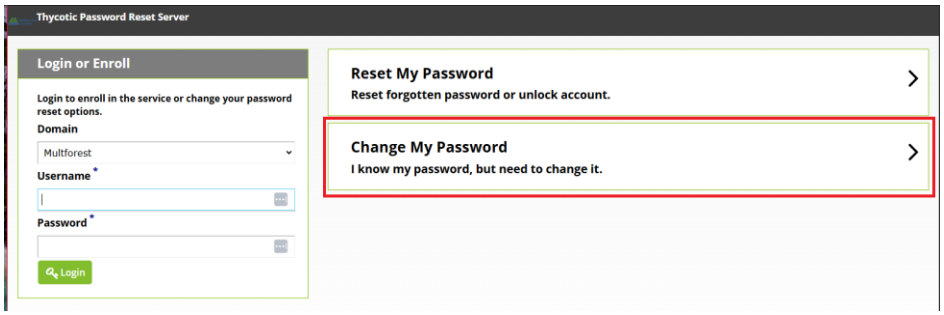
HSD Contract Monitoring Dashboard Access Guide

Key Points

1. **Takes at least 3 days to create an account and get access to the HSD Contract Monitoring Dashboard**
   a. Complete HSD Access Request at https://form.asana.com/?k=9OP6f93ESW9R7XArC7HPcA&d=8703440022179
   b. HSD staff complete MultCo IT Vendor/Partner Access Request
   c. MultCo IT creates account (can take 1-2 days)
   d. MultCo IT sends user credentials (username & temporary password) to user (sent from *ithelpdesk@multco.us*)
   e. User goes to MultCo Password Reset Server web page and clicks on **Change My Password button** to change temporary password
   f. It takes MultCo IT about 24 hours to sync your new credentials
   g. User logs into HSD Contract Monitoring Dashboard
2. When you receive temporary password (either when account first created or after password reset), password is changed using the **Change My Password button**



Here's what you do next in the Change My Password screen:

3. In the Domain dropdown, select MultPartner
4. Your username for this is just hsd_lastnameandfirstnameinitial
5. Enter the temporary password you received from MultCo IT
6. The Continue button at the bottom should activate; click it.
7. On the next screen enter a new password that follows the MultCo IT requirements below
8. Reenter your new password to confirm it.
9. Remember that after changing your password, **it takes about 24 hours for MultCo to sync your new credentials**
10. When you log into the HSD Contract Monitoring Dashboard, **you must add *partner.mult*\ to the front of your username to access Tableau Server** (that's a backslash after *partner.mult)* For example: ***partner.mult*\hsd_lastnameandfirstnameinitial**
11. **You must log into the HSD Contract Monitoring Dashboard at least once every 90 days or your password will expire.**
    Suggestion: Add an Event, Task or Reminder to your calendar to remind you to log into the dashboard. It only takes a few minutes to keep your account enabled.
12. HSD Contract Monitoring Dashboard information page is located here: HSD Contract Monitoring Dashboard

NOTE 1: Please don't contact the MultCo IT Help Desk for accounts or password resets. Please contact Laura Bradley at laura.bradley@multco.us
NOTE 2: When changing your password, don't save it to your password keeper since the URL (link) for the HSD Contract Monitoring Dashboard changes.