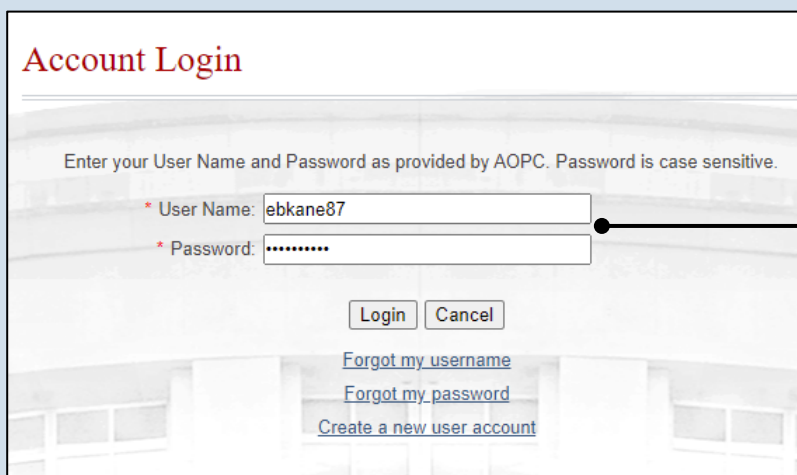
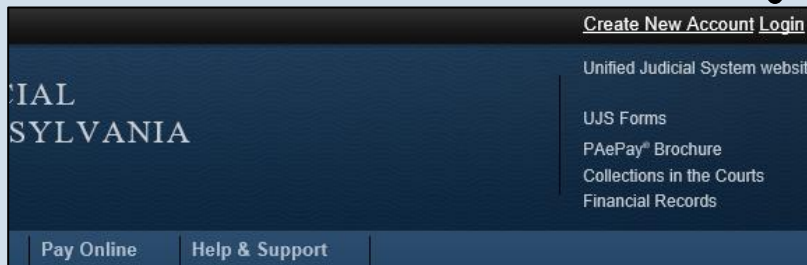




How to Apply an Access Code to Your UJS Web Portal Account

1. Click the Login link

Tip If you are already logged onto the Portal, skip to Step 3.



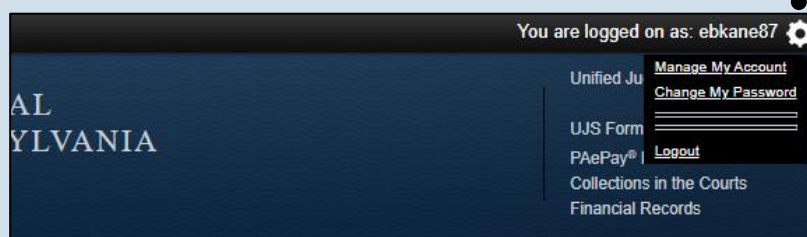
2. Enter your login credentials

In the Account Login screen, enter your username and password and click the LOGIN button.

Tip For security reasons, if you previously had access to the GTS under a different access code, the GTS will be unavailable until you successfully enter your new code.

3. Open your account settings

Hover your mouse pointer over the User Options Menu icon and click on 'Manage My Account.'



How to Apply an Access Code to Your UJS Web Portal Account



4. Access your role information

In the Manage Account screen, click the Add New Record icon above the Roles grid.

Role Name	Reference Number	Status	Date Added
No results found			

5. Enter your guardianship role

In the Request Role popup, click on the **Role** dropdown and select 'Guardianship Case Participant'.

6. Enter your access code

Enter the new access code provided in the letter from the Orphans' Court.

Role Name	Reference Number	Status	Date Added
No results found			

7. Click SUBMIT

Tip: The Guardianship link, which opens the GTS, may not appear immediately after clicking SUBMIT in the previous step. Click the Home link in the menu bar to display the Guardianship link.

