

OHLEG SmartSearch

Login Instructions

For Returning Users & OPOTA Portal Account-holders

DAVE YOST



Step 1: Log into OHLEG

You must first log into OHLEG in order to access OHLEG SmartSearch.

Use these instructions if you have previously logged into OHLEG SmartSearch, OR if you have an OPOTA Portal account.

OHLEG
OHIO LAW ENFORCEMENT GATEWAY

OHIO ATTORNEY GENERAL
DAVE YOST
OHIO ATTORNEY GENERAL

OHLEG Support

Login

Username

Password

Log on

[Forgot Password](#)

OHLEG Support
1 (866) 40-OHLEG (866-406-4534)

[OHLEG Rules and Regulations](#)

[OHLEG Security Training Video](#)

[OPOTA Online](#)

[Request for Access to OHLEG »Disposition Portal Instructions](#)

The Ohio Law Enforcement Gateway is a state-of-the-art electronic information network that allows Ohio law enforcement agencies to share criminal justice data efficiently and securely. OHLEG provides law enforcement with dozens of investigative tools and training applications to help solve and prevent crime, including data from a wide range of topics. Ohio is a national leader in providing multiple web-based resources to law enforcement statewide.

Use of OHLEG is limited to those employed by criminal justice agencies.

To obtain access to OHLEG, you must do the following:

1. Be sure to watch the required OHLEG Security Training Video located on the left of this screen before applying for access.
2. A current OHLEG user from your agency can login to OHLEG and click "OHLEG Online Account Application."
3. Complete the Application Request Form for the new user and click the "Submit Application" Button.
4. The Agency Chief/Sheriff/CEO or the designated "Approver" will log into OHLEG and click "OHLEG Online Account Application."
5. The Chief/Sheriff/CEO or the designated "Approver" will click "OHLEG Account Requests Awaiting Agency Approval" from the dropdown under "Agency Administration." They will click "select" next to the application they wish to approve.
6. Assign OHLEG Apps, confirm Required Security Training Completed by the Applicant, and Enter their Title. Click "Approve".

