## Accessing the Portal



## Quick Reference Guide

Step 1 - REGISTER		Step 2 – EMAIL	VERIFICATION
1.	Go to the PROD Portal site in your Internet browser.	<ol> <li>Confirm email rec</li> <li>If so: click Finish.</li> <li>If not: click Resend Verification.</li> </ol>	eived.  Registration Complete  You must verify your email address before you can log in. A verification link was sent to the link provided in your email.  Didn't get an email? Resend Verification
2. 3. 4.	Click Register/ Sign In in the upper right corner. Click Register. Register. Register / Sign In * • • • • • • • • • • • • • • • • • •	<ul> <li>4. Open verification to verifyNote: You</li> <li>From: No. Reply@TylerHost.net <no. li="" reply@tyler<=""> <li>Subject: No Reply: Confirm Your Email</li> <li>Chipper Jones, Your registration request has been received. Pl- The link provided will only be valid for 10 day If you have received this email in error, please</li> <li>5. To re-access portage</li> </no.></li></ul>	Erich  Frich  Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich Frich F
Step 3 - REQUEST ACCESS			
<ol> <li>Sign into the system.</li> <li>Once signed in, click the Welcome menu in the upper right corner.</li> <li>Welcome Alan S</li> <li>Click Request Access. The Request Access page will display.</li> </ol>		4. From the dropdown, select <b>Your Role</b> . The request will go to the Dallas County Information Technology Department for <b>review</b> . Once <b>approved</b> you will receive an email. Select Your Role Registered Attorney CRIMINAL JUSTICE DAATTORNEY PRETRIAL SERVICE PROBATION PUBLIC DEFENDER SHERIFF'S DEPT DA STAFF PUBLIC DEFENDER STAFF DEFENSE ATTORNEY	

Dallas County Information Technology