

OHLEG SmartSearch

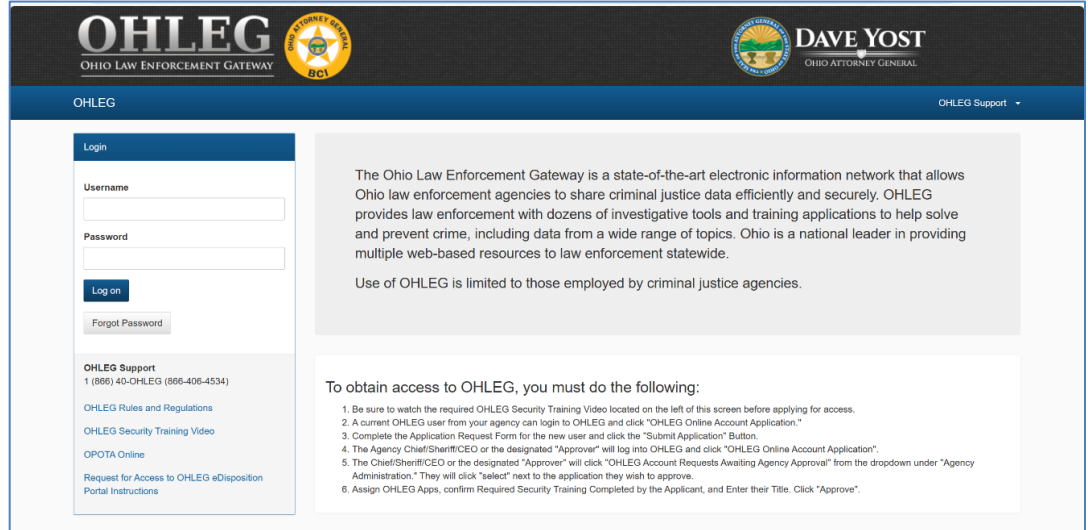
Login Instructions for New Users

DAVE YOST



Step 1: Log into OHLEG

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



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 (866-408-4534)

[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".

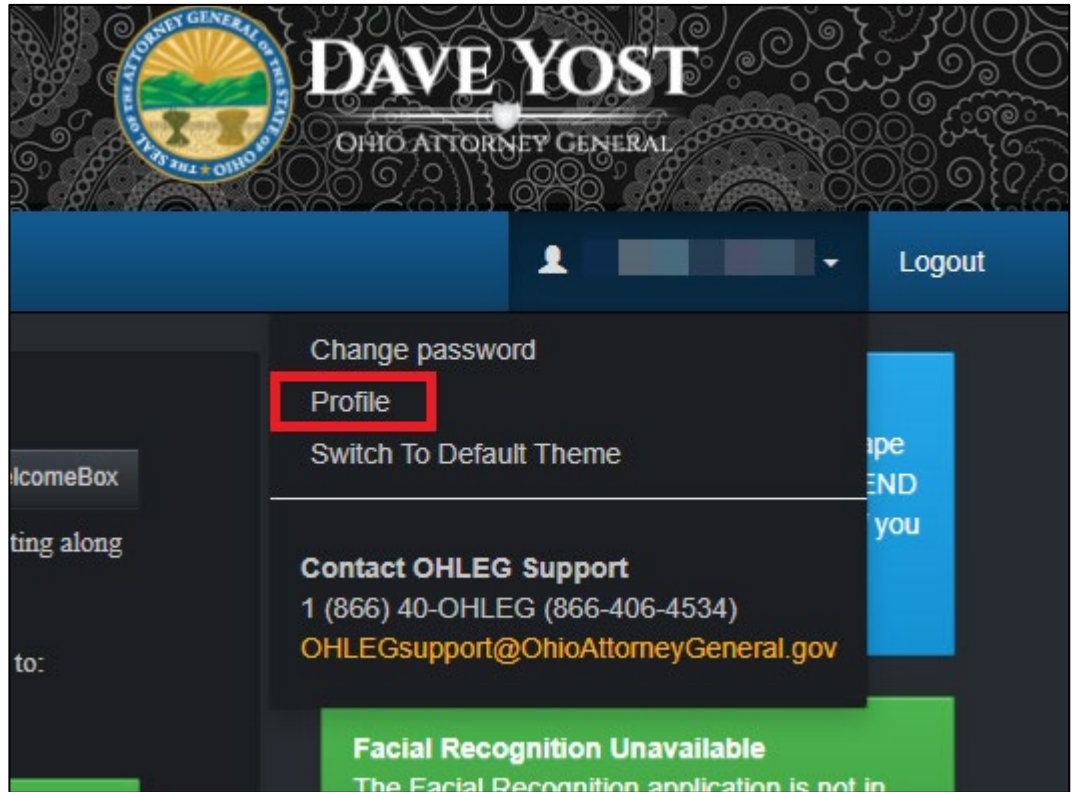
Step 2: Verify your OHLEG email

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:

