

Los Angeles Superior Court
CourtConnect
User Guide

Sign-in Instructions for First-Time Users

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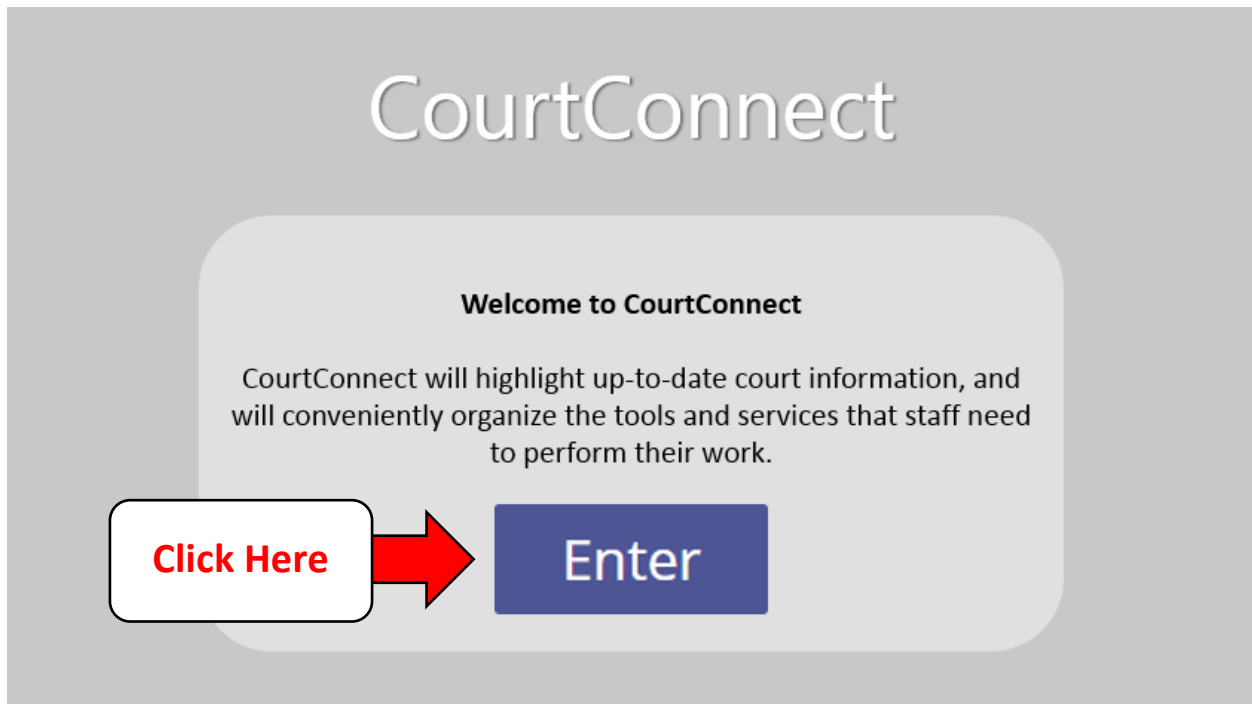
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How to Successfully Sign In to CourtConnect

• Step 1 - On the Welcome Page Click "Enter"

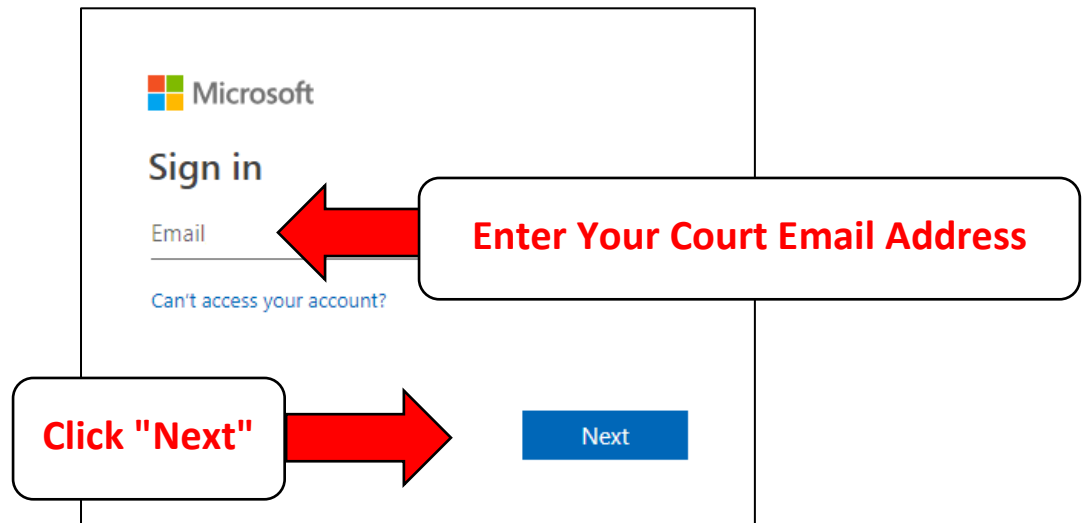
The preview version of CourtConnect can be accessed from any court-issued desktop or laptop connected to the court network at <https://lascourtnetga.azurewebsites.net/>.

