



IDAHO DEPARTMENT OF CORRECTION

Web-Based Offender Reporting (WBOR) User Guide



Getting Started

Idaho Department of Correction's Web-Based Offender 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.

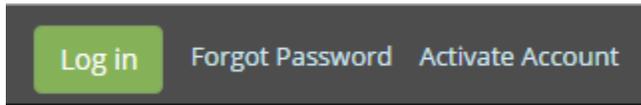




Account Activation

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.

1. Navigate to WBOR (<https://wbor.idoc.idaho.gov>).
2. Select “Activate Account” in the site’s header.



3. Enter the required information and SUBMIT.

ACTIVATE ACCOUNT

IDOC Number (NOTE: Enter your IDOC number WITHOUT any leading zeros.)

Email Address

Confirm Email Address

Password

Confirm Password

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.

Password

.....

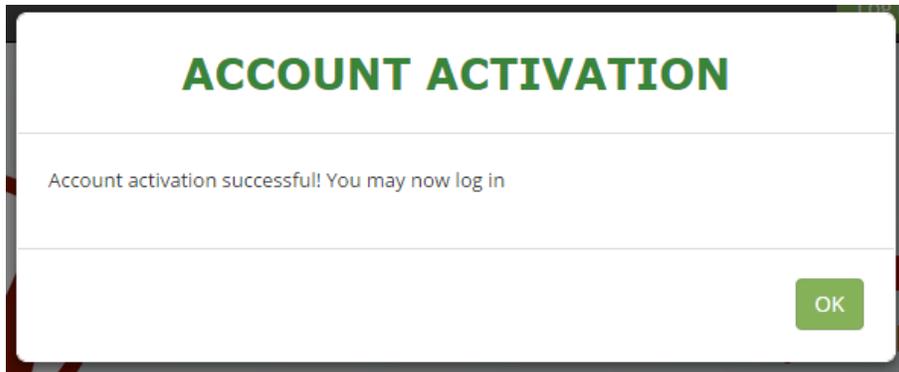
PASSWORD DOES NOT MEET COMPLEXITY REQUIREMENTS. PASSWORD MUST BE AT LEAST 10 CHARACTERS.

Confirm Password

.....

THE PASSWORDS DO NOT MATCH.

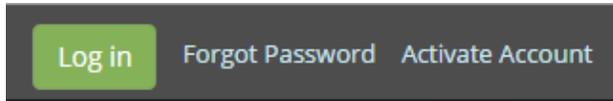
4. Upon SUBMIT, you will see a confirmation; click OK to continue.





Log In

1. Select the “Log in” button in the site’s header.



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

LOGIN

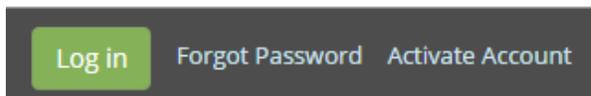
IDOC Number (NOTE: Enter your IDOC number WITHOUT any leading zeros.)

Password

[Cancel](#) [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.



PASSWORD RESET

Please enter the email address associated with your account

Email address

[Cancel](#) [Request password reset](#)



IMPORTANT: If you receive a “Login Failure” message, please contact technical support at WBORsupport@idoc.idaho.gov.

LOGIN FAILURE

Invalid username or password; please try again. If you believe you have received this message in error, please contact technical support at WBORsupport@idoc.idaho.gov.

*****Important*****

You must enter your IDOC number WITHOUT any leading zeros.

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
- (3) Please enter your name
- (4) Please enter your phone number
- (6) 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.

OFFENDER SELF-REPORT QUESTIONS
Please check in regularly.

PROGRESS

← BACKWARD FORWARD →

Terms & Conditions of Use

- Privacy Statement: The information contained in this electronic report is privileged and confidential. If the user of this program is not the intended user, you are hereby notified that any review, dissemination, distribution or copying of this system data is strictly prohibited and subject to punishment. If you have accessed someone's account in error, please do not submit the report, and exit off the system immediately.
- Terms of Use: Our electronic reporting process uses the strongest encryption available using the standard SSL protocol. However, the Idaho Department of Correction cannot guarantee complete confidentiality of information sent between our server and your browser.

By using this system you agree to have your answers become part of your supervision file. You are certifying that your answers are true and accurate to the best of your knowledge. Under Idaho law you could be penalized for giving false answers or for withholding information.

- Disclaimer for Log In and Log Out: *****Important***** if you are using a computer in a public setting, you must log out before you step away from the computer. Failing to log out will allow others who use the computer after you, to see the information you have entered. You must complete the entire process and then click the "Log out" button at the end of the application.