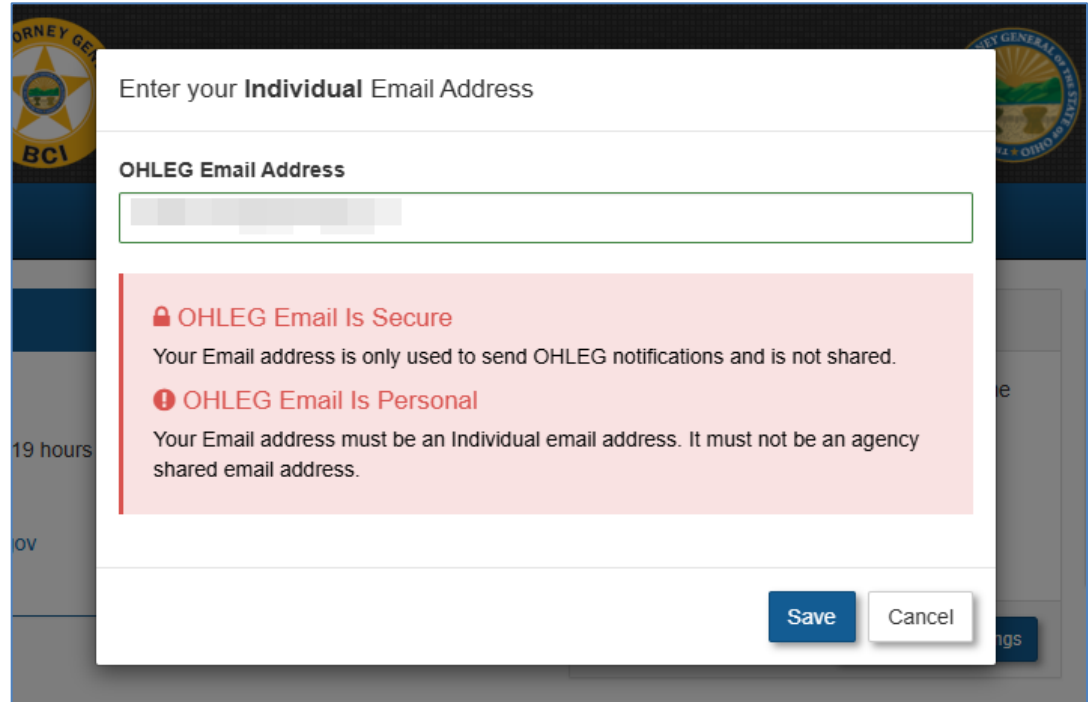
- First Name: [Redacted]
- Last Name: [Redacted]
- Password Expiration: Expiring in 71 days and 19 hours (02/11/2026 08:49 AM). A "Change Password Now" button is located to the right.
- Last Login: 11/19/2025 02:29 PM
- OHLEG Email Address: [Redacted]. A "Set OHLEG Email Address" button is located to 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 logo of the Oregon Department of Justice (ODJ) and the Oregon Bureau of Criminal Investigation (BCI). The popup contains a text input field labeled "OHLEG Email Address" with a blurred placeholder. Below the input field is a red notification box with two messages: "OHLEG Email Is Secure" (with a lock icon) and "OHLEG Email Is Personal" (with an exclamation mark icon). At the bottom right of the popup are two buttons: "Save" (blue) and "Cancel" (white).

Enter your **Individual** Email Address

OHLEG Email Address

OHLEG Email Is Secure
Your Email address is only used to send OHLEG notifications and is not shared.

OHLEG Email Is Personal
Your Email address must be an Individual email address. It must not be an agency shared email address.

Save Cancel

Important: Changing your email address



To maintain access to OHLEG SmartSearch, ensure that:

