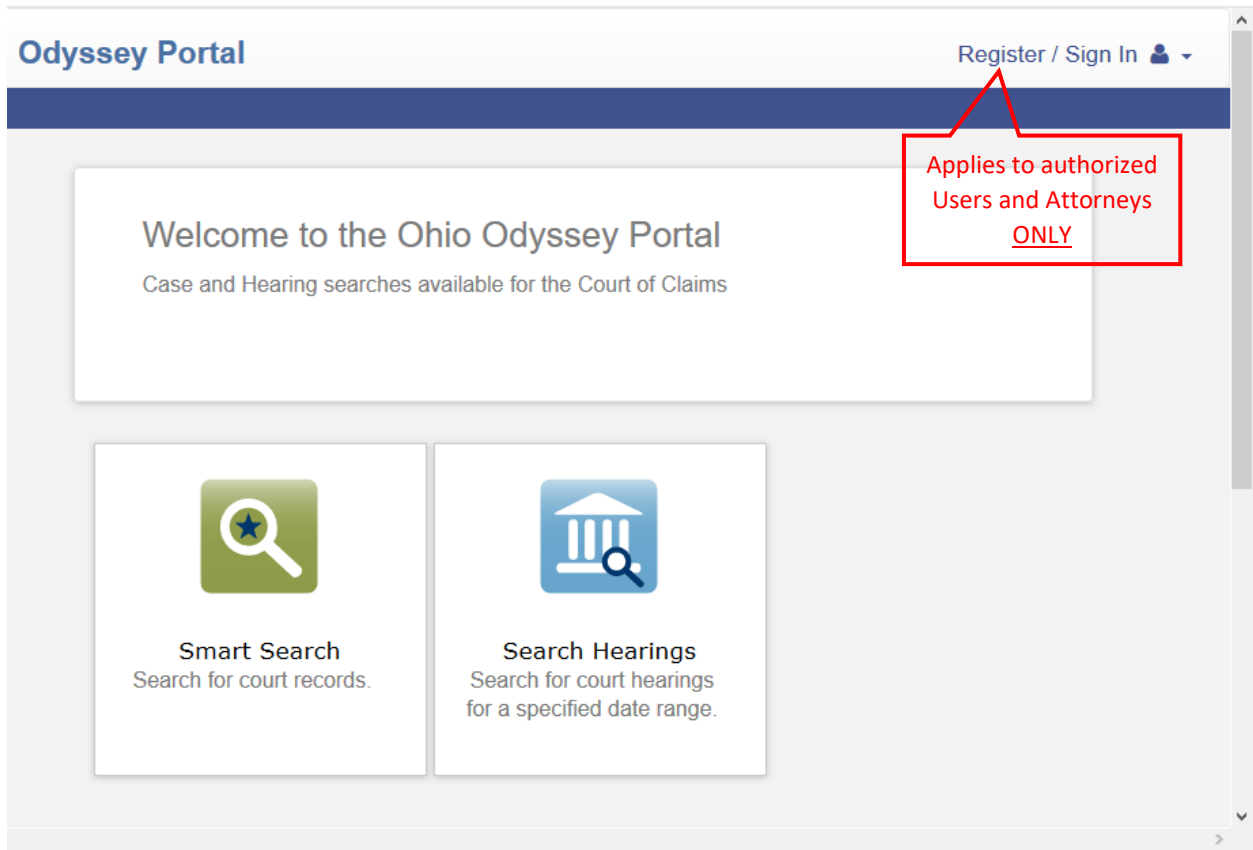


## Odyssey Portal Registration Instructions for Attorneys

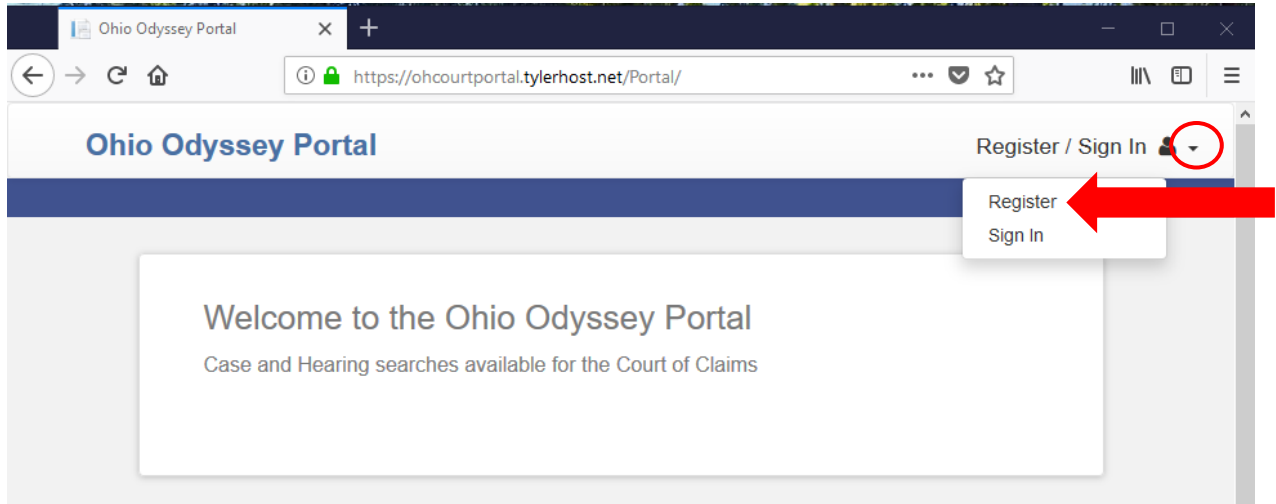
The Odyssey Portal provides authorized users web access to search the Odyssey database for Odyssey cases and hearings. Certain features are only available to authenticated users. This guide outlines the steps required for user registration.

