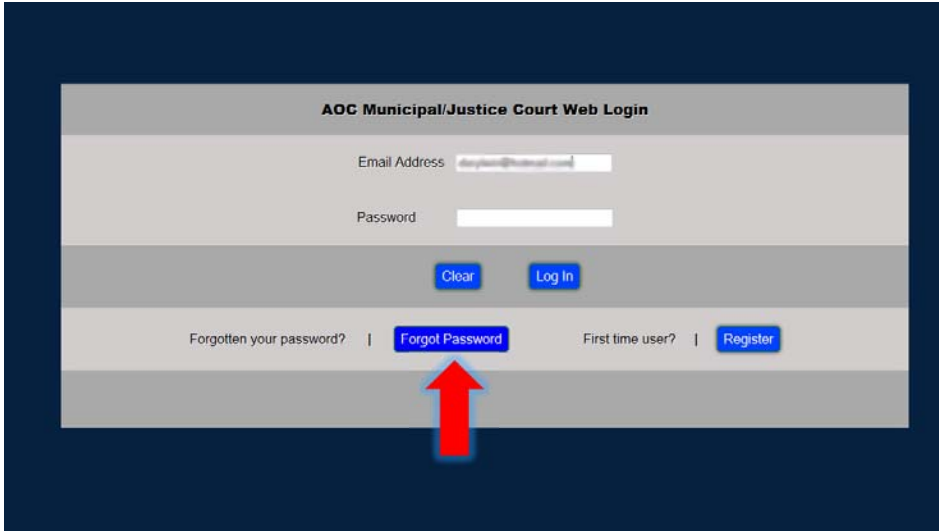


Figure 1

### Step 2

You will be redirected to a page to answer your three security questions. Type in your answers and click Submit. You will receive a Reset Password email confirmation in your inbox. See [Figure 2](#)

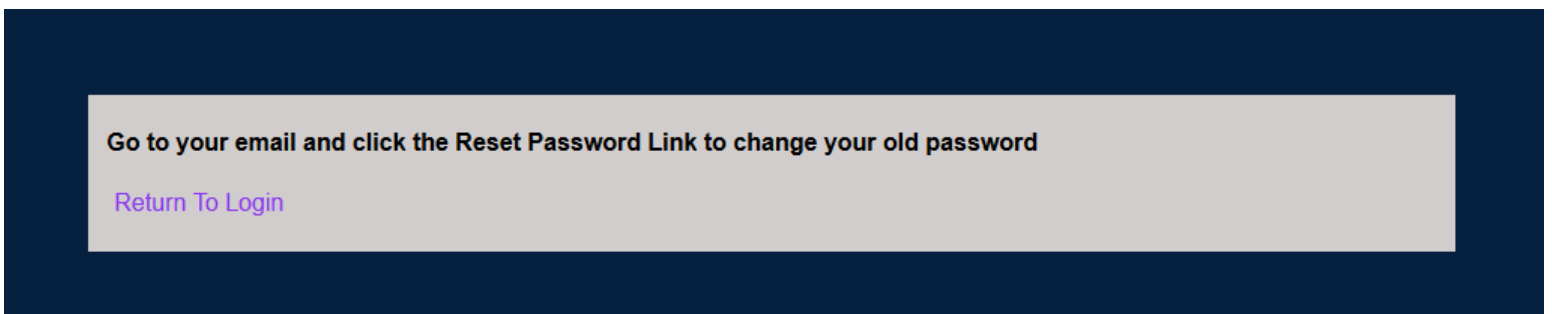
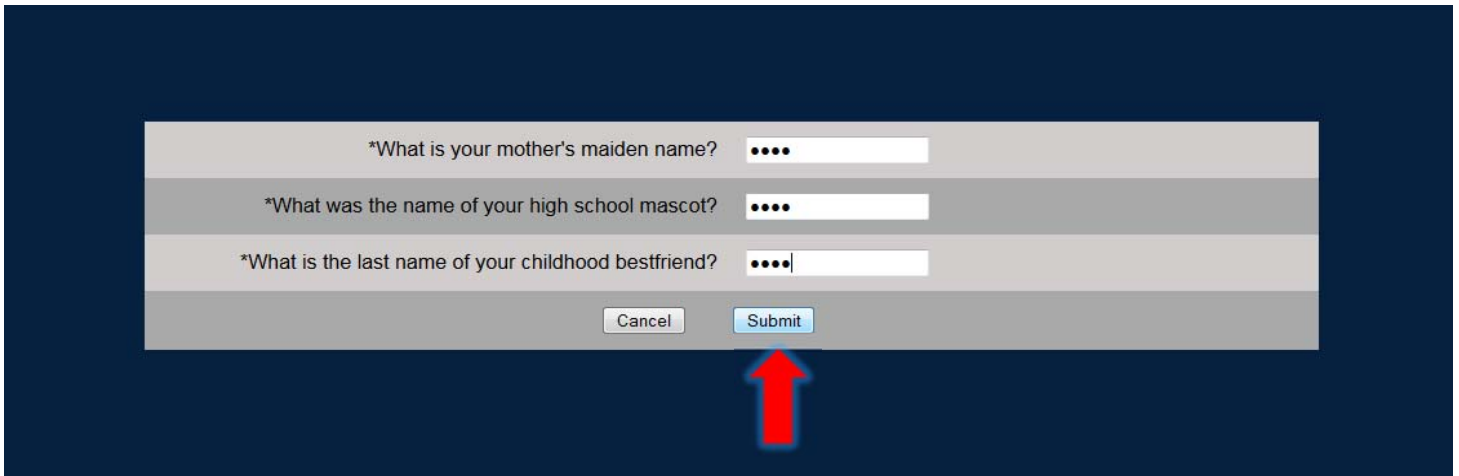


