

# Quick Reference Guide to Accessing the Secure UJS Portal

## What is the Secure UJS Portal?

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

## How do I get access to Secure eServices?

Security to access the Secure eServices is provided by the Administrative Office of the Pennsylvania Courts. The UJS Web Portal Secure Account Request Form is required for users needing access to Secure eServices and is available by contacting the county Clerk of Courts or District Court Administrator. The assigned security role will determine what information is viewable for each user.

Pennsylvania Bar members can create their own UJS Web Portal account in order to submit their yearly registration fees. For more information, see the Attorney Registration Reference Guide.

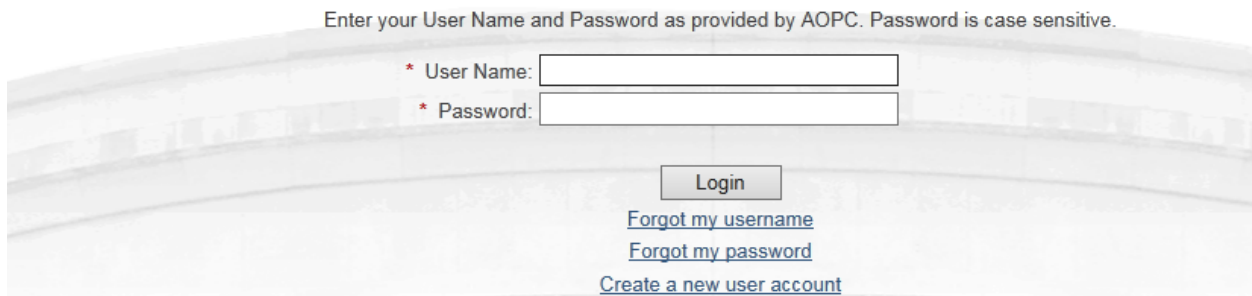
## How do I log into Secure eServices?

To access the Secure eServices features users must login. From the Pennsylvania Unified Judicial System Portal page, click on Login.



The Account Login page opens. Enter your Username and Password. These fields are case sensitive and must be entered exactly as they were provided to you. After entering the information, click LOGIN.

### Account Login

The screenshot shows the 'Account Login' page. At the top, it says 'Enter your User Name and Password as provided by AOPC. Password is case sensitive.' Below this are two input fields: '\* User Name:' and '\* Password:'. A 'Login' button is positioned below the password field. At the bottom of the form area, there are three links: 'Forgot my username', 'Forgot my password', and 'Create a new user account'.

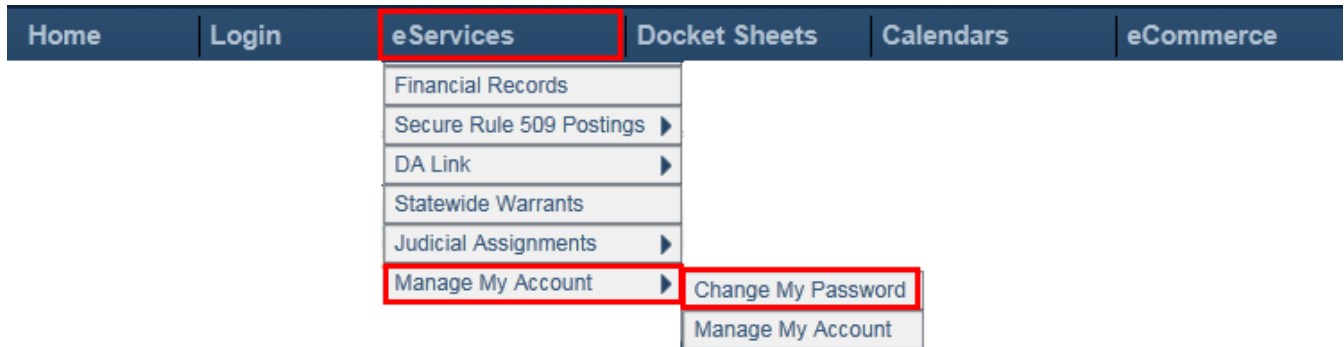
When logging in for the first time, you will be prompted to change your password. Follow the prompts to enter and confirm the new password before continuing. The password must contain at least 10 characters and must contain three of the following requirements: a lower case character, an upper case character, a numerical character, a special character. DO NOT share your password as the information available in the Secure Web Portal contains confidential information.

If you have forgotten your user name, click on the [Forgot my username](#) link. The User Account Recovery page opens. Enter the email address you used to register your account on the UJS Web Portal. Your user name will be sent to the email address.

If you have forgotten your password, click on the [Forgot my password](#) link. The Password Reset page opens. Enter the user name and email address used to access the UJS Portal. A new password will be sent to the email address provided. After logging in with the new password, you will be prompted to change the password.

## How do I change my password?

The password used to login to the Secure Web Portal can be changed anytime. Roll your mouse over eServices, then Change My Password, and click on Change My Password.



Enter the current password and the new password in the Change Password section, then click CHANGE PASSWORD. The password must contain at least 10 characters and must contain three of the following requirements: a lower case character, an upper case character, a numerical character, a special character.

You will receive confirmation that the change was successful.

 Profile data updated successfully