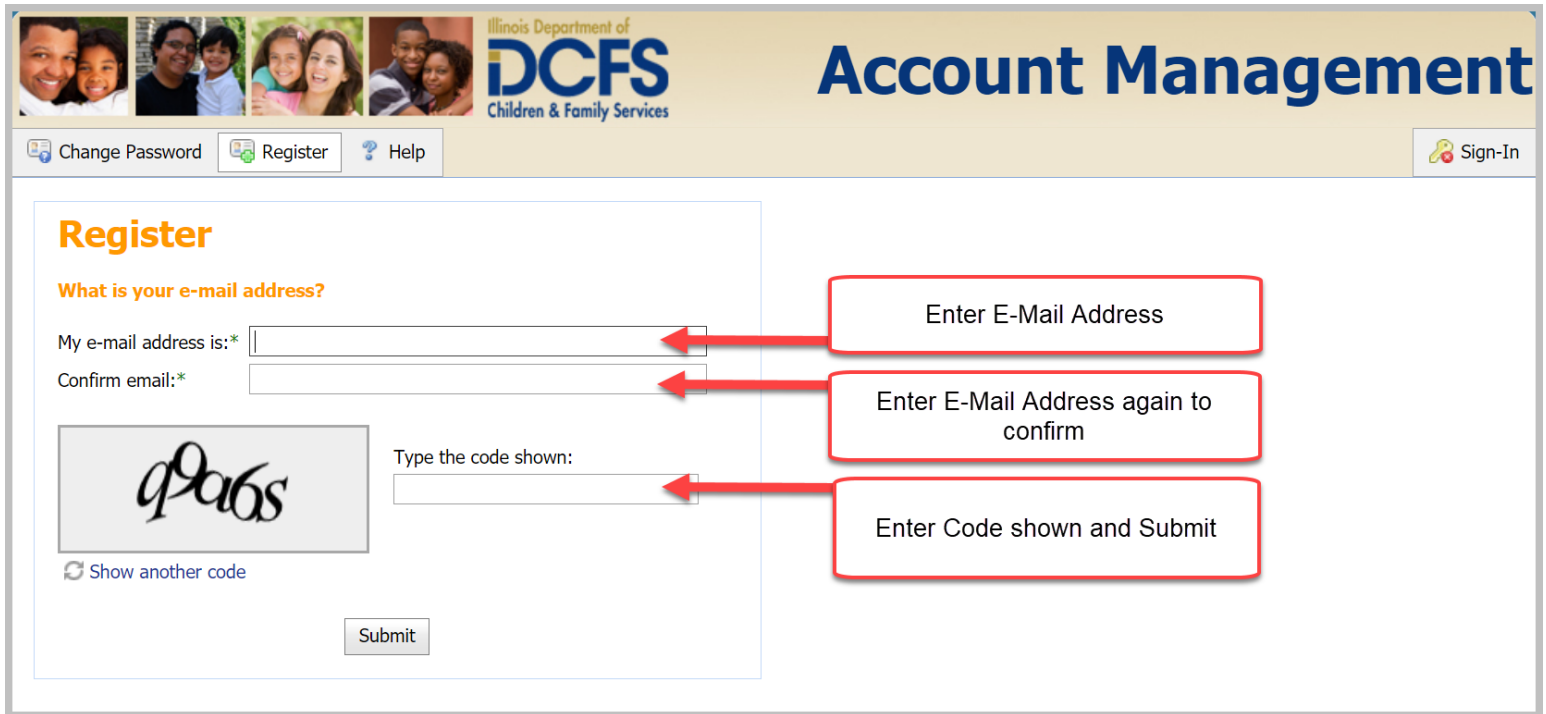


DCFS Account Management Application

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.

