

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 itilize ansanm ak modpas la).

An alé fè etap 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.

ACCESS BOSTON

SIGN IN

USERNAME

PASSWORD

 SHOW

NEED HELP? PLEASE CONTACT:

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
MORE HELP

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.

Atention 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

5. **Confirm your new password** Konfimé nouvo modpas ou a pandan ké wap tapé li ankò. Swiv indikation yo paské tout ti flêh 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.

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

CONFIRM PASSWORD Required

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.

SET NEW PASSWORD

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

Saving your new password...

Please be patient and don't refresh your browser. This might take a bit.

7. Pwochèt 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 ("Pwochèt 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 pèsònèl 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 itilize ki ap généré «security code» yo) li ap voye yon tèks ba ou/rele w/voye yon imel ba ou avèk yon « security code» ladan l -

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

Enter your code
and click on
Activate

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