Your OHLEG email matches the email used for identify 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 displays the OHLEG Ohio Law Enforcement Gateway website. The main navigation bar includes 'OHLEG', 'Forms', 'News', and 'Publications'. A 'News' section on the left lists recent updates, including 'Sep 09, 2025: **NEW!** OCIS Now Accepting Applications for Law Enforcement Body-Worn Cameras' and 'Oct 28, 2024: New Toolkit to Help Communities Respond to Child Trafficking in Ohio'. Below the news is a 'CONTACT US' section with links for 'OHLEG is OPEN | CONTACT US', 'LIMS PreLog NET Guide', 'LIMS PreLog NET Training Video', 'OHLEG Rules And Regulations', 'CJIS Security Policy', 'Agency User Agreement', 'SE Practice Record Inquiries', and 'OHLEG Security Training Video'. A central banner for 'OHLEG SE (Search Engine) is now SWIFT SE' includes links for 'Swift RMS Promotional Video', 'Swift RMS Updates 2.0.50', and 'Swift RMS Training Resources'. A right-hand sidebar contains 'Sexual Assault Kit Tracker', 'Facial Recognition Unavailable', and 'Resources' sections. At the bottom, an 'Available OHLEG Applications' dropdown menu is open, showing 'OHLEG SmartSearch' as the selected option, highlighted with a red box and a red arrow pointing from the 'OHLEG Security Training Video' link above. A 'NOTE' at the bottom states: 'The AGO training portal that hosts the OHLEG Security Training Video does not use OHLEG'.

Step 4: Sign up for an account (or Sign in)

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

A login screen will appear.

First time users (without an OPOTA Portal account) will sign up for a new account. Click **Sign up now** to create the account.

OPOTA Portal Users: If you have an OPOTA Portal account that matches your OHLEG email, you can sign in with your OPOTA Portal credentials. *Reference the instructions for Returning Users & OPOTA Portal Accountholders.*

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Sign in

Sign in with your OHLEG email address

[Forgot your password?](#)

[Sign in](#)

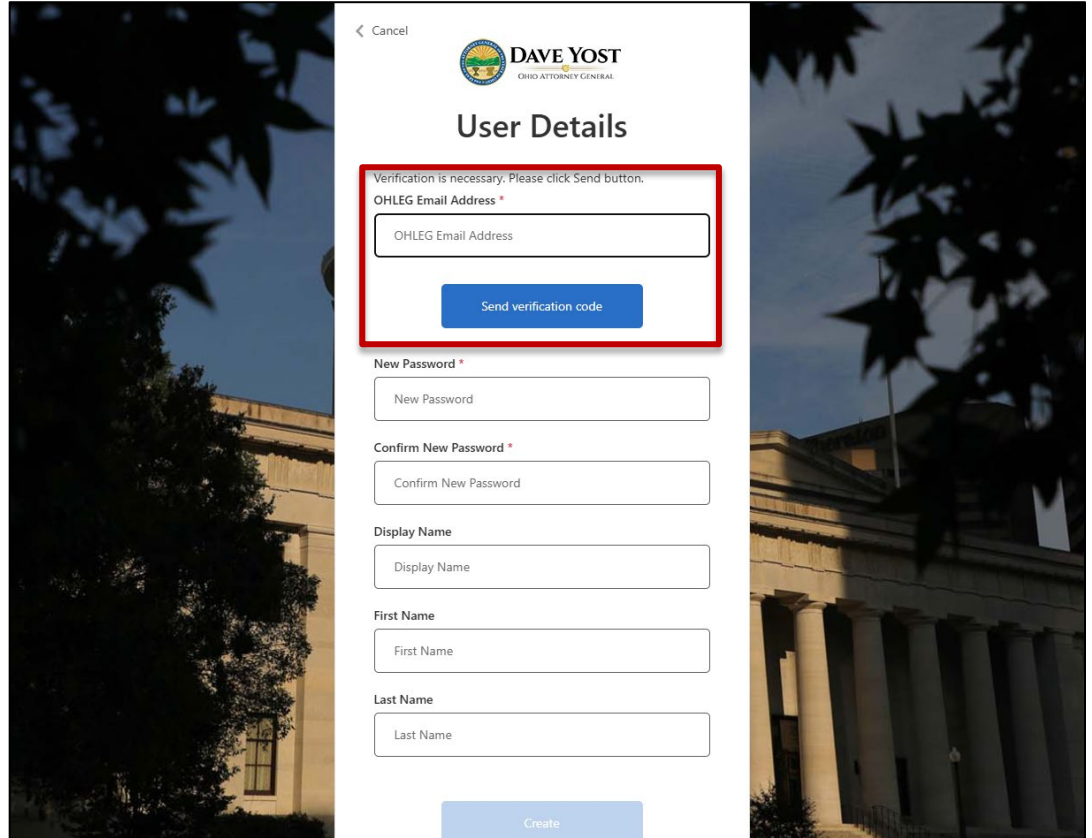
Don't have an account? [Sign up now](#)

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

Enter your OHLEG email address, then click **Send verification code**.



< Cancel

 **DAVE YOST**
OHIO ATTORNEY GENERAL

User Details

Verification is necessary. Please click Send button.

