

ENSKRI YON KONT GID RAPID POU (NOUVO ITILISATÉ)

Vil Boston founi chak anplwayé avèk yon kont “Access Boston”.

Pou’n kapab kinbé aparèy elektwonik nou yo toujou an sekirite li mandé ké nou :

- Enskri pou kont anplwaye nou - ou pwocès ki mandé pou nou chwazi yon modpass (“password”) epi.
- Etabli yon otantifikasyon plizyè-eleman (“multi-factor authentication”) (obteni yon kòd sekirite [“security code”] pou w ka itilisé ansanm ak modpas la).

An alé fè étape yo

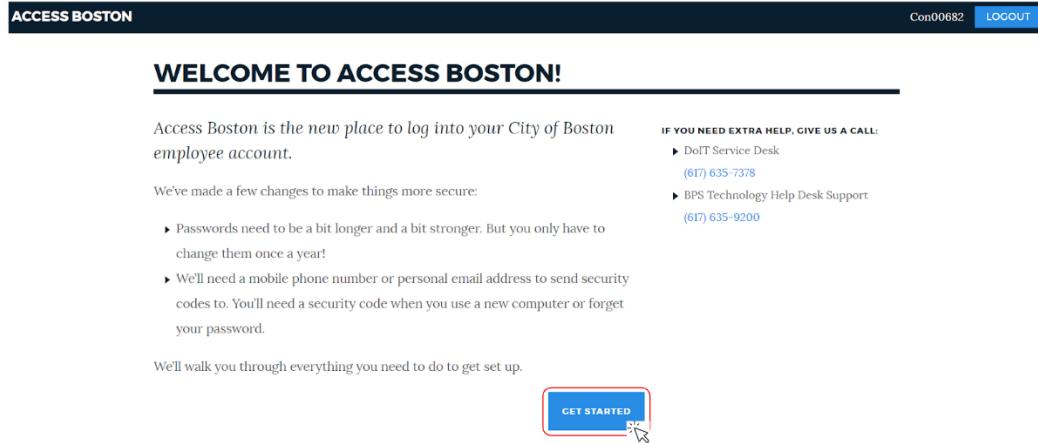
1. Chèché imel ou te resevwa de **City of Boston** li genyen ladan’l «Username» ou (Non Itilizatè w) ak “Temporary Password” ou (Modpas Tanporè w) epi monte sou sit entènèt <https://access.boston.gov>

2. Mété User name ou ak Temporary Password ké ou te recevwa nan imél ou epi apré sa kliké sou **Sign On** bouton an.

The screenshot shows the 'SIGN IN' page for Access Boston. At the top, there's a dark header bar with the text 'ACCESS BOSTON'. Below it, the main title 'SIGN IN' is centered above two input fields. The first field is labeled 'USERNAME' and contains a placeholder ' '. The second field is labeled 'PASSWORD' and also contains a placeholder ' ' with a 'SHOW' link to its right. To the right of these fields is a small graphic of a multi-story building. At the bottom of the form is a blue 'SIGN ON' button with a cursor icon pointing to it. Below the button is a 'Forgot Password?' link. To the right of the form, under the heading 'NEED HELP? PLEASE CONTACT:', there's a list of support links: 'DoIT Service Desk', 'Boston Public Schools: Technology Help Desk Support', 'Boston Police Department: Tech Support Group', 'Boston Fire Department: Information Technology Division', 'Maintenance Window Calendar', and a 'MORE HELP' link.

3. Wap wè ekran Akèy la

- Epi w ap klike sou bouton "**Get Started**" la (ki vlé di: "Kòmansé")



4. Antre modpas tanporè ké ou te resevwa nan imél ou kòm "Current Password" ou.

Apré sa, chwazi yon Nouvo Modpas **New Password** ki satisfè regleman yo.

Atantion ekran ap changé pandan wap fè sa, wap wè ou pakèt ti chèk blé si li byen fèt sinon wap wè ou pakèt ti X wouj

CREATE A NEW PASSWORD

You'll need a new password for Access Boston. We've changed the requirements for passwords to make sure that they're strong enough.

You'll use this password when logging in to Access Boston websites like The Hub. If you work in City Hall or for BPS you'll also use it for your desktop computer.

