

Interactive Web Site Instructions

Revised 11/17/2009

NOTE: AN EMAIL ADDRESS IS REQUIRED WHEN CREATING YOUR USER ID AND PASSWORD. IF YOU DO NOT HAVE AN EMAIL ADDRESS, PLEASE SIGN UP USING A FREE EMAIL PROVIDER. (To find a free email provider, access any search engine on the internet and key in “Free Email” for the search. The results will show a variety of free email providers - pick one that best suits your needs.)

The Interactive Web Site can be accessed by opening your Internet browser and entering the following web address <http://orsica.dhs.utah.gov> in the address line. Any ORS Case Participant can access the Interactive Web Site. Listed below are instructions for First Time Users and Registered Users.

First Time Users

First, while going through the registration process, please keep in mind that there will be the following two different types of codes that you will have to enter:

1. **Validation** is the first code and is sent via email. This code validates the email address that you have provided to assure that future correspondence is sent to the correct email address.
2. **Verification** is the second code and is sent via US mail. This code is a security measure to assure that you are the person who is registering to gain access to your ORS data.

Click on the Register Here link.

The Create a Utah-ID Account page is displayed with the following fields for you to enter your information. Note: Due to possible changes occurring prior to these instructions being updated, please also read the instructions on the site as you are filling out the registration fields.

Create Your Utah-ID

First Name

Last Name

Utah-ID (you may use letters, numbers, and the underscore character to create this unique ID)

Password (eight characters or more, and is not case sensitive)

Verify Password

Contact Information

Email Address

Alternate Email Address (optional)

If You Forget Your Password

Question 1 (select a question by clicking on the drop down arrow)

Your Answer

Question 2 (select a question by clicking on the drop down arrow)

Your Answer

Question 3 (select a question by clicking on the drop down arrow)

Your Answer

Cell Phone (optional)

Note: If the security answer is forgotten, you will need to call the help desk at 801-538-3440 prompt #3 and ask them to reset your UMD password.

Click on the 'CREATE' button after all the required fields have been filled in. A screen asking for a validation code will display. A validation code is required to assure that future correspondence is sent to the correct email address.

An email with a validation code and a link to validate your email address will be sent to you. The code and the link provide for the following two different ways of validating your email address:

1. The validation code can be copied and pasted to the email validation field on the screen that displayed when registering.
2. Or, click on the link in the email.

To log into the ORS Online Case Access System, select the link <http://orsica.dhs.utah.gov> and enter your email address or User ID and password. The ORS Account Registration and Activation page will be displayed for you to enter the following information into the correct fields.

First Name

Last Name

Address Line 1

City Name

Zip Code

State

Country

Social Security Number

Home Telephone Number

Work Number

Click on the Submit button to proceed, or click on the Reset button if you would like to erase the fields that you entered, or click on the Cancel button to Logout.

The ORS Account Registration and Activation results page will display when the user selects Submit. A message will then display stating you will receive your activation code by US Mail within 5 to 7 business days.

Select LOGOUT.

Note: This Activation Code is only valid for 90 days. After 90 days you will be required to register again.

Registered Users

If you have previously entered your registration information, enter your Email Address or User ID and Password and click on the Login button.

The Account Registration and Activation page will display.

Enter your Activation Code and click on the Submit button. The Interactive Case Access page will display.