

Odyssey CMS • User Account Request

New Account User Information

First Name _____ County _____
Middle Initial _____ Court/Office _____
Last Name _____ Title _____
E-Mail _____ Phone # _____

Odyssey Access

* Requires installation of the Odyssey Application on the user's computer

- Court User Probation User Alcohol & Drug Program User
 Clerk User County IT User Sheriff User (to make service entries)
 Other (list) _____

Security Group Access Levels

* Requires approval of a Judicial Officer. Probation users will receive Juvenile and Restricted security groups by default without Judicial approval.

Select the case security groups the User should have access to:

- Adoption (Court and Clerk users only per IC 31-19-19-1) Mental Health
 Confidential Restricted (IC 35-38-9, IC 35-38-5-55)
 Juvenile Proceedings (Confidential) Sealed
 Juvenile Paternity (prior to July 1, 2014) Unclaimed Funds (Clerk Only)

List the county/court(s) that the access requested above applies to:

Judicial Officer Approval Signature _____ Date _____

If this update to an existing user? Yes No

If yes, please list username: _____

Is there an existing or former user in your organization that your account should mirror?

*Security Group Access must be completed separately above as needed.

- Yes (List name) _____
 No Please complete the Odyssey Rights Page

Supervisor Name: _____

Signature: _____

Date: _____

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Odyssey Case Manager Rights Requested

- Inquiry only
- The User should have rights to create the following case manager cases
 - Civil
 - Criminal/Juvenile/Traffic
 - Family
 - Probate/Mental Health
- The User should have the rights to update the calendar
 - View and schedule
 - Manage calendar sessions
- The User should have rights to add dispositions to the following categories
 - Civil
 - Criminal/Juvenile/Traffic
 - Family
 - Probate/Mental Health
- The User should have rights to process warrants in the following categories
 - Civil
 - Criminal/Juvenile/Traffic
 - Family
 - Probate/Mental Health
- The User should have the following rights to Financials
 - Inquiry only
 - Assess Case Fees
 - Post Bonds
 - Post Payments (list tills users should have access to):
 - Void Transactions (select one: All Their own transactions only)
 - Disburse funds
 - Open/Close tills (select one: All Their own tills only)
 - Manage Deposits
 - View Odyssey Financial Manager
 - Print Checks
 - Reconcile Bank Account(s)

Odyssey Supervision Rights Requested (Supervision Users only)

- Adult Probation
- Juvenile Probation
- Home Detention
- Alcohol & Drug Program
- Problem Solving Court(s)
- Financial User (assess fees/post payments)
- Financial Month End User

Odyssey CMS • User Account Request

Odyssey Task Manager Queues (*myodyssey users only*)

Please list all queues that the user should be included in. If a new queue is needed, please add that information as well. Please note queue names should be generic and not named as specific users.

New Queue Name: _____

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

File and Serve Queues (*Task Manager users only*)

Please list all File and Serve Queues that the user should be included in.

File and Serve User Name: _____

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Odyssey CMS • User Account Request

Odyssey Stamps (File and Serve users only)

Please list all Odyssey Stamps to which users should have access.

Approval (signatures only) from the stamp owner is needed for access to each individual stamp.

File and Serve User Name: _____

- | | | | |
|-----|-------|-----------|-------|
| 1. | _____ | Approval: | _____ |
| 2. | _____ | Approval: | _____ |
| 3. | _____ | Approval: | _____ |
| 4. | _____ | Approval: | _____ |
| 5. | _____ | Approval: | _____ |
| 6. | _____ | Approval: | _____ |
| 7. | _____ | Approval: | _____ |
| 8. | _____ | Approval: | _____ |
| 9. | _____ | Approval: | _____ |
| 10. | _____ | Approval: | _____ |



ODYSSEY USER AGREEMENT Application User and Secured Public Access User

The Odyssey Case Management System is a secure website for use by Indiana's Courts, Clerks, and other State agencies that play a role in the State's judicial process. The Indiana Supreme Court's Office of Trial Court Technology (TCT) monitors access to the Odyssey Case Management System. The parties to this User Agreement are the Division of State Court Administration, Indiana's trial courts, trial court staffs, Indiana's Clerks, their staffs, and other State agencies. Every person granted access to all or a portion of the Odyssey Case Management System shall execute this User Agreement.