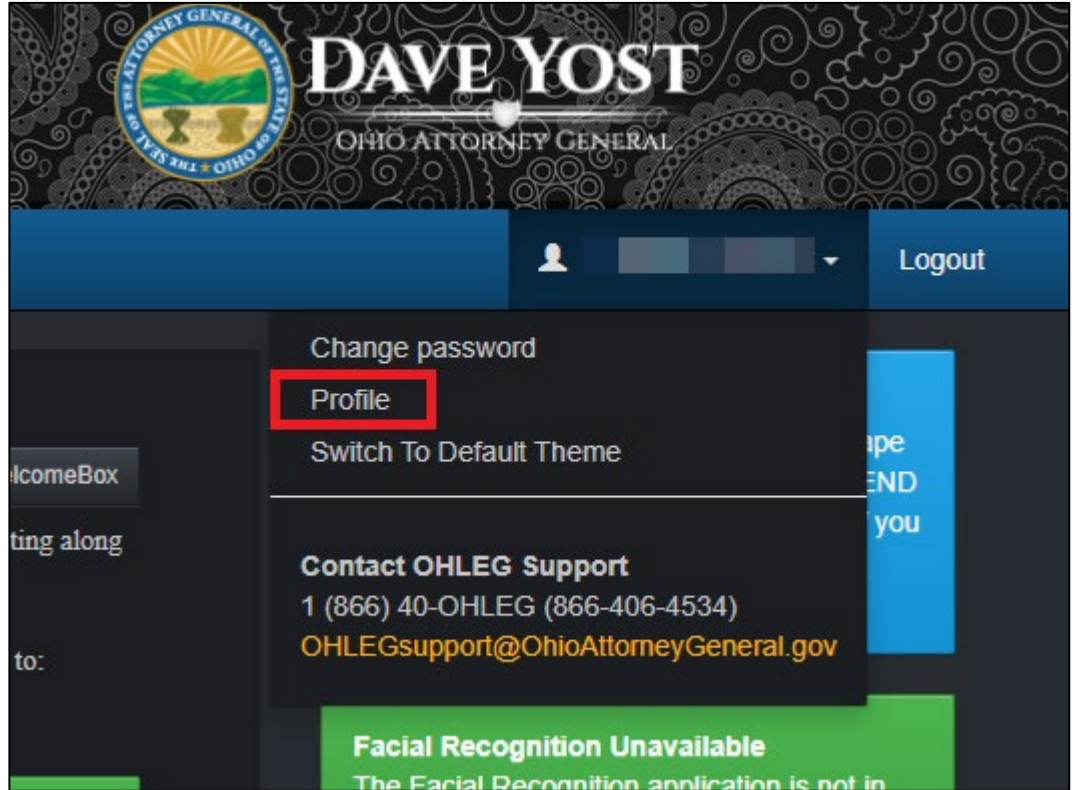
Step 2: Verify your OHLEG email address

Important: Your login email for OHLEG SmartSearch **must** be the same as your OHLEG email.

Check your OHLEG profile to see your OHLEG email on record.

To access your profile:

1. Find your name (top right).
2. Click on the downward pointing arrow next to it.
3. Then select “Profile” from the menu.



Step 2: Verify your OHLEG email (Continued)

View your OHLEG account details, including your OHLEG email address.

You must use your OHLEG email address to log into OHLEG SmartSearch!

IF you need to make corrections to your email address, select *Set OHLEG Email Address*.

The screenshot displays the OHLEG account management page. At the top, the OHLEG logo and Ohio Law Enforcement Gateway text are visible, along with the Ohio Attorney General's seal. Below the header, navigation links for OHLEG, Forms, News, and Publications are present. The main content area shows a user profile with the following details:

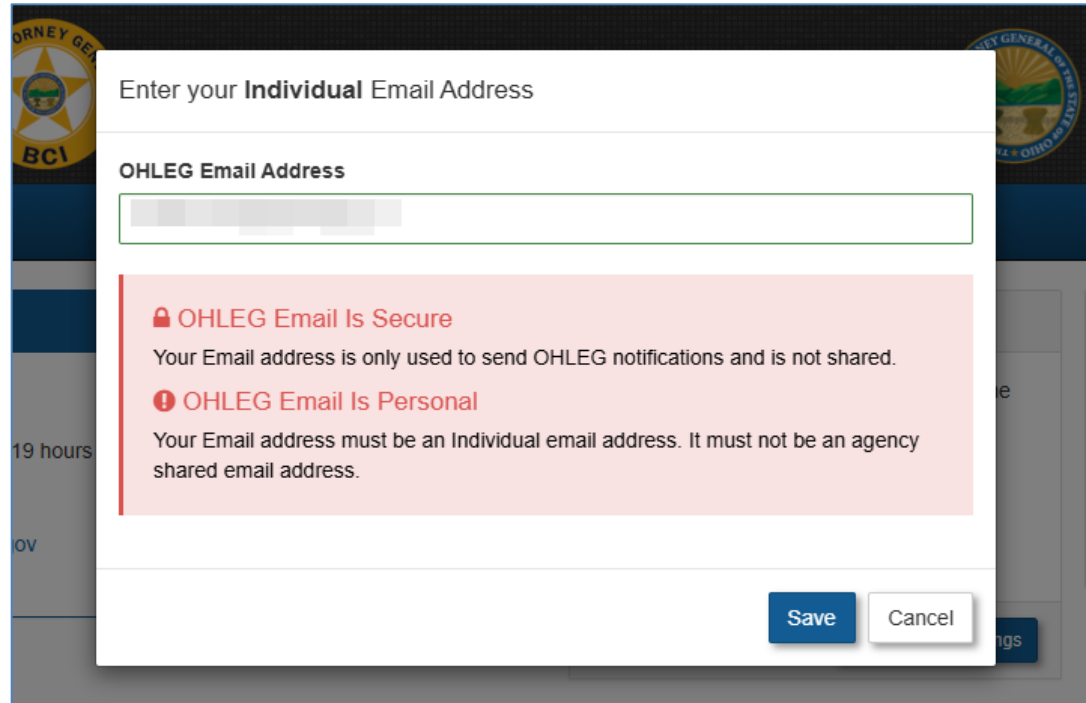
- First Name: [Redacted]
- Last Name: [Redacted]
- Password Expiration: Expiring in 71 days and 19 hours (02/11/2026 08:49 AM). A "Change Password Now" button is located to the right.
- Last Login: 11/19/2025 02:29 PM
- OHLEG Email Address: [Redacted]. A "Set OHLEG Email Address" button is located to the right.

