PORTAL INSTRUCTIONS FOR DEFENSE ATTORNEYS

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

Tyler Odyssey Portal Register / Sign In 🎍	
Notifications No notifications exist.	
Smart Search Search for court records.	

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

Registration Form	
First Name	Last Name
Email Address	Username
Password	Confirm Password
Mobile Phone (Numbers Only)	
Select Service Provider	SMS Correspondence Address
Select Security Question 1	Answer for Security Question 1
Select Security Question 2	Answer for Security Question 2
Select Security Question 3	Answer for Security Question 3
PVJXJP 2 Please retype the characters	
Next 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

•	No Reply: Confirm Your Email		1
•	No_Reply@TylerTech.com To	Today at 11:05 AM	*
	Happy Feet, Your registration request has been received. Please visit the <u>Odyssey Portal</u> st account. The link provided will only be valid for 10 days. You must validate the email a days to confirm your registration. If you have received this email in error, please disregard.	te to activate your ddress within those 10	
	🐟 Reply < Reply to All 🔿 Forward 🚥 More		

Click on the Odyssey Portal link



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

Tyler Odyssey Portal	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)

Request Access	
If you are eligible for access to additional features, sele complete the prompts. You can request access to a rol the Welcome menu.	ect your role and e at any time from
Select Your Role	Y

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



Select 'eDiscovery Role' And

Select Your Role	
eDiscovery User	✓
What's Included	
Electronic Discovery	
Home	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: To: (Cc:	Odyssey Job Service (Site TXMONTGOMERYPROD) [odyssey.reports@mctx.org] dawn_heyblue@hotmail.com
Subject:	eDiscovery Share Notification for Defendant, BASS, JOHN MARK
Defendar Locatior Date/Tin Type/Nar	nt: BASS, JOHN MARK n: District Attorney me Shared: 06/27/2017 11:09 AM me of Document: Other Discovery / Dash Cam Video