OHLEG Email Address *

Send verification code

New Password *

Confirm New Password *

Display Name

First Name

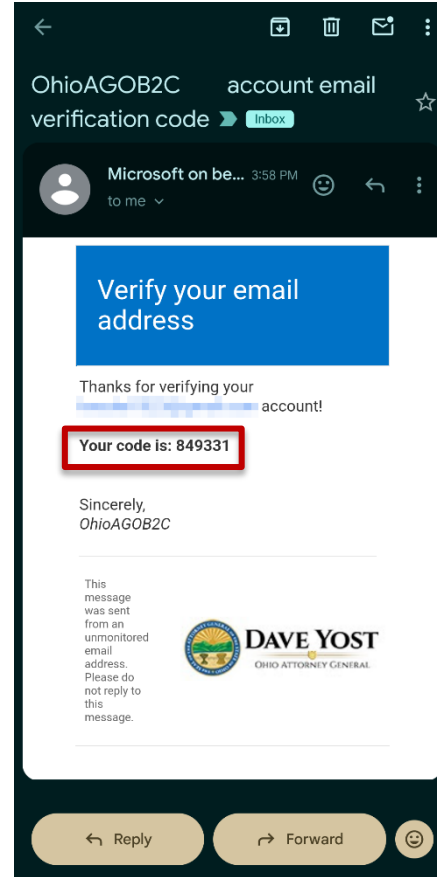
Last Name

Create

Step 6: Check your email for verification code

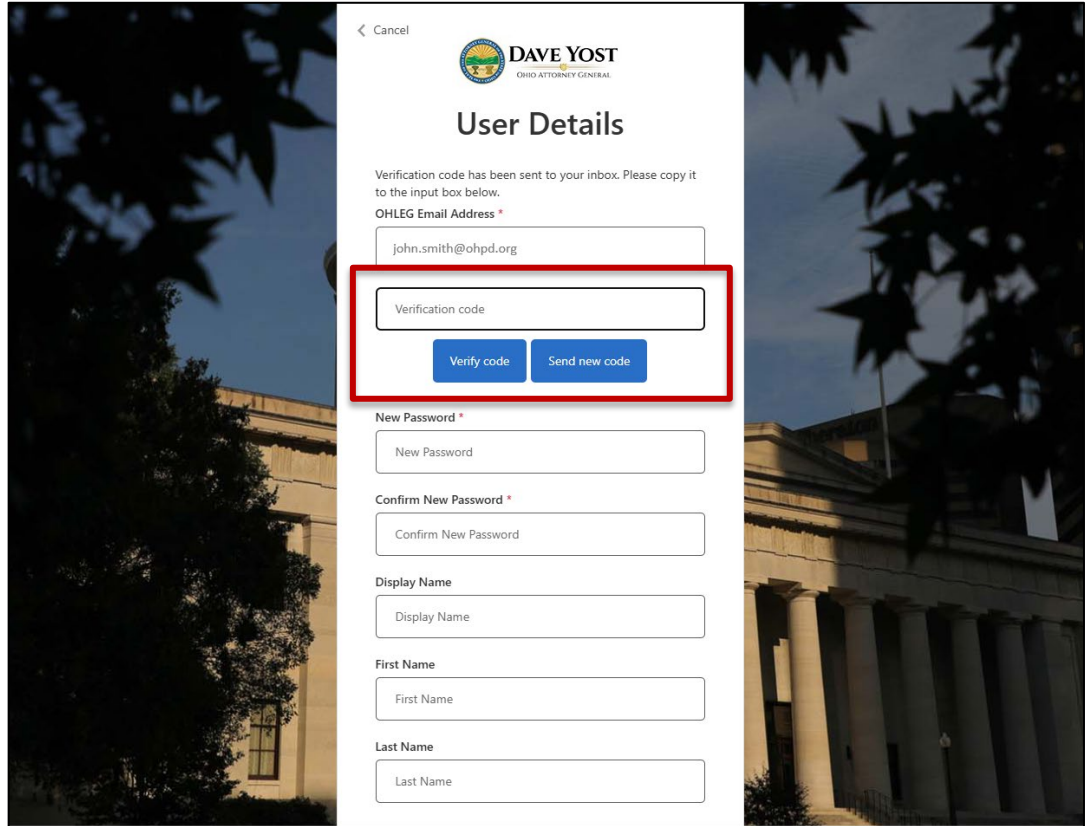
The system will send a message to the email address you entered.

Please 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.



< Cancel

 **DAVE YOST**
OHIO ATTORNEY GENERAL

User Details

Verification code has been sent to your inbox. Please copy it to the input box below.

