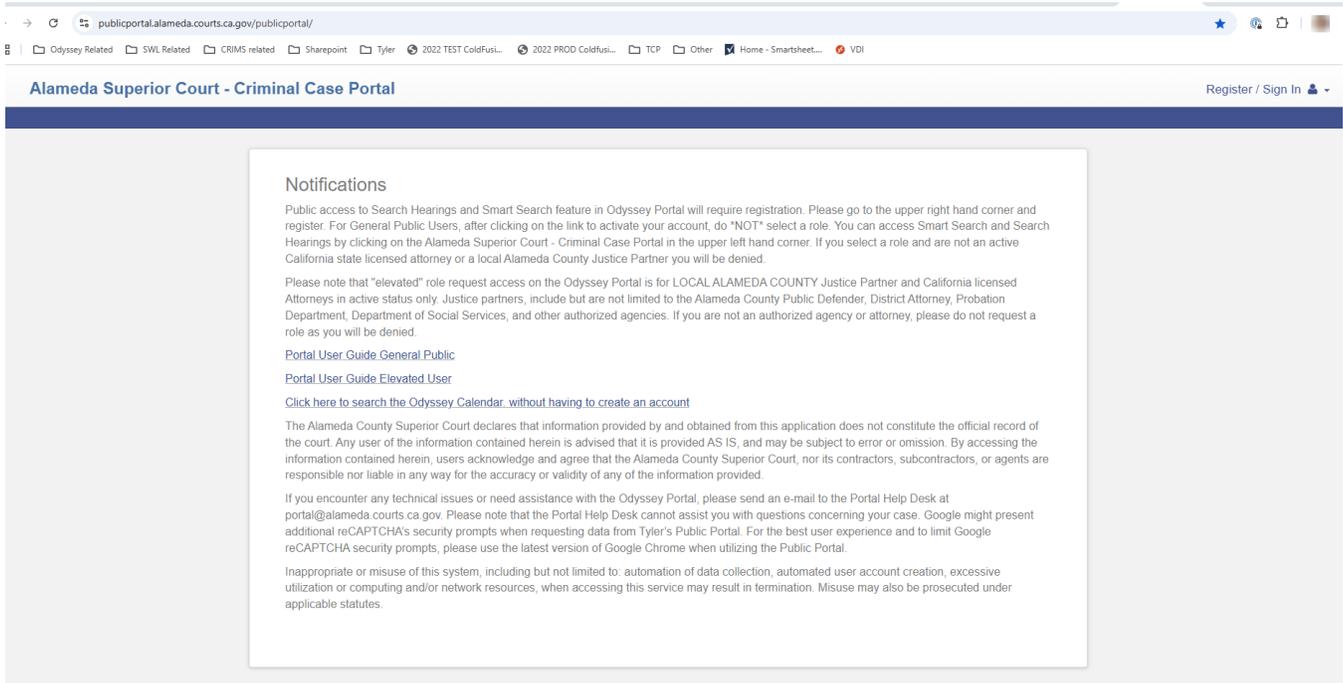


The Odyssey Portal provides authorized users web access to search the Odyssey database for Smart Search (Court Records) and Court Hearings .

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

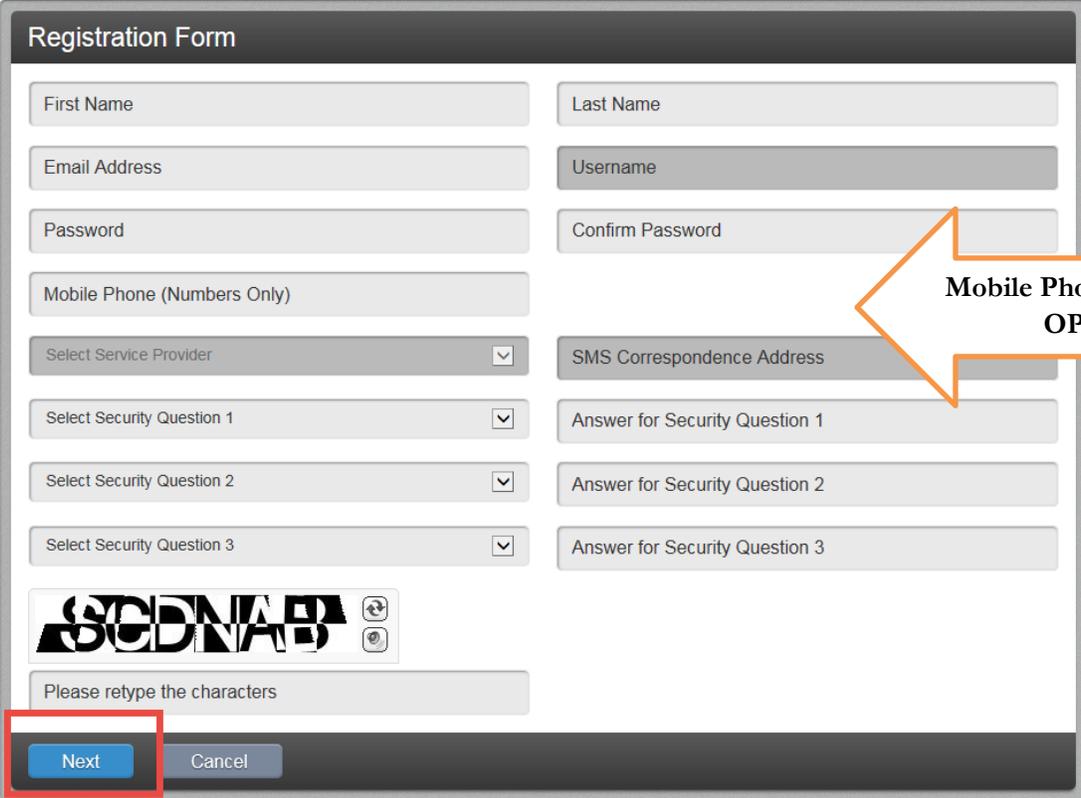
<https://publicportal.alameda.courts.ca.gov/publicportal/>



