

DCFS Account Management Application

Background:

The Account Management Application performs the logon security for web facing DCFS Applications. Users will need to self-register using their email address to start the account creation process.

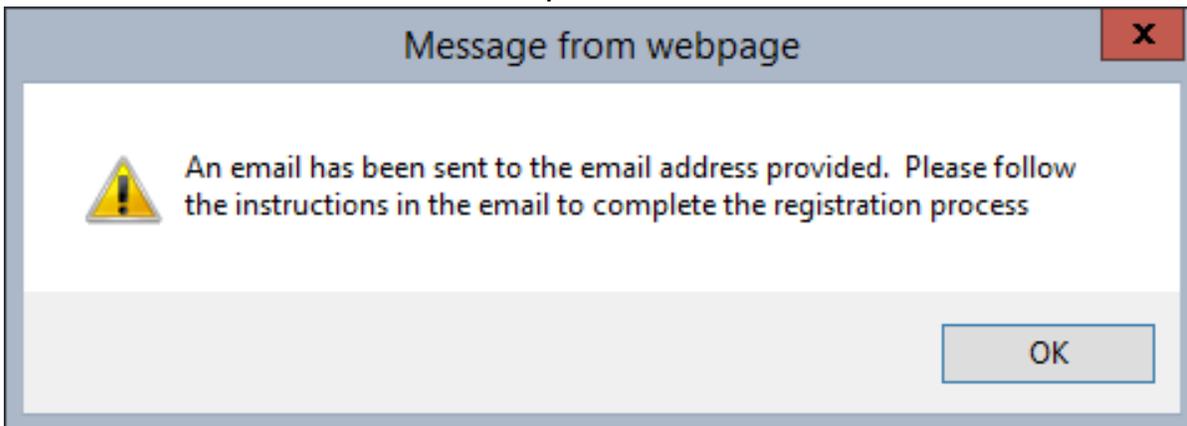
Access <https://accountmanagement.dcf.illinois.gov/Register.aspx>



The screenshot shows the 'Register' page of the DCFS Account Management application. The page header includes the DCFS logo and navigation links for 'Change Password', 'Register', 'Help', and 'Sign-In'. The main content area is titled 'Register' and contains the following fields and callouts:

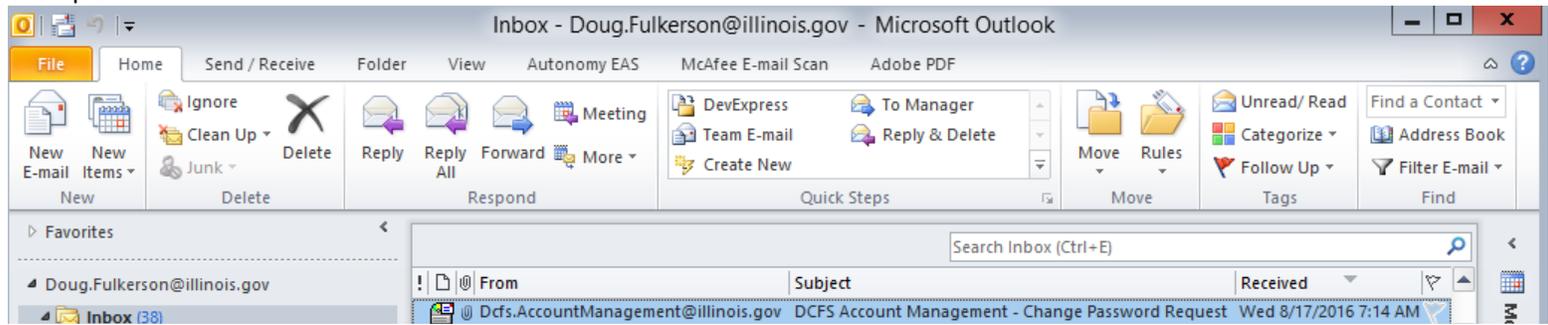
- What is your e-mail address?**
- My e-mail address is: (Callout: **Enter Email**)
- Confirm email: (Callout: **Confirm Email**)
- A CAPTCHA image showing the code 'ln3v9' (Callout: **Enter code shown**)
- Type the code shown:
- [Show another code](#)
- (Callout: **Submit**)

Once you submit a message from the webpage will be displayed indicating an email has been sent to the email address provided.