Click Enter to continue the sign-in process.

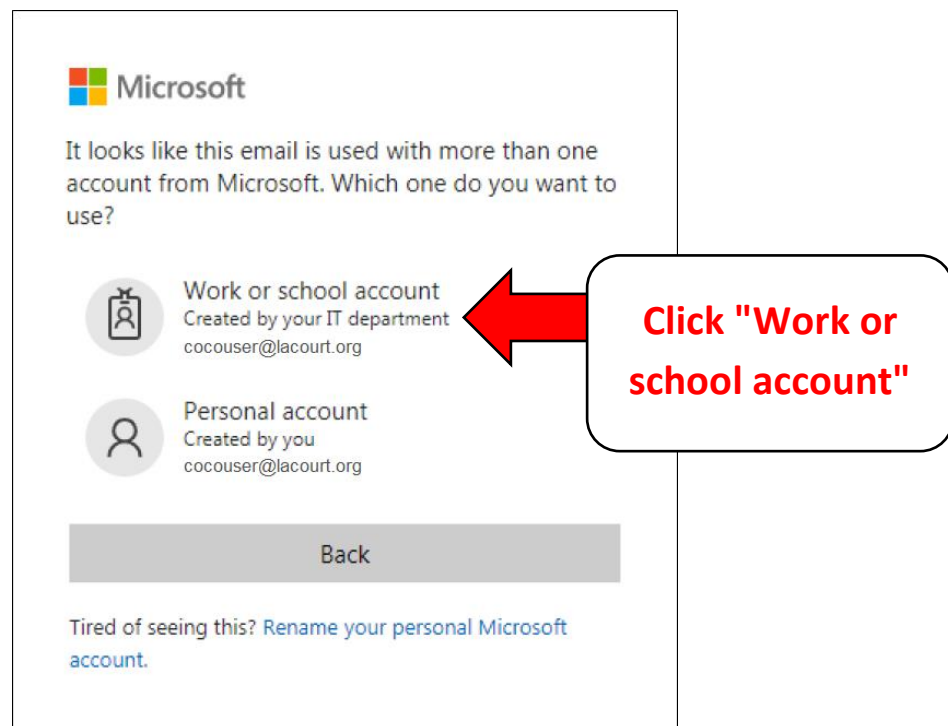


• Step 2 - Enter Your Email

When you click Enter, you will be taken to the Microsoft sign in page. Enter your court-issued email address, and then click Next.



Entering your court-issued email address may generate a prompt asking you "Which account do you want to use?" If this prompt appears, click "Work or school account".



