U.S. Department of Justice
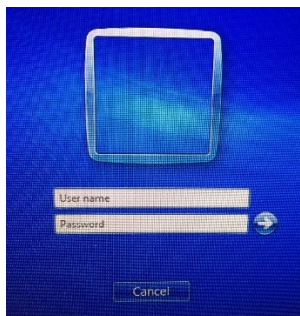
Office of the Chief Information Officer

Job Aid | How to Login to the TAP Workstation

Purpose: TAP provides a workstation for the purpose of submitting fingerprint transactions to FBI CJIS. There are three primary accounts (PC Login, MESA, and LEEP) on the workstation. This job aid is intended to assist users with first time login at the TAP workstation.

Note: All three accounts have initial password. You will need to change that initial password at first time login, except for MESA. Once you change your passwords, ensure they are kept in a secure location (such as your phone) and shred the pages of this document where you wrote them down.

TAP Workstation Login	
	1. **Username:** First letter of your first name and then your last name in all lowercase. **Example: John Smith = jsmith** 2. **Initial Password:** <u>FirstTimeLogin!1</u> 3. **Change your password:** Passwords must meet these requirements: 14-16 characters including at least one each of: upper case letter, lower case letter, number, and symbol. **Example: $Baseball2017$** 4. Changed password HINT is: _____
MESA Login	

	1. **Username:** First letter of your first name and then your last name in all lowercase. **Example: John Smith = jsmith**
	
	2. **Password:**
	
	    a. **Tribal** *(Standard User)*
	
	    b. **Admin** *(Sys Admin)*
	
	Note: MESA passwords are preset for all.

LEEP Login	
	1. **Username:** Assigned by the LEEP membership office. 2. **Initial Password:** Please call the LEEP Help desk at 888-334-4536. Follow the directions from the LEEP Help desk to set up your password. 3. Changed password HINT is: _____