DHHS JSM Account Setup Instructions

1. **Access the link for the DHHS JSM website**

2. **Enter your email address to sign up:**
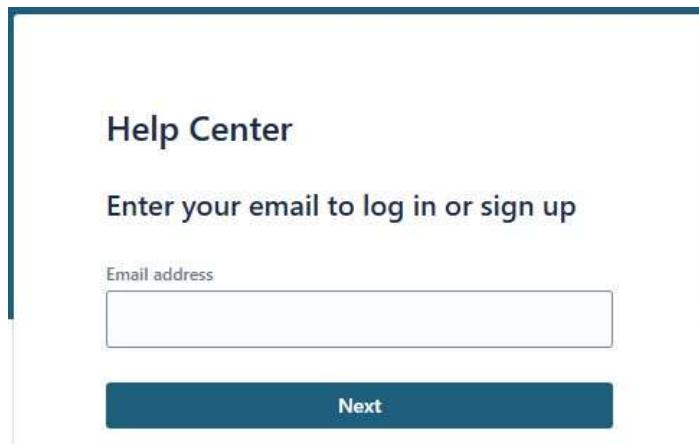
   Help Center

   Enter your email to log in or sign up

   Email address

   [   ]

   [Next]

3. **Click Sign up:**
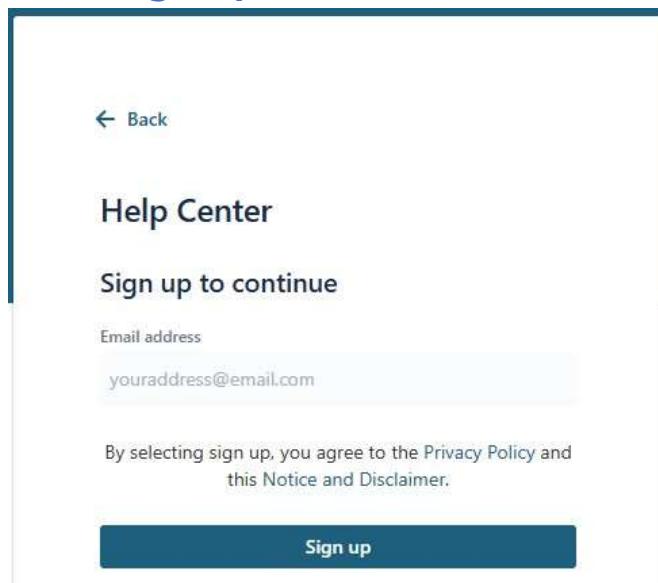
   ← Back

   Help Center

   Sign up to continue

   Email address

   youraddress@email.com

   By selecting sign up, you agree to the Privacy Policy and
   this Notice and Disclaimer.

   [Sign up]

4. **Check your email to set your password:**

← Back

Help Center

Check your email to set your password
We've sent information on how to set your password to youraddress@email.com.

Resend password setup link

5. **You will receive an email like the following:**
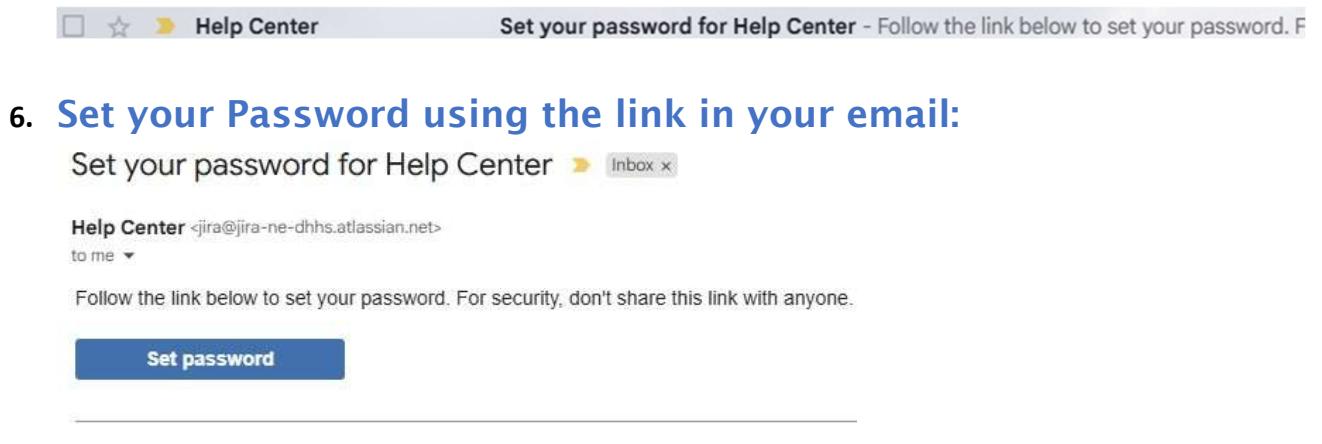
☐ ☆ ➤ Help Center   **Set your password for Help Center** - Follow the link below to set your password. F

6. **Set your Password using the link in your email:**

Set your password for Help Center ➤ Inbox ×

Help Center <jira@jira-ne-dhhs.atlassian.net>
to me ▾

Follow the link below to set your password. For security, don't share this link with anyone.

Set password

Powered by Jira Service Management

7. **Enter your Name and Password to finish setting up your account:**
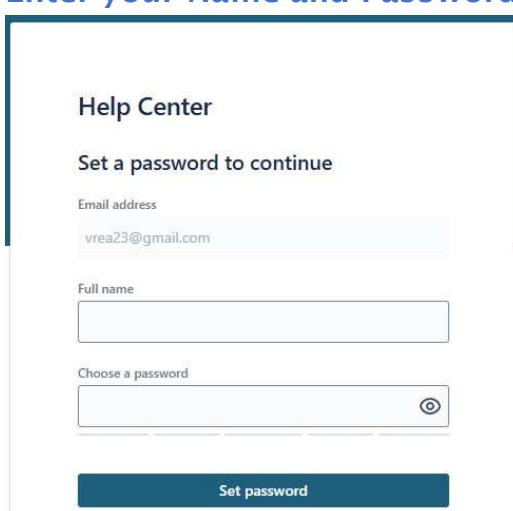
Help Center

Set a password to continue

Email address

vrea23@gmail.com

Full name

Choose a password
           ◎

Set password