inf•rms

Miami-Dade County

Logging into INFORMS Off the County Network Job Aid

Version 1.0
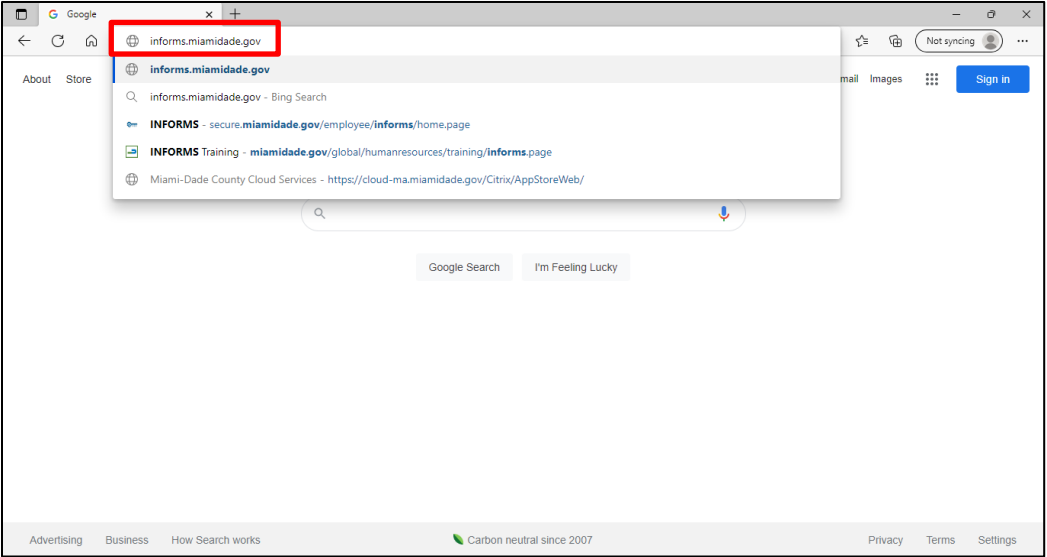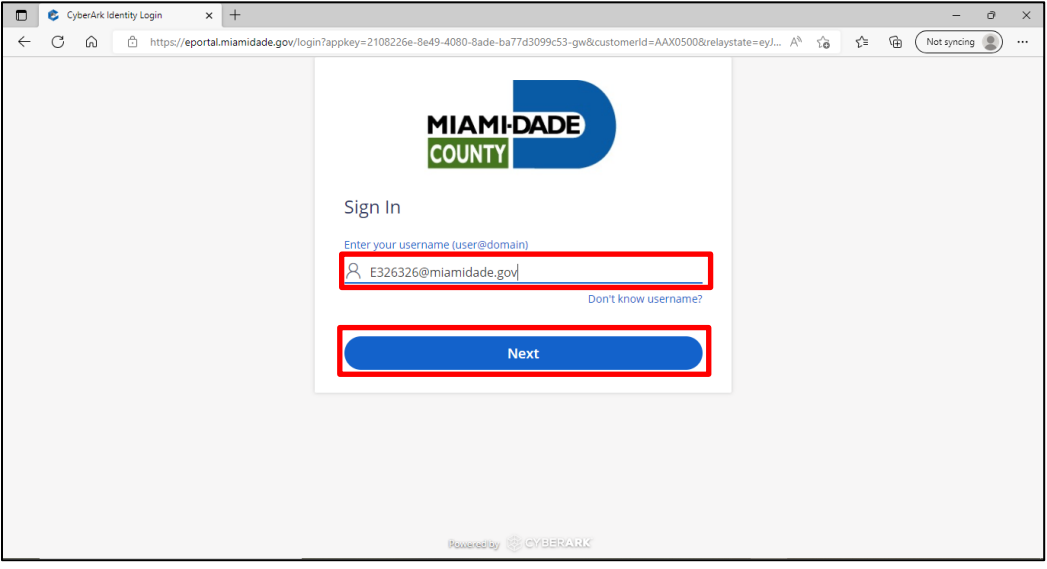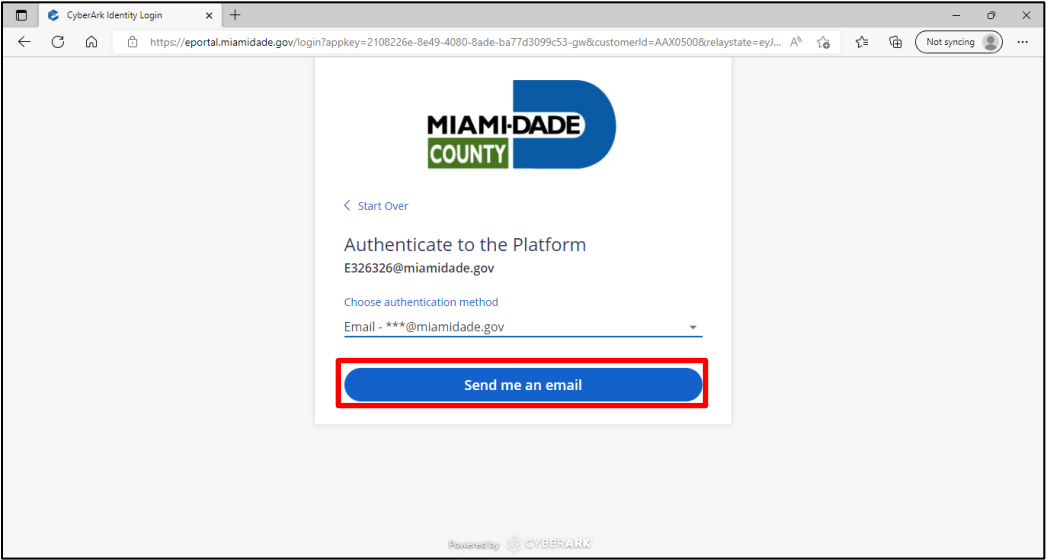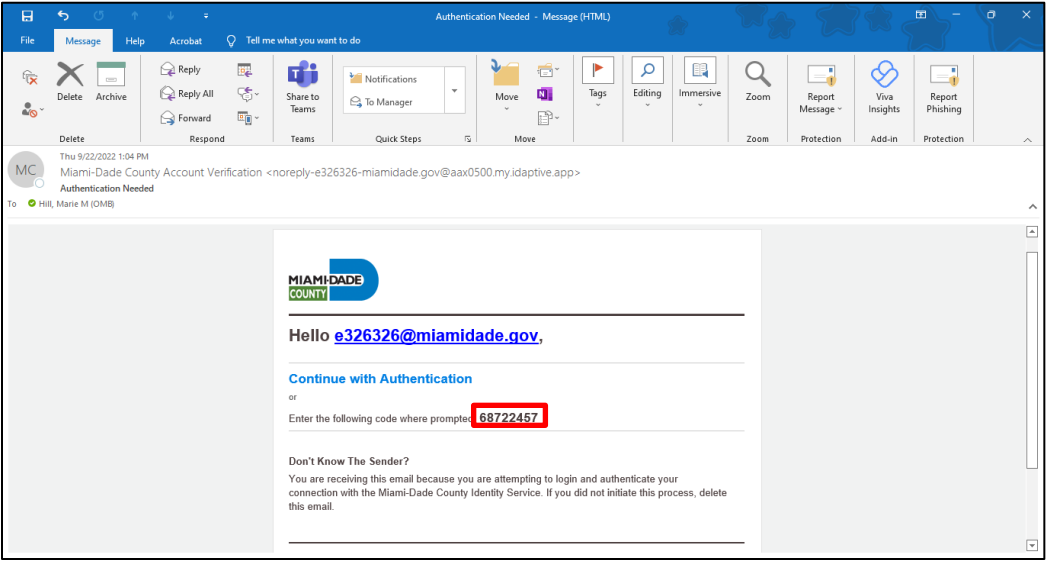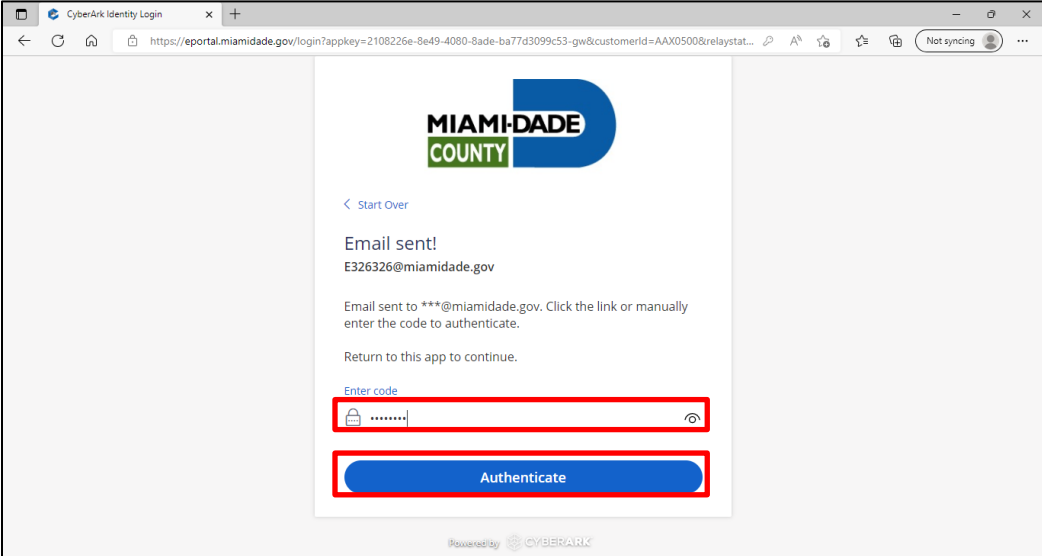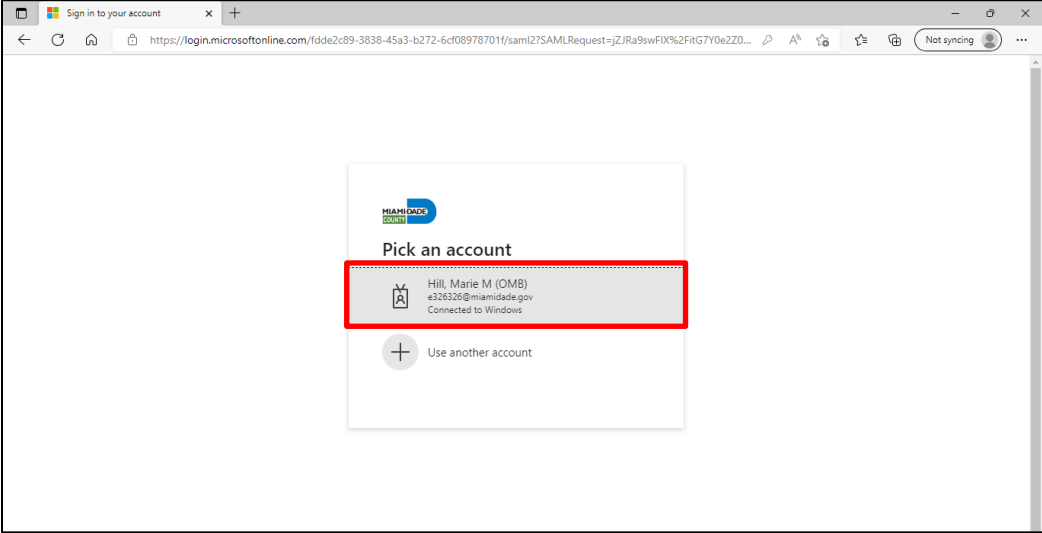
TABLE OF CONTENTS

PURPOSE

Purpose

This document explains the key activities involved in logging into INFORMS while not on the County network. It provides an overview of the sub-processes involved, as well as step-by-step procedural guidance to perform the activity.

LOGGING INTO INFORMS OFF THE COUNTY NETWORK

Step	Action
1.	Open an Internet Browser.
2.	Input **informs.miamidade.gov** into the address bar and press the **Enter** key.
3.	Input your **E-key email**, for example **E123456@miamidade.gov** . Select the **Next** button.

Step	Action
4.	Select the **Send me an email** button.
5.	Copy the **Authentication Code** from the email.

Step	Action
6.	Paste the **Authentication Code** then select the **Authenticate** button.
7.	Select the **account**.

Step	Action
8.	