The email will be sent from DCFS.AccountManagement@illinois.gov to the email address provided.

example

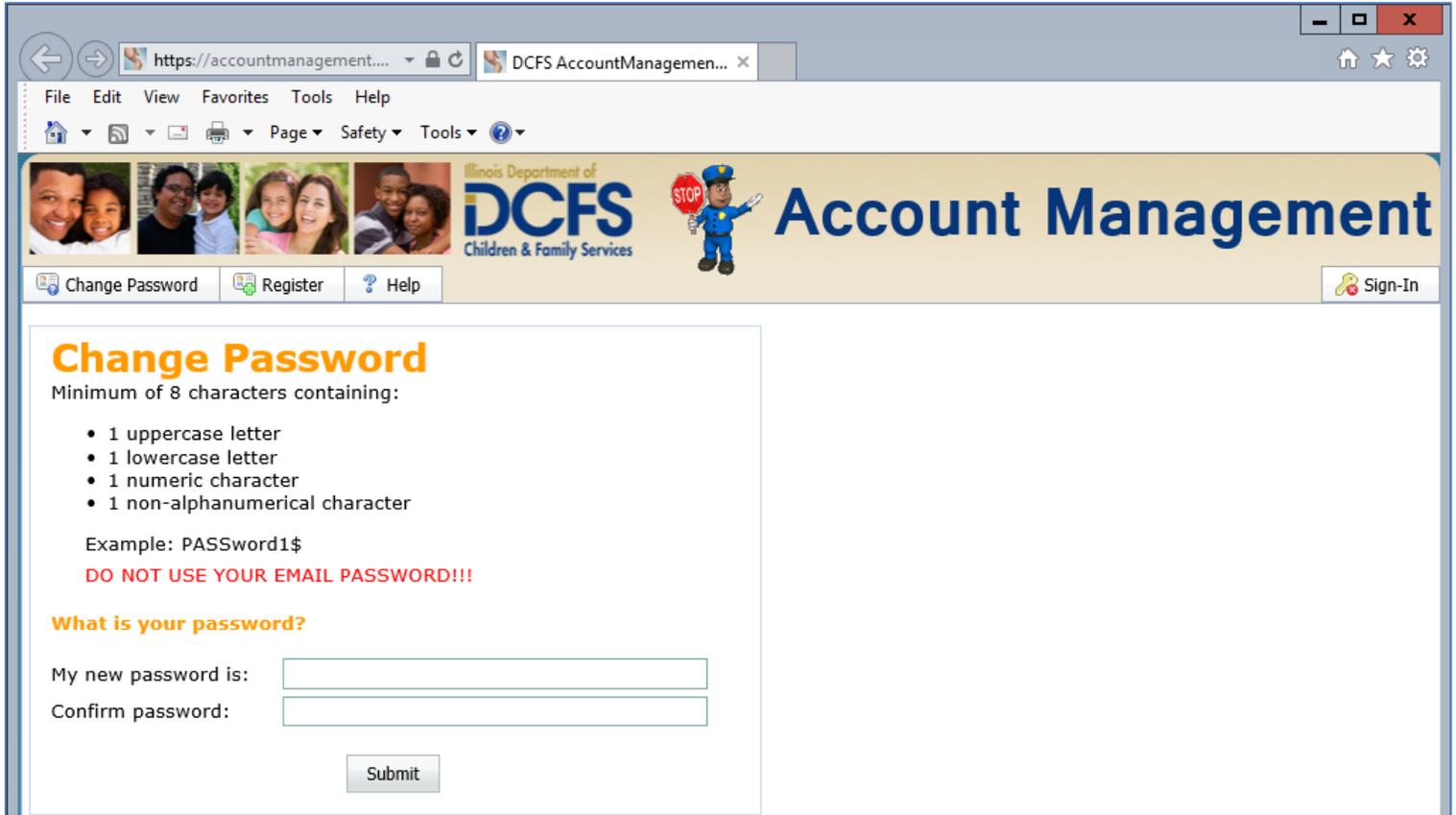


Open the email and click on the 'Change Password' link.



*Note the new account registration and change password email notifications are the same; this email can be initiated by the new registration or a password change request.

After the link is selected the Account Management Change Password page will open, following the password standards; Minimum 8 Characters containing: 1 uppercase letter, 1 lowercase letter, 1 numeric character and 1 non-alphanumerical character.