A red box highlights the "OHLEG Email Address" field, and a blue callout box with the text "Click to change OHLEG email address" has a red arrow pointing to the "Set OHLEG Email Address" button.

Step 2: Verify your OHLEG email (Continued)

A popup will appear, where you can make corrections to your OHLEG email address, if needed. Just retype your correct OHLEG Email Address and select **Save**.

The red notification is a reminder to use an email address for an account assigned to a single person, not a group.



The screenshot shows a white popup window titled "Enter your Individual Email Address" overlaid on a dark background. The background features the Ohio Bureau of Criminal Investigation (BCI) logo on the left and the Ohio Attorney General's Office logo on the right. The popup contains the following elements:

- A header: "Enter your **Individual** Email Address"
- A label: "OHLEG Email Address"
- An input field: A text box with a blurred placeholder email address.
- A red notification box with two items:
 - OHLEG Email Is Secure**: Accompanied by a lock icon. Text: "Your Email address is only used to send OHLEG notifications and is not shared."
 - OHLEG Email Is Personal**: Accompanied by an exclamation mark icon. Text: "Your Email address must be an Individual email address. It must not be an agency shared email address."
- Buttons: "Save" (blue) and "Cancel" (white) buttons at the bottom right.

Important: Changing your email address



To maintain access to OHLEG SmartSearch, ensure that:

Your OHLEG email matches the email used for identity verification.

The same email is used in your OHLEG SmartSearch account.



If you change your email in OHLEG, follow these steps:

Contact OHLEG Support to request a new OHLEG SmartSearch account for the new email address.

Create a new identity verification account with the new email before logging into OHLEG SmartSearch.

Step 3: Find the OHLEG SmartSearch link

OHLEG SmartSearch will be available to users with access to OHLEG-Search Engine (Swift SE).

If you have access to Swift SE, you will see the OHLEG SmartSearch link under Available OHLEG Applications

Click on the OHLEG SmartSearch link...

The screenshot shows the OHLEG Ohio Law Enforcement Gateway website. At the top, there are logos for OHLEG, Ohio Attorney General Dave Yost, and the Ohio Department of Public Safety. The main navigation bar includes 'OHLEG', 'Forms', 'News', and 'Publications'. A 'Log out' link is visible in the top right corner. The page content is organized into several sections:

- News:** A section with two news items: one dated Sep 09, 2025 regarding OCIS Now Accepting Applications for Law Enforcement Body-Worn Cameras, and another dated Oct 28, 2024 regarding a New Toolkit to Help Communities Respond to Child Trafficking in Ohio. A 'More News' button is located at the bottom of this section.
- OHLEG is OPEN | CONTACT US:** A section with four buttons: 'LIMS PreLog NET Guide', 'LIMS PreLog NET Training Video', 'OHLEG Rules And Regulations', and 'CJIS Security Policy'.
- OHLEG SE (Search Engine) is now SWIFT SE:** A central section with a heading and a paragraph explaining that Swift RMS is OHLEG's free records management system. It includes three buttons: 'Swift RMS Promotional Video', 'Swift RMS Updates 2.0.50', and 'Swift RMS Training Resources'. Below this, it states 'OHLEG SE (Search Engine) is now SWIFT SE' and provides instructions for users, including a note that Swift SE is not compatible with Internet Explorer or Firefox. A 'NEW! Swift SE Demo' button is also present.
- Available OHLEG Applications:** A section with a dropdown menu set to 'AGO -ITS'. Underneath, there is a list of applications, with 'OHLEG SmartSearch' highlighted by a red box.
- Other sections:** 'Sexual Assault Kit Tracker' (with instructions on how to use it), 'Facial Recognition Unavailable' (with a service status message), and 'Resources' (with links for 'Contact information', 'FAQs', and 'eDisposition Portal Instructions').

At the bottom of the page, there is a 'NOTE' stating: 'The AGO training portal that hosts the OHLEG Security Training Video does not use OHLEG'. In the bottom right corner, there is a message: 'Activate Windows Go to Settings to activate Windows.'