Figure 2

### Step 3

Click the Reset Password link in your email. You will be redirected to type in your security questions again. After completing this, Click Proceed. See [Figure 3](#)

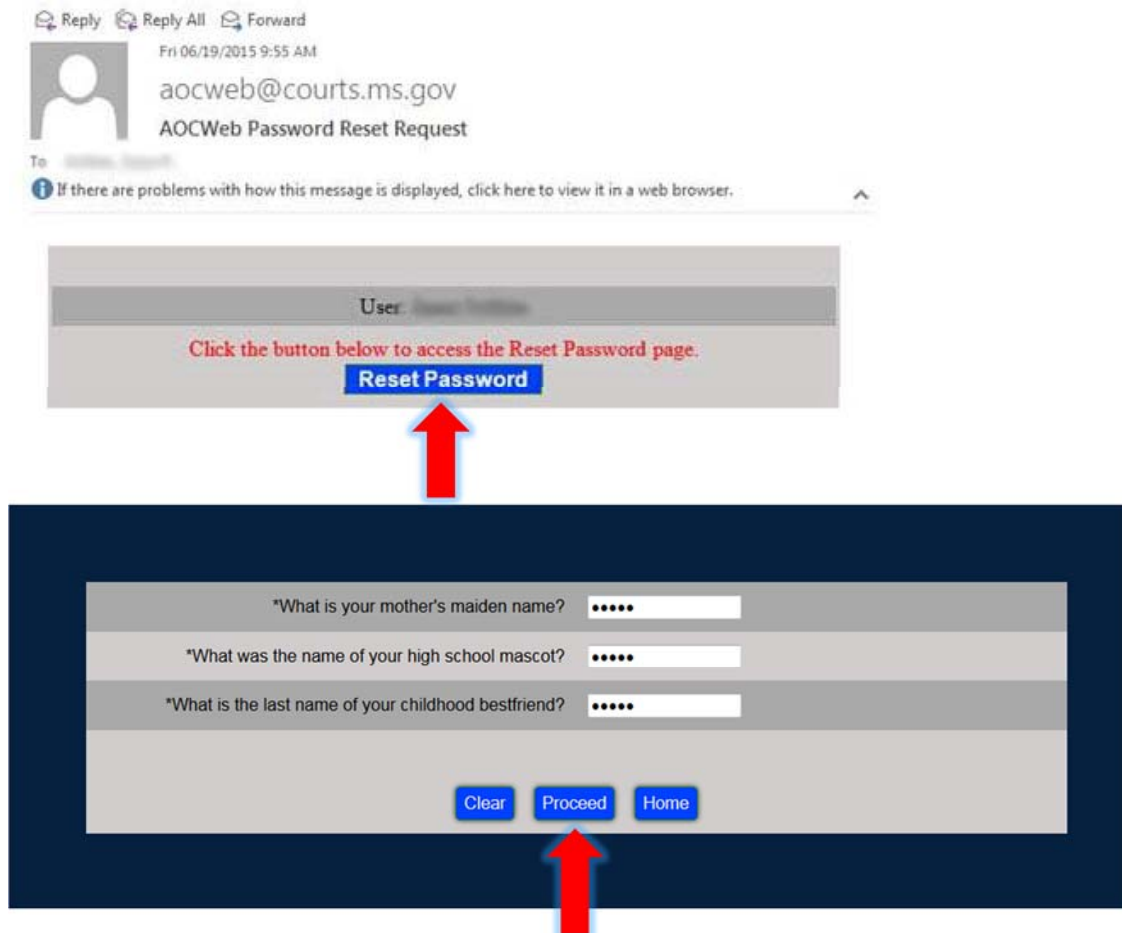


Figure 3

### Step 4

Reset your password by entering in your email address and new password. Click Save. You will receive a confirmation email that your password has been changed. See [Figure 4](#)