CURRENT PASSWORD Required

NEW PASSWORD Required

Your new password must be at least 10 characters

CONFIRM PASSWORD Required

Please confirm your new password

NEW PASSWORDS MUST:

- ✖ Be at least 10 characters long
- ✖ Use at least 3 of these:
 - ✓ A lowercase letter
 - ✓ An uppercase letter
 - ▶ A number
 - ▶ A special character
- ✓ Not have spaces
- ✓ Not be longer than 32 characters

Don't use personal info, like your name or address. Your new password will have to be different than your last 5 passwords.

5. Confirm your new password Konfirmé nouvo modpas ou a pandan ké wap tapé li ankò. Swiv indikation yo paské tout ti fléh nwa yo dwé tchéké koulè blé sèlman ki vlé di ké modpas la konfime epi tout karaktè yo similè.

Wap wè bouton ble '**Set New Password**' la (ki vle di 'Etabli Nouvo Modpas') - ou mèt klike sou li pou w ka etabli nouvo modpas solid ou an Modpas la. an ap konsève nan sistèm "Access Boston" nan.

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CURRENT PASSWORD Required

.....

NEW PASSWORD Required

.....

CONFIRM PASSWORD Required

.....

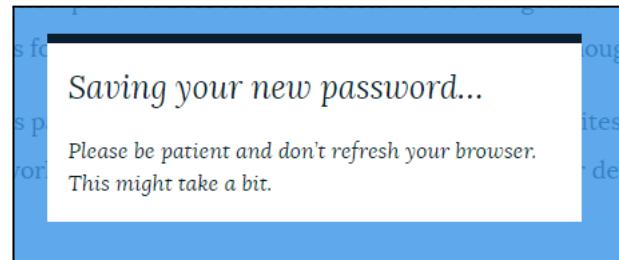
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SET NEW PASSWORD

6. Konsèvé nouvo modpass ou pou sit la "Access Boston"



- Pwochèn etap la se etabli kòd sekirite w yo («security codes»)/ «multi-factor authentication».
- Antre yon nimewo telefòn kote ke w kapab resevwa «security code» la. Nou prefere aparèy mobil yo (kòm nou kapab pote yo avè n tout kote'n pase) sepandan ou kapab sèvi ak yon telefòn kay si w vle.
 - Apresa, chwazi si w vle resevwa “security code” la nan mesaj tèks oswa atravè yon apèl telefòn.
 - Lè w fin antre yon nimewo, klike sou bouton **"Next Step"** la ("Pwochèn Etap" la).

SET UP SECURITY CODES

Access Boston will send you a security code when you log in on a new computer. You'll also need a code to reset your password if you forget it.

This is called multi-factor authentication. It keeps your account secure even if someone steals your password.

Use your cell phone number if you have one. You can choose between getting codes via text message or phone call. If you don't have a cell phone you can use a personal email address instead.

PHONE NUMBER Required

You should use your cell phone number if you have one.
Note: normal cell phone charges will apply.

HOW SHOULD WE SEND SECURITY CODES?

Text message – recommended
 Phone call

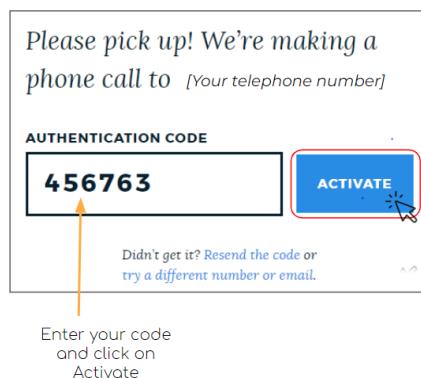
NEXT STEP

Don't have access to a phone?
[Get codes via personal email](#)

Anba nèt genyen yon opsyon pou w itilize yon imel pèsonèl tou (ki pa yon imel Boston) pou w resevwa kòd la. Nou pa rekòmande sa -- paske genyen moun ki relé “Hacker” ki kapab fòse antre nan kont imel yo pi fasil.

8. PingID (se aplikasyon nou itilizé ki ap générér «security code» yo) li ap voye yon tèks ba ou/rele w/voye yon imel ba ou avèk yon « security code» ladan l -

- lòske w fin antre kòd 6 chif ou an, ou kapab klike sou bouton "Activate" la ("Aktive" a).



Kounyé a ou fini

Ou kapab itilize bouton "**Log In**" lan pou w antré nan "**Access Boston Portal**" lan (<https://access.boston.gov/>) avèk nouvo kont ou kreye a.

YOU'RE ALL SET!

You're now set up with your Access Boston account. Log in now to continue.

LOG IN

