

Outside Agency Web Access - Sign Up and Login Tutorial

Welcome to Third Circuit Court training.

Video 1: This tutorial will cover the process of registering for and logging into the Third Circuit Court outside agency web access portal.

1. To begin, log in to our public website at www.3rdcc.org. Once the site loads, along the left panel of the home page under “Essential Links”, click the “Agency Resources” link.
2. Once on the Agency Resources webpage, click on the “Outside Agency Web Access” link.
3. Outside Agency Web Access is the court’s portal to make it easy for agencies to access online applications through a single sign on.
4. Over time, the court will add more online services through this portal as they become available.
5. For a first-time user, click the “Create a New Account” button as seen on the screen. This will allow you to register and create your account in this portal. This will only need to be done once.
6. On the registration screen, please provide all requested information that applies to you. The fields denoted by an asterisk are required for registration. Attorneys will also need to provide their Bar Number and the last 4 digits of their SSN in order to use the applications dependent upon this information, such as Attorney Payments.
7. Please note that your password must be at least 8 characters long and contain at least one number, one lowercase and upper case letter, and one special character.
8. Type the password again and then click the “Register” button.
9. If your password does not meet the requirements, you will see this error message. Please correct the password and try again.
10. If you are presented with another error message, follow the directions to correct that piece of information and re submit.
11. Upon successful submission, you will see a message that your account was successfully created. You will then be able to log in using the username and password you selected for your account.
12. In the event that you forget your password, please click on the “Forgot Password” button. Provide the email address that was used to create your account and your new temporary password will be emailed to you.
13. Please note that this system complies with State and Federal password policies which require you to change your password every 30 days. The new password must be different than any of the previous 5 passwords you have used.

Please also feel free to play the video tutorial that is provided on this website. Thank you.