The screenshot shows a web browser window with the URL <https://accountmanagement...> and the page title "DCFS AccountManagemen...". The browser's address bar and menu bar are visible. The page header features the DCFS logo (Illinois Department of Children & Family Services) and a cartoon character holding a stop sign. The main heading is "Account Management". Below the header, there are navigation links for "Change Password", "Register", and "Help", and a "Sign-In" button. The "Change Password" section is highlighted, showing the following text:

Change Password
Minimum of 8 characters containing:

- 1 uppercase letter
- 1 lowercase letter
- 1 numeric character
- 1 non-alphanumerical character

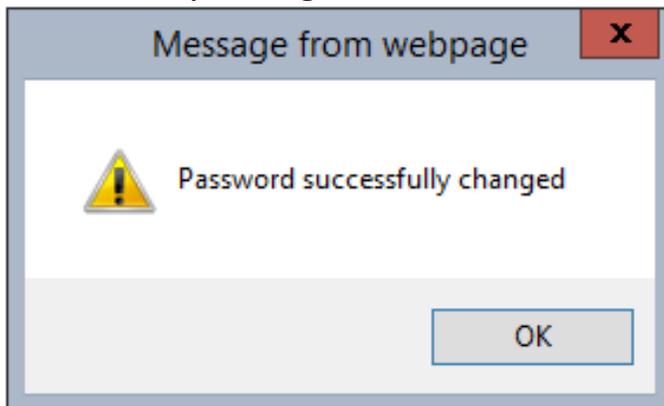
Example: PASSword1\$
DO NOT USE YOUR EMAIL PASSWORD!!!

What is your password?

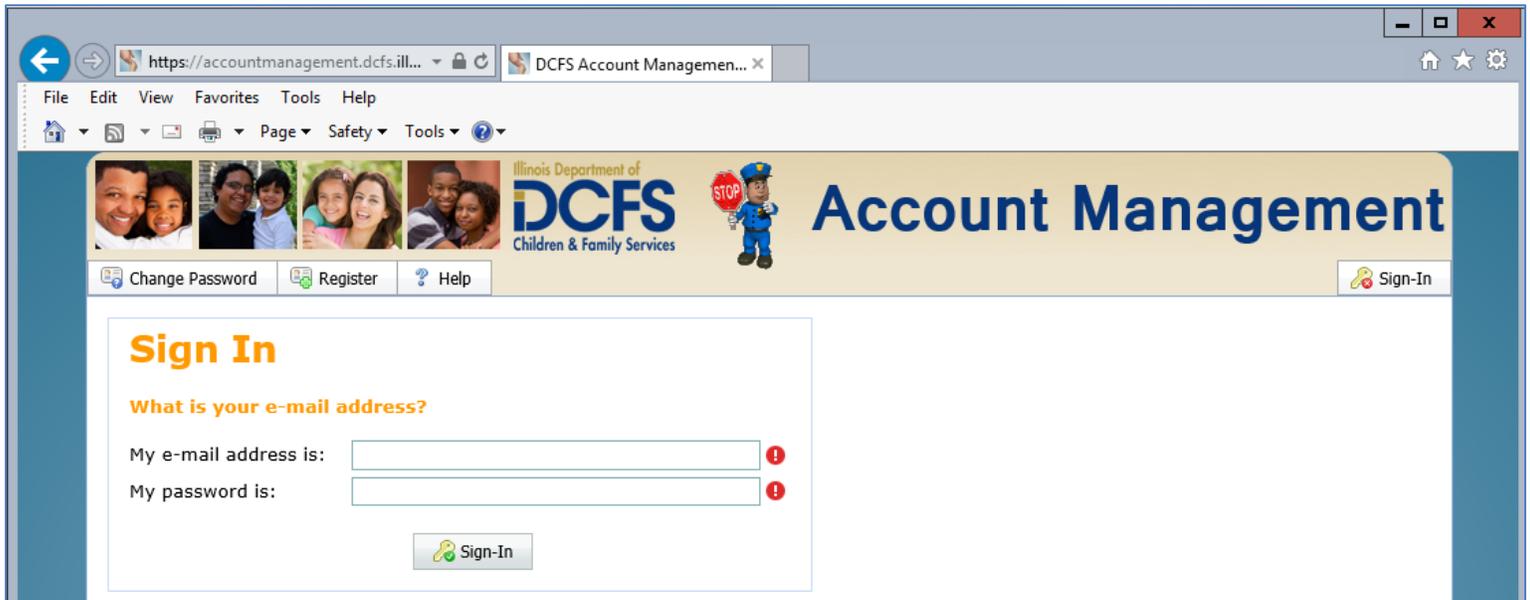
My new password is:

Confirm password:

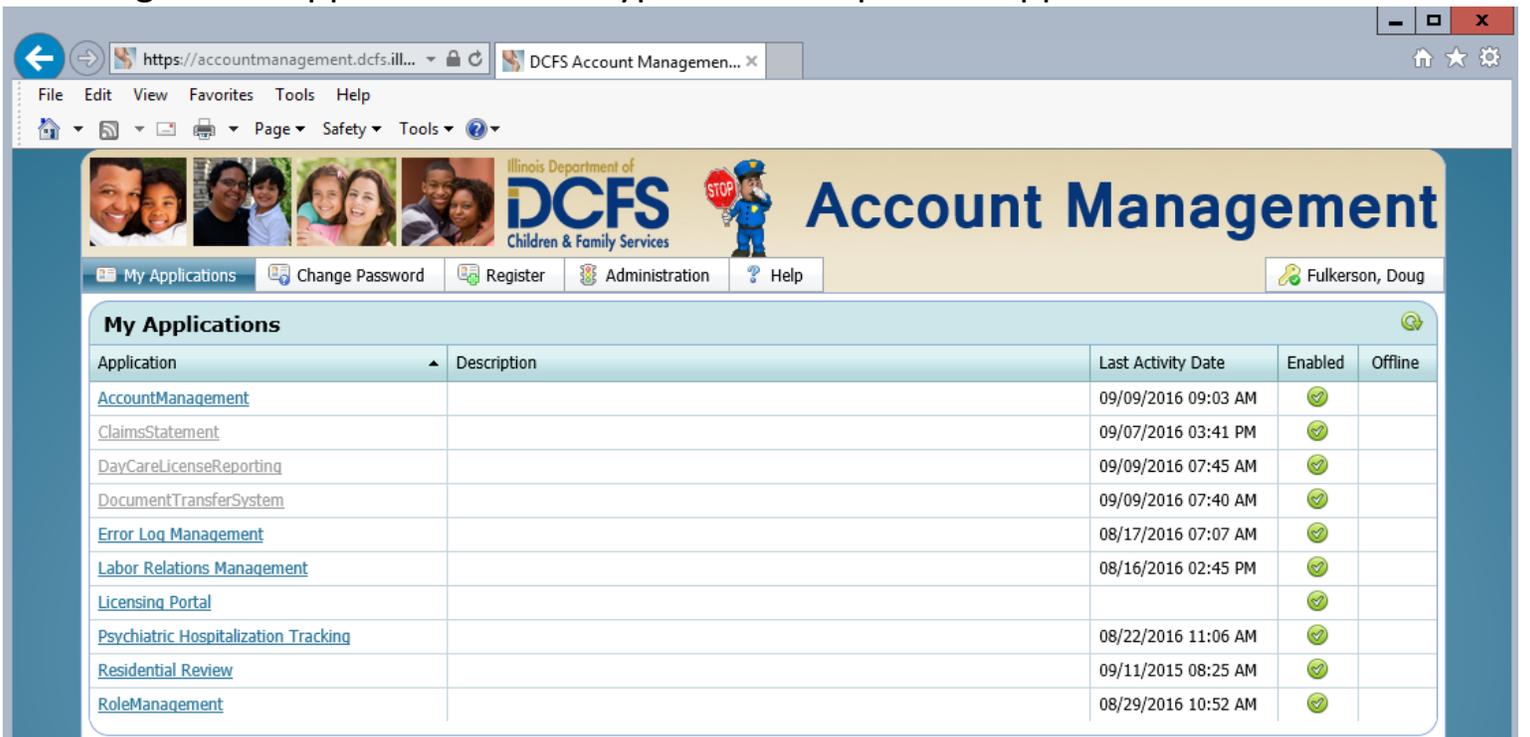
Once you submit a message from the webpage will be displayed indicating password successfully changed.



Once the password has been successfully changed you will be presented with a Sign In screen.



The My Applications grid will display the Applications you have access to.
*Clicking on the application name hyperlink will open the application.



Each application has a URL along with the link from the account management applications page.

*You may access the application either by the unique URL or via the My Applications account management page.