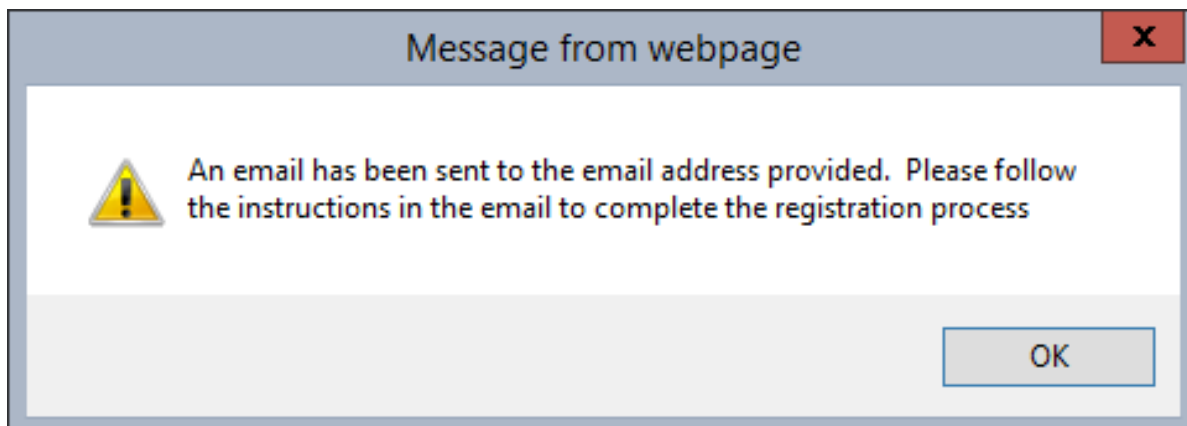
Access <https://accountmanagement.dcf.illinois.gov/Register.aspx>



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

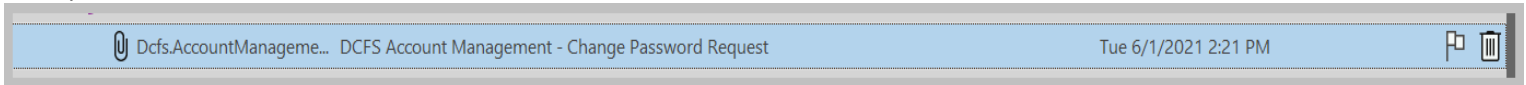
- A heading: 'What is your e-mail address?'
- A form field for 'My e-mail address is:*' with a red arrow pointing to it from a box labeled 'Enter E-Mail Address'.
- A form field for 'Confirm email:*' with a red arrow pointing to it from a box labeled 'Enter E-Mail Address again to confirm'.
- A CAPTCHA image showing the word 'q9a6s' with a red arrow pointing to the input field below it from a box labeled 'Enter Code shown and Submit'.
- A 'Show another code' link.
- A 'Submit' button.

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.

Subject: DCFS Account Management - Change Password Request



Change Password Request

This is an automated message from Department of Children and Family Services online Account Management System.

This message was initiated by a new account registration or a change password request.

If you wish to change an existing password or set an initial password please click on the following link [Change Password](#)

