COMPLETE A SUPERVISION REPORT BY INTERNET

Follow these instructions to complete a Supervision Report by Internet.

1. Go to **https://supervision.uscourts.gov.**
2. Enter the user ID in the **User ID** field.

> Note: If your user ID is all numbers, be sure to enter the dash (-) between the groups of numbers.

3. Enter the password given to you in the **Password** field.
4. Click **Log In**.
5. (This step is required ONLY if you are completing a report for the first time.) In the next screen, create a new password.

    Do the following:

    a. Enter again the password that your officer gave you.

    b. Enter a new password.

    c. Enter your new password again.

       Keep your new password. You will use it to log in and complete your future supervision reports.

> Note: You may want to write down your new password to remember it. Do not share your new password with anyone.

> Note: To view the training videos, click **How to Complete a Pretrial Report** or **How to Complete a Probation Monthly Report**.

    d. Click **Save** to confirm your new password.

    e. In the next screen, answer all the security questions.

    f. Click **Save** when you are finished.

6. In the next screen, click **Accept** to accept the terms and conditions.
7. In the next screen, your personal information and picture display.

    Do one of the following:

    a. If this information is about you, click **Yes.**

    b. If this information is not about you, click **No.** Your session will end.

8. In the next screen, click **I agree** to certify that you will answer the questions correctly.

9. In the next screens, answer each set of questions completely and correctly.

10. Click the buttons at the bottom of the screens to answer some of the questions and to move forward through the reporting session.

11. Look over your answers in the **Summary & Review** screen to make sure they are correct.

   If you want to change an answer, click **Change** next to that answer. Make your changes in the screen that appears and click **Continue** or **Save Changes** at the bottom of the screen.

12. Scroll down to the bottom of the **Summary & Review** screen and click **Continue**.

13. In the next screen, enter your new password and click **I agree**.

14. Click **OK** in the **Thank You** screen.

Congratulations! You have completed your first Supervision Report by Internet.