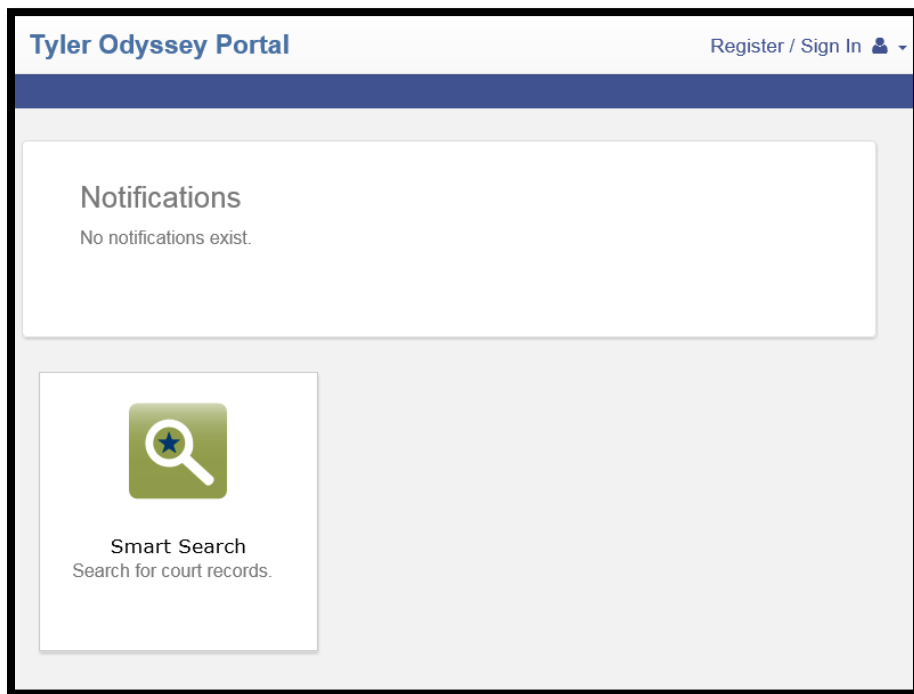


# PORTAL INSTRUCTIONS FOR DEFENSE ATTORNEYS

Using your preferred browser: <http://justice.mctx.org/ody-portal>

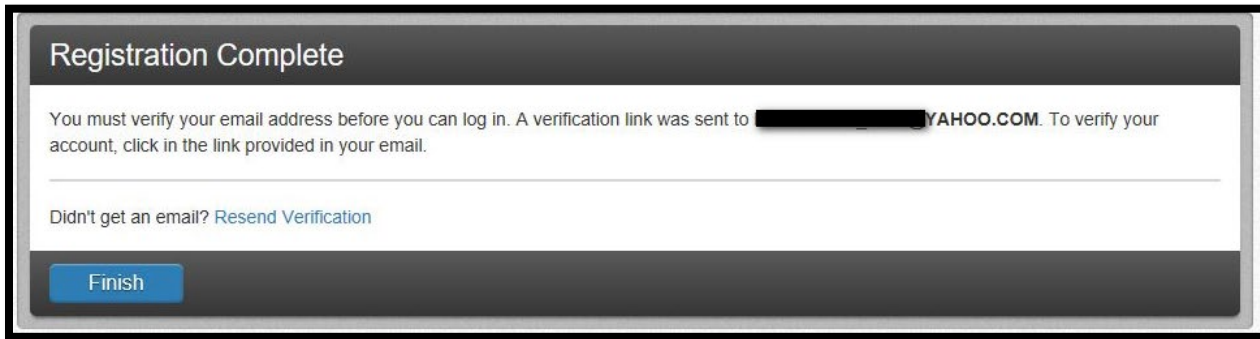


Upper right-hand corner, click on **'Register'** and again **'Register'**; and fill out the information.

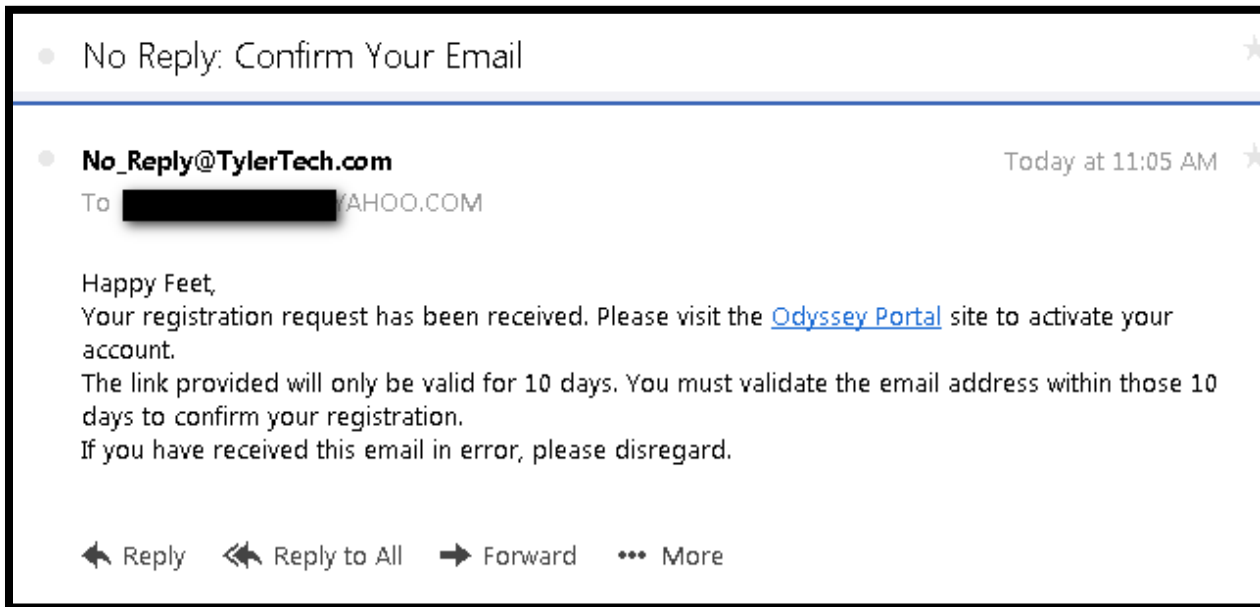
A screenshot of the "Registration Form" interface. The form is titled "Registration Form" and contains several input fields and dropdown menus. The fields are: "First Name", "Last Name", "Email Address", "Username", "Password", "Confirm Password", "Mobile Phone (Numbers Only)", "Select Service Provider" (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", and a CAPTCHA image showing the characters "PWJXJP". Below the CAPTCHA is a text box labeled "Please retype the characters". At the bottom of the form are two buttons: "Next" and "Cancel".

