



Portal User Request Form

EMAIL TO DALLAS COUNTY ODYSSEY SUPPORT TEAM
portalusers@dallascounty.org
214-653-7900



PLEASE PRINT ALL INFORMATION OTHER THAN SIGNATURE

First Name: _____ **Last Name:** _____ **Phone:** _____

Supervisor: _____ **Department:** _____ **Phone:** _____

User's or supervisor's email: _____
(REQUIRED FOR NOTIFICATION)

Add User

User Account Action

Urgency of Request

Department Access

Windows ID: _____
Modify User
Deactivate User
Reset Password
N/A

Urgent
Standard

Criminal Justice
District Attorney*
District Attorney Staff
PreTrial
Probation
Sheriff's Dept
Public Defender*
Public Defender Staff
Defense Attorney*
Defense Attorney Staff
CDC Staff Attorneys*

**If "District Attorney", "Public Defender", "Defense Attorney", or "CDC Staff Attorneys" is selected from "Department Access", enter Attorney Bar Number below:*

Comments and or special instructions:

User Signature:

NOTIFICATION WILL BE PROVIDED WHEN ACCOUNT IS COMPLETED

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