



Palm Beach County
Medical Examiner Application
Law Enforcement Training Guide

Death Investigation Form
Registration and Login for
Palm Beach Sheriff's Office (PBSO)

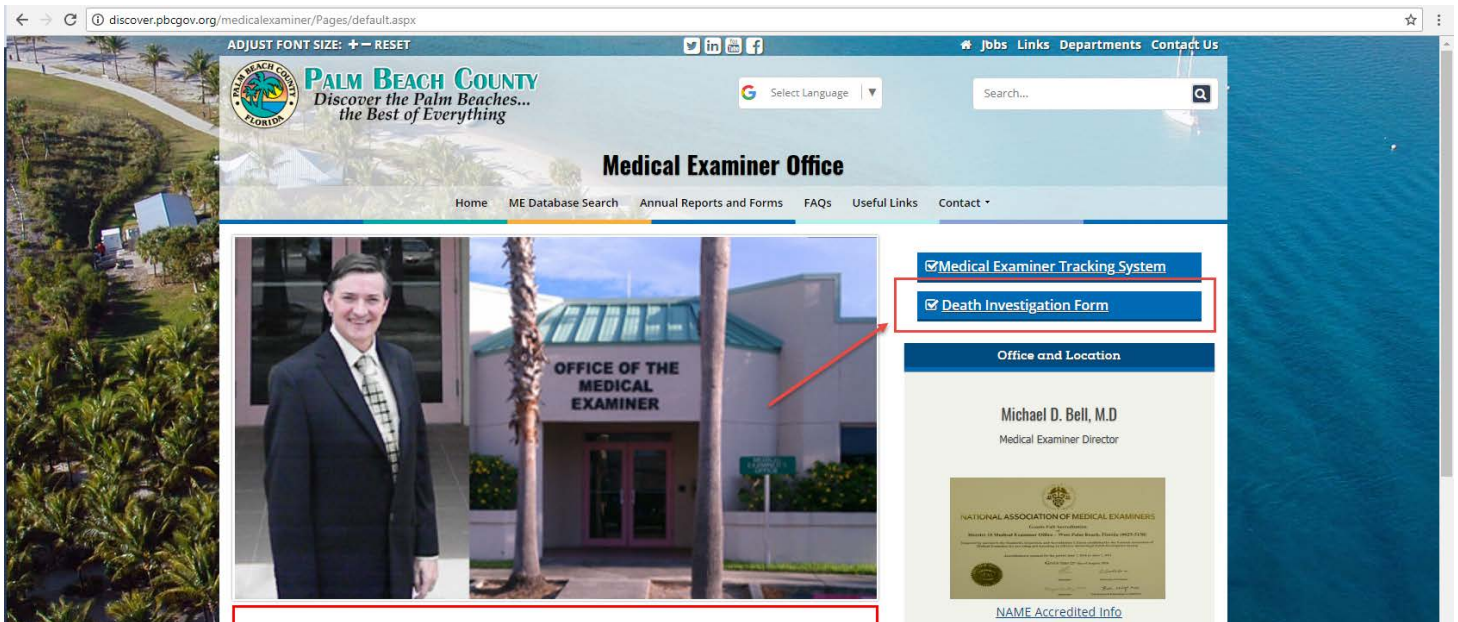
Prepared by:
Palm Beach County
Information Systems Services
December 2017

1. Accessing the Medical Examiner Application:

- a. Click on the link found on the Medical Examiner's Website (see below)

“Death Investigation Form”.

Important: Do NOT Click the Medical Examiner Tracking System to Register.



- b. If not previously registered, follow item 2. New User Registration (next page), otherwise, Go to item 3 (page 7), Login to System.

2. New User Registration

The screenshot shows the website for the Palm Beach County Medical Examiner Office. On the left is a logo and contact information for the office. The main content area has a yellow banner that says "Welcome to the Palm Beach County Medical Examiner Office". Below this is a registration form with fields for "UserID or Email" and "Password", a "Login" button, and links for "Forgot Password" and "Forgot User ID or Email". Below the login form is a "New User" section with a "Register" button, which is highlighted with a red arrow. At the bottom of the page are links for "Help", "Contact Us", "Feedback", and "Report a Problem".