In this case, I used First Name of “Happy”; Last Name as “Feet” as the attorney’s name.

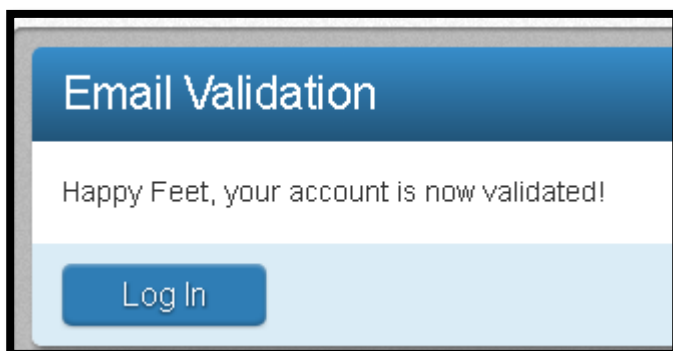
Registration Complete



Log into the account that you associated to during registration; click on the new email



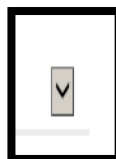
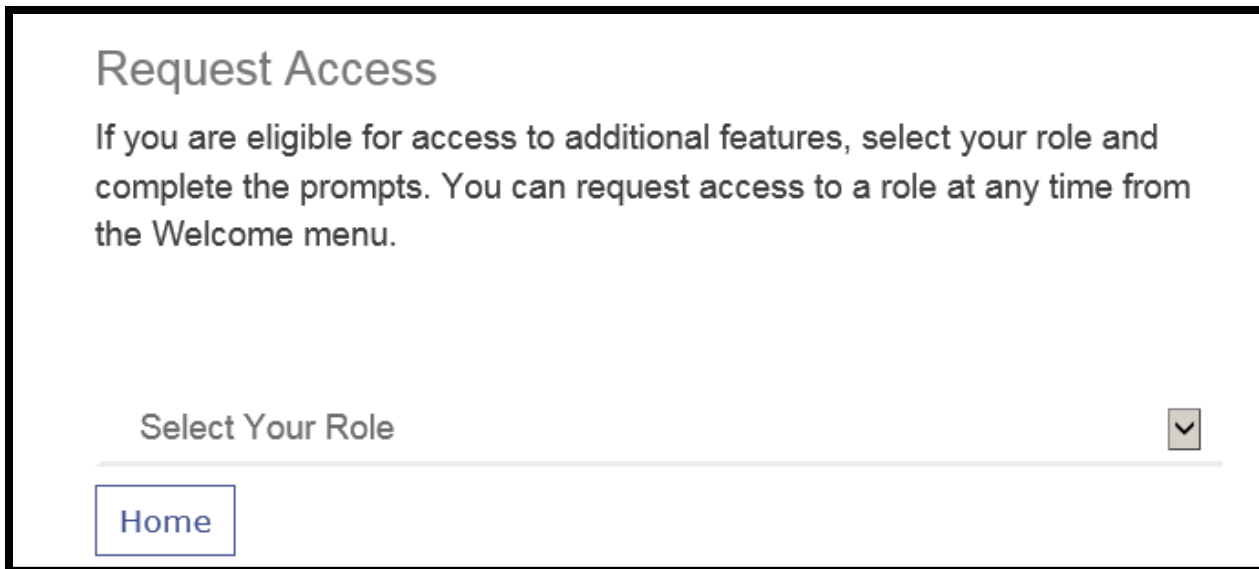
Click on the Odyssey Portal link



Log back onto the portal: <http://justice.mctx.org/ody-portal> hit 'register/sign in'.



Hit 'Sign In' using the email/password you used at the time of registering. You will get this 'Request Access' webpage. (If you didn't get this webpage hit Welcome, {Your Name} and click on 'Request Access' dropdown)



Hit the down arrow to the right of 'Select Your Role' Select 'eDiscovery Role' And 'Submit'



Your access request has been submitted.

You will be notified of any status change via email.

[Home](#)

Once the DA users apply your name to the eDiscovery Tab of a case, and mark an item to be shared, you will receive an email.

The email will list the defendant's name in the subject line and state the discovery that was shared within the body of the email.

From: Odyssey Job Service (Site TXMONTGOMERYPROD) [odyssey.reports@mctx.org]  
To: [REDACTED]  
Cc:  
Subject: eDiscovery Share Notification for Defendant: BASS, JOHN MARK

Defendant: BASS, JOHN MARK  
Location: District Attorney  
Date/Time Shared: 06/27/2017 11:09 AM  
Type/Name of Document: Other Discovery / Dash Cam Video