Civil Appeals – Self-Represented Litigants

How to E-File in Odyssey (Kiosk Mode)
Step 4: Create a New Password if You Forgot It

E-filing Steps

1	• Prepare Documents
2	• Register
3	• Sign In
4	• **Create New Password**
5	• Add Payment Account
6	• Case Information
7	• Upload Filings
8	• Add Service Contacts
9	• Pay Fees
10	• Review Summary / Submit

Need Help? Call Odyssey's Filer Support Number: 1-800-297-5377

Create a new password

If you forget your password, you need to create a new one. After several failed attempts to sign in to the system, your account will be locked. You will need to create a new password.

➡️ Tell Odyssey you forgot you password

1. At the login screen, click **Forgot Password?**

2. Enter the email address you used when you registered for your Odyssey account.

3. Click **Next**.

4. Check the box next to **I'm not a robot**.

5. Click **Reset Password**.

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6. The following message will pop up. Check your email to find the link to reset your password.

A password reset link has been sent to the email address associated with your account. If you do not see the password reset email in your Inbox, please check to see if it was delivered to your spam folder.

7. This is what the email will look like. Click "**click here**."

The email will be from no-reply@tylerhost.net. Check your junk or spam folders if you don't see the email in your inbox.

Password Reset Request

A request to reset your password has been processed. **If you did not request a password reset, take no action. Your account will be left unaltered.**

To complete your password reset, **click here**

If the link above is not accessible, copy and paste the URL below into your web browser:
https://illinois.tylerhost.net/ResetPassword.aspx?rid=4bd5d3cd-85a0-41f7-90c9-f25742625845&skey=798E4AEB-A7D5-457F-9631-3EC607485505

For technical assistance, contact your service provider

Odyssey File & Serve

(800) 297-5377

Please do not reply to this email. It was automatically generated.

8. Enter your new password in the first box and then enter the same new password again.

To complete the process of resetting your password for your account, you will need to select a new password.

Email Address

New Password

Repeat New Password

Change Password

9. Click **Change Password**.

10. This message will pop up and confirm you successfully changed your password.

Your password has been changed successfully.

Return to Odyssey File & Serve

👍 **You have successfully created a new password. You can now log-in to your Odyssey account.**

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