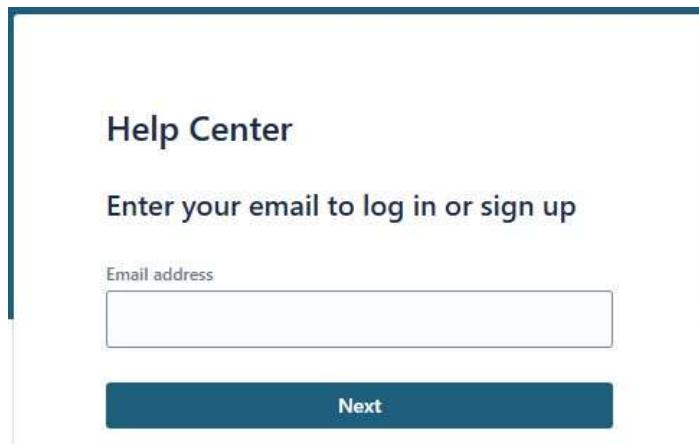


DHHS JSM Account Setup Instructions

1. **Access the link for the DHHS JSM website**
2. **Enter your email address to sign up:**



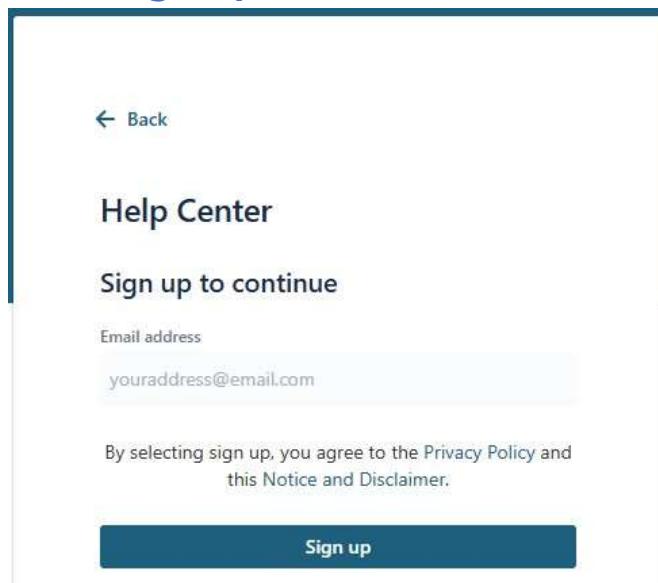
Help Center

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

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

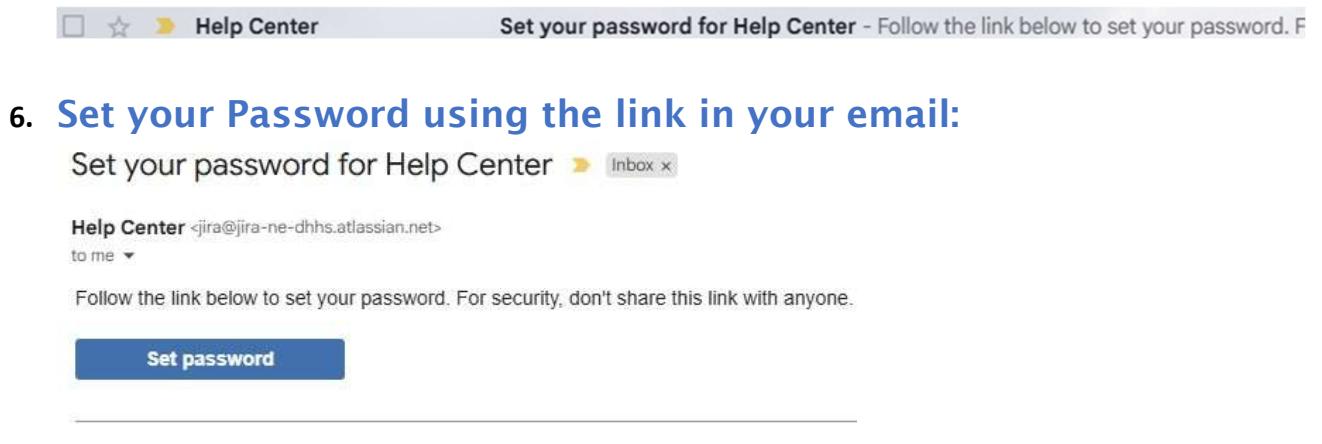
Sign up

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



A screenshot of a web page titled "Help Center". The main heading is "Check your email to set your password". Below it, a message says "We've sent information on how to set your password to youraddress@email.com.". A "Resend password setup link" button is visible at the bottom of the message area.

5. **You will receive an email like the following:**

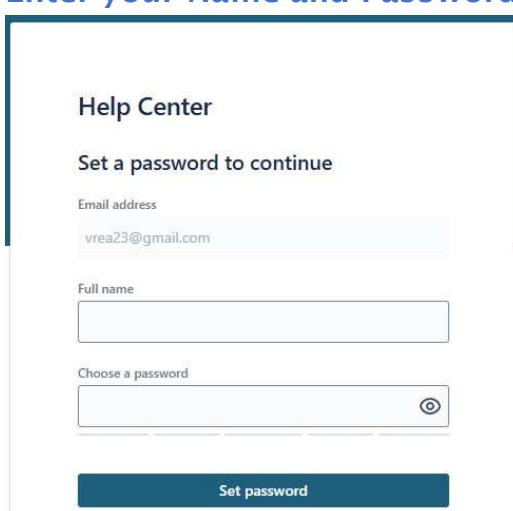


A screenshot of an email inbox. The subject line is "Set your password for Help Center - Follow the link below to set your password. F...". The email is from "Help Center <jira@jira-ne-dhhs.atlassian.net>". The message body contains a link to "Follow the link below to set your password. For security, don't share this link with anyone." and a "Set password" button. The footer of the email says "Powered by Jira Service Management".

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

A screenshot of an email inbox. The subject line is "Set your password for Help Center". The email is from "Help Center <jira@jira-ne-dhhs.atlassian.net>". The message body contains a link to "Follow the link below to set your password. For security, don't share this link with anyone." and a "Set password" button. The footer of the email says "Powered by Jira Service Management".

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



A screenshot of a "Help Center" password setup page. It asks "Set a password to continue". It has fields for "Email address" (vrea23@gmail.com), "Full name" (empty), and "Choose a password" (empty). There is a "Set password" button at the bottom.