



# Odyssey Court Portal

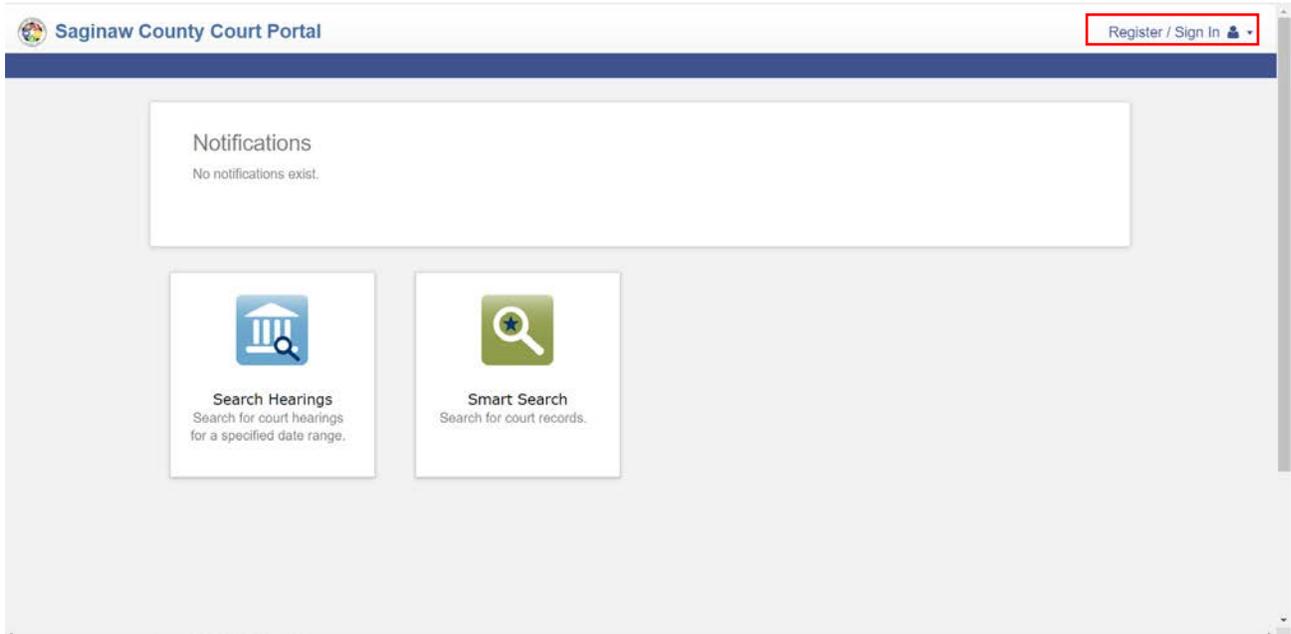
SAGINAW COUNTY





# Register a New Account

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



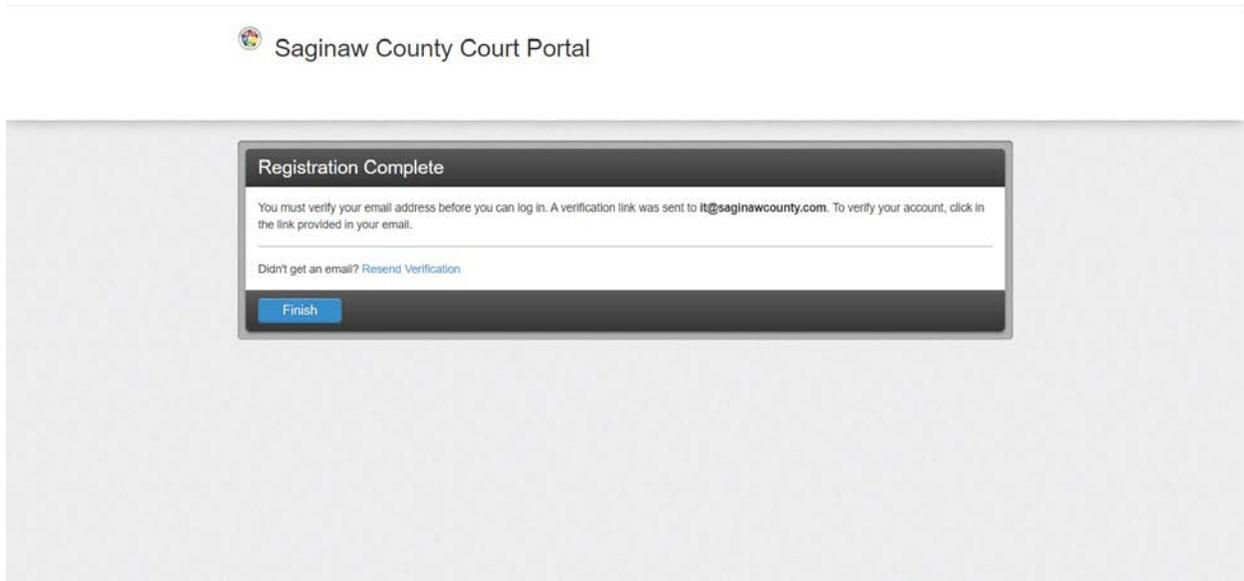
3. Populate the request form with your employee information. Click *Next*.

