

How to recover your UJS Web Portal username (Non-Attorneys)



1. Click the **Forgot my username** link

Tip This link appears in the Account Login screen, which is located through the Login link appearing in the upper-right corner of the webpage.

3. Open your e-mail

An e-mail containing your username is sent to the address identified in Step 2.

Tip If you do not see this e-mail in your Inbox, be sure to check your Junk and Spam folders. While it usually arrives immediately, the e-mail could take up to 15 minutes to appear.

2. Enter your e-mail address

In the User Account Recovery screen, enter the e-mail address associated to your UJS Portal account and click SUBMIT.

Tip If you are unsure of what to enter, this is likely your work address.

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