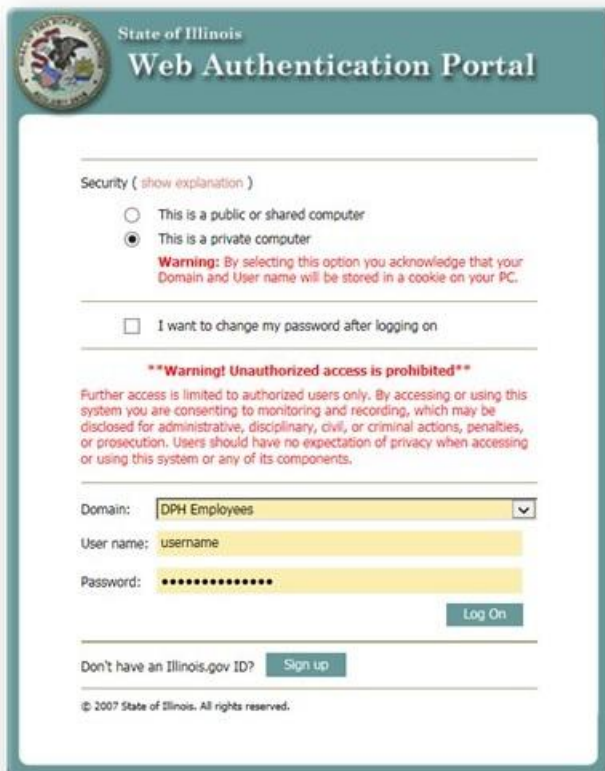To access the web portal click on the following link: **www.idphnet.illinois.gov**.

1. Select the **Login** link to proceed to the Web Authentication page.
2. *Ignore* the 'I want to change my password after logging on' checkbox.
3. Select the **Domain** dropdown arrow to choose **DPH Employees**.
4. Enter your **username**
5. Enter your **password**
6. Click **Log On**

Once you have logged all the way into the IDPH Web Portal, change your password by doing the following.

7. Click on the 'Change Password' option in the left hand side of window frame.
8. The Change Password screen will display in the center with your username in the field.
9. Enter your current password.
10. Press the 'Tab' key to move to the 'New Password' field, type your new password based on the password requirements.
11. Press the 'Tab' key to move to the 'Confirm Password:' field, re-type the password you type in the previous step.

12. Press the save button.
13. You should see a message that says that your password has been changed.
14. You can now browse, access 'Application' via tab or logout of the site by clicking on your name and choosing 'Sign Out'.

Reset your password without having to call the IT Service Desk by registering for the self-service Identity Management solution (https://www2.illinois.gov/sites/doit/support/Pages/FIM.aspx) for users of the IDPH Web Portal. If you have difficulties in either the registration or reset process, please do not hesitate to contact the DoIT Customer Service Center at 217-524-DoIT(3648) or 312-814-DoIT(3648). The IDPH Helpdesk is also available between 8A and 5P, Monday-Friday via email at DPH.Helpdesk@illinois.gov or by calling 1-866-220-5247 or 217-557-2923.