

# UJS Secure Web Portal



## ➤ What is the UJS Secure Web Portal?

The Secure Web Portal provides users the ability to access case information that is not made available to the public. Court staff, District Attorneys office staff, probation officers, police officers, attorneys, and others can access important case and case participant information, based on assigned security roles using any computer with Internet access.

### Secure Docket Sheets



### GTS



### PACFile



### Attorney Registration



**Caution:** The Secure Web Portal contains information that is not appropriate for public viewing.

## ➤ Before you start



### Internet Browser:

Feel free to use the browser of your choice, but Google Chrome offers the best experience.



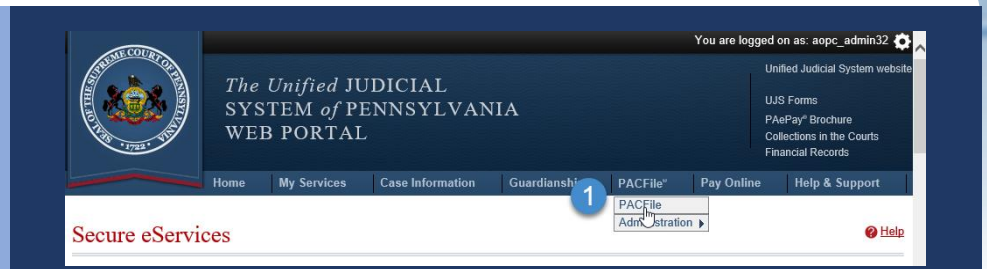
### Login Required:

Click LOGIN in the upper right corner of your browser window. Enter the Username and Password exactly as it was provided to you.

**Tip:** For assistance logging in, click on [Forgot my password](#) or [Forgot my username](#).

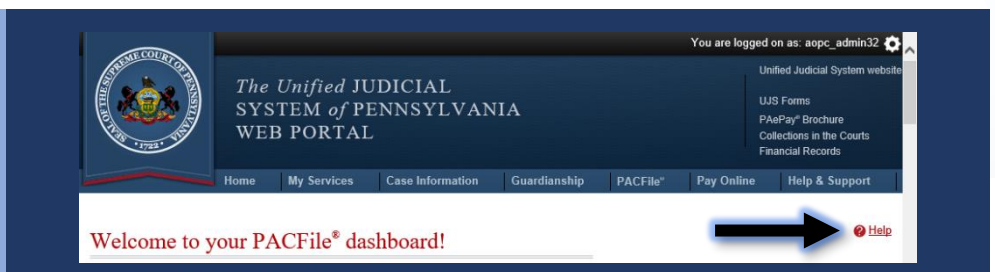
## ➤ Navigating around the Portal

Click the function in the navigation menu to access it. If a sub-menu displays when your mouse hovers over a function, click on the option you need in the sub-menu instead.



## ➤ More information for each Function

Click the **Help** link found on each page of the portal for details on how to use each function.



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## ➤ Changing your Password

- Click the settings icon
- Click "Change My Password"
- Follow the prompts on the Change Password page



## Password Tips

Passwords must be at least 10 characters long and contain at least three of the following:

- 1 Upper case character
- 1 Lower case character
- 1 number
- 1 special character