1. Access the Odyssey Portal website using the following link:

<https://ohcourtportal.tylerhost.net/Portal/>



2. Select Register from the drop-down in the top right corner of the Odyssey Portal Dashboard



3. Complete the Registration Form and select Next at the bottom of the page.

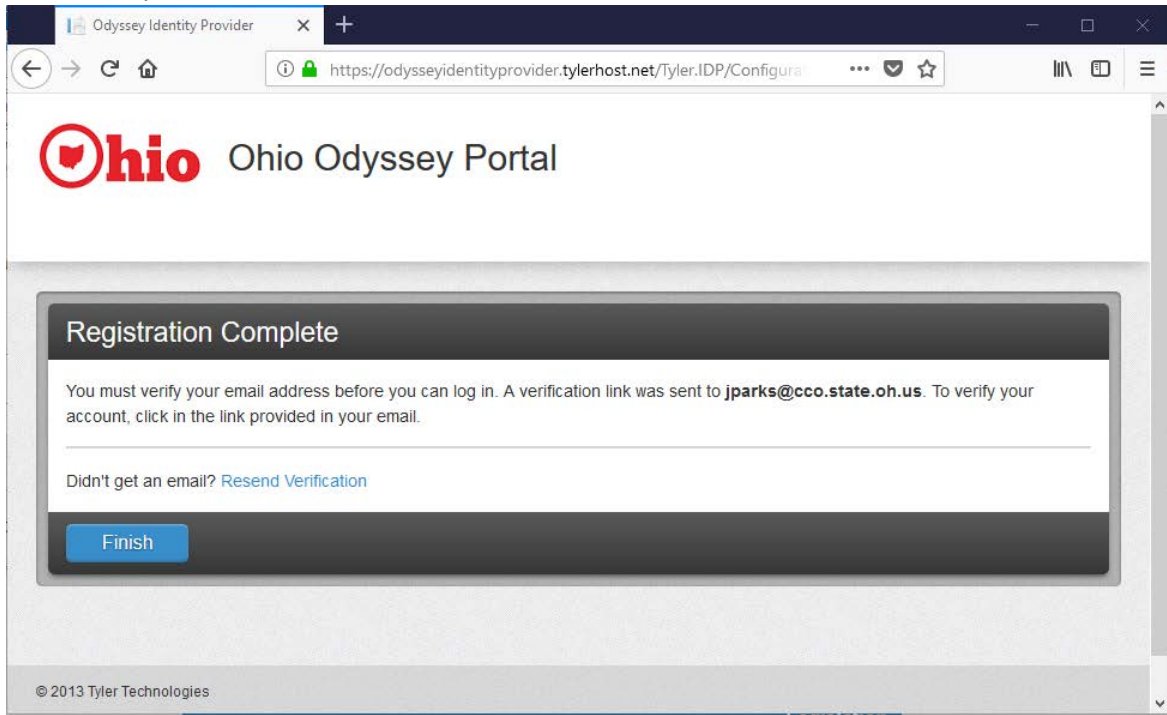
The screenshot shows a "Registration Form" with the following fields:

- First Name
- Last Name
- Email Address
- Username
- Password
- Confirm Password
- Mobile Phone (Numbers Only)
- Select Service Provider (dropdown)
- SMS Correspondence Address
- Select Security Question 1 (dropdown)
- Answer for Security Question 1
- Select Security Question 2 (dropdown)
- Answer for Security Question 2
- Select Security Question 3 (dropdown)
- Answer for Security Question 3

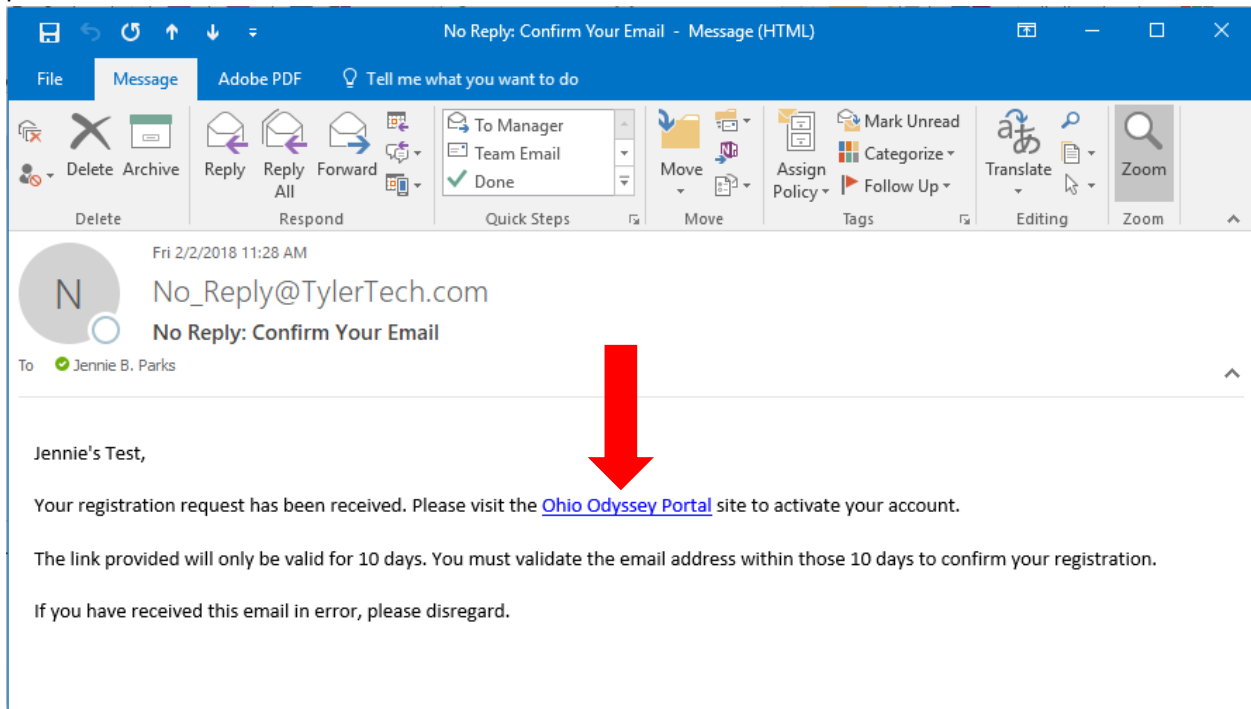
At the bottom of the form, there is a CAPTCHA image and a text input field labeled "Please retype the characters". Below the CAPTCHA, there are two buttons: "Next" (highlighted with a red box) and "Cancel".

An orange callout box with a white background and a black border points to the "Mobile Phone (Numbers Only)" field. The text inside the callout box reads: "Mobile Phone information is OPTIONAL".

