

SETTING UP YOUR INTERPRETER PORTAL ACCOUNT

INITIAL EMAIL

When your portal account is created, the following email will be sent to the email address we have on file. To start the setup process, click the 'Set your password here' link.

NOTE: Both user ID/email address AND password are case-sensitive. Notice if your email address has mixed cases (MReynolds@gmail.com, for example) and be sure to enter it with the uppercase letters.

Welcome to our new Interpreter Self-Service Portal!

Within the Portal, you will be able to update your personal contact information and, if the court has authorized it, enter your Daily Activity Logs.

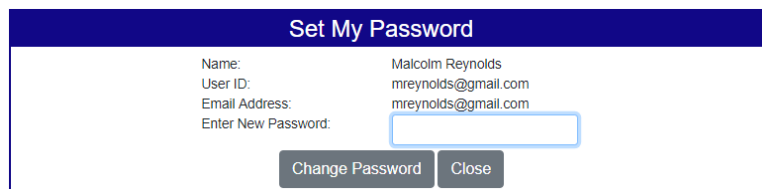
Your login/user ID for the Portal is your email address: mreynolds@gmail.com

You will need to create a password to access the system. All passwords must be a minimum length of 8 characters in length and must include at least one (1) Uppercase letter and one (1) number. Please click the link below to set your unique password.

[Set your password here](#)

Email Contents

SET UP PASSWORD PAGE



Name:	Malcolm Reynolds
User ID:	mreynolds@gmail.com
Email Address:	mreynolds@gmail.com
Enter New Password:	<input type="text"/>

Set Up Password Page

Your password must meet the following criteria:

- Minimum length of eight (8) characters.
- At least one (1) capital letter.
- At least one (1) number.

Once you have entered your password, you will receive a confirmation email. To log in, click the 'Access the Interpreter Portal' link in your email, or visit <https://interpreterportal.courts.ca.gov>

Congratulations, you have completed the Interpreter Portal registration process.

To access the Interpreter Portal, click the link below.

[Access the Interpreter Portal.](#)

Confirmation Email

LOGGING IN

California Court Interpreter Web Portal

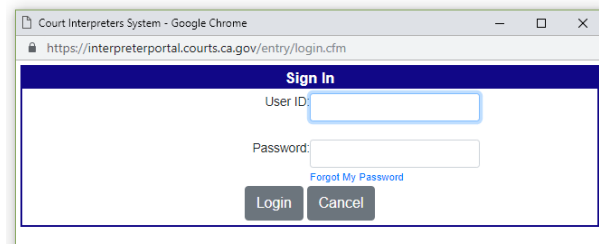
Welcome to the Interpreter Portal.
If you have a login for this portal, please [sign in](#). If you do not, and believe that you should, please contact your Court Interpreter administrators at cdcs@courinfo.ca.gov.

Application availability
Due to the nightly backup of the Oracle database, this application will be unavailable daily from 10pm to 7am.

Interpreter Portal Entry page

This is the Court Interpreter Portal Landing page. To log in, click the 'sign in' button.

NOTE: This will open the login form in a new, pop-up window.



The screenshot shows a browser window titled "Court Interpreters System - Google Chrome" with the URL "https://interpreterportal.courts.ca.gov/entry/login.cfm". The page displays a "Sign In" form with fields for "User ID:" and "Password:". Below the password field is a link for "Forgot My Password". At the bottom of the form are two buttons: "Login" and "Cancel".

Enter your user ID/email address and the password you just created.

NOTE: Both user ID/email address AND password are case-sensitive. Notice if your email address has mixed cases (MReynolds@gmail.com, for example) and be sure to enter it with the uppercase letters.

CHANGING PASSWORD

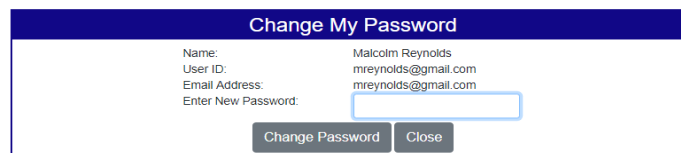
Every ninety (90) days, you will be required to change your password. The system will display a countdown, starting at ten (10) days out.

To change your password, click 'Change Password'.



The screenshot shows the user profile page for "User: Malcolm Reynolds". The "Change Password" link is highlighted in red. Below the user information, there is a notification: "Your password is set to expire in 7 days. Please consider changing your password now." The "Interpreter Information" section shows "Availability: Active".

Change Password Link



The screenshot shows the "Change My Password" form. It displays the user's current information: Name: Malcolm Reynolds, User ID: mreynolds@gmail.com, and Email Address: mreynolds@gmail.com. There is a text input field for "Enter New Password:". At the bottom are two buttons: "Change Password" and "Close".

Change Password Page

Your password must meet the following criteria:

- Minimum length of eight (8) characters.
- At least one (1) capital letter.
- At least one (1) number.
- May not be any passwords that you have used before.

Once you have changed your password, you will get a confirmation email:

Congratulations, you have completed the Interpreter Portal registration process.

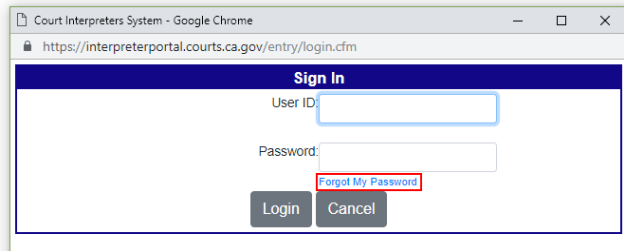
To access the Interpreter Portal, click the link below.

[Access the Interpreter Portal.](#)

Password Change Confirmation Email

FORGOT PASSWORD

If you forget your password, click the 'Forgot My Password' link on the login page. Another screen will appear prompting you to enter your email address. You must enter the same email address that is currently listed in your profile on CIDCS. Entering a different email address will cause the system to not send the email containing the link to reset your password. Once you receive the email, click the link that says "Set your password here" and you will be taken to the Interpreter Portal where you will select a new password.



You have requested a reset of your password.

All passwords must be a minimum length of 8 characters in length and include one(1) Uppercase character and one(1) number.

Please click the following link to set your password.

[Set your password here](#)

Reset Password Email