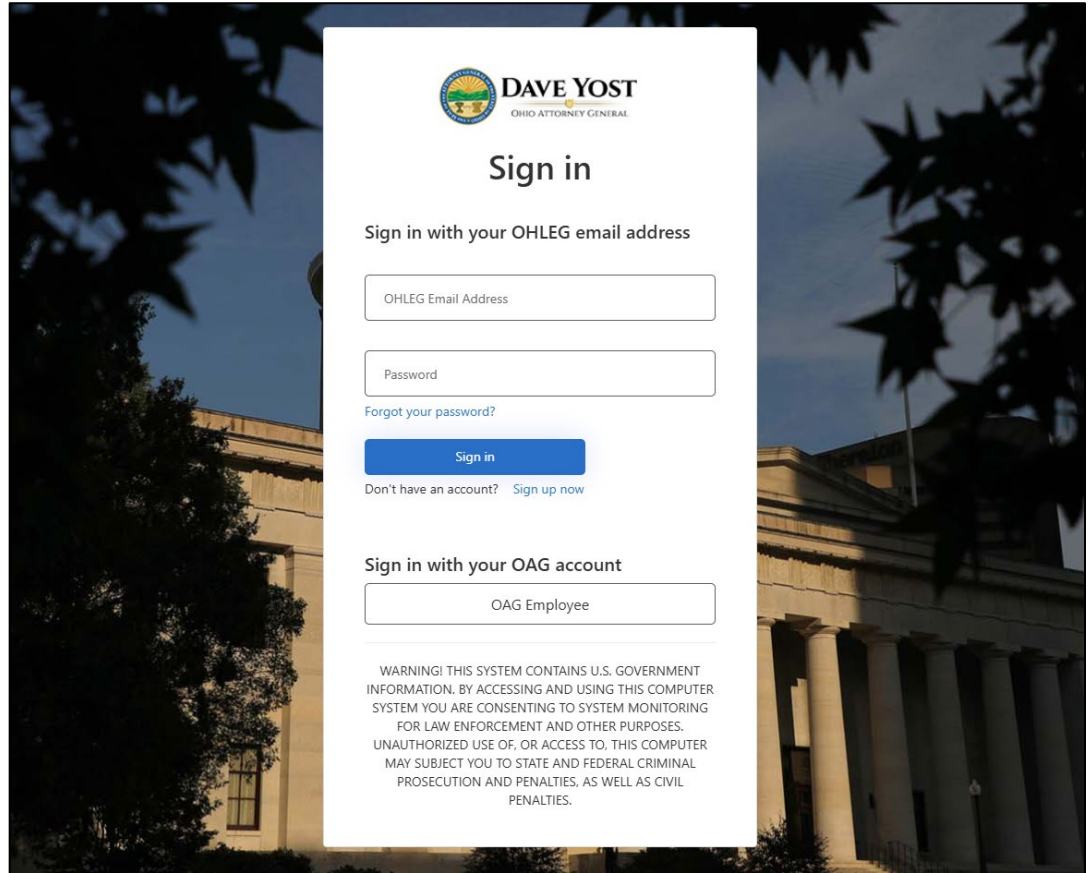
Step 4: Sign in to your account


For CJIS compliance reasons, you must verify your identity before accessing OHLEG SmartSearch.

A login screen will appear.

Returning OHLEG SmartSearch users: Enter your OHLEG email and the password you created and click **Sign in** to verify your identity.

OPOTA Portal Users: If you have an OPOTA Portal account that matches your OHLEG email, sign in with your OPOTA Portal credentials.



 **DAVE YOST**
OHIO ATTORNEY GENERAL

Sign in

Sign in with your OHLEG email address

[Forgot your password?](#)

[Sign in](#)

[Don't have an account? Sign up now](#)