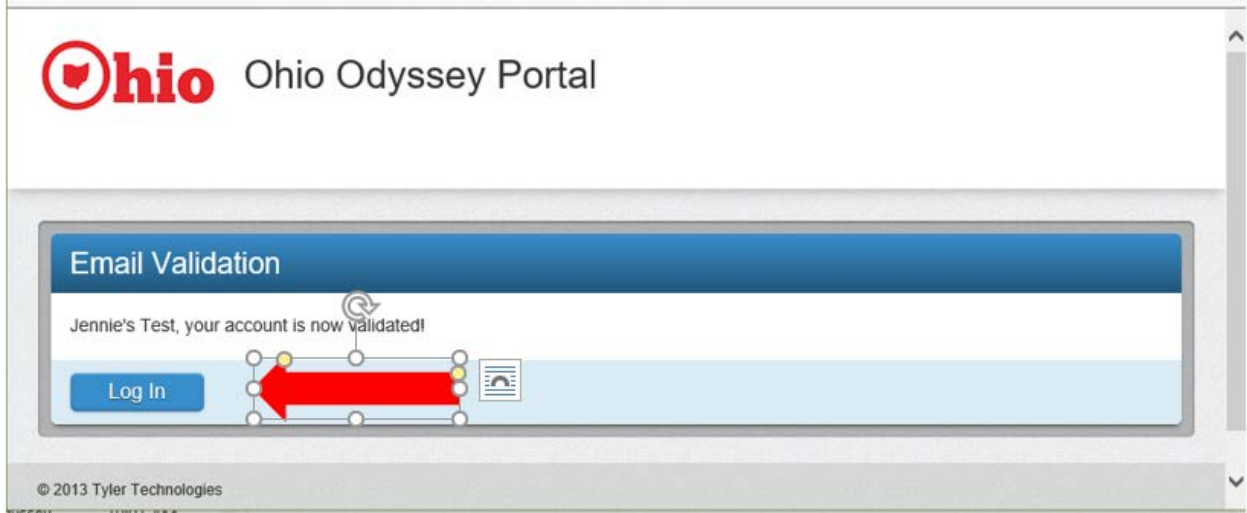
4. The message below will appear after the Registration Form is submitted. Before you can log in to the Odyssey Portal site, you must verify your email address. Open the verification email from Tyler Technologies and select the link provided. Check your Spam or Junk folder if you do not receive an email immediately.



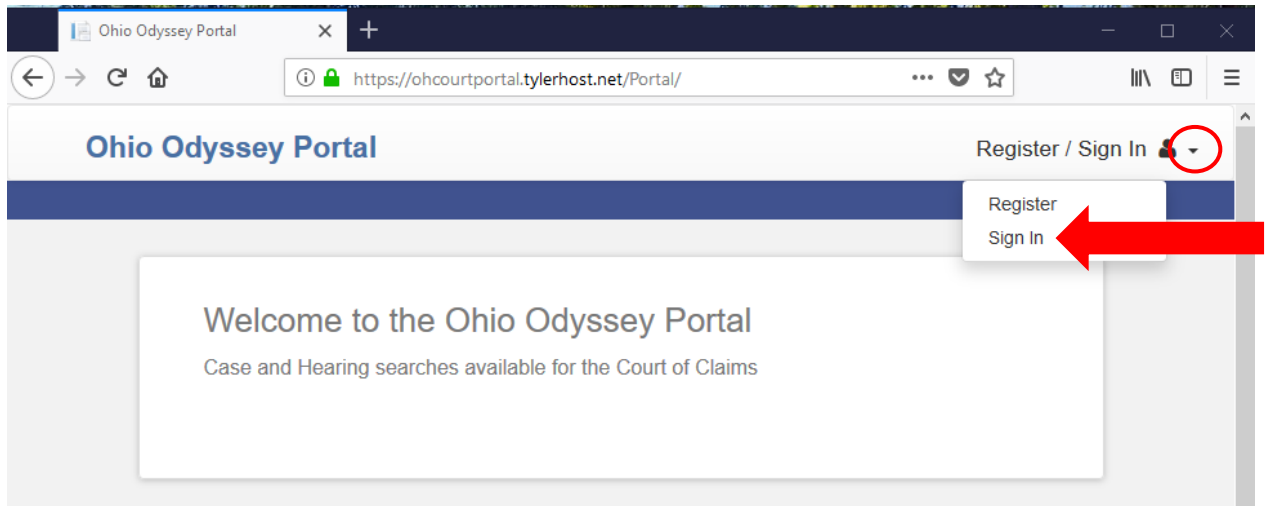
5. Below is an example of the verification email. Select the link provided to complete the verification process.



