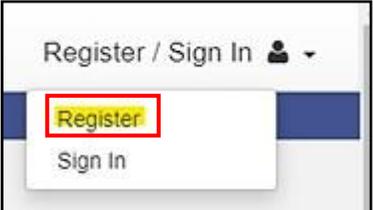
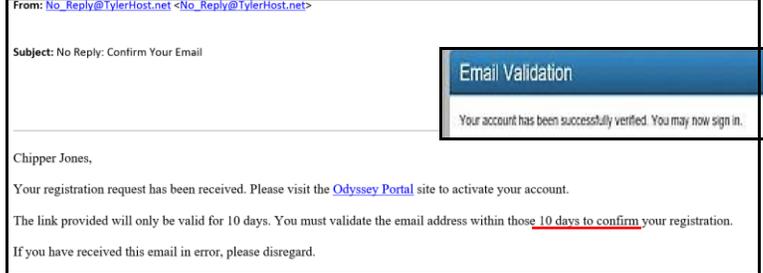


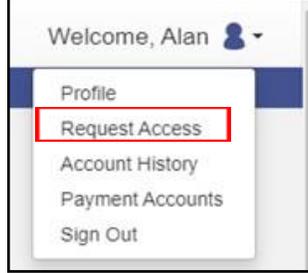
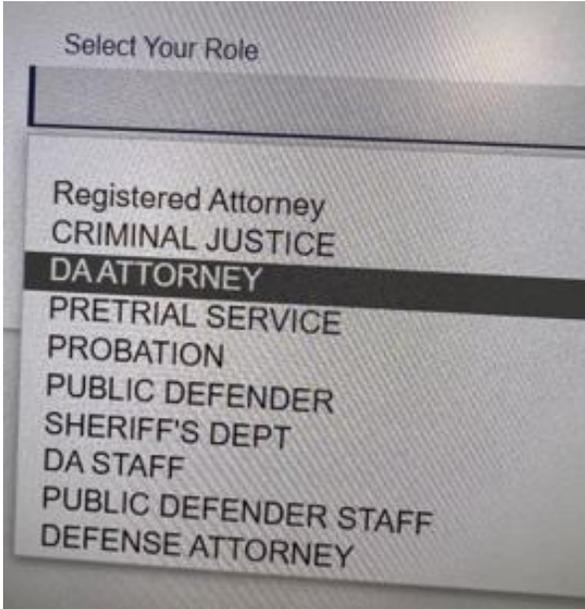


Accessing the Portal

Quick Reference Guide

Step 1 - REGISTER	Step 2 – EMAIL VERIFICATION
<ol style="list-style-type: none"> Go to the PROD Portal site in your Internet browser. Click Register/ Sign In in the upper right corner. Click Register. Complete the registration form and click Next. 	<ol style="list-style-type: none"> Confirm email received. If so: click Finish. If not: click Resend Verification. Open verification email and click on Odyssey Portal link to verify. -Note: You have 10 days to confirm registration. To re-access portal:  

Step 3 - REQUEST ACCESS

<ol style="list-style-type: none"> Sign into the system. Once signed in, click the Welcome menu in the upper right corner. Click Request Access. The Request Access page will display.  	<ol style="list-style-type: none"> From the dropdown, select Your Role. <p>The request will go to the Dallas County Information Technology Department for review.</p> <p>Once approved you will receive an email.</p> 
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