

The Odyssey Portal provides authorized users web access to search the Odyssey database for Odyssey cases and hearings. Certain features are only available to authenticated users. This guide outlines the steps required for user registration.

- 1) Access the Odyssey Portal website using the following link:

<https://publicportal.alameda.courts.ca.gov/publicportal>

The screenshot shows the top of the Odyssey Portal dashboard. The header includes the Alameda Superior Court logo and the text "Alameda Superior Court - Online Records Search" on the left, and "Register / Sign In" with a user icon on the right. A red callout bubble points to the "Register / Sign In" link, containing the text: "Applies to authorized Justice Partners and Attorneys ONLY". Below the header is a "Notifications" section with the following text: "Public access to the Odyssey Portal does not require registration. Please note that the registration system on the Odyssey Portal is for JUSTICE PARTNER and ATTORNEY use only. Justice partners include, but are not limited to the Public Defender, District Attorney, Probation Department, Department of Social Services, and other authorized agencies. If you are not an authorized agency or an attorney, please do not register -- registration from unauthorized users will be denied. If you encounter any technical issues or need assistance with the Odyssey Portal, please send an e-mail to the Portal Help Desk at portal@alameda.courts.ca.gov. Please note that the Portal Help Desk cannot assist you with questions concerning your case. Portal Registration Guide - Authorized Users Only Portal User Guide Search Tip: The asterisks (\*) functions as a wildcard. Use the asterisk before and/or after your search entry to broaden the search results: \*Doe, Jane\* OR \*16-CR-000123\* Click here to search the Odyssey Calendar". A red box highlights a link "Click here to search the Odyssey Calendar" with the text: "\*NEW\* Odyssey Calendar tool includes enhanced search features including Department #, PFN and CEN". Below the notifications are two search buttons: "Search Hearings" (Search for court hearings for a specified date range) and "Smart Search" (Search for court records).

- 2) Select Register from the drop-down in the top right corner of the Odyssey Portal Dashboard.

This close-up screenshot shows the "Register / Sign In" dropdown menu. A red arrow points to the "Register" option, which is highlighted. The "Sign In" option is also visible below it.

3) Complete the Registration Form and select **Next** at the bottom of the page.

**Registration Form**

First Name Last Name

Email Address Username

Password Confirm Password

Mobile Phone (Numbers Only)

Select Service Provider Select 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

Please retype the characters

**Next** Cancel

Mobile Phone information is OPTIONAL

4) The message below will appear after the Registration Form is submitted. Before you can log in to the Odyssey Portal site, you must verify your email address. Open the verification email from Tyler Technologies and select the link provided. Check your Spam or Junk folder if you do not receive an email immediately.