OHLEG Email Address *

Verification code

New Password *

Confirm New Password *

Display Name

First Name

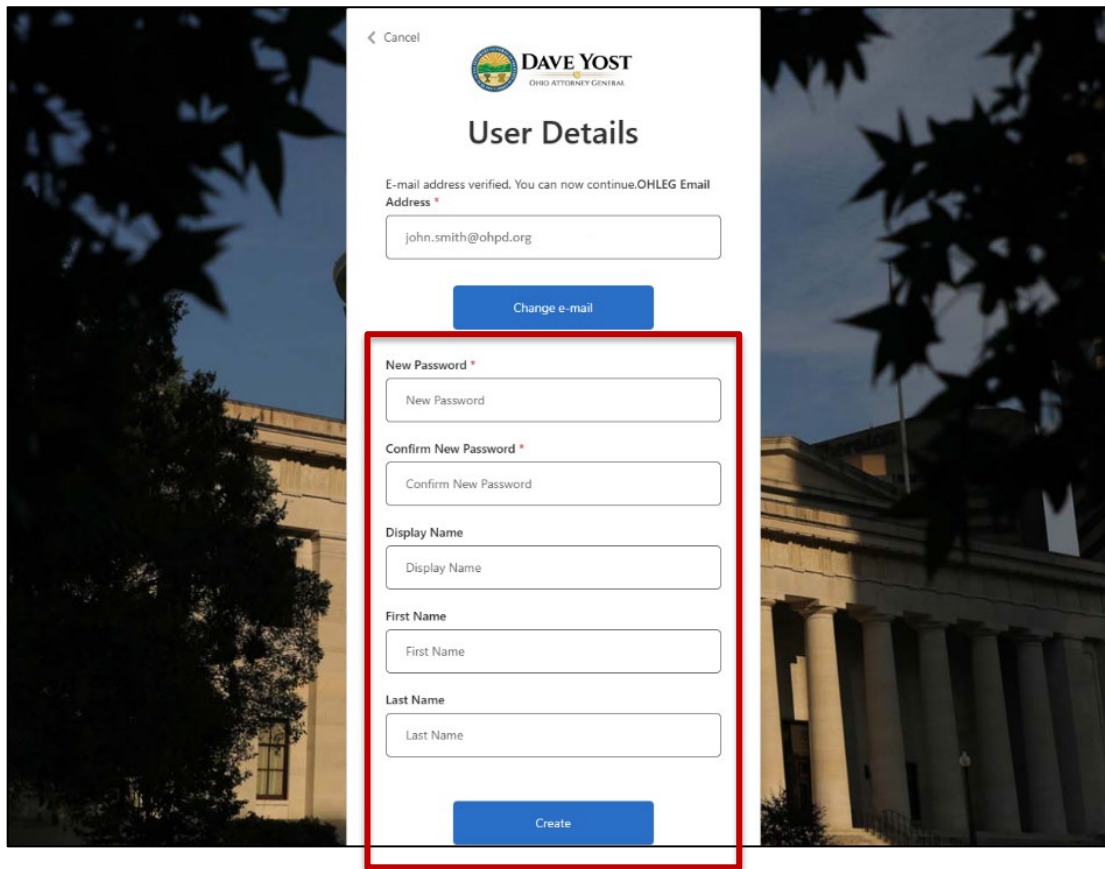
Last Name

Step 8: Enter identity verification account details

Once your email address is verified, enter your account details.

- **Password:** *For security reasons - create a unique password (different from your OHLEG account.)*
- **Display Name:** Appears when you verify your identity during login.

Click **Create** to set up your account and log into OHLEG SmartSearch.



The screenshot shows a mobile application interface for the Dave Yost Ohio Attorney General office. The screen is titled "User Details" and features a "Cancel" button at the top left. Below the title, there is a confirmation message: "E-mail address verified. You can now continue.OHLEG Email Address *". A text input field contains the email address "john.smith@ohpd.org". A blue button labeled "Change e-mail" is positioned below the email field. The main section of the form, enclosed in a red border, includes the following fields: "New Password *" with a "New Password" input field, "Confirm New Password *" with a "Confirm New Password" input field, "Display Name" with a "Display Name" input field, "First Name" with a "First Name" input field, and "Last Name" with a "Last Name" input field. A blue "Create" button is located at the bottom of the form. The background of the app shows a building with columns and trees.

Potential error message: Authentication failed

This means that your login attempt failed.

