

How to access INFORMS from a Mobile Device

Mobile capability requires multi-factor authentication (MFA). Microsoft Authenticator is the recommended option. If you have not done so yet, set up your Microsoft Authenticator app, text message or phone call.

From your mobile device

- 1. Open a browser such as Chrome or Safari and navigate to: informs.miamidade.gov
- 2. Sign in with your County username@miamidade.gov. This is the username used to log into your County computer or County email.
- 3. From the Authentication method dropdown, select "Microsoft Authenticator".



- 4. Enter your County password and click Next.
- Depending on your Microsoft Authentication set-up, you may receive a push notification, phone call or be prompted to enter a 6-digit token from the Authenticator app or a text message.

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@miamidade.gov	Miami-Dade County @miamidade.gov
Microsoft Authenticator -	
Enter your password	Approve sign-in? Miami-Dade County @miamidade.gov
Next	Deny Approve

IT Service Center: 305-596-HELP (4357)

Self-Service Portal: https://MyIT.miamidade.gov



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- 6. You will be redirected to sign into INFORMS with the same credentials you did in Step 2.
- 7. Approve using the Microsoft Authenticator app, phone call or text message.
- 8. If asked to stay signed in, select 'Yes'.
- 9. You will then be taken to the INFORMS Portal.

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