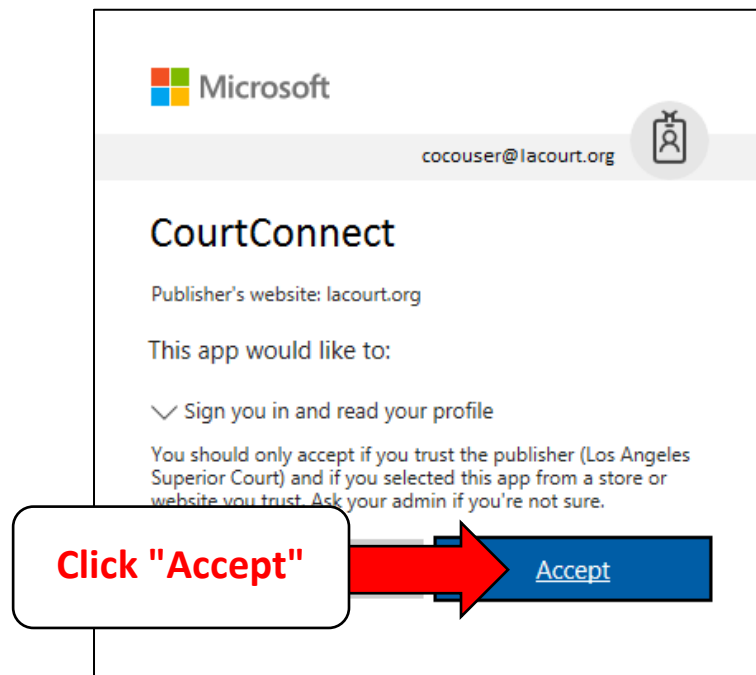
• Step 3 - Enter Your Password

Next, enter the same password used to sign into Windows on your court-issued computer or laptop, and then click Sign in.



• Step 4 - Accept Microsoft's Permission Request

If a screen appears asking for permission to continue signing you in, click Accept. This is a standard Microsoft message for someone signing onto a new application and will only appear the first time you sign in. CourtConnect is a trusted application and is safe to accept.

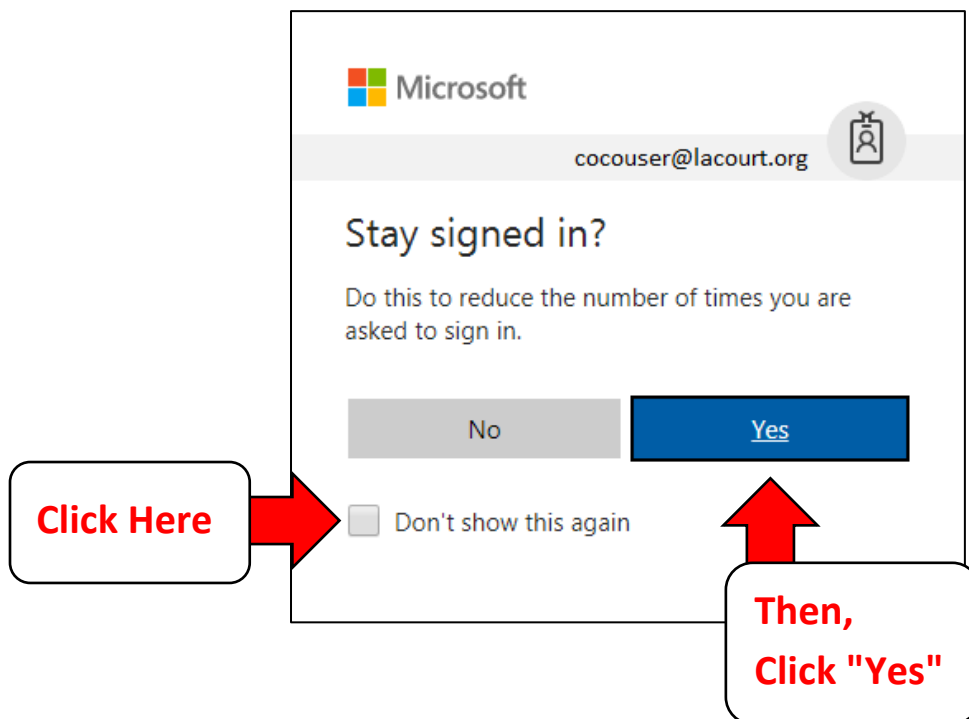


• Step 5 - Stay Signed In

After you successfully sign in, a prompt will display that asks if you would like to stay signed in.

- First, check “Don’t show this again”, so you will not be subsequently asked if you would like to “stay signed in”.
- Next, click the “Yes” button to reduce the number of times you are required to enter your sign in credentials when launching CourtConnect.

Responding “No” will require that Microsoft request your sign in credentials each time CourtConnect is launched.



How to Get Help

If you need technical assistance, please contact the LASC Service Desk at 213-**974-HELP** (4357).

Judicial officers should press **9#** (when asked for employee ID) to bypass the customary prompts and connect directly to support staff.

Normal Support Hours	Monday to Friday, 7:30 AM to 5:30 PM
Off-Hours Support	Monday to Friday, 5:30 PM to 10:00 PM Saturday, Sunday, and Court Holidays, 8:00 AM to 5:00 PM