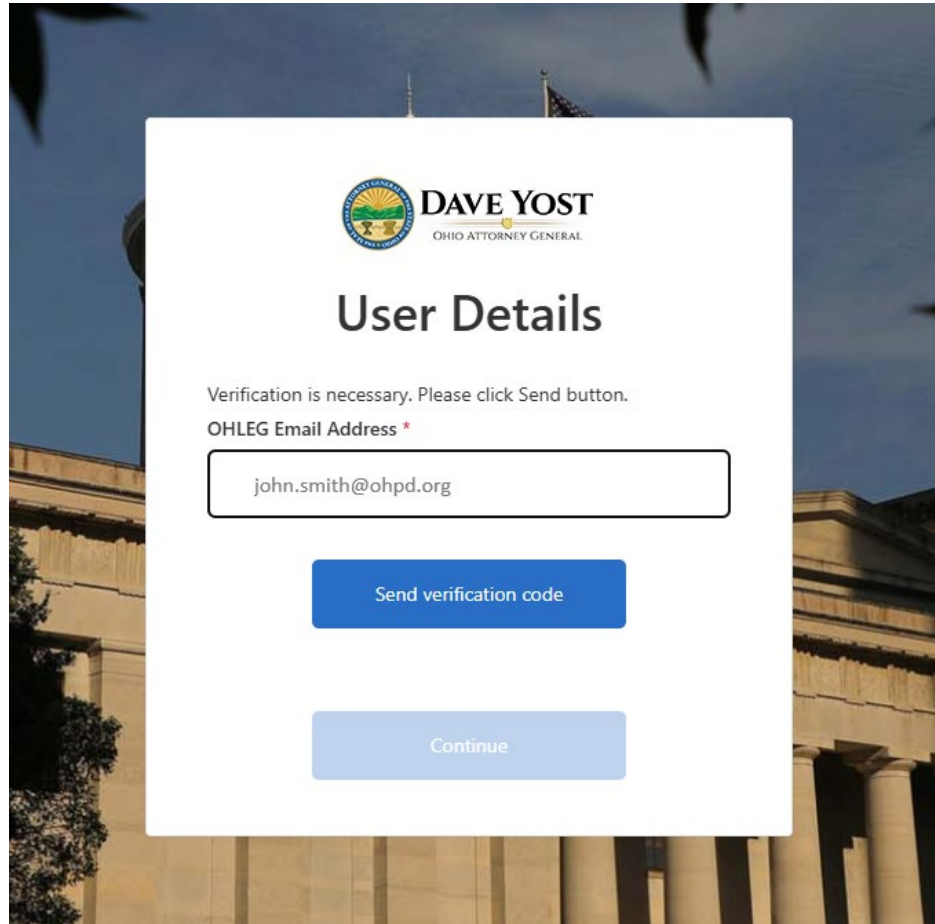
Sign in with your OAG account

WARNING! THIS SYSTEM CONTAINS U.S. GOVERNMENT INFORMATION. BY ACCESSING AND USING THIS COMPUTER SYSTEM YOU ARE CONSENTING TO SYSTEM MONITORING FOR LAW ENFORCEMENT AND OTHER PURPOSES. UNAUTHORIZED USE OF, OR ACCESS TO, THIS COMPUTER MAY SUBJECT YOU TO STATE AND FEDERAL CRIMINAL PROSECUTION AND PENALTIES, AS WELL AS CIVIL PENALTIES.

Step 5: Send code to verify your email address

You will be prompted to verify your email account. To do this...

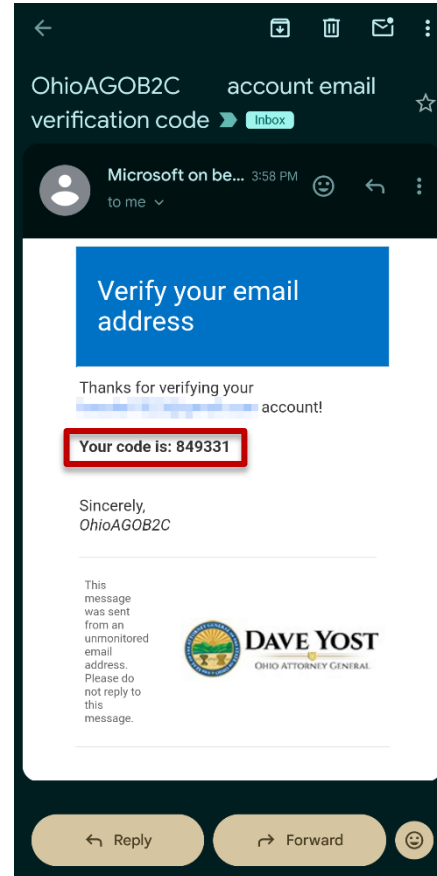
Click **Send verification code** and a code will be sent to your OHLEG email address.



