

# CHIMS MULTI-FACTOR AUTHENTICATION (MFA) INSTRUCTIONS

Effective Monday, August 19, 2024, all CHIMS users will utilize **Multi-factor Authentication (MFA)** to gain access to their CHIMS accounts. These user access controls will help to ensure system integrity and information security.

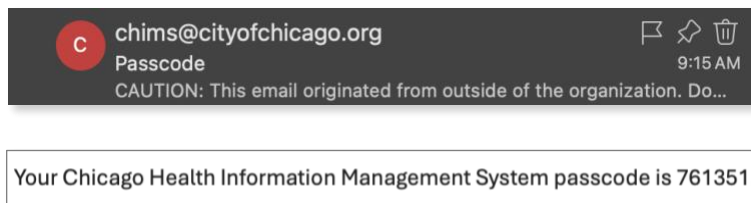
1. Enter your Username and Password on the primary Login screen and select Login.



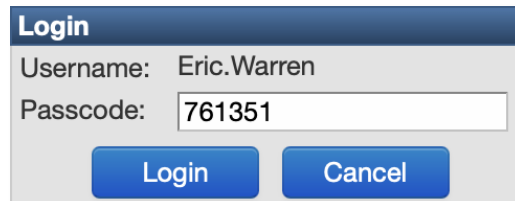
The primary login screen is titled "Login" and contains the following fields and controls:

- Username: eric.warren
- Password: [Redacted]
- Application: Main (dropdown menu)
- Login button
- Reset password link

2. You will receive a one-time, six-digit passcode from [chims@cityofchicago.org](mailto:chims@cityofchicago.org) to your work email account (not to your mobile device).



3. Enter the six-digit passcode on the secondary Login screen and select Login.



The secondary login screen is titled "Login" and contains the following fields and controls:

- Username: Eric.Warren
- Passcode: 761351
- Login button
- Cancel button