**Registration Form**

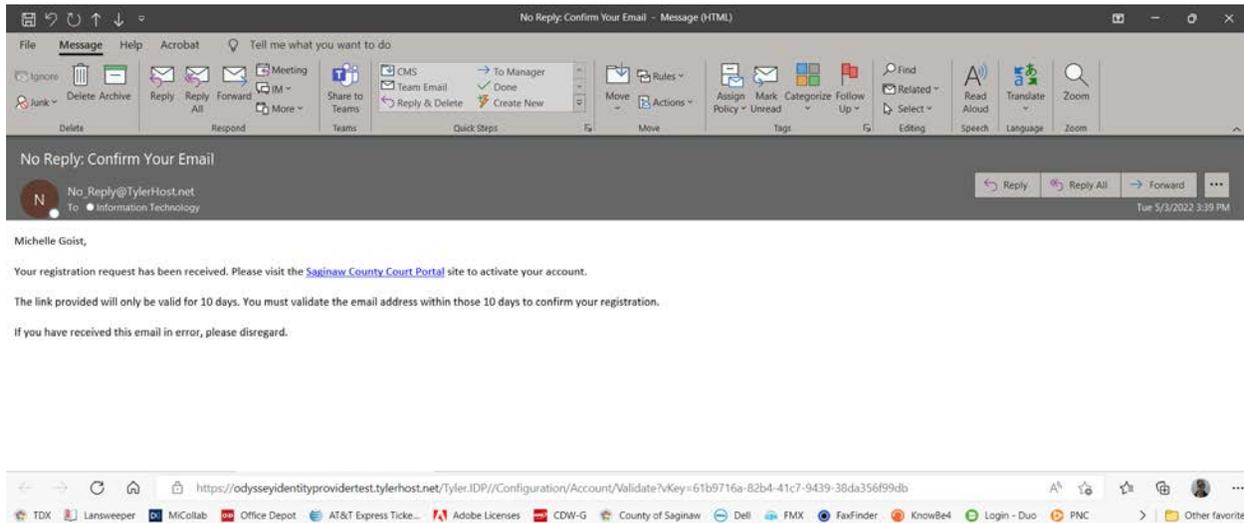
<input type="text" value="Michelle"/>	<input type="text" value="Goist"/>
<input type="text" value="it@saginawcounty.com"/>	<input type="text" value="it@saginawcounty.com"/>
<input type="text" value="Password"/>	<input type="text" value="Confirm Password"/>
<input type="text" value="9895551212"/>	<input type="text" value="9895551212@page.nextel.com"/>
<input type="text" value="Sprint (Nextel)"/>	<input type="text" value="9895551212@page.nextel.com"/>
<input type="text" value="Select Security Question 1"/>	<input type="text" value="Answer for Security Question 1"/>
<input type="text" value="Select Security Question 2"/>	<input type="text" value="Answer for Security Question 2"/>
<input type="text" value="Select Security Question 3"/>	<input type="text" value="Answer for Security Question 3"/>
<input type="text" value="Please retype the characters"/>	
<input type="button" value="Next"/>	<input type="button" value="Cancel"/>