If you "Agree", you will be moved to the first question of the report. If you "Disagree", you will need to log out of the system and report directly to your supervising officer. Thank you for reporting via IDOC's Web-Based Offender Reporting System.

Agree Disagree

← BACKWARD FORWARD →

3. Answer each question (see “IMPORTANT” note on page 6).

OFFENDER SELF-REPORT QUESTIONS
Please check in regularly.

PROGRESS

◀ BACKWARD FORWARD ▶

Has your physical address changed?

Yes No

In Care Of
Who you live with, home owner, apartment complex, transitional house name (if applicable)

Address Line 1
Street address, PO box

Address Line 2
Apartment, space, unit, building floor, etc.

City

State

Zip Code

◀ BACKWARD FORWARD ▶

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.

OFFENDER SELF-REPORT QUESTIONS
Please check in regularly.

PROGRESS

◀ BACKWARD FORWARD ▶

Has your physical address changed?

Yes No

In Care Of
Who you live with, home owner, apartment complex, transitional house name (if applicable)

Address Line 1
Street address, PO box

Address Line 2
Apartment, space, unit, building floor, etc.

City

State

Zip Code

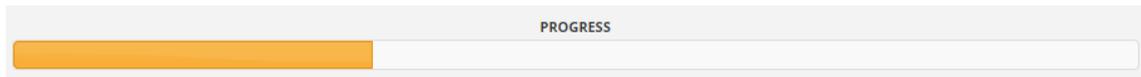
◀ BACKWARD FORWARD ▶

5. Use the “BACKWARD” and “FORWARD” buttons to navigate between the previous and next questions.

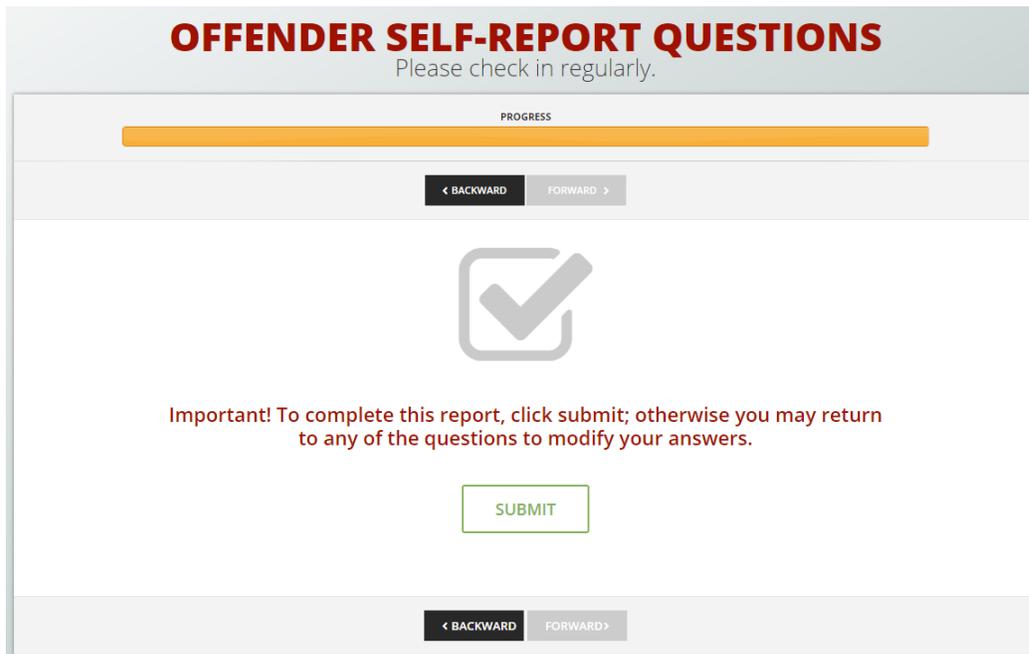


IMPORTANT: If you use the “Back” button in your browser, you will return to the main greeting page of WBOR. To return to Self-Reporting, click your name in the header of the site. This will take you back to the “dashboard”, where you will select “Self-Reporting” and complete the questions.