The screenshot shows a mobile application interface for the Ohio Attorney General's office. At the top, there is a logo for Dave Yost, Ohio Attorney General, featuring a circular seal with a sun and the text 'OFFICE OF THE ATTORNEY GENERAL' and 'OHIO'. Below the logo, the text 'DAVE YOST' and 'OHIO ATTORNEY GENERAL' is displayed. The main heading is 'User Details'. A message states: 'Verification is necessary. Please click Send button.' Below this is a form field labeled 'OHLEG Email Address *' containing the text 'john.smith@ohpd.org'. There are two buttons: a blue 'Send verification code' button and a light blue 'Continue' button. The background of the app is a photograph of a classical building with columns.

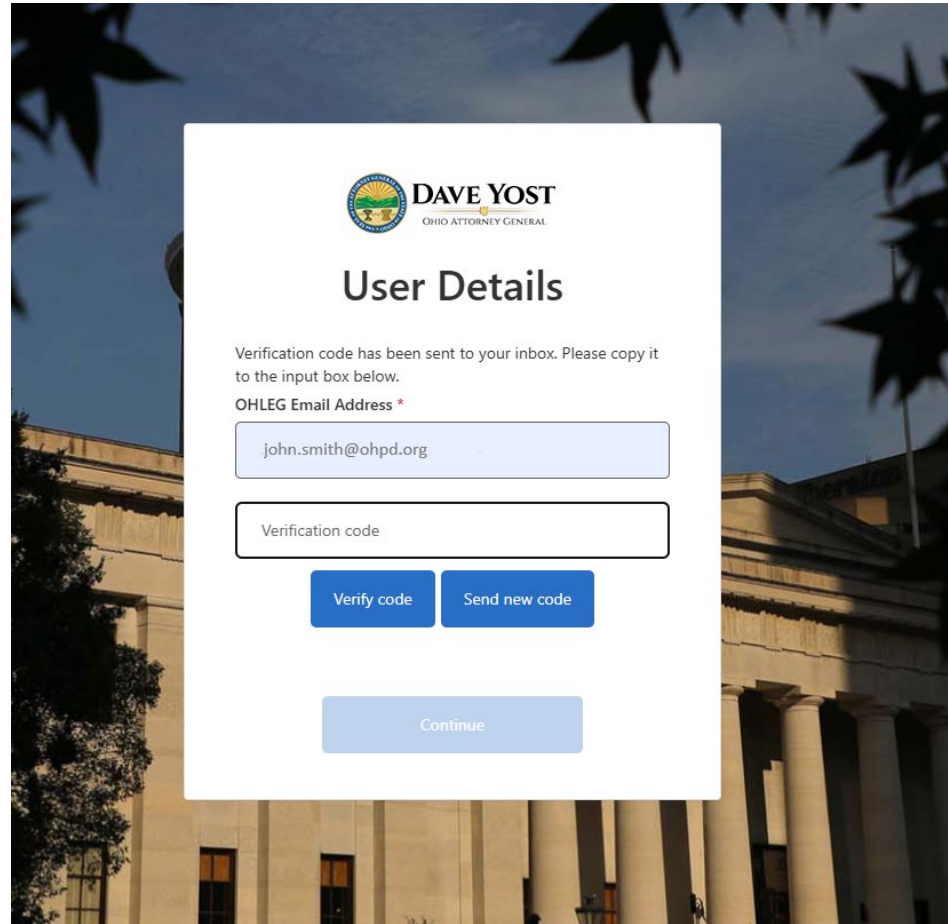
Step 6: Check your email for verification code

Check your inbox for the code—it will expire in 5 minutes.



Step 7: Enter verification code

Enter the verification code and click **Verify code**, to confirm your email address.