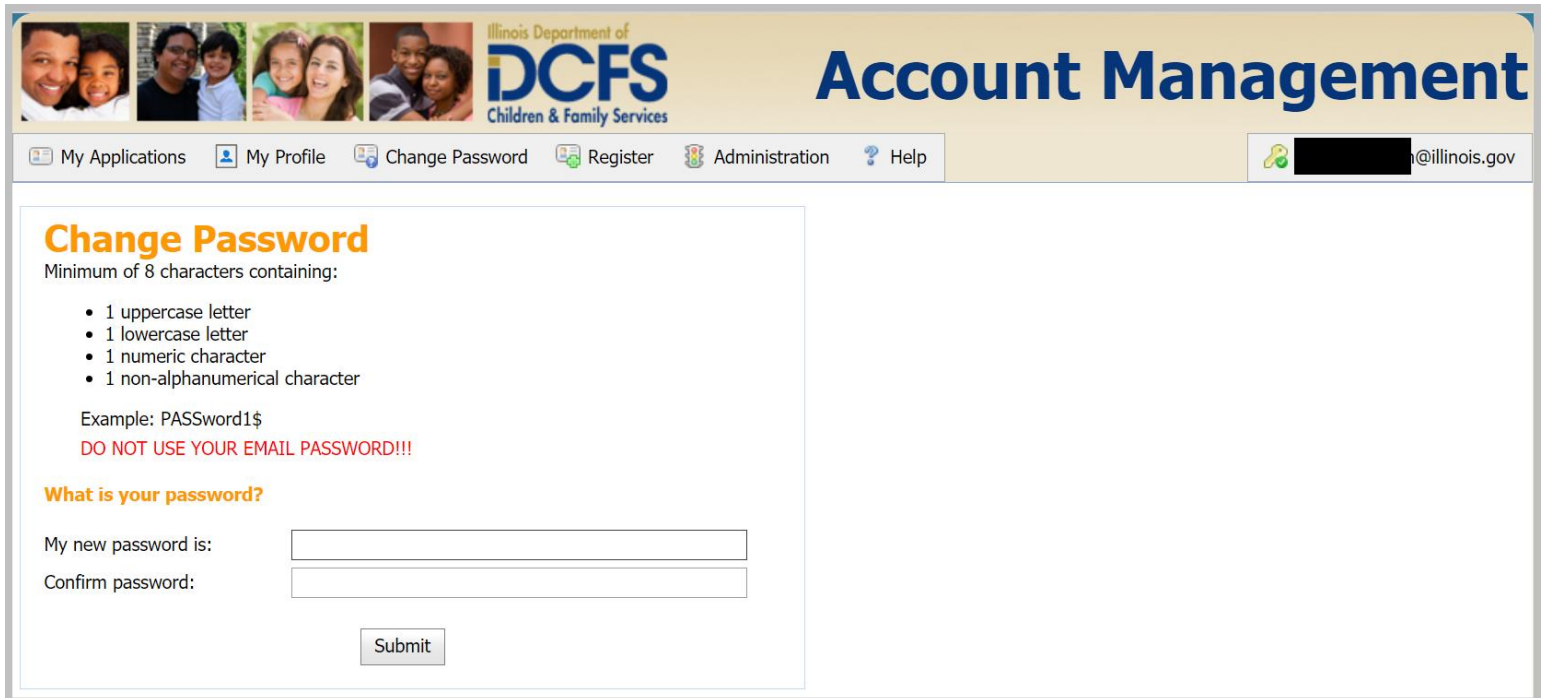
Notice: This link will expire on **06/01/2021 06:11 PM**. Attempting to use an expired link will generate a new Change Password Request email.

If you did not request this change and continue to receive these messages please contact the DCFS OITS Helpdesk.

This message was delivered by an automated system and does not come from a monitored email address. Please do not reply to this email message.

If you require assistance, please contact the DCFS OITS Helpdesk by email at [DCFS/OITS Helpdesk](#) or by phone at **1-800-610-2089**

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 the DCFS Account Management interface. The header includes the DCFS logo and the text "Account Management". Below the header is a navigation bar with links for "My Applications", "My Profile", "Change Password", "Register", "Administration", and "Help". A user profile icon is visible in the top right corner.

Change Password

Minimum of 8 characters containing:

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

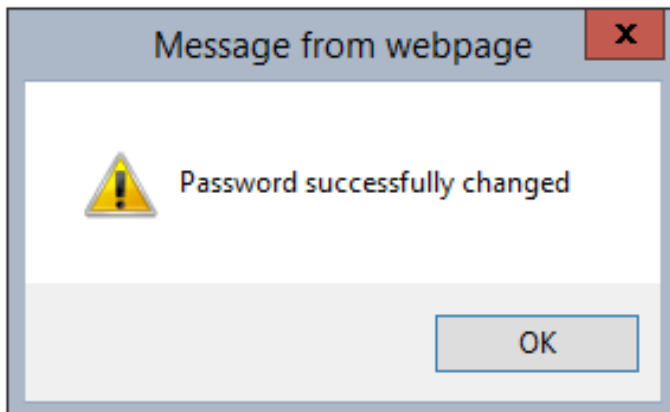
Example: PASSword1\$
DO NOT USE YOUR EMAIL PASSWORD!!!

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.

Illinois Department of
DCFS
Children & Family Services

Account Management

Change Password Register Help Sign-In

Sign In

What is your e-mail address?

My e-mail address is:*

My password is:*

Sign-In

The My Applications grid will display the Applications you have access to.

*Clicking on the application name hyperlink will open the application.

