

# Judicial eCademy Login & Course Registration Instructions

1. Go to [www.judicialedcademy.ohio.gov](http://www.judicialedcademy.ohio.gov).
2. Log in with your username and password. **Note: You will not be registered for a course until you complete all steps and receive a course confirmation email.**

The screenshot shows the login page of the Judicial eCademy website. The page features a header with the logo and a navigation menu. The main content area contains a login form with fields for Username and Password, a Login button, and a checkbox for 'Remember me'. Below the form are links for 'Forgot your username/password?' and 'Create new account'. At the bottom, there are links for 'Terms of Use', 'Privacy Policy', and 'Contact Us'.

**Callout boxes:**

- Left box:** Your password is case sensitive.
- Right box (top):** If you are an attorney, your username is your attorney registration number without the leading 0's.
- Right box (bottom):** If you are not an attorney, you created your username when you created your account.

3. Once you log in to Judicial eCademy, you are ready to register for a course. Click "Course search" at the top of the page and scroll down to see "Search results."

The screenshot shows the course search page of the Judicial eCademy website. The page features a header with the logo and a navigation menu. The main content area contains a search form with fields for Course Name, Begin Date, and End Date. Below the form are checkboxes for various search criteria, including 'Video Teleconference Courses Only', 'Has CLE Ethics Hours', 'Has CLE General Hours', 'Has CLE Judicial Fairness Hours', 'Has CLE Professionalism Hours', and 'Has CLE Substance Abuse Hours'. There is also a field for 'Within' miles of Columbus, Cleveland, or Cincinnati, and a ZIP code field. Below the search form is a 'Search Results' table with columns for Course Name, Begin Date, and City. The table lists two courses: 'Ohio GAL Education Program: Advanced Topics in Divorce Cases Online' and 'Judicial eCademy: An Introduction to Drug Diversion & Abuse ONLINE'. Below the table are links for 'View course brochure' and 'Register online, Map/directions'.

**Callout boxes:**

- Left box:** Click on the course name to see more information or register.
- Top right box:** Clicking here will allow you to search for courses.
- Bottom right box:** If you do not list any parameters all courses open to you will list below.

- Click the course name, then click “Register online,” in the white drop down. Follow the steps to complete your registration. Be sure to click “Complete Registration” at the bottom right corner.

**Course Search**  
Please specify your search criteria below. The list will be updated automatically.

**Search Parameters**  
Course Name:   
Begin Date:   
End Date:   
 Video Teleconference Courses Only  
 Has CLE Ethics Hours  
 Has CLE General Hours  
 Has CLE Judicial Fairness Hours  
 Has CLE Professionalism Hours  
 Has CLE Substance Abuse Hours  
Within  miles of  Columbus,  Cleveland,  Cincinnati, ZIP:

**Search Results**

Course Name	Begin Date <sup>1</sup>	City
Ohio GAL Education Program: Advanced Topics in Divorce Cases Online	1/6/2014-12/31/2014	Online
Judicial eCademy: An Introduction to Drug Diversion & Abuse ONLINE	2/26/2014-12/31/2014	Online
Judicial eCademy: Judicial Ethics Relating to Ex Parte Communication ONLINE	2/26/2014-12/31/2014	Online
Judicial eCademy: Ensuring Meaningful Opportunities for Youth Engagement in Court ONLINE	2/26/2014-12/31/2014	Online
Judicial eCademy: Access to Justice & Fairness in the Courts for the Deaf ONLINE	2/26/2014-12/31/2014	Online
Ohio Guardian ad Litem Education Program: The GAL Interview Online Edition	2/26/2014-12/31/2014	Online
Guardian ad Litem Pre-Service Course	6/24/2014	Perrysburg
Probation Officer Training Program: Intro to Cognitive Behavioral Interventions (015)	6/24/2014	Columbus
2014 Juvenile Court Clerks Conference	6/26/2014-6/27/2014	Columbus
Probation Officer Training Program: Intro to Assessment & Case Planning (013)	7/1/2014	Dayton

Time: Varies: See course brochure  
Registration Deadline: 6/23/2014  
Program Contact Person: Kristopher Steele  
View course brochure  
Register online, Map/directions  
Cost: FREE

Click to register. Note if you don't see the course you are looking for, it may not be open to you. Please call 614-387-9445 for assistance.

You will be taken to a second page to confirm your registration. Enter any special needs you have, confirm your email, and then click, Complete Registration.

**Course Registration**  
2014 Juvenile Court Clerks Conference

You are registering for the **2014 Juvenile Court Clerks Conference** course in **Columbus** on **Thursday, June 26, 2014** through **Friday, June 27, 2014**. This course is tuition free, so no payment is necessary. Please indicate if you are a vegetarian or diabetic.

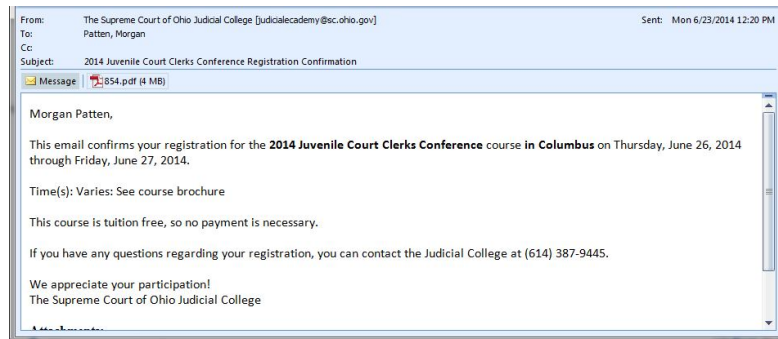
Veggie  Diabetic  
Anything else we should know?

Email address (to receive your confirmation)  
morgan.patten@sc.ohio.gov

[Complete Registration](#)

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- If you have successfully registered for a course, you will receive an e-mail confirmation with the course brochure attached. Be sure to check your junk e-mail folder if you have not received an e-mail.



If you have questions or would like to be walked through the login process, please call 614.387.9445.