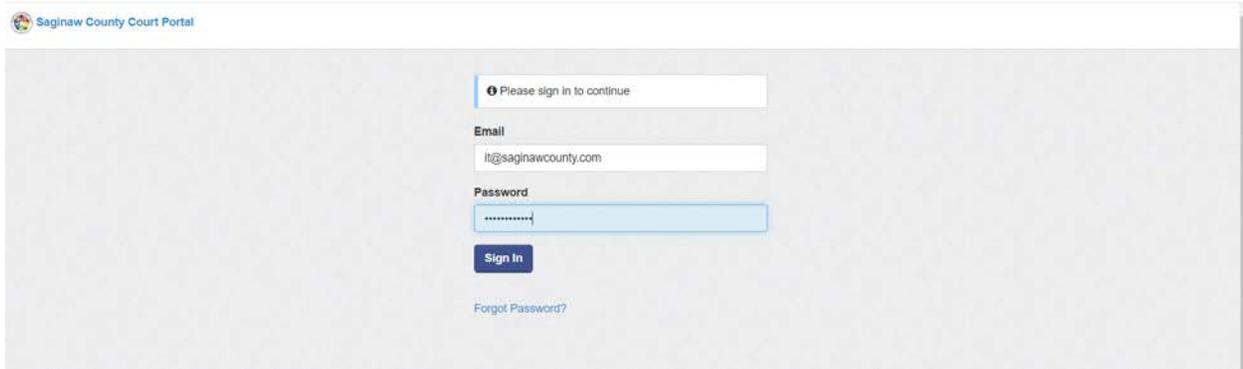
4. Check your email for a verification link. Select *Resend Verification* if you did not receive an email. Click *Finish*.



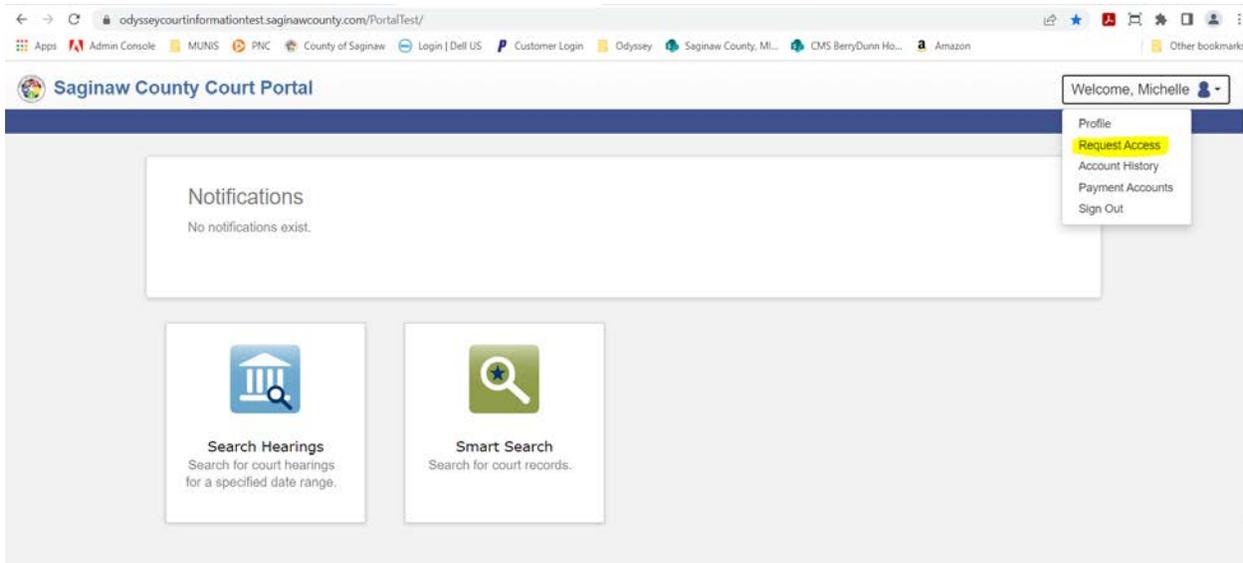
5. Click *Saginaw County Court Portal* link to verify your email address. This will also activate your account.