Illinois Department of
DCFS
Children & Family Services

Account Management

My Applications My Profile Change Password Register Administration Help [User]@illinois.gov

My Applications

Refresh

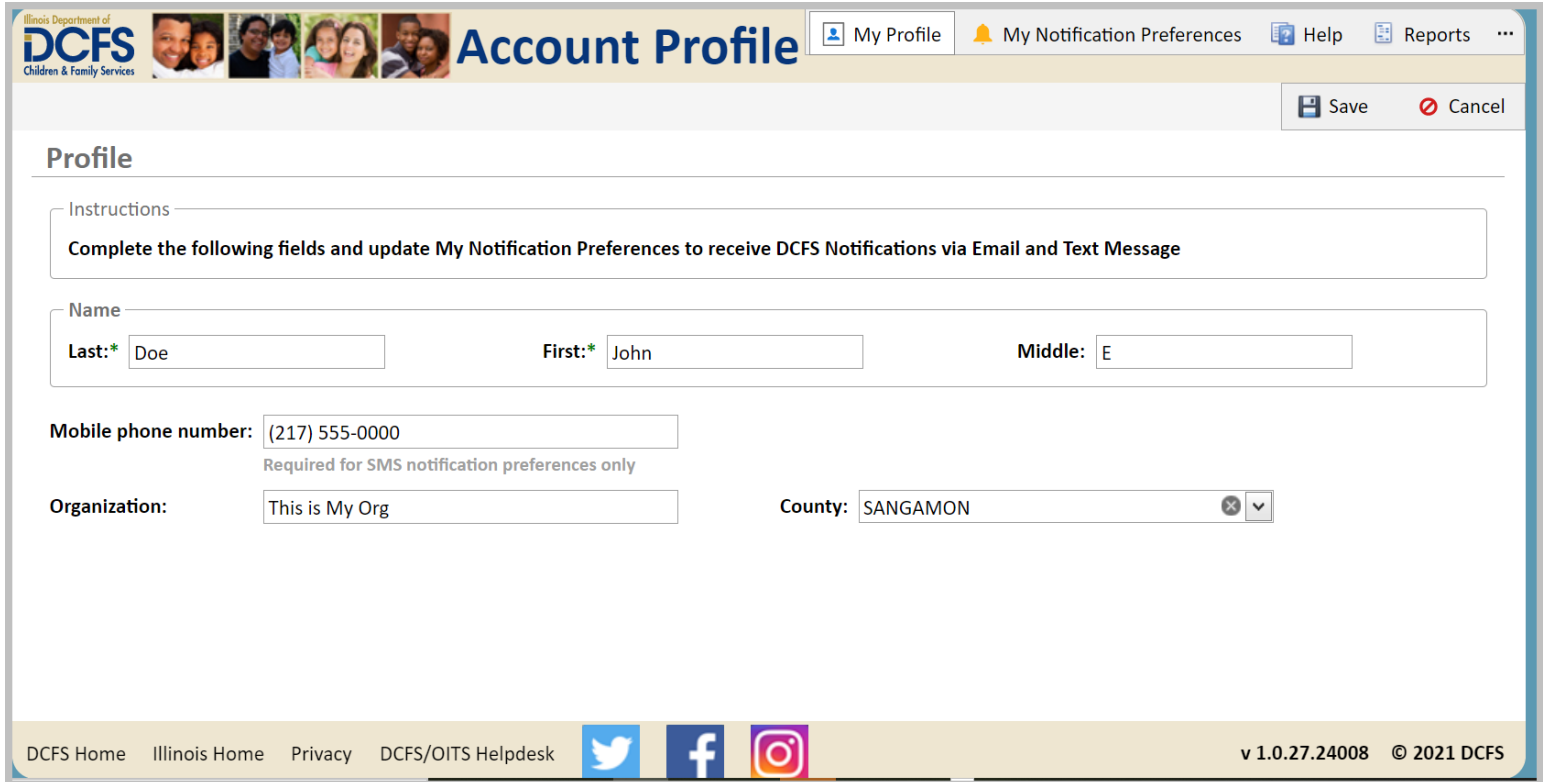
Application	Description	Last Activity Date	Enabled	Online
AccountManagement	Forms Authentication for external websites	06/02/2021 08:40 AM	✓	✓
Child Wellbeing		03/24/2020 01:06 PM	✓	✓
ClaimsStatement	External website to allow long-term providers to submit monthly claims for services provi...	02/03/2021 02:42 PM	✓	✓
DayCareLicenseReporting		07/20/2018 08:44 AM	✓	✓
DocumentTransferSystem		02/07/2020 12:59 PM	✓	✓
Error_Log_Management		05/27/2021 01:41 PM	✓	✓
Family_Advocacy_Center		02/03/2021 11:38 AM	✓	✓

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.