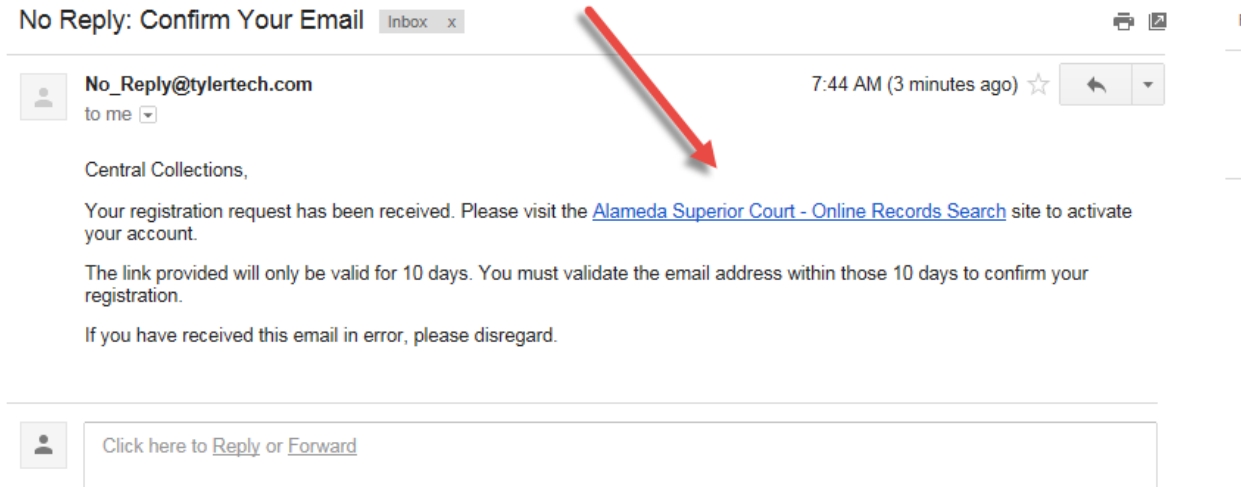
**Registration Complete**

You must verify your email address before you can log in. A verification link was sent to **centralcollectionsODY@gmail.com**. To verify your account, click in the link provided in your email.

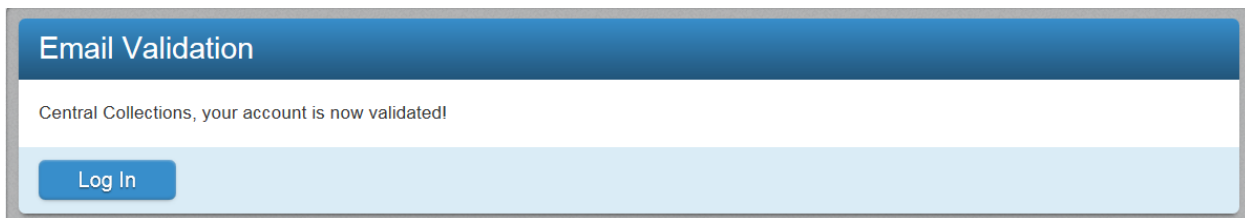
Didn't get an email? [Resend Verification](#)

**Finish**

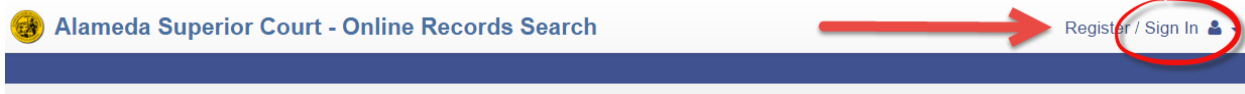
- 5) Below is an example of the verification email. Select the link provided to complete the verification process.



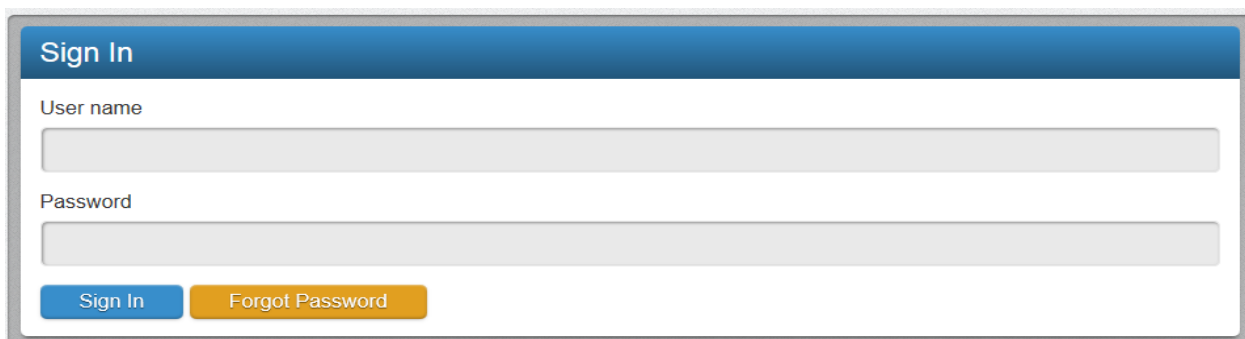
- 6) The link will redirect you back to the Odyssey Portal with a message that your email has been validated. Select the **Log In** button to proceed to the Portal Dashboard.