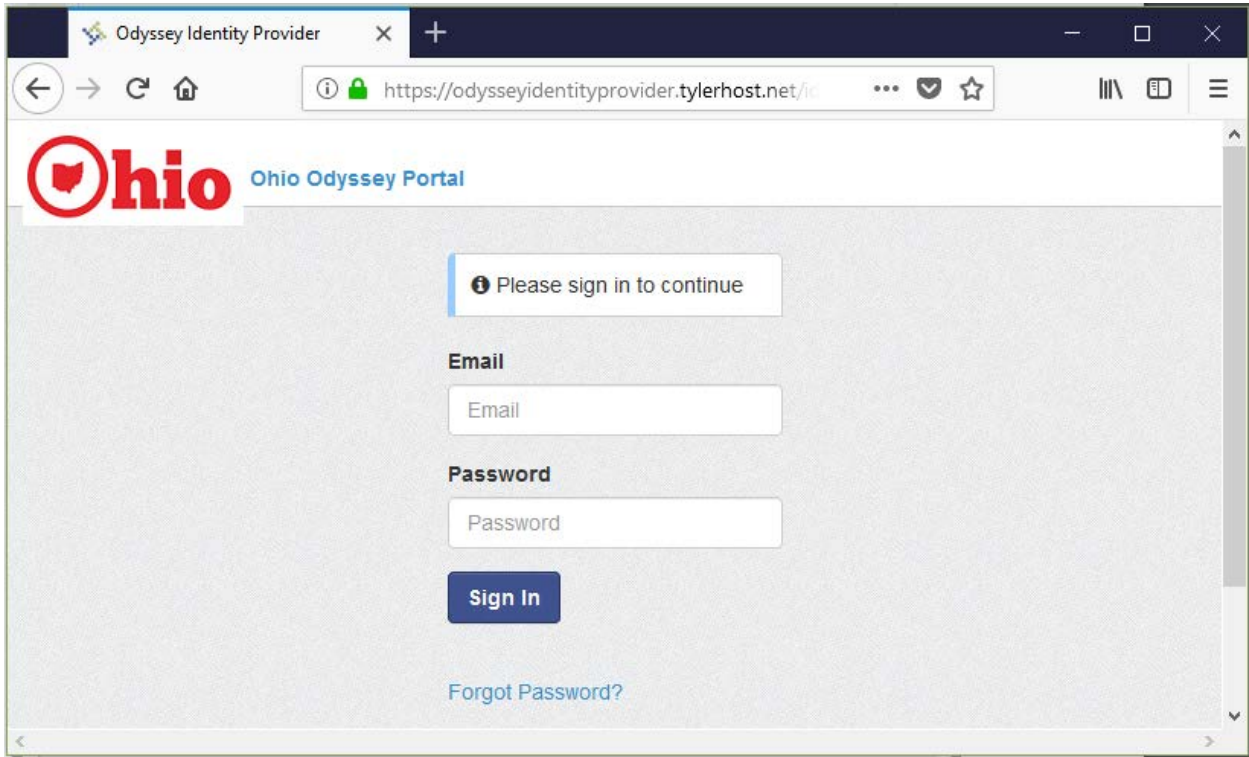
6. The link will redirect you back to the Odyssey Portal with a message that your email has been validated. Select the Log In button to proceed to the Portal Dashboard.