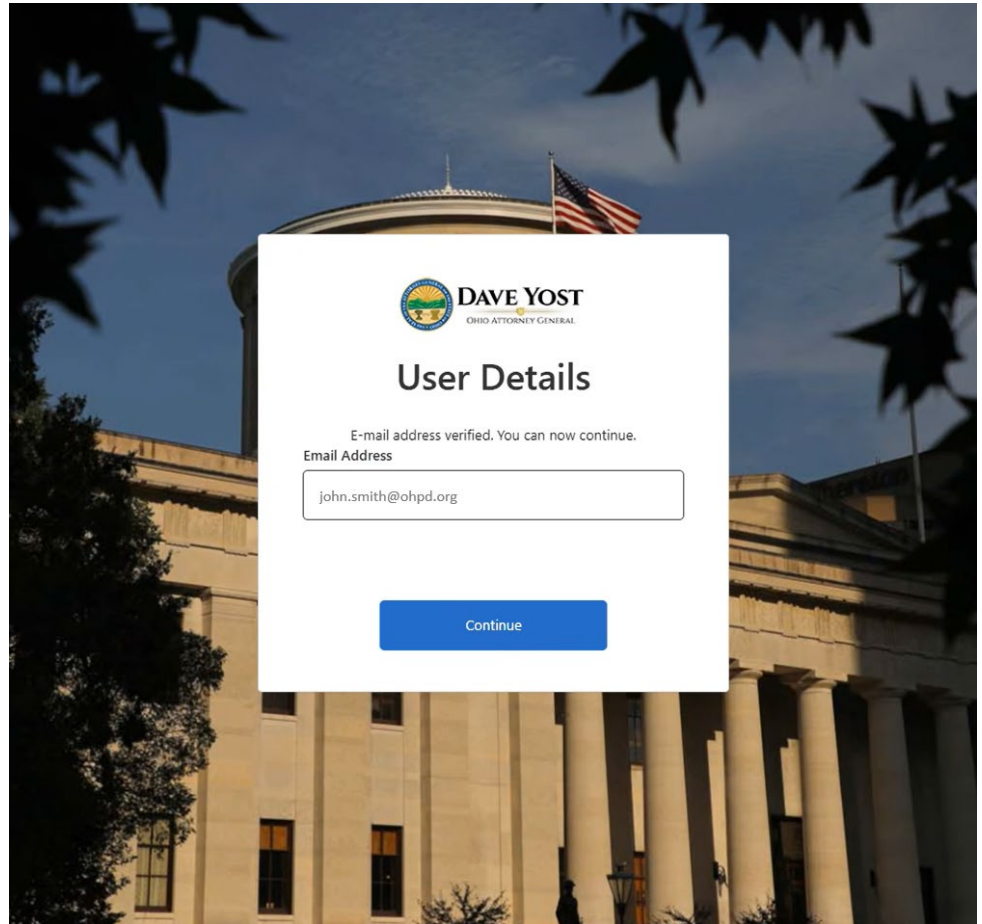


The screenshot shows a mobile application interface for the Ohio Attorney General's office. At the top, there is a logo for Dave Yost, Ohio Attorney General, featuring a circular seal with a landscape and the text "DAVE YOST OHIO ATTORNEY GENERAL". Below the logo, the title "User Details" is displayed in a large, bold font. A message states: "Verification code has been sent to your inbox. Please copy it to the input box below." Underneath this message, the label "OHLEG Email Address *" is followed by a text input field containing the email address "john.smith@ohpd.org". Below the email field is a larger text input field labeled "Verification code". At the bottom of the form, there are two blue buttons: "Verify code" and "Send new code". A light blue "Continue" button is positioned at the very bottom of the screen. The background of the entire image is a photograph of a classical building with columns, partially obscured by tree leaves.

Step 8: Continue to OHLEG SmartSearch

Once your email address is verified, your email address should appear.

Click continue and OHLEG SmartSearch will open in a new browser tab.



Note: Potential error messages

Error #1: This means that your login attempt failed. Verify that the email address you use to log in matches your OHLEG email. If both email addresses match and this error persists, please contact OHLEG Support.

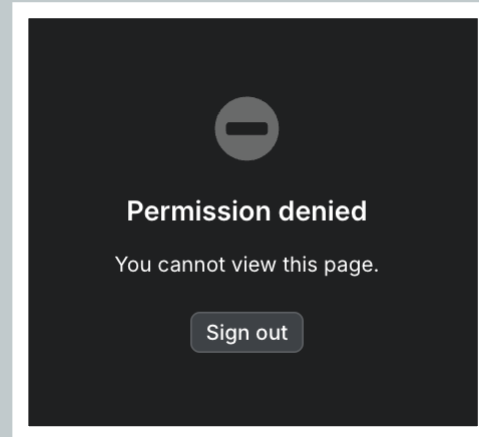
Error #2: If you see the “Permission denied” error, please contact OHLEG Support for assistance.

1

```
(“detail”: “Authentication failed because there is no matching unit in Peregrine.”, “code”: “authentication_failed”)
```

OR

2





How to get help

Contact OHLEG Support:

1-866-40-OHLEG (1-866-406-4534)

OHLegSupport@OhioAGO.gov

DAVE YOST