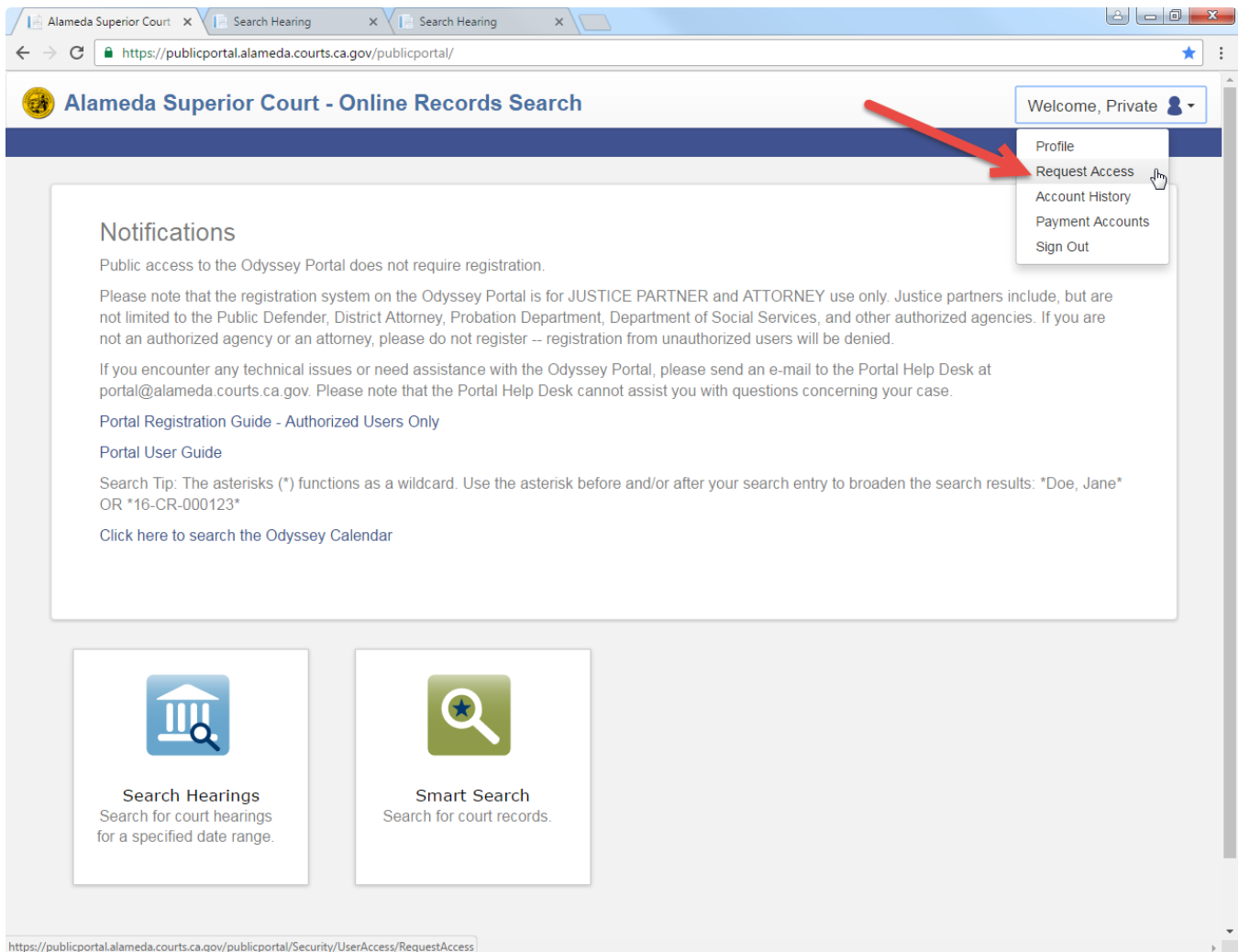
- 7) Select the **Sign In** option from drop-down in the right hand corner of the Portal Dashboard



- 8) Enter your email address and password. Select **Sign In**



- 9) From the Portal Dashboard, navigate to the top right corner and select **Request Access** from the drop down menu.