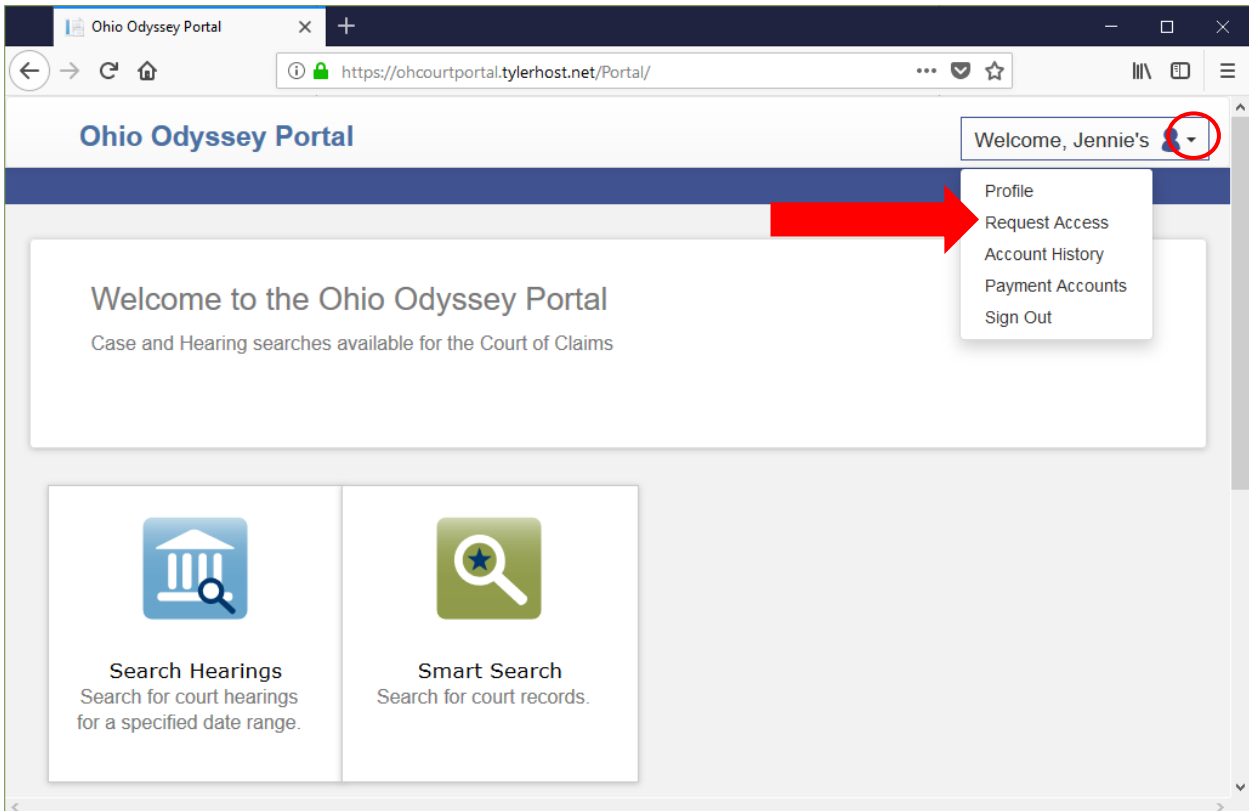
7. Select the Sign In option from drop-down in the right-hand corner of the Portal Dashboard.



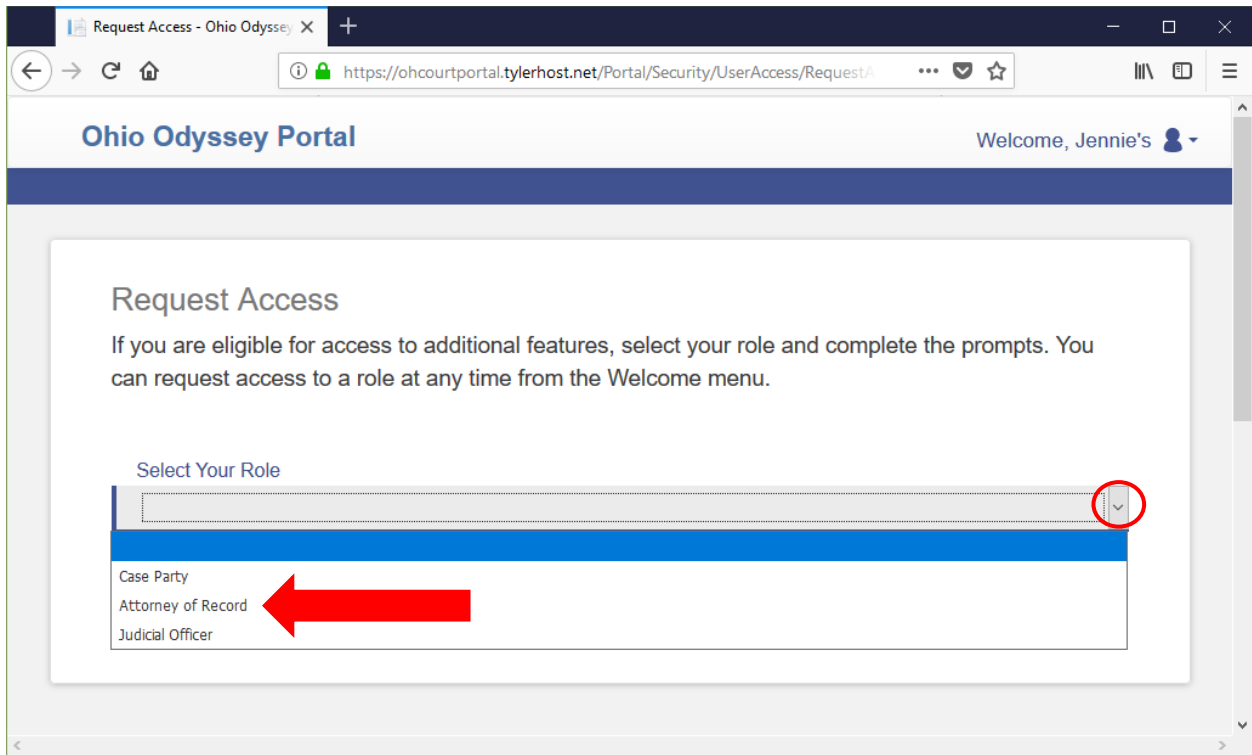
8. Enter your email address and password.



