

Odyssey Court Portal SAGINAW COUNTY



Register a New Account

- 1. Access the site by clicking on this link: <u>https://odysseycourtinformation.saginawcounty.com/Portal/</u>
- 2. Click Register.

Notifications No notifications exist.		
Search Hearings Search for court hearings for a specified date range.	Smart Search Search for court records.	

3. Populate the request form with your employee information. Click Next.

Michelle		Goist	
it@saginawcounty.com		it@saginawcounty.com	
Password		Confirm Password	
9895551212			
Sprint (Nextel)	~	9895551212@page.nextel.com	
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			

4. Check your email for a verification link. Select *Resend Verification* if you did not receive an email. Click *Finish*.



5. Click *Saginaw County Court Portal* link to verify your email address. This will also activate your account.

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File Message Help Acrobat 🛇	Tell me what you want to do			and the second second		
Image: Space Image: Space<	Moreting To IM ~ Share to Teams d Teams	→ To Manager n hail ✓ Done × Delete 梦 Create New ×	Actions - Assign Mark Policy - Unread Move	Categorize Follow v Up v Select v p 5 Editog	A) Speech Language Zoom	
No Reply: Confirm Your Email						
No_Reply@TylerHost.net To ● Information Technology					S Reply S Reply All	Forward Forward Tue \$/3/2022 3:39 PM
Michelle Goist,						
Your registration request has been received. Pl	lease visit the <u>Saginaw County Court Por</u>	al site to activate your account.				
The link provided will only be valid for 10 days.	You must validate the email address wi	hin those 10 days to confirm your re	gistration.			
If you have received this email in error, please	disregard.					
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	Email Validation					
	Your account has been successful	r verified. You may now sign in.				

6. Refresh your screen to *Sign In.* Populate the credentials that were made to create this account. Select *Forgot Password?* if account information needs to be reset.

Experimental County Court Portal	
	Please sign in to continue
	Email
	it@saginawcounty.com
	Password
	Sign In
	Forgot Password?

7. Select Request Access.



8. Use the dropdown to select the appropriate access request.



9. Email applicable Court Admin or County Clerk to notify them of your access request.

District Court Administration: dcadmin@saginawcounty.com Circuit Court Administration: jbooker@saginawcounty.com

Saginaw County Court Portal	Welcome, Michelle
Your access request has been submitted. You will be notified of any status change via email.	Home

10. You will receive a confirmation email once your access has been approved.