- a. From the Welcome screen, click the Register button and the following appears. Click **Accept** to continue.

The screenshot shows a dialog box with a dark border and a close button (X) in the top right corner. The text inside the dialog box reads: "English Version: [Please review Terms and Conditions](#)" and "Spanish Version: [Por favor revise los Términos y Condiciones](#)". At the bottom of the dialog box are two buttons: "Decline" and "Accept".

b. The Law Enforcement Registration Page will appear:

Law Enforcement Registration

Email Address:* officer25@pbso.com

Organization Type:* Law Enforcement

Organization Name:* Palm Beach Sheriff's Office --Select--

Law Enforcement ID:* PBSO4566

First Name:* John

Middle Initial: J

Last Name:* Smith

Password:* Strong!

Confirm Password:* Strong!

* Required information

Clear Cancel Next

--Select--

District 1

District 2

District 3

District 4

District 5

District 6

District 7

District 8

District 9

District 10

District 11

District 12

District 13

District 14

District 15

District 16

District 17

FTO

PBSO Admin

c. Enter the following fields: (* indicates a required field)

1. Email Address:* Enter your email address
2. Organization Type: Law Enforcement is automatically displayed
3. Organization:* Select **Palm Beach Sheriff's Office**
4. District:* Select the District you belong to from ddlb shown above
Note: Select FTO (Field Training Office) if you have not been assigned a District.
5. Law Enforcement ID: * Enter Law Enforcement ID
6. First Name:* Enter your first name
7. Middle Initial: Enter your middle initial (optional)
8. Last Name:* Enter your last name
9. Password:* Enter password (Medium to Strong as noted)
10. Confirm Password:* Re-enter password

Clear Button will clear all fields.

Cancel Button will return you to previous Welcome Screen.

Click **Next Button** to move forward with Registration.

The Security Questions Screen is displayed:

Security Questions


Select Question:* What was your favorite sport in high school? ▼

Answer:* Vollyball

Select Question:* In what city were you born? ▼

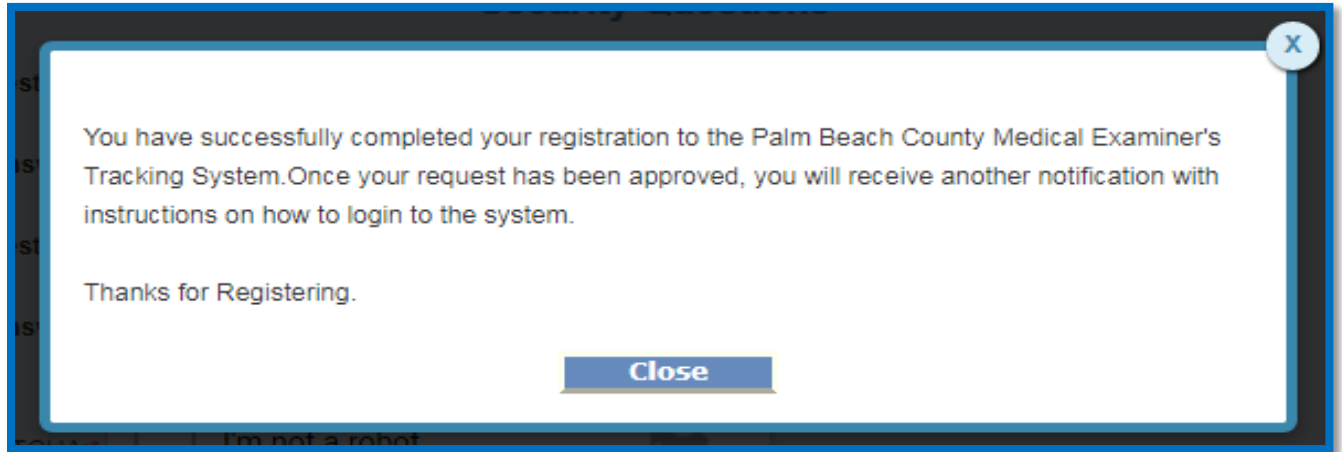
Answer:* Miami

ReCAPTCHA:* I'm not a robot

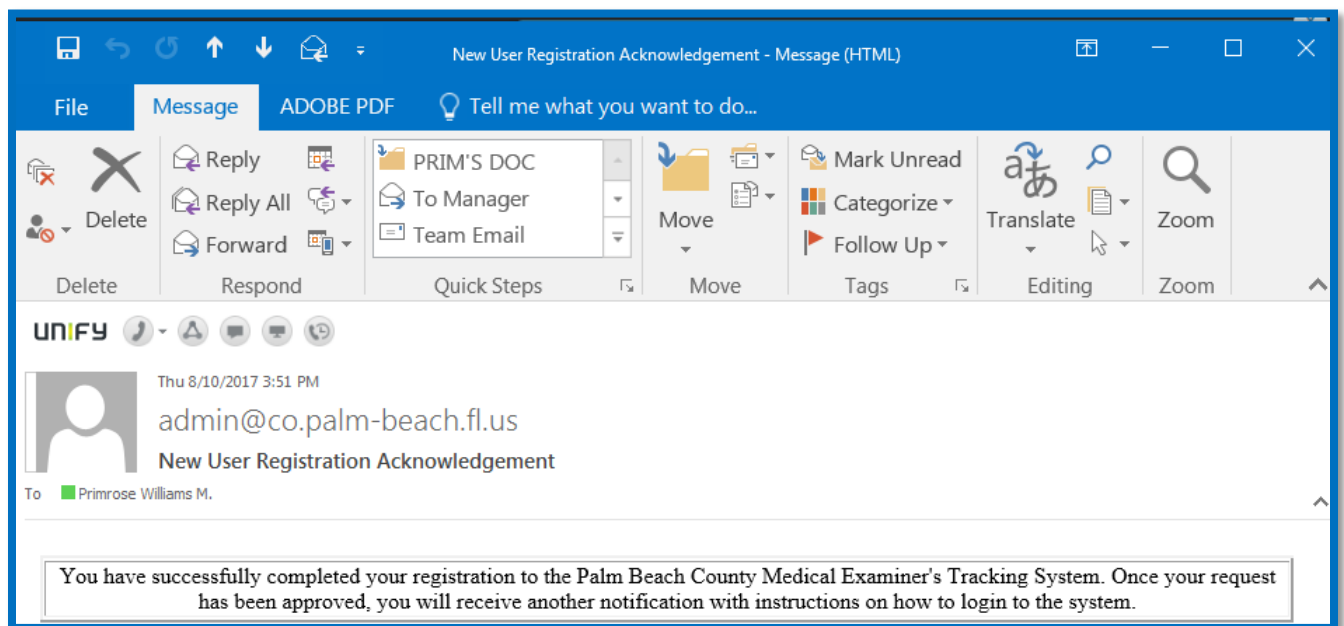

reCAPTCHA
[Privacy - Terms](#)

1. Select two Security Questions and provide answers. These will be used to verify your identity should you request a new password.
2. Check the “I’m not a robot” checkbox and follow instructions if asked.
3. Click **Register** button

- d. A popup will appear instructing you to check your email for access approval to the Medical Examiner Tracking System.



Click **Close** button and check email for approval. This may take up to 24 hours. The email will be from admin@co.palm-beach.fl.us and look as follows:



3. Login

From the Welcome Screen, Type your Email and Password to gain access to the Death Investigation Form.



The Death Investigation Report form will be displayed as shown below. Your name will appear in the upper right corner and under the Law Enforcement Information section. If you are designated as an Administrator for your law enforcement organization, you will also see the “System Maintenance” link for managing Users.

