Accessing the Sex Offender Image Retrieval and Tracking System

To access the **Sex Offender Image Retrieval and Tracking System**, open your browser and type in the URL as follows:

- **https://ncagencyportal.ncdoj.gov**
- The Log In Screen will load as shown:

Enter your DCIN User Name and DCIN password.

Select your agency from the drop down list if it is not already selected.

**NOTE:** You are only authorized to access and/or change information for your county in SORTS.

Click Log In button.

If you have entered the incorrect Agency Name, you will receive the below message:

Enter the correct Agency Name and continue.
Search for Offenders

The Search function enables the user to search for a Sex Offender by using the following combinations:

- Department of Corrections number
- Sex Offender Registration number
- Name
- Photo Status
- Offenders that have no photos
- Offenders that have missing front-view, right profile or left profile, by identifying which photo type is missing.
- Out of state offenders
- Public offenders, non-public offenders or all offenders

An offender must be located via the Search page in order to upload photos for the offender.

Enter the Search criteria.

If one result is found, the Sex Offender Detail page for that offender will be displayed.
If no results are found, a message displays in red at the bottom of the screen.

If multiple offenders satisfy the search criteria, a Search Results page displays. If the search yields more than 200 results, a message displays at the top of the page indicating the number of results found and asking the user to refine the search. Only the first 200 records are returned.
Click the Print Results button to print the Search Results.

**Search Results**

The Search results page will display the results from the Search with the offenders initially listed in alphabetical order. The Sex Offender Registration Number (SRN), Name, Registration Type, Registration Status, County, and availability of Left, Front and Center Photos are displayed for each result.

Sort order may be changed by clicking on Name heading to produce descending alphabetic order. Clicking on the SRN # heading will sort the list in ascending order by SRN #. Clicking SRN # again will change the sort order to descending.

The Search Results may be printed by clicking the Print Results button.

Clicking the SRN for a given offender opens the Detail page for that offender.
Sex Offender Detail Page

The Sex Offender Detail page is accessed by clicking the link for the selected offender on the Search Results page. From this page, the user may upload photos, save the photo, delete a photo and show the chronological history of the photo.

### Uploading a Photo

To upload a photo, enter the following:

- Photo Date (mm/dd/ccyy)
  - **Note:** This date cannot be in the future.
- Select the Orientation
  - **Note:** In order to upload a Left or Right Profile, a Front photo must already exist.
- File Name
  - **Note:** File Name can be located by clicking the Browse button. Photo Date and Orientation must have already been entered.
Click Upload Photo button. A confirmation screen appears as below. Click Save Photo to complete upload process or Cancel.

If you click Cancel, you will see a popup asking if you are sure you want to cancel and lose the upload.

If a photo already exists for an orientation, it may be replaced by uploading a new one.

**Change Photo Orientation**

Photos may be moved to a different orientation by clicking the Change Orientation link.
Note that a front view must always exist in order for there to be a left and right photo. In this case the buttons on the front view are disabled, so the front view may not be moved to a side view.

Click the Save Orientation button.

Delete Photo

Photos may be deleted by clicking the Delete Photo link. User will be asked if he/she really wants to delete.

Photo History

The history of all photos uploaded, moved or deleted may be viewed by clicking the View History link.
Selecting the radio button next to a photo in the history will set that photo to the current photo.
SORTS - List

User may choose to see the Pending, Declined or Expired photos of offenders in their county.

Search Results – Pending

Click Pending in the List Menu. The Search Results – Pending page loads.

No Pending photos at this time. Pending photos are pending approval of the Sex Offender Coordination Unit before uploading to the Sex Offender Public Registry.
Search Results - Declined

Click Declined in the List Menu. The Search Results – Declined page loads.

The list of offenders may be sorted by SRN # or Name by clicking the header for the column.

The list may be printed by clicking the Print Results button.

The Offender’s Detail page may be viewed by clicking the SRN #.

Search Results - Expired

Click Expired in the List menu. The Search Results - Expired page loads.

The list of offenders may be sorted by SRN #, Name or Photo Date by clicking the header for the column.

The list may be printed by clicking the Print Results button.

The Offender’s Detail page may be viewed by clicking the SRN #.
Preferences

A new email address may be entered, with a confirmation of the email address, and the Default Sort order may be changed.

Choose My Preferences on the Menu and click Edit Preferences button.

Click Update button to save changes. Click Cancel to return to My Preferences page.

Email addresses are mandatory and if not present, no changes will be saved.
Declined Photos

Declined Photos must be replaced. To view declined photos, click on SRN # in list of Declined Photos. Offender Detail page will load.

In order to replace the declined photo with another photo, the declined photo must first be deleted.
If user attempts to upload a new photo without deleting the declined photo, an error message is generated.

Delete the Declined Photo by clicking the Delete Photo link.
Click the OK button to delete photo.

A record of the action, but not the photo is kept in the history, which may be viewed by clicking on the View History link.

Expired Photos

Expired photos are those that are more than a year old. To view expired photos, click on SRN # in list of Expired Photos. Offender page will load.
At this point the photo may be confirmed by clicking the Confirm Photo button. Or a new photo may be uploaded by clicking the Offender Details button to go to the Offender Detail page.

Clicking the Return to List button reloads the Expired Photo Search page.

**ON Track**

ON Track is the Offender Name Tracking tool. It is included to associate the name the offender used at the time of conviction with each offense, and the name used at the time of sentencing with each offense, per SORNA regulations.

Clicking List under ON Track will provide a list of all offenders in your county that have missing ON Track data. Only offenders that have Active or Pending registrations will be listed.

Enter the SRN and click on Select to view ON Track data associated with one offender based on the SRN.

Clicking the SRN from the list will bring up the offender’s ON Track data to be completed. Select a name for each section and for each offense and click Save All before exiting this page.
Adding only the Primary Name at Conviction without the Primary Name at Sentencing and clicking Save will cause an error notice in red “K002 Primary Name at Conviction and Primary Name at Sentencing are both required.” You must enter all names including the Alias Names at Conviction before saving.

You may elect to save each individual offense change, or select Save All for offenders with more than one offense listed.

Once the names have been added to each offense, the offender will be removed from the list of ‘Missing ON Track Data’, but you may still access this information by using the SRN under ON Track.

This caveat is added once all names have been updated in ON Track:
K001: Sentencing Name updated.
Conviction Name updated.
Aliases updated.
Logout

Logging out of SORTS is essential for system security and integrity.

User is logged out and the login screen is loaded.