9. From the Portal Dashboard, navigate to the top right corner and select Request Access from the drop-down menu.



10. Select the "Attorney of Record" Role from the drop down menu.



11. Complete the prompts associated with the 'Role' selected. Attorneys must provide their Ohio Attorney Registration Number. Then select the check box to agree to the Terms and Conditions (required). It is recommended that you also select the option 'Email me a copy'. Scroll down to the bottom of the page and select Submit.

Request Access

If you are eligible for access to additional features, select your role and complete the prompts. You can request access to a role at any time from the Welcome menu.

Select Your Role  
Attorney of Record

What's Included  
Smart Search Portlet  
Hearing Search Portlet

Complete the Following  
Bar Number  
123456

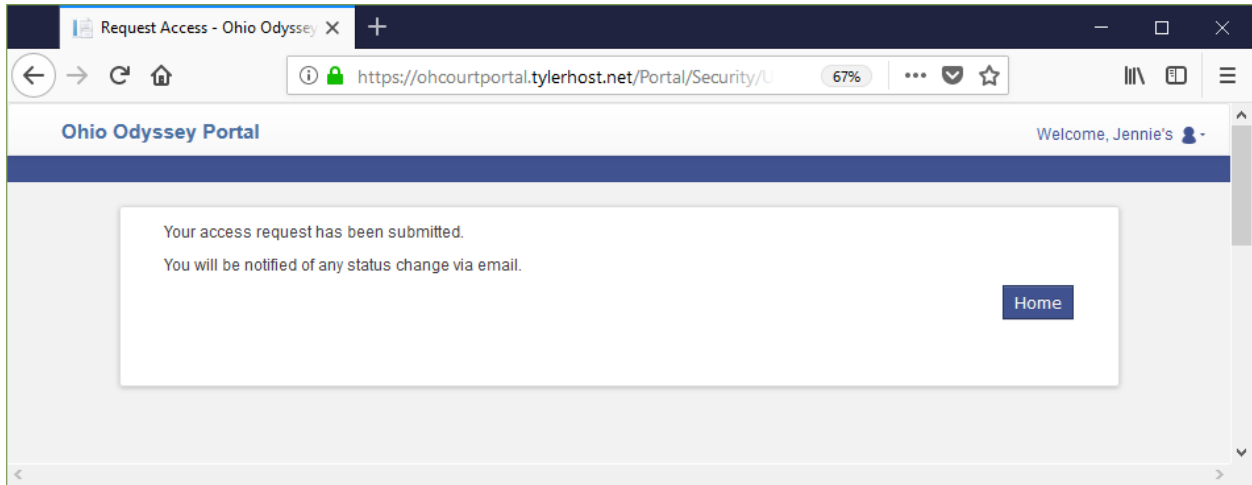
Terms and Conditions  
 I agree to the Terms and Conditions  
 Email me a copy

null  
[Home](#) [Submit](#)

© 2018 Tyler Technologies, Inc. | All Rights Reserved  
Version: 3.3.37.0

EMPOWERED BY  
TYLER TECHNOLOGIES

13. The Odyssey Portal Administrator will review your request for access and you will be notified by email when your request is approved or denied.



Odyssey Portal access requests will generally be approved within 2 business days.