Web-Based Official Reporting (WBOR) User Guide
Getting Started

Idaho Department of Correction’s Web-Based Official Reporting (WBOR) system is a self-reporting web site, allowing you to complete your monthly reporting requirements. This document has been created to help you become familiar with the WBOR system. Please review it carefully before you log in for the first time.

There are two ways to access WBOR:

1. Type the URL directly in your browser (https://wbor.idoc.idaho.gov).
2. From the Idaho Department of Correction web site (http://www.idoc.idaho.gov), select the WBOR link.

IMPORTANT: WBOR has been tested on multiple browsers and will not run properly on Internet Explorer (IE), version 9.0 or lower. It runs best on IE 11.0 or higher, Chrome, Firefox and Opera. If you are using an unsupported browser, you will see a browser warning and you will not be able to continue. To install or upgrade, select the desired browser and follow the on-screen prompts.
Account Activation

First-time users must activate their account before logging in to the system. Users who have had their access revoked and re-instated must also activate their account again before they can log in.


2. Select “Activate Account” in the site’s header.

3. Enter the required information and SUBMIT.

**IMPORTANT:** You must enter your IDOC number WITHOUT any leading zeros. You must activate your account with an email address that is not being used by another person (spouse, relative, friend, etc.) who may also have a WBOR account. The system will prompt you if the password doesn’t meet the complexity requirement of at least 10 characters. It will also let you know if the passwords don’t match when re-typing your password to confirm.
4. Upon SUBMIT, you will see a confirmation; click OK to continue.
1. Select the “Log in” button in the site’s header.

2. Enter your “IDOC Number” and “Password”; click “Log in”.

**IMPORTANT:** You must enter your IDOC number WITHOUT any leading zeros. Your browser’s cache may auto-fill your email address on the first line; double check to make sure the first line displays your IDOC Number. If you forget your password, select “Forgot Password” in the site’s header. Enter your email address and a link will be emailed to you that will allow you to reset your password.
**IMPORTANT**: If you receive a “Login Failure” message, please click the WBOR Technical Support link on the WBOR greeting page to locate the email address for your assigned P&P location. Be sure to include your full name and IDOC number.

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**LOGIN FAILURE**

Invalid username or password; please try again. If you believe you have received this message in error, please contact WBOR Technical Support - click on the WBOR Technical Support link on the WBOR greeting page to get contact information for your assigned P&P location.

***Important***
You must enter your IDOC number WITHOUT any leading zeros.

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OK
Self-Reporting

WBOR is a self-reporting web site, allowing you to complete your monthly reporting requirements. Please follow these instructions to make sure your report is completed correctly and the information is sent to your supervising officer.

**IMPORTANT:** The first time you use WBOR, you must enter information for the following questions:

1. Please enter your physical address
2. Please enter your name
3. Please enter your phone number
4. Please enter your employment information

This will set your answers going forward. All other questions (#2,5,7) should be answered accordingly. Subsequent log-ins will require you to only enter information if it has changed.

When using a cell phone to submit your monthly report, it is strongly advised to stay in one place until the report is submitted and you have logged out. It is possible some data can be lost if your phone switches cell towers during the check-in process.

1. Click “Self Reporting” to begin.

2. Each time you enter the self-reporting section of WBOR, you will be prompted to read and accept the Terms & Conditions of Use. You must select “Agree” before you can proceed to the first question.
3. Answer each question (see “IMPORTANT” note on page 6).

If there is a change, you must answer “Yes” and provide the updated information.

4. If you leave a required field blank, it will turn red. You must complete all required fields before you can proceed to the next question.
5. Use the “BACKWARD” and “FORWARD” buttons to navigate between the previous and next questions.

**IMPORTANT:** If you use the “Back” button in your browser, you will return to the greeting page of WBOR. To return to Self-Reporting, click your name in the header of the site. This will take you back to the “dashboard”, where you will select “Self-Reporting” and complete the questions.

6. As you answer each question, the progress bar displays how much you have completed.

7. When you finish answering the questions, you may use the “BACKWARD” button to review your answers. When you are ready to send the report, click “SUBMIT”.

**SELF-REPORT QUESTIONS**
Please check in regularly.

Important! To complete this report, click submit; otherwise you may return to any of the questions to modify your answers.

SUBMIT
8. Upon successful submission, a confirmation message is displayed; click OK.

**SURVEY COMPLETE**

Thank you for completing your report. If you have questions about this submission, please contact your supervising officer.

***important***
Should you need to make changes and re-submit your report, please wait **1 HOUR** before submitting again.

[OK]

9. You are now returned to the “dashboard”. You should immediately “Log out” of WBOR. *Your privacy is important to us. To maintain your privacy, logging out of WBOR is critical. Always click the “Log out” button in the site’s header to make sure the system logs you out completely.*

[Log out]

**IMPORTANT:** When you submit the report, you certify all statements made are true and complete. All information submitted will become part of your IDOC record. You must continue to abide by the terms and conditions of your supervision, including the IDOC Agreement of Supervision and your Court Order and/or Parole Agreement.
Other Information

Additional information can be found on the greeting page of WBOR. Important information about changes to the system and/or processes are announced here; please take the time to review them.

**Welcome to IDOC’s Web-Based Official Reporting system (WBOR)**

If you have been instructed to use WBOR, you must submit a report each month. You must also continue to abide by the terms and conditions of your supervision, including the IDOC Agreement of Supervision and your Court Order and/or Parole Agreement.

**Important Changes to WBOR Technical Support Contact**

WBOR’s Terms of Use, Privacy Statement, Site Access Disclaimer and WBOR Technical Support information can be found in the footer area of the web site.

“About us” and “Contact us” are links to the Idaho Department of Correction’s external web site. To return to WBOR from anywhere on IDOC’s web site, click the WBOR link in the footer area.
**IMPORTANT:** You must have an email account that is not shared with another WBOR user. If you do not have an email account, signing up for one is free and easy. There are many providers who offer free accounts. The following steps are for creating a Google (Gmail) account; however, you can use the email host of your choice.

1. To sign up for a free Gmail account, navigate to [https://accounts.google.com/SignUp](https://accounts.google.com/SignUp).

2. Enter the requested information and follow the on-screen prompts.

![Create your Google Account](image-url)
Definitions

Following is a list of definitions of some of the terms used in this guide.

Header

The top-most area of the web site; contains the log in, password reset and account activation links.

Footer

The bottom-most area of the web site; contains Terms of Use, Privacy Statement, Site Access Disclaimer, WBOR Technical Support links, as well as links to the About us and Contact us pages on IDOC’s website.

Greeting page

This is the homepage of the WBOR system. From here, you can activate your account, log in to the system, request a password reset and review important information and updates.
Dashboard

The dashboard displays once you log into WBOR. From here, you can begin your self-reporting questions or change your password.

**IMPORTANT:** To toggle back and forth from the dashboard to the greeting page, click your name or the WBOR logo in the header, respectively.