You can try two things:

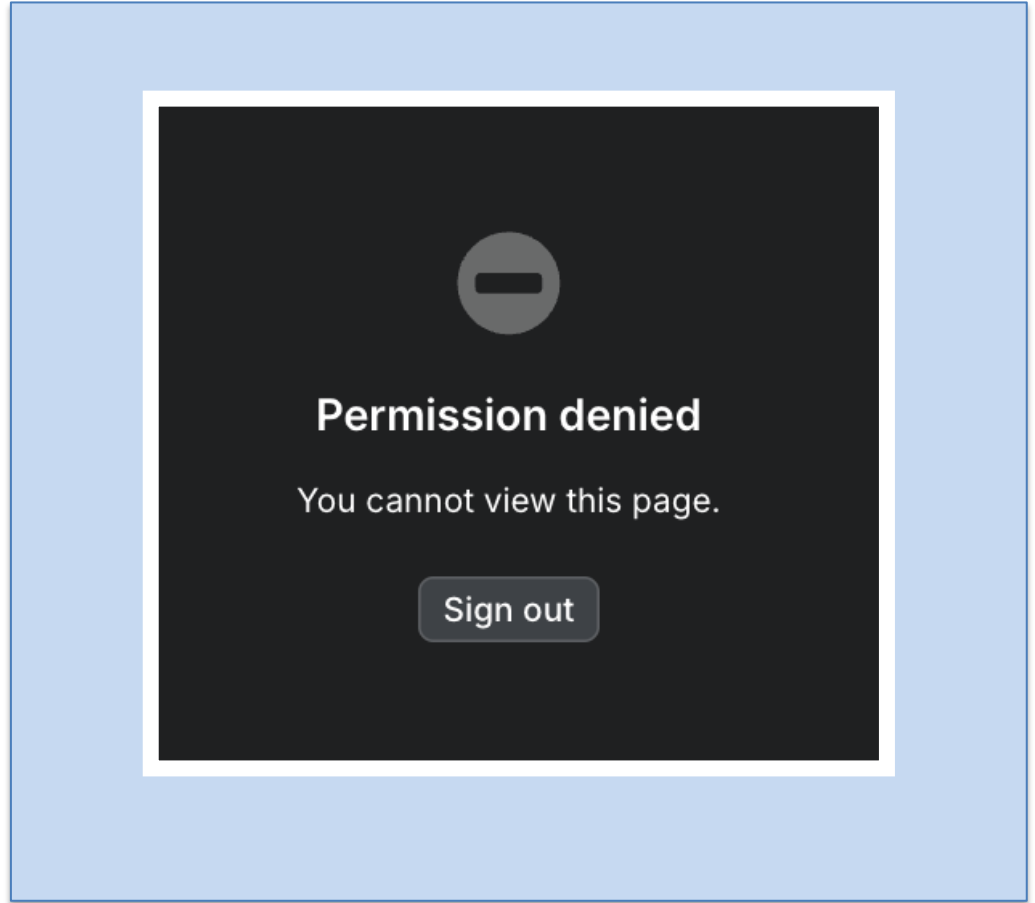
1. Verify that the email address you use to log in matches your OHLEG email. If both email addresses match, try #2.
2. Log out of OHLEG and close the browser (all tabs). Restart the browser, go to the OHLEG site and log in again.

If you try both of these things and this error persists, contact OHLEG Support.

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

Potential error message: Permission denied

If you see this error, please contact OHLEG Support for assistance.