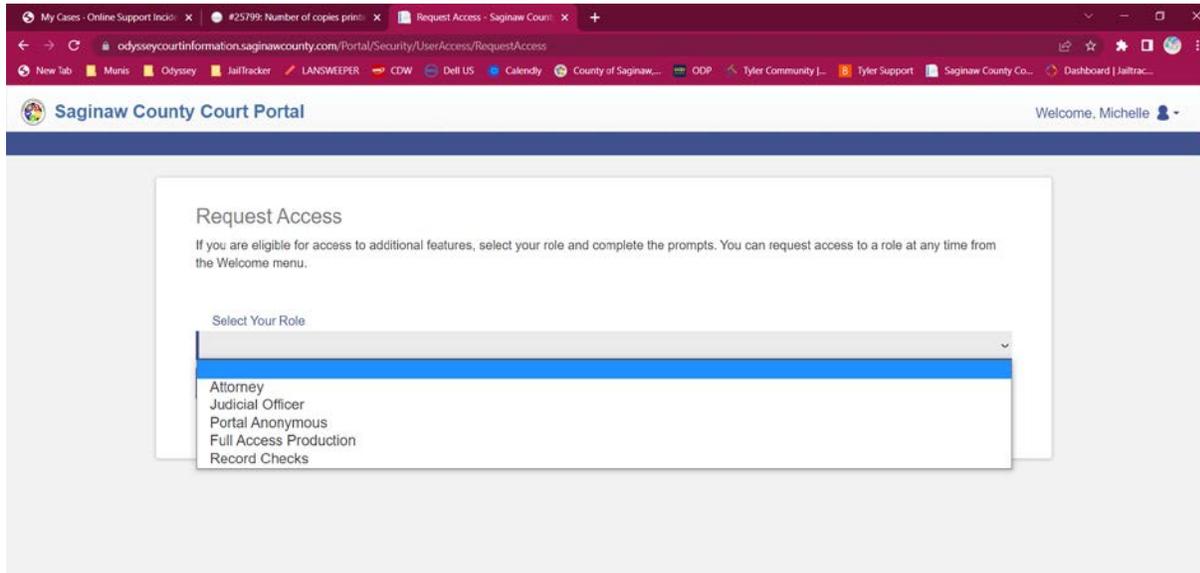
6. Refresh your screen to *Sign In*. Populate the credentials that were made to create this account. Select *Forgot Password?* if account information needs to be reset.



7. Select *Request Access*.



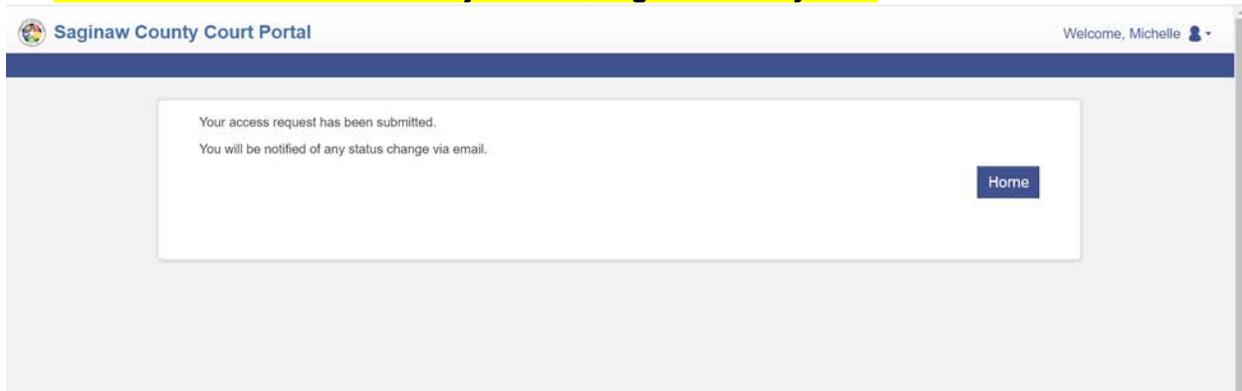
8. Use the dropdown to select the appropriate access request.



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

**District Court Administration: [dcadmin@saginawcounty.com](mailto:dcadmin@saginawcounty.com)**

**Circuit Court Administration: [jbooker@saginawcounty.com](mailto:jbooker@saginawcounty.com)**



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