

eCIJS- Accessing the Portal

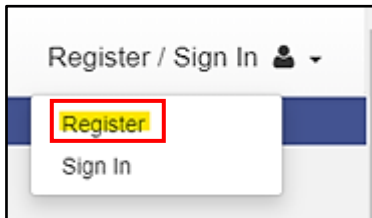
Quick Reference Guide

Step 1 - REGISTER

1. Go to the PROD Portal site in your Internet browser.

<https://portal-txbexar.tylertech.cloud/Portal/>

2. Click **Register/ Sign In** in the upper right corner.



3. Click **Register**.

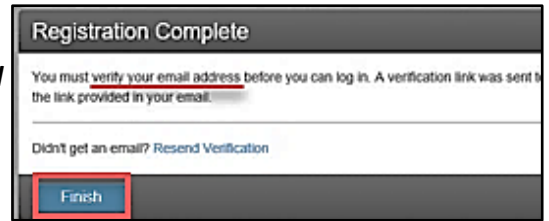
4. **Complete** the registration form and click **Next**.

Step 2 – EMAIL VERIFICATION

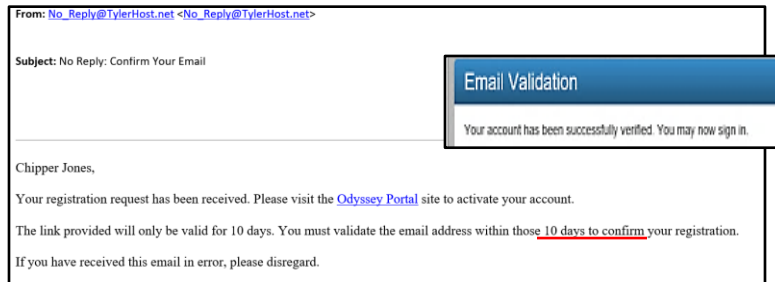
1. Confirm email received.

2. **If so:** click **Finish**.

3. **If not:** click **Resend Verification**.



4. Open verification email and click on Odyssey Portal link to verify. **-Note:** You have 10 days to confirm registration.



5. To re-access portal:

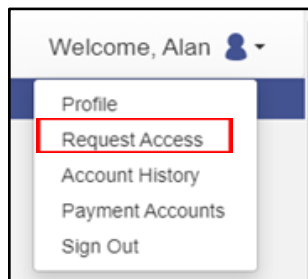
<https://portal-txbexar.tylertech.cloud/Portal/>

Step 3 - REQUEST ACCESS

1. Sign into the system.
2. Once signed in, click the **Welcome** menu in the upper right corner.



3. Click **Request Access**. The Request Access page will display.



4. From the dropdown, select **Your Role**.

The request will go to the Bexar County Information Technology Department for **review**.

Once **approved** you will receive an email.