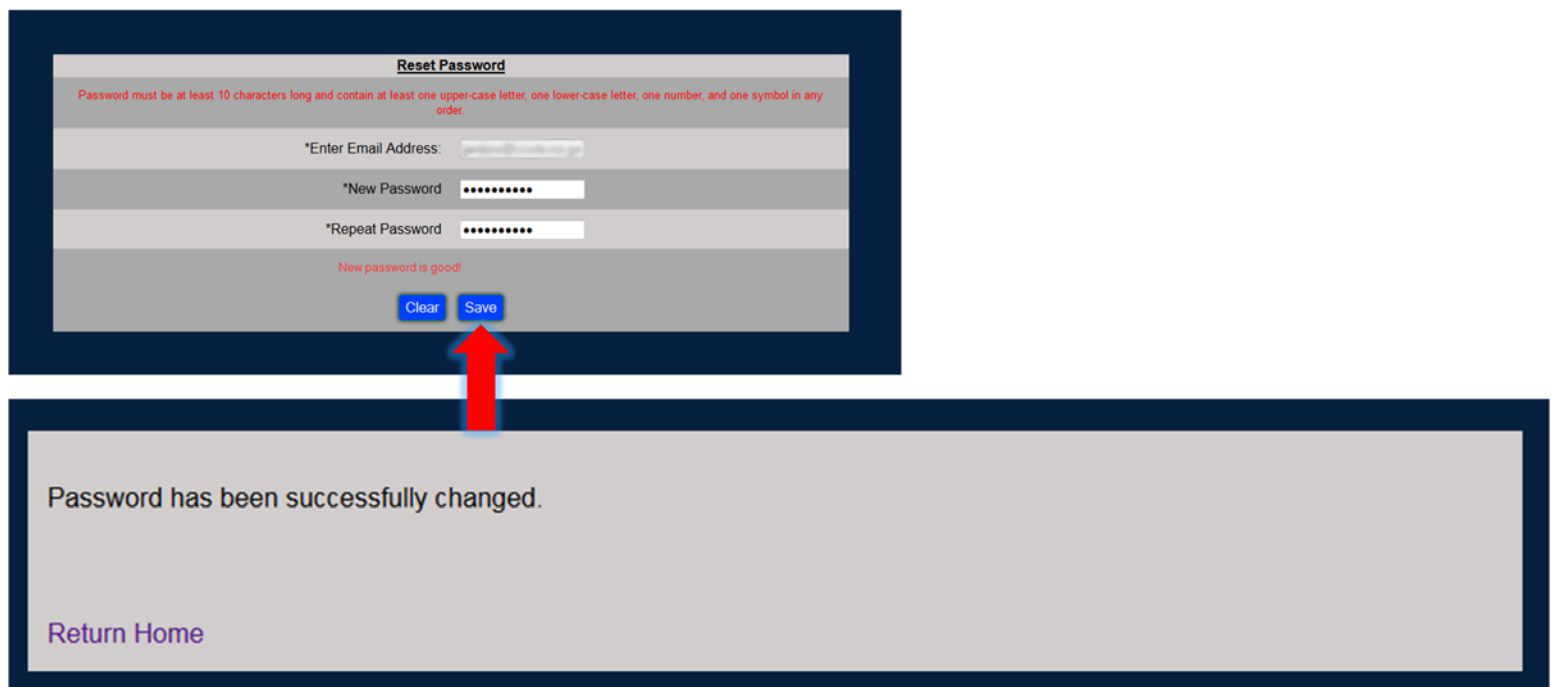


Figure 4

From: [aocweb@courts.ms.gov](mailto:aocweb@courts.ms.gov) [mailto:[aocweb@courts.ms.gov](mailto:aocweb@courts.ms.gov)]

[↑](#) Next [↕](#) Last

Sent: Friday, June 19, 2015 9:58 AM

To: [REDACTED]

Subject: AOCWeb Password Change

User: [REDACTED]

Your password has been changed on June 19, 2015 at 09:57:33 AM.

If you did not request a password change please contact Kevin Lackey at (601)576-4636.