



Miami-Dade County

Logging into INFORMS On the County Network Job Aid

Version 1.0

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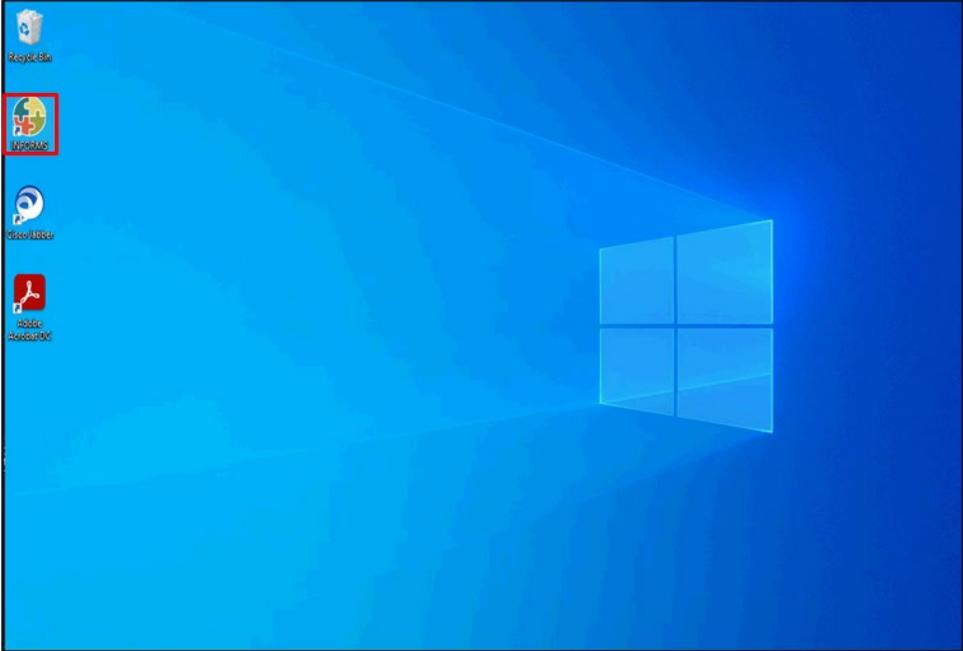
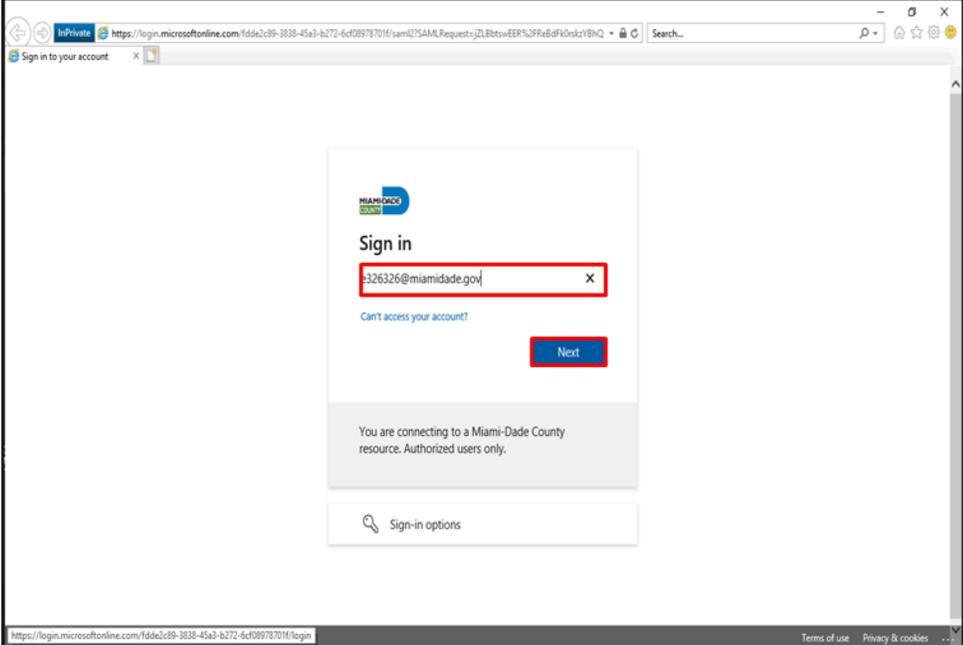
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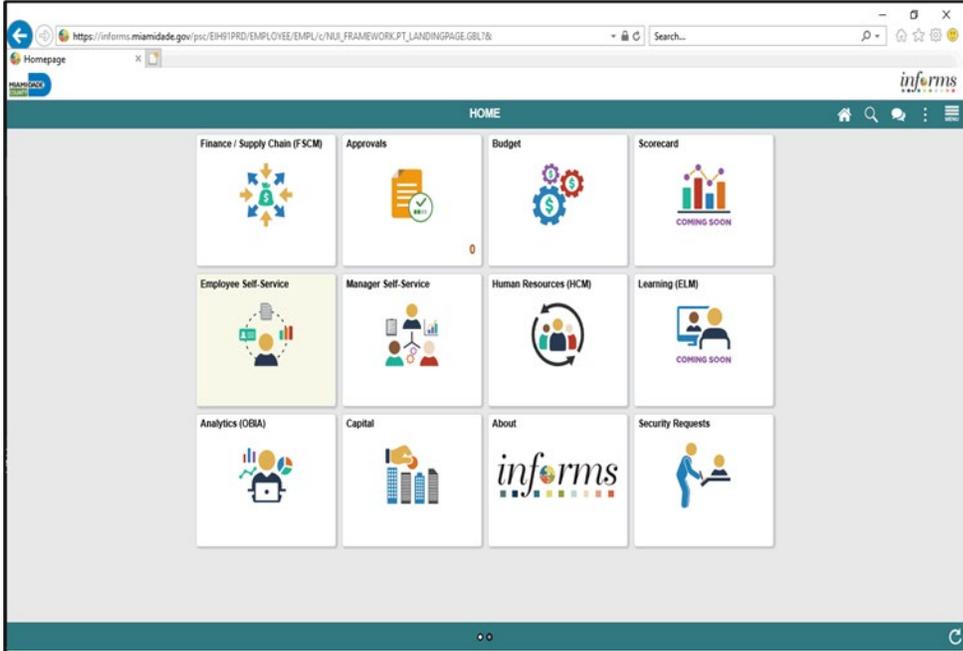
PURPOSE

