

# ODN Account Information

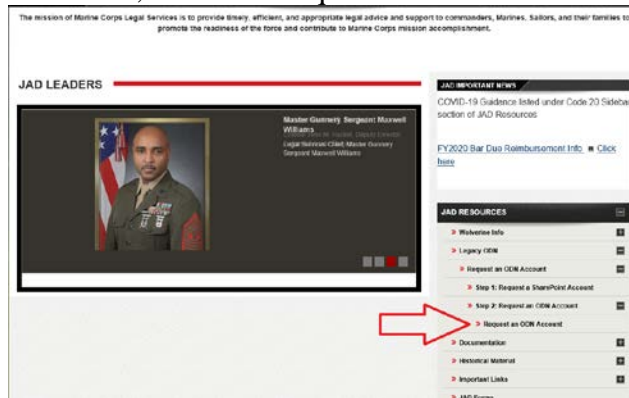
\*\*\*\*\*

Officer Disciplinary Notebook.

If this is your first time accessing ODN, you will need to request an ODN account. Please read below for instructions.

## I – New ODN Accounts

- Please access the Public SJA web site.
- <https://www.hqmc.marines.mil/sja/>
- Under JAD RESOURCES, click on "Request an ODN Account".



3. Complete all fields. **Please remember your user name and password.** The ODN administrator will contact the site owners to approve or deny your ODN request. The site owners are typically your Regional LAO's.

A screenshot of a web browser displaying the 'United States Marine Corps Legal Services Community Case Management System Account Request' form. The form is titled 'INDICATES REQUIRED FIELDS' and contains several input fields: 'First Name', 'Middle Initial', 'Last Name', 'Government E-Mail Address', 'Primary MDS', 'Other Name', 'Rank', and 'Password'. There are also checkboxes for 'Work/Officer Information' and 'CDR Access requested'. The form includes instructions for password requirements and a list of checkboxes for selecting the user's role (Military Justice, Administrative Law, Legal Assistance, etc.).

\*\*Note\*\* If you have questions, please contact the JAI HQMC, telephone 703-614-9263 or 703-614-1242. Or email [JAIWebmaster@usmc.mil](mailto:JAIWebmaster@usmc.mil) \*\*

## II – Permission Groups and Passwords

## ODN Account Information

- a. Permission Groups - If you have an existing ODN account and require a change in permission groups, email [JAIWebmaster@usmc.mil](mailto:JAIWebmaster@usmc.mil). Please include your Regional LAO in your email requesting this change.
- b. Passwords - If you have an existing ODN account and you do not remember your password, email [JAIWebmaster@usmc.mil](mailto:JAIWebmaster@usmc.mil) and request a change in password. **DO NOT REQUEST** a new ODN account.