# Virginia Department of Forensic Science DNA Data Bank Sample Tracking System (DBSATS)

# Login Instructions for Authorized Personnel



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Screen captures in these instructions were taken using the Google Chrome web browser. Depending upon the web browser you are using, your screen may differ slightly.

## **Introduction**

## DNA Data Bank Sample Tracking System Overview

The DNA <u>D</u>ata <u>Bank SA</u>mple <u>T</u>racking <u>S</u>ystem (DBSATS) is a web-based application that was developed and implemented by the Virginia Department of Forensic Science (DFS). The system provides a real-time search of the DNA Data Bank to determine if a DNA sample has already been collected or if one needs to be collected. In the event that a DNA sample needs to be collected, the Pre-Log feature allows entry of the sample information by the user agency, along with the barcode from the DNA sample collector. The DNA sample is then collected and mailed or delivered to the DNA Data Bank. Upon scan of the DNA sample barcode into the DNA Data Bank, the electronic record of the Pre-Logged information is retrieved.

#### **User Agency Access**

DBSATS may be accessed by user agencies from any device connected to the internet. In order to access the system, users accounts must be established by their Agency Site Administrator. Agencies can establish a new Site Administrator account by contacting the DNA Data Bank via email at <u>dnadatabank@dfs.virginia.gov</u>.

## Accessing the System

Navigate to the DNA Data Bank Sample Tracking System login page at:

#### https://dnaprelog.dfs.virginia.gov

Log In		
This system allows online search of the DNA Data Bank and entry of DNA Sample submission information before a Bussal DNA Collection Air is submitted to the	§ 19,2-310.6. Unauthorized uses of DNA data bank; forensic samples; penalties	
Only addicated personnel from oplection sites (les enforcement, connectional facilities, etc.) and the Department of Powenic Science (DPB) may access the system. Authorized personnel may obtain their credentiats from their Agency Site Advisorities.	Information contained on the data liank which be guiley of a Cleas 3 middlemensor. Any person who desermates, received, or otheremise uses on adtempts to as use information is the data bank, knowing that such disseminations, receipt, or use in for a purpose other than an activitized by less, shall be guilty of a Cleas 1 misutementori. Eaxept as authorized by less, any person who, for purposes of Ruleing DNA analysis performed, obtains or attempts to obtain any sample submitted to the Department of Eureman Steeros for analysis shall be guilty at a Cleas 5 felory.	
Login	Centact Information	
Funder, your assessment?	Virginia Department of Forenox Science	
	DNA Data Barti	
	Hours: Menday-Friday: II am-5.pm	
	Phone: 1804) 785-3789	
	Fax: (804) 786-9985	
	Email drachastankouth impiria por	

Prior to logging into the System, you must have obtained your account permission through your Agency Site Administrator. Once you have your account permission, use your email and password to log in on the DBSATS login page.

 Step 1: By logging in, the user agrees to these <u>Terms and Condi-</u> <u>tions</u> also known as the *Acceptable Use Agreement*. Click to review.

**2. Step 2:** Enter the business email address used to register you for the System in the "Email" field.

Step 3: Enter the password in the "Password" field. Click the "Log In" button. If you entered the correct email address and password, you will be navigated to the DBSATS search page.

**NOTE:** If you do not remember your password, you can reset it by clicking on the "Forgot your password?" link.

## Log In

This system allows online search of the DNA Data Bank and entry of DNA Sample submission information before a Buccal DNA Collection Kit is submitted to the Commonwealth of Virginia.

Only authorized personnel from collection sites (law enforcement, correctional facilities, etc.) and the Department of Forensic Science (DFS) may access the system. Authorized personnel may obtain their credentials from their Agency Site Administrator.

#### View login instructions

By logging into this system, the user agrees to these Terms and Conditions.

1		
<u> </u>		
Password		
Login		
Fontot your password?		

## For System Support or Additional Information

## Contact the DNA Data Bank:

## Email: DNADatabank@dfs.virginia.gov

# Phone: (804) 786-3789 Fax: (804) 786-9985

