



## Jail Reporting Instructions

1. From a computer on a Warren County network (Telecom’s WCPSN or Warren County IT), navigate to <https://manageengine.wcpsn.net:9251/>

2. Select ‘Forgot your password?’

3. Enter your PSN username and captcha code

4. If you have created security questions you may use them otherwise you will be prompted for email verification. Select your email from the drop down. If your email is not in the drop-down list, call Telecom at 513-695-HELP.

5. Check your email for a verification code from noreply@wc.help.net.

6. Create your new password.