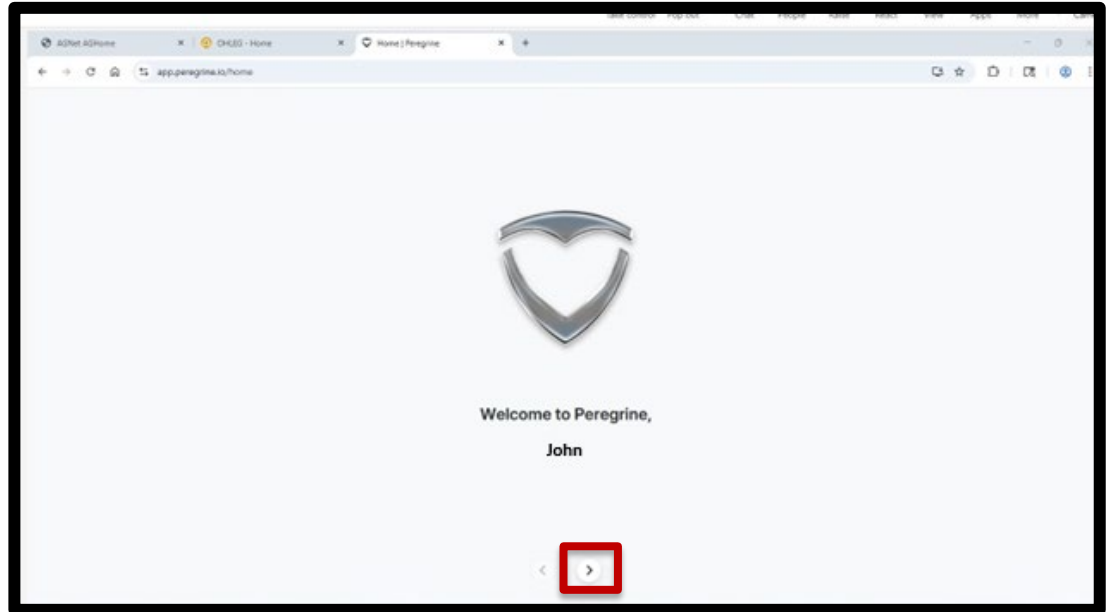
New OHLEG User Screens

(New OHLEG users only) Update your OHLEG SmartSearch Account

If you are a new OHLEG user, you may see this screen. This screen may appear if you are new to OHLEG, when you log into OHLEG SmartSearch for the first time.


The system will prompt you to add information to your new OHLEG SmartSearch account in the Peregrine platform.

Click  to advance.



(New OHLEG users only)

Update your Department & Role

- 1) The system will prompt you to update your department and job function. You will see a drop-down menu asking you to **Select Department**. The department and role you enter are informational and will not change your access or experience in the system.
- 2) For **Department**, select **Law enforcement**.
- 3) Next, select the role **Law Enforcement Specialist**, then click  to advance.

1

Let's get started

Please select a department and job function that best describes your role.

You can update your department or job function at any time in your profile settings.

Select department... ▾

Select function... ▾

2

Select department... ▾

Default dept

District attorney

Emergency medical services

Fire department

Law enforcement

Office of emergency management

Other

3

Law enforcement ▾

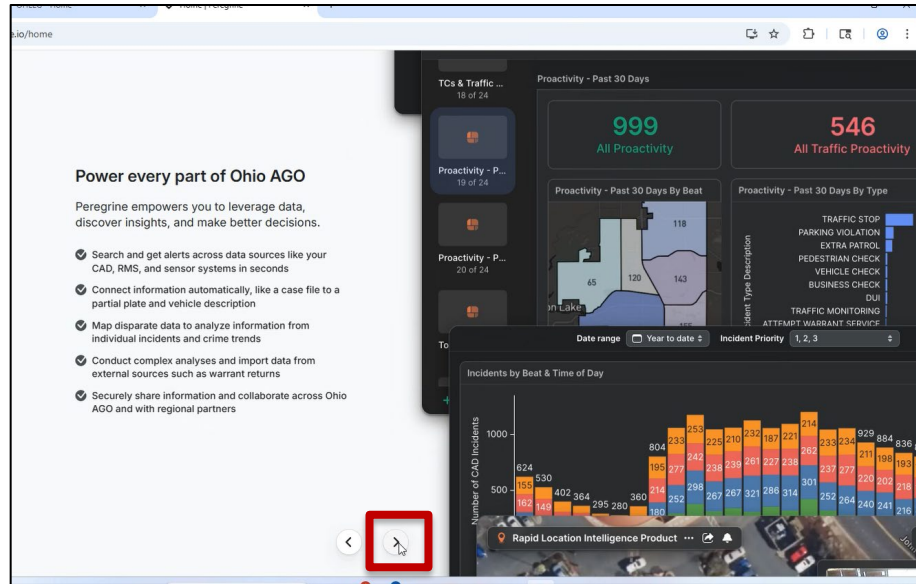
Law Enforcement Specialist ▾



(New OHLEG users only) Start using OHLEG SmartSearch

After entering the requested information, you can navigate through a few screens that highlight system features, until you land on your dashboard.

Under the **Welcome to Peregrine** message, you will see a list of videos you can watch to learn more about the system.



This screenshot shows the 'WELCOME TO PEREGRINE' message and a list of training videos. The video player interface is visible, showing a search bar and a list of videos. A red box highlights a play button icon in the video player's control bar.

WELCOME TO PEREGRINE

Getting Started in Peregrine

[Training Videos \(Click Link to Play\)](#)

