

# Gid Rapid pou w Enskri yon Kont

Vil Boston founi chak anplwaye avèk yon kont "Access Boston". Pou n kapab fè si ke resous elektwonik nou yo toujou an sekirite nou egzije w enskri pou kont anplwaye w lan - yon pwosesis ki genyen ladan l: chwazi yon modpas ("password") epi etabli yon otantifikasyon plizyè-eleman ("multi-factor authentication") (obteni yon kòd sekirite ["security code"]) pou w itilize ansanm ak modpas ou an). An n fè yon ti gade etap yo.

1. Chèche imel ou te resevwa nan men Vil la ki genyen ladan l «Username» ou (Non Itilizatè w) ak "Temporary Password" ou a (Modpas Tanporè w la) epi monte sou sit entènèt [access.boston.gov](https://access.boston.gov)

## 2. - Antre

Username ou ak Password ou epi klike sou bouton "Sign on" nan ("ouvri sesyon" an)

**ACCESS BOSTON**

## SIGN IN

USERNAME

PASSWORD

**SIGN ON**

[Forgot Password?](#)

**NEED HELP? PLEASE CONTACT:**

- Boston Public Schools
  - ▶ BPS Technology Help Desk Support (617) 635-9200
- All Other Departments
  - ▶ DoIT Service Desk (617) 635-7378

[MORE HELP](#)

3. W ap wè ekran Akèy la epi w ap klike sou bouton "Get Started" la (ki vle di: "Kòmanse")

**ACCESS BOSTON** Con00682 [LOGOUT](#)

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## WELCOME TO ACCESS BOSTON!

Access Boston is the new place to log into your City of Boston employee account.

We've made a few changes to make things more secure:

- ▶ Passwords need to be a bit longer and a bit stronger. But you only have to change them once a year!
- ▶ We'll need a mobile phone number or personal email address to send security codes to. You'll need a security code when you use a new computer or forget your password.

We'll walk you through everything you need to do to get set up.

**IF YOU NEED EXTRA HELP, GIVE US A CALL:**

- ▶ DoIT Service Desk  
(617) 635-7378
- ▶ BPS Technology Help Desk Support  
(617) 635-9200

[GET STARTED](#)

4. Antre modpas tanporè ki sot nan imel ou te resevwa a kòm Modpas ou nan moman sa a. Apresa, chwazi yon Nouvo Modpas ki satisfè regleman nou an. Ekran an entèaktif (si w satisfè regleman an, w ap wè yon mak tchèk koulè ble, sinon w ap wè yon 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.

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**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. Tape nouvo modpas ou an ankò pou w konfime l. Si w wè mak tchèk koulè ble sèlman epi modpas konfime w la matche nouvo modpas la, w ap wè bouton ble 'Set New Password' la (ki vle di 'Etabli Nouvo Modpas') - ou mèt klike sou li pou w etabli nouvo modpas solid ou an!

## 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.

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**CURRENT PASSWORD** *Required*

**NEW PASSWORD** *Required*

**CONFIRM PASSWORD** *Required*

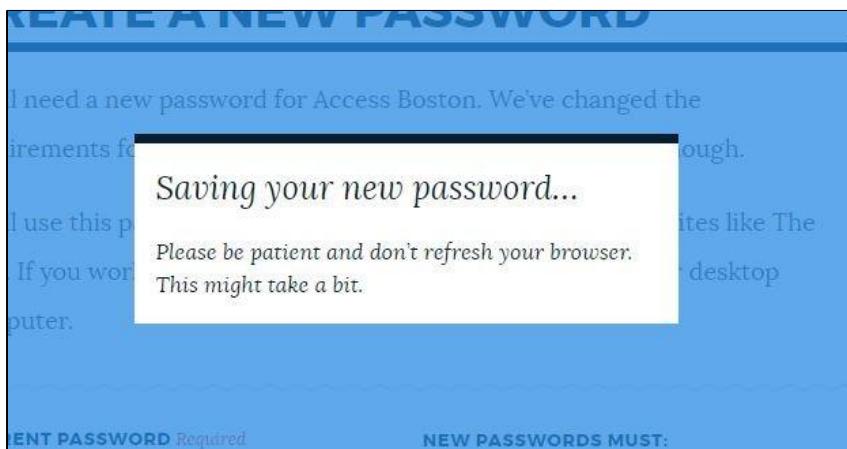
**NEW PASSWORDS MUST:**

- ✓ 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. Modpas ou an ap konsève nan sistèm "Access Boston" nan.



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» ou an. 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. Anba nèt genyen yon opsyon pou w itilize yon imel pèsònèl tou (ki pa yon imel Boston) pou w resevwa kòd ou an. Nou pa rekòmande sa -- paske genyen moun ki rele «hacker» ki kapab fòse antre nan kont imel yo pi fasil. Lè w fin antre yon nimewo, ou kapab 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](#)

8. PingID (se aplikasyon nou itilize pou n kreye «security code» yo) li va 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).

Please pick up! We're making a phone call to **6176350942**.

**AUTHENTICATION CODE**

**ACTIVATE**

[Didn't get it? Resend the code or try a different number or email.](#)

Ou fini! Ou kapab itilize bouton "Log In" nan ("Antre" an) pou w antre nan "Access Boston Portal" lan («Pòtay Aksè Boston» an) avèk nouvo kont ou kreye a.

## **YOU'RE ALL SET!**

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

**LOG IN**

