Request for Extended Access to CCC Portal

Individual User Instructions
Prior to requesting extended access to the CCC Portal, view the online webinars. Next, complete the following three-step process:

Step 1 – Register for an elevated account

1. Go to https://cccportal.cookcountyclerkofcourt.org/cccportal and click the Register / Sign In button in the upper right corner and select Register.

2. Complete the initial registration questions using the following as a guide for required information.
Enter your **First Name** and **Last Name**

You must use your work **Email address**. The Email domain will be verified to approve your request.

**Username** will be your email address and is auto-filled.

**Password** must have all of the following requirements for security.
- At least eight characters
- One special character
- One Uppercase character
- One numeric character

**Mobile Phone and Service Provider information** is OPTIONAL.

**Security questions** are **required** for verification if you should forget and need to reset your password.

3. Click the **Next** button to proceed.
4. Message will appear indicating your registration is complete and indicating you will receive a validation email to verify your email account.

5. Go to your email client to access the validation email. The email will be sent from No_Reply@Tylerhost.net.

6. Click on the link in the email to validate the account.

7. You will see a message indicating your email address has been validated.

If you don’t receive the email within a few minutes after completing the registration, check your SPAM mail. See your tech support about adding the sender email address to your list of safe senders (or whitelist).

Step 2 – Request extended access
8. Once you have validated your account, click the Login button on the screen, or you can go directly to the portal site to login at: [https://cccportal.cookcountyclerkofcourt.org/cccportal](https://cccportal.cookcountyclerkofcourt.org/cccportal) and from the Register/Sign In button in the upper right corner, select **Sign in**.

9. Enter your username (your email address) and enter the password you provided during registration.

10. A screen will be displayed to select your requested role.

11. Select the requested access type from the drop-down. Select Justice Partner or Other Entities based on our organization.
12. Once a role is selected, you must complete the prompted question(s). For example, for Justice Partners, you will need to enter your Agency Name, and for Other Entities, you will need to enter your Organization Name. This information will be used to verify your access.

13. Click the Submit button.

14. A message will appear indicating that your request has been submitted.

15. You will also receive an email indicating your request has been received and you will be notified by email of a status change (i.e., approval or denial of access). The email will be sent from circuitcourt-cms@cookcountycourt.com.
Step 3 – Complete User Agreement Form

16. **Sign a User Agreement Form** after you have completed the online registration process.

17. Give your Agency Account Coordinator the signed User Agreement Form and the exact User name (email address) you used to register for CCC Portal.

18. You will be notified via email of the approval or denial as soon as your request has been completed.

19. Now when you log into CCC portal you will see the portlets that you have access to (i.e., Smart Search for case searching and Hearing Search for searching court events).

How to create a shortcut for CCC Portal on your desktop

1. Resize your Web browser so you can see the browser and your desktop in the same screen.
2. Left click the icon located to the left side of the address bar. This is where you see the full URL to the website.
3. Continue to hold down the mouse button and drag the icon to your desktop. This creates the shortcut.