Purpose

This document explains the key activities involved in logging into INFORMS while 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 ON THE COUNTY NETWORK

Step	Action
1.	<p>Double-Click the INFORMS icon.</p>  A screenshot of a Windows 10 desktop with a blue background. On the left side, there are four icons: Recycle Bin, a globe icon labeled 'INFORMS' which is highlighted with a red rectangular box, a globe icon labeled 'Global Access', and a red Adobe PDF icon labeled 'Adobe Acrobat'. The desktop background features the Windows logo in the center.
2.	<p>Input your E-key email, for example E123456@miamidade.gov . Select the Next button.</p>  A screenshot of a Microsoft Edge browser window. The address bar shows a URL starting with 'https://login.microsoftonline.com/'. The page content includes the Miami-Dade County logo, the text 'Sign in', an input field containing the email address 'E123456@miamidade.gov' (highlighted with a red box), a 'Next' button (also highlighted with a red box), and a 'Sign-in options' link at the bottom. A message at the bottom of the page states: 'You are connecting to a Miami-Dade County resource. Authorized users only.'

Step	Action
3.	 <p>The screenshot shows a web browser window displaying the INFORMS homepage. The browser's address bar shows the URL: https://informatics.miamidade.gov/psc/EIH91PRD/EMPLOYEE/EMPL/C/NAV_FRAMEWORK.PT_LANDINGPAGE.GBL?&. The page features a dark green header with the word "HOME" and navigation icons. The main content area is a grid of 12 tiles, each with an icon and a title: Finance / Supply Chain (FSCM), Approvals, Budget, Scorecard (marked "COMING SOON"), Employee Self-Service, Manager Self-Service, Human Resources (HCM), Learning (ELM) (marked "COMING SOON"), Analytics (OBIA), Capital, About (with the "informatics" logo), and Security Requests. The tiles are arranged in three rows and four columns.</p>