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



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

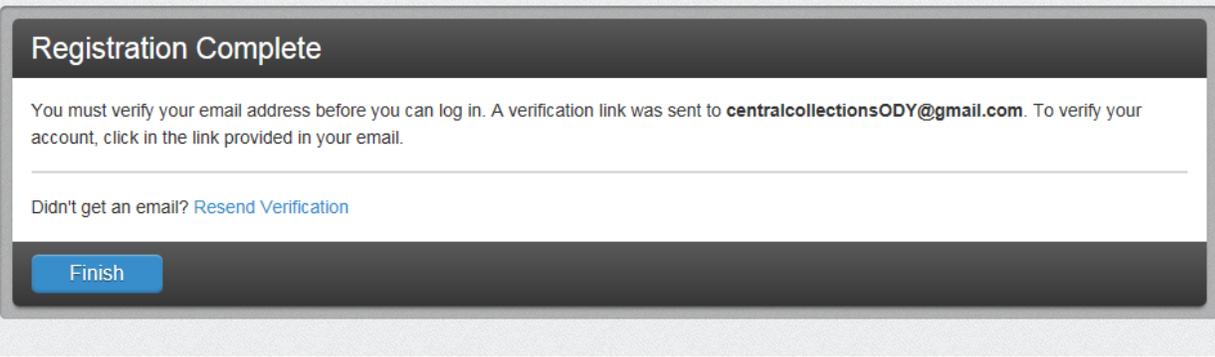


The screenshot shows a registration form titled "Registration Form" with the following fields:

- 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

At the bottom, there is a CAPTCHA section with the text "Please retype the characters" and a "Next" button highlighted with a red box. An orange callout box with an arrow pointing to the "Mobile Phone" field contains the text: "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.



The screenshot shows a message titled "Registration Complete" with the following text:

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](#)

At the bottom, there is a "Finish" button.

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

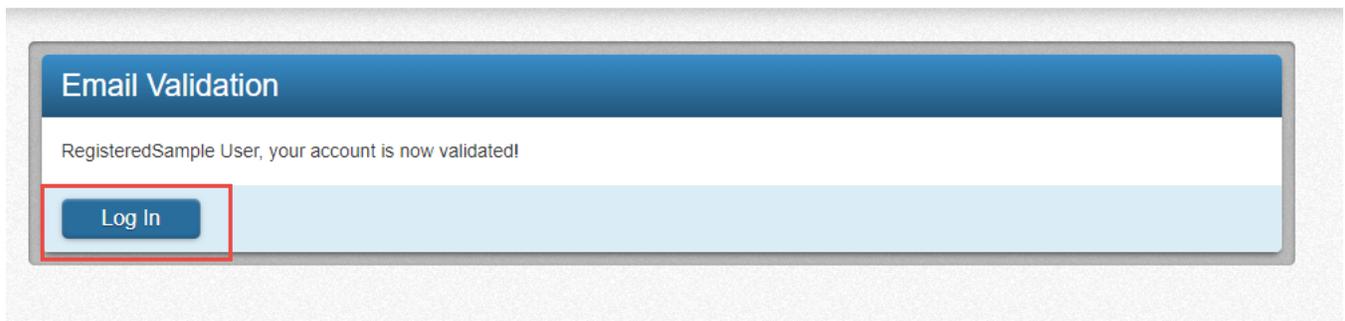
No\_Reply@tylerhost.net

Your registration request has been received. Please visit the [Odyssey Portal](#) site to activate your account.

