

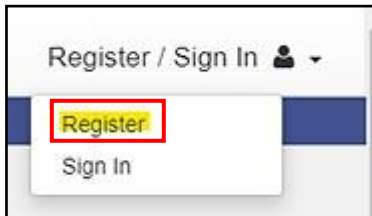


Accessing the Portal

Quick Reference Guide

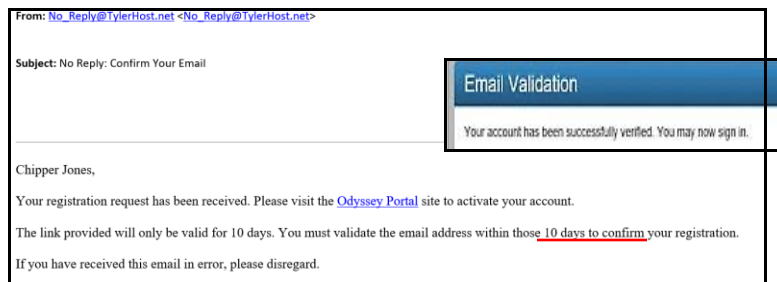
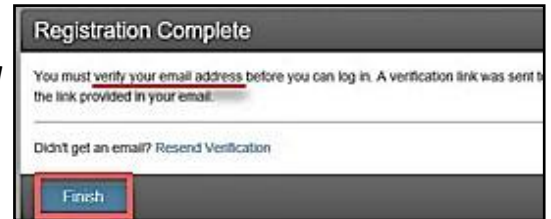
Step 1 - REGISTER

1. Go to the PROD Portal site in your Internet browser.
2. Click **Register/ Sign In** in the upper right corner.
3. Click **Register**.
4. **Complete** the registration form and click **Next**.



Step 2 – EMAIL VERIFICATION

1. Confirm email received.
2. **If so:** click **Finish**.
3. **If not:** click **Resend Verification**.
4. Open verification email and click on Odyssey Portal link to verify. **-Note:** You have 10 days to confirm registration.
5. To re-access portal:

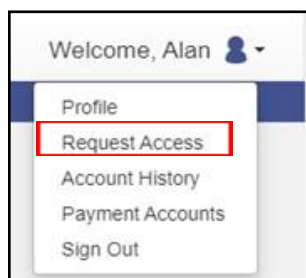


Step 3 - REQUEST ACCESS

1. Sign into the system.
2. Once signed in, click the **Welcome** menu in the upper right corner.



3. Click **Request Access**. The Request Access page will display.



4. From the dropdown, select **Your Role**.

The request will go to the Dallas County Information Technology Department for **review**.
Once **approved** you will receive an email.