- 10) Select a 'Role' from the drop down menu.

## Request Access

If you are eligible for access to additional features, select your role and complete the prompts. You can request access to a role at any time from the Welcome menu.

### Select Your Role

Attorney  
Justice Partner - Juvenile  
Judicial Officer  
Court Staff  
Justice Partners - Adult Criminal  
Justice Partners - Adult Criminal (DA and PD)

- 11) Complete the prompts associated with the 'Role' selected. For example, the Justice Partner – Adult Criminal Role requires users to select an agency, enter their job title and provide their state bar number if applicable. Attorneys (private) must provide their state bar number.

**Request Access**

If you are eligible for access to additional features, select your role and complete the prompts. You can request access to a role at any time from the Welcome menu.

Select Your Role  
Justice Partner - Adult Criminal

**What's Included**  
Hearing Search Portlet  
Smart Search Portlet

**Complete the Following**

**The prompts below are required for security purposes and to ensure that users get the access they need.**

1 Select your Agency from the drop-down (click the arrow to the right)

2 Enter your Job Title

3 \*Attorneys Only\* Enter your State Bar Number

Attorneys must provide their state bar number:

Select Your Role  
Attorney

**Complete the Following**

1 Enter your State Bar Number

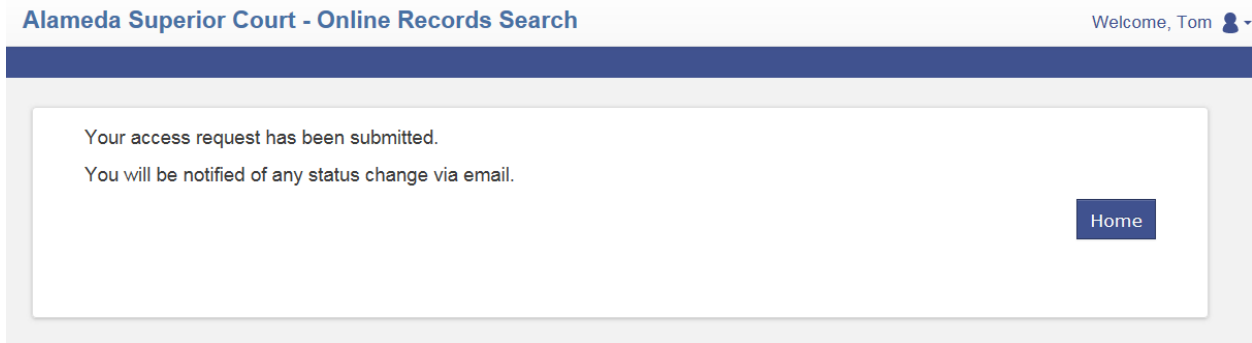
- 12) Select the check box to agree to the Terms and Conditions (required). It is recommended that you also select the option 'Email me a copy'. Scroll down to the bottom of the page and select Submit.

**Terms and Conditions**

- I agree to the Terms and Conditions  
 Email me a copy

**Submit**

- 13) The Odyssey Portal Administrator will review your request for access and you will be notified by email when your request is approved or denied.



Odyssey Portal access requests will be approved within 2 business days. Please contact your agencies' authorized account manager for assistance. Please email the Alameda County Portal Help Desk at [portal@alameda.courts.ca.gov](mailto:portal@alameda.courts.ca.gov) for technical support regarding Alameda County, California cases.