My Profile

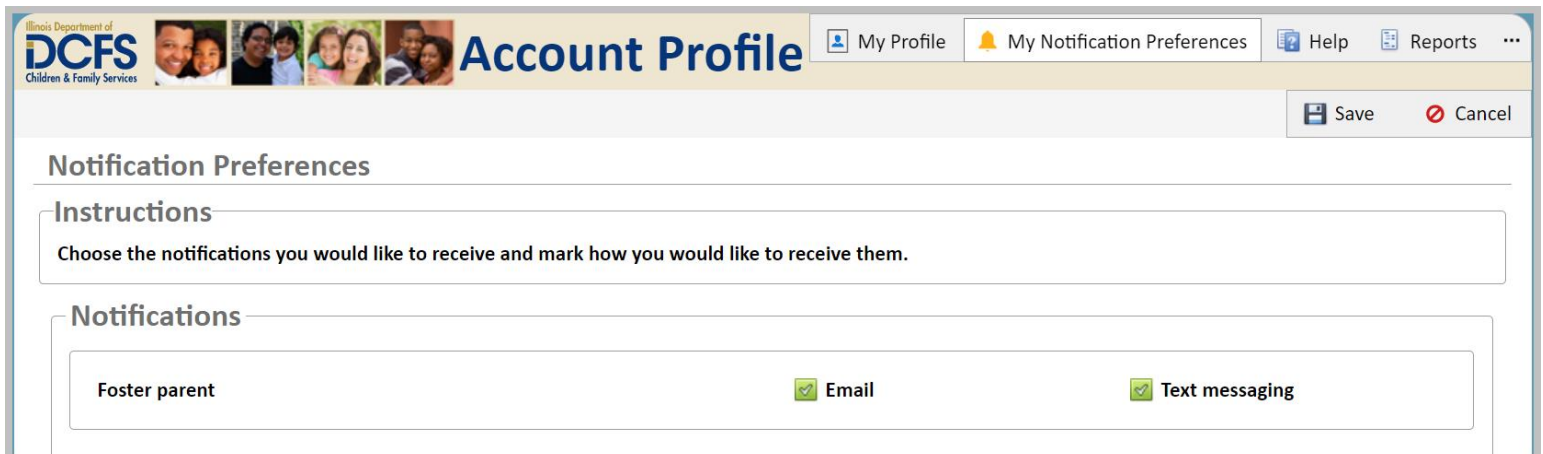
*New feature added to allow a mobile phone number, organization, county and notification preferences for the type of notifications you would like to receive from the agency. Access the My Profile page from the menu bar to update your Profile and Preferences settings.



The screenshot shows the 'Account Profile' page for the Illinois Department of Children & Family Services (DCFS). The page has a navigation bar with 'My Profile', 'My Notification Preferences', 'Help', and 'Reports'. Below the navigation bar, there are 'Save' and 'Cancel' buttons. The main section is titled 'Profile' and contains an 'Instructions' box with the text: 'Complete the following fields and update My Notification Preferences to receive DCFS Notifications via Email and Text Message'. Below this, there are input fields for 'Name' (Last: * Doe, First: * John, Middle: E), 'Mobile phone number: (217) 555-0000' (with a note 'Required for SMS notification preferences only'), 'Organization: This is My Org', and 'County: SANGAMON'. The footer contains links for 'DCFS Home', 'Illinois Home', 'Privacy', and 'DCFS/OITS Helpdesk', along with social media icons for Twitter, Facebook, and Instagram, and version information 'v 1.0.27.24008 © 2021 DCFS'.

My Notification Preferences

Select the Notification Type and Preference on how to be notified.



The screenshot shows the 'Account Profile' page for the Illinois Department of Children & Family Services (DCFS), specifically the 'My Notification Preferences' section. The page has a navigation bar with 'My Profile', 'My Notification Preferences', 'Help', and 'Reports'. Below the navigation bar, there are 'Save' and 'Cancel' buttons. The main section is titled 'Notification Preferences' and contains an 'Instructions' box with the text: 'Choose the notifications you would like to receive and mark how you would like to receive them.' Below this, there is a 'Notifications' section with a table showing the notification type 'Foster parent' and the selected preferences 'Email' and 'Text messaging', both marked with green checkmarks.