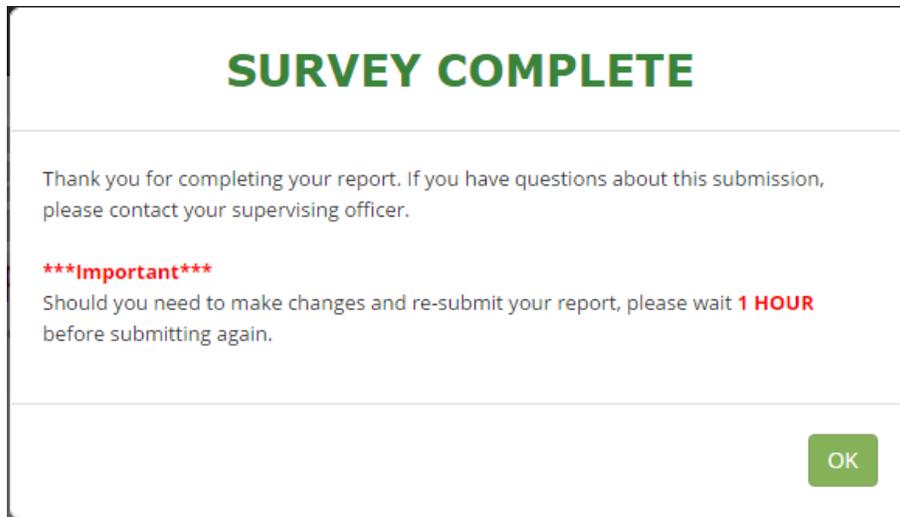
6. As you answer each question, the progress bar displays how much you have completed.



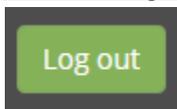
7. When you finish answering the questions, you may use the “BACKWARD” button to review your answers. When you are ready to send the report, click “SUBMIT”.



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



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. WBOR reporting does not change the conditions of your Agreement of Supervision.



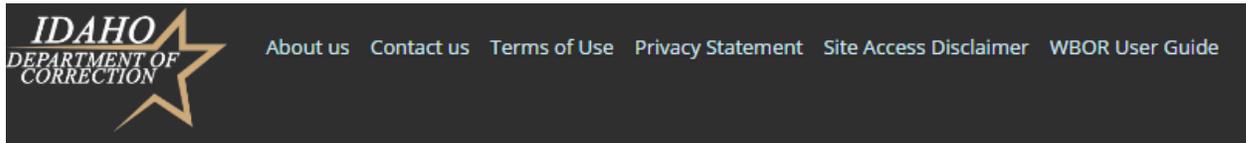
Other Information

Additional information can be found on the main greeting page of WBOR. Terms and Conditions contain important information; please take the time to review them.

[Limited Supervision Unit \(LSU\) Offenders - Terms and Conditions](#)

[General Caseload Offenders - Terms and Conditions](#)

WBOR's Terms of Use, Privacy Statement and Site Access Disclaimer 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 are free to use the email host of your choice.

1. To sign up for a free Gmail account, navigate to <https://accounts.google.com/SignUp>.
2. Enter the requested information and follow the on-screen prompts.

Create your Google Account

One account is all you need
A single username and password gets you into everything Google.



Take it all with you
Switch between devices, and pick up wherever you left off.



Name

Choose your username

 @gmail.com
[I prefer to use my current email address](#)

Create a password

Confirm your password

Birthday

Month Day Year

Gender

I am...

Mobile phone

Your current email address

Prove you're not a robot

Skip this verification (phone verification may be required)



Type the text:



Definitions

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

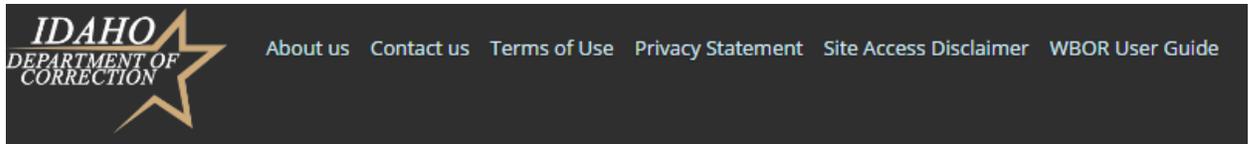
Header

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



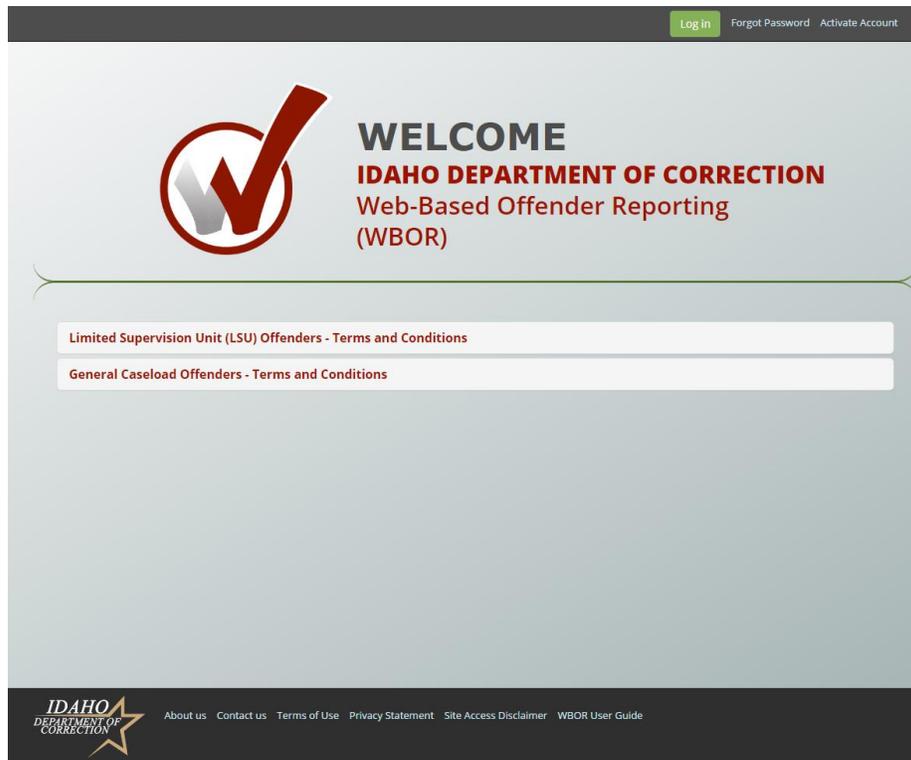
Footer

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



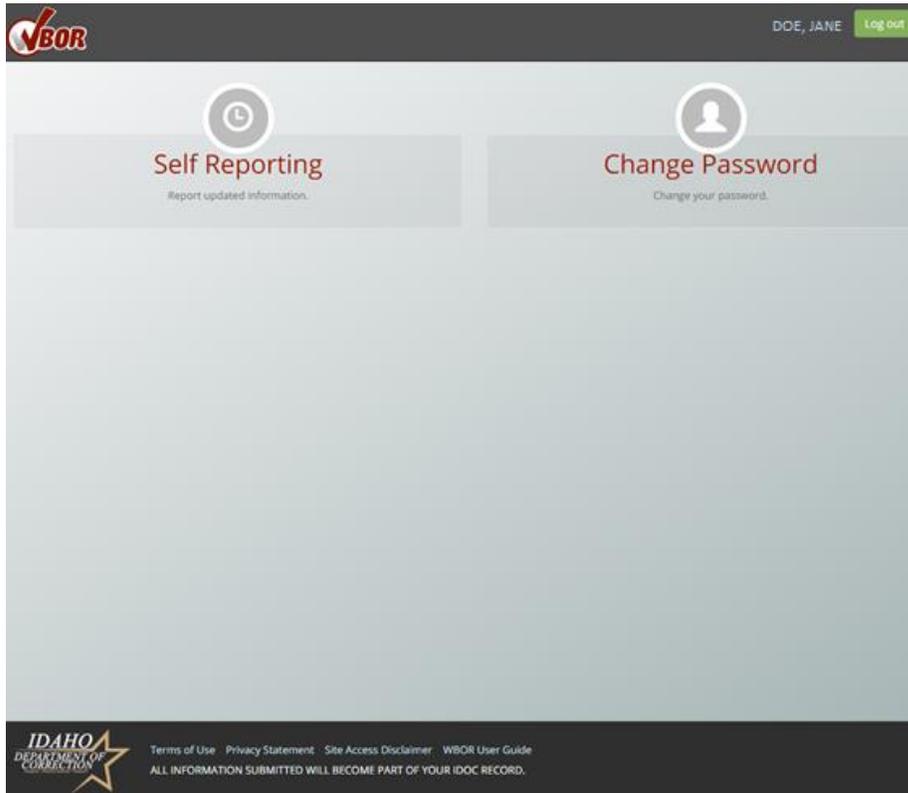
Greeting page

This is the main page of the WBOR system. From here, you can activate your account, log in to the system, request a password reset, review the Terms and Conditions, and other important information.



Dashboard

The entry page for the self-reporting questions. You can also access the dashboard to 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.