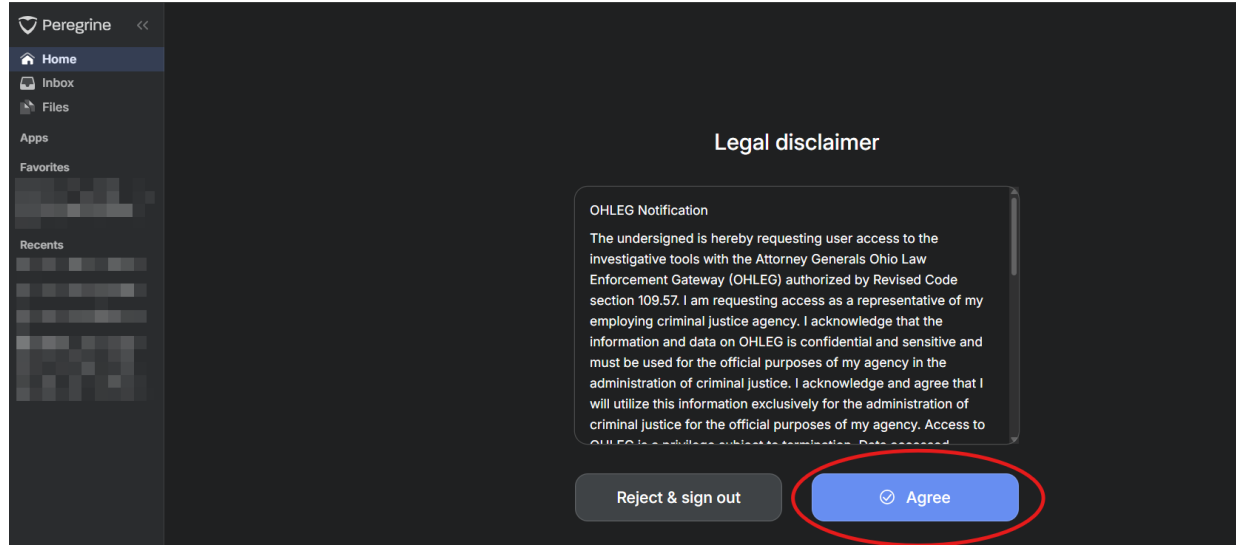
- Video 1 - Getting to Know Peregrine
- Video 2 - Navigating Peregrine
- Video 3 - (Part One) Searching & Viewing Data in Peregrine
(Part Two) Searching & Viewing Data in Peregrine
- Video 4 - Running Common Searches in OHLEG vs Peregrine

Step 9: Agree to the OHLEG Notification

This legal disclaimer will appear each time you log in.

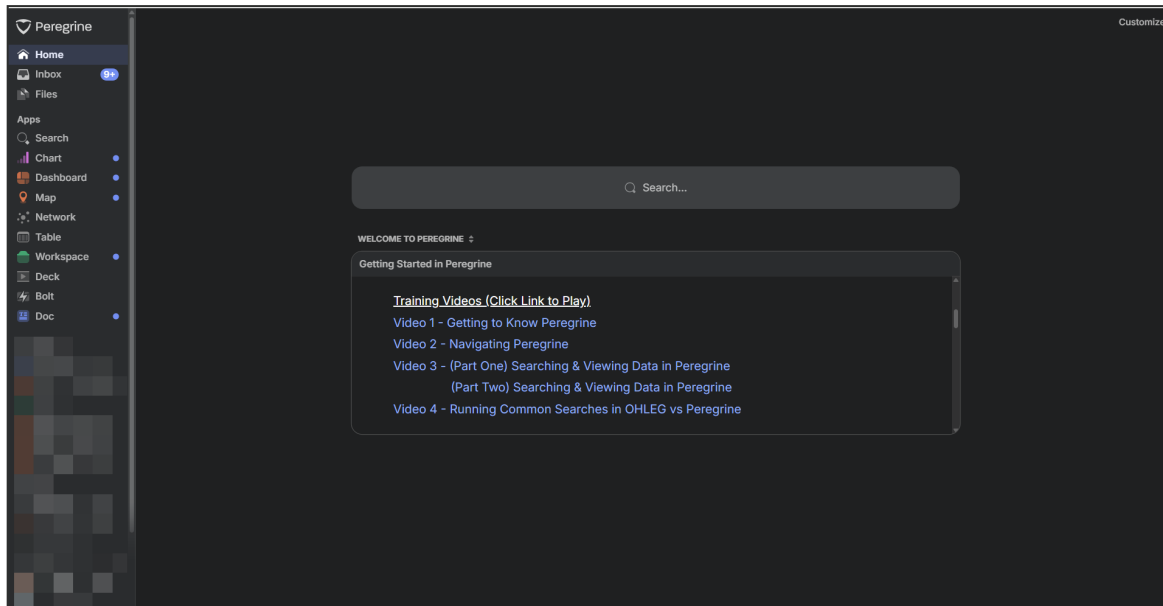
Please read the OHLEG Rules & Regulations Notification carefully.

You must click **Agree** to proceed.



Step 10: Land on your OHLEG SmartSearch dashboard

Under the **Welcome to Peregrine** message, you will see a list of videos you can watch to learn more about the system.





How to get help

Contact OHLEG Support:

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

OHLegSupport@OhioAGO.gov

DAVE YOST