To maintain the security of the Odyssey Case Management System, all users must be approved by the appropriate local official, and by TCT, at which time the user will receive a user identification and password. (Secured Public Access Users will receive their user identification and password from a "designated" user within their agency. It shall be this designated user's responsibility to ensure that all individuals to whom user identifications and passwords are given receive a copy of, sign, and return to TCT, this User Agreement.) TCT will limit access to the features of the Odyssey Case Management System based on the level of approval granted. Some users will be granted access to the Odyssey Case Management System's application, itself. Other users will be granted access in the form of "Secured Public Access". TCT reserves the right to change the access, obligations, and agreements as necessary, including revoking a user's access to the Odyssey Case Management System should TCT determine that a user has violated any terms of this Agreement.

APPROVAL LEVELS

1. **Application User:** An "Application User" is an individual, employed by a county, city, or town, who has the Odyssey Case Management system installed on a computer for the purpose of completing the work assigned to them.
2. **Secured Public Access User:** A "Secured Public Access User" is an individual or an agency that is granted access to the Odyssey Case Management System via the Internet. Secured Public Access Users are provided with a user identification and a password in order to access the information available to them. Unlike "public access" users, however (who have "view-only" access to the Odyssey Case Management System), Secured Public Access users have access to certain additional specific information, such as confidential cases (where appropriate) and court calendars.

OBLIGATIONS

1. **Passwords:** All persons granted a user identification and password shall maintain the security of said identification. In the event a user suspects a breach of security, the user shall immediately notify TCT, the Judge to whom the user reports, if any, and the Trial Court Technology Help Desk. In the event a user's system identification is compromised, the user must obtain a new user identification and password.

Odyssey CMS • User Account Request

2. **Confidentiality And Security:** All approved users permitted access to the Odyssey Case Management System shall maintain the security and confidentiality of data contained therein and shall only access and use this data for judicial case management purposes. Secured Public Access Users may not rely on data for judicial case management purposes. Secured Public Access Users shall nevertheless maintain the security and confidentiality of data and shall use this data only for purposes directly related to their work with the courts and clerk. All approved users granted access to the Odyssey Case Management System, irrespective of approved level of access, acknowledge an obligation to abide by Supreme Court Rules governing confidentiality (Indiana Administrative Rule 9) and security of judicial records and information (Indiana Administrative Rule 10), in addition to federal and state statutory law.

3. **Access And Use By Secured Public Access Users:** In some instances, Secured Public Access has been granted to users due to their positions as attorneys employed by governmental agencies. Many times, such employment is part-time, and the attorney may maintain a private practice as well. To the extent that such Secured Public Access Users maintain a private practice, they acknowledge an obligation not to use Secured Public Access for the purpose of acquiring information related to performing duties that make up their private practice.

4. **Public Employee Use:** All Application or Secured Public Access users approved by TCT who are public employees understand that by virtue of IC 5-14-3-2 and IC 5-14-3-10, they are obligated as public employees not to knowingly or intentionally disclose information classified as confidential by state statute, and that a violation of this obligation may result in the filing of criminal charges against them.

5. **Judge And Attorney Use:** All judges and attorneys acknowledge that their use of Odyssey will comply with the Code of Judicial Conduct, the Rules of Professional Conduct, Indiana’s Rules of Trial and Criminal Procedure, and Indiana’s Administrative Rules, as applicable.

AGREEMENT:

As defined above, I am an Application User or a Secured Public Access User. I agree to maintain the security and integrity of the Odyssey Case Management System and the data to which I am granted access. I agree to protect my user identification and password. I will not permit either my user identification or my password to be used by another person, unless I am a Secured Public Access User, in which case I will only permit my user identification and password to be used by one or more authorized users within my office. I agree to assist in the resolution of any difficulties or errors that may arise from my use of the approved access, or the approved Secured Public Access, I have been granted.

By reading and signing this User Agreement, I have accepted all privileges and responsibilities that are a part of my access to the Odyssey Case Management System. I understand that a violation, on my part, of any of the terms or conditions of this Agreement may result in TCT revoking my access to the Odyssey Case Management System.

SIGNATURE: _____

PRINT NAME: _____

POSITION: _____

EMPLOYER: _____

DATE: _____

Fax the completed User Agreement to 317-234-2605 or email a scanned copy to helpdesk@courts.in.gov. The new user’s login information will be emailed to the user’s e-mail address provided above.