The link provided will only be valid for 10 days. You must validate the email address within those 10 days to confirm your registration.

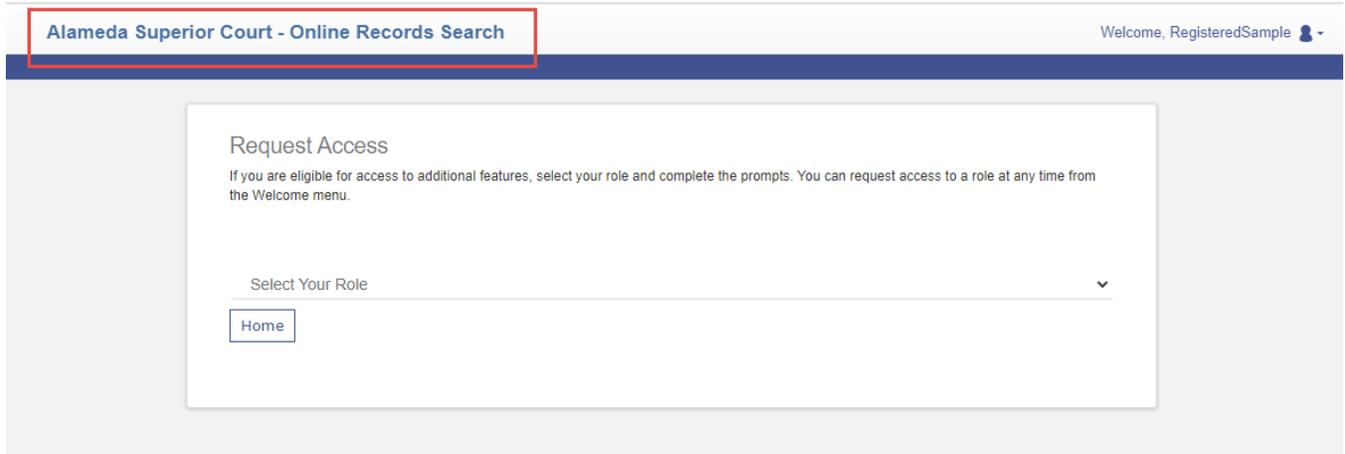
If you have received this email in error, please disregard.

- 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.

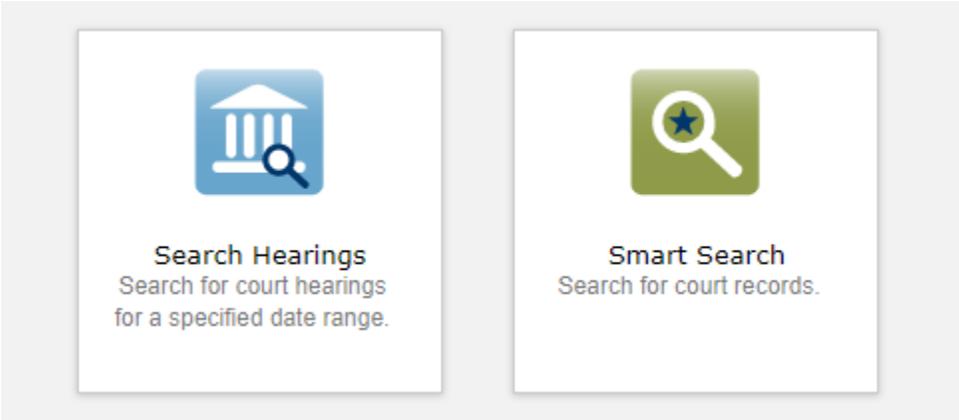


- Once Signed in, it will take you to the Request Access Page.

FOR GENERAL PUBLIC – Click on the Upper Left-hand corner to get to the Smart Search feature. **DO NOT REQUEST ACCESS. IF YOU REQUEST ELEVATED ACCESS WITH ANY OF THE ROLES YOU WILL BE DENIED FOR ELEVATED ACCESS PERMISSIONS.** However you will still be allowed to access the Smart Search and Search Hearings as a Public User.



You will then be redirected to see the Search Hearings and Smart Search Feature



The image shows two feature cards side-by-side. The left card has a blue icon of a court building with a magnifying glass over it. Below the icon, the text reads "Search Hearings" in bold, followed by "Search for court hearings for a specified date range." The right card has a green icon of a magnifying glass with a blue star in the center. Below the icon, the text reads "Smart Search" in bold, followed by "Search for court records."