INFORMS Users,

Your assistance is needed! In support of the INFORMS Rollout 2 Human Capital Management (HCM) go-live, all active employees will begin to use INFORMS for Employee Self-Service (ESS) transactions such as an address change, time and absence submissions, view of their paycheck, etc. To ensure all County employees will be able to access INFORMS, ITD has started an initiative to set up County email and network access accounts for Department users who didn't previously have one.

Attached please find a sample copy of their recently shared communication for you to reference. This communication was sent to the Supervisors of the affected employees in your Department. We ask that you assist in ensuring the timely completion of this task to enable all County employees the ability to transact on self-service processes using INFORMS. Included please find printed instructions on how to reset their Active Directory (AD) password and set up Multi-Factor Authentication (MFA) for you to share if deemed necessary.

If you experience technical difficulties with setup, please report them to the IT Service Desk via telephone **(305) 596-4357.** We look forward to your Department's engagement and full support!

Thank you,
INFORMS Team

For the fastest response to any issues, questions, or concerns relating to our go-live of INFORMS Rollout 1 (Finance / Supply Chain), please contact the ITD Service Desk at 305.596-HELP (4357) or via the self-service portal at: http://myit.miamidade.gov.