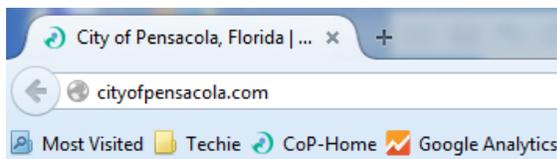


# Create a Profile on the City of Pensacola Website

GOAL: This document will show the end user how to create a new profile on the City of Pensacola website at <http://www.cityofpensacola.com>.

**NOTE: If you have followed these steps and are unable to access the Intranet, please contact the Technology Resources Help Desk. This process need only be followed One Time.**

Begin by opening a browser. In the address bar, type <http://cityofpensacola.com>.



This will take you to the City's home page.

At the home page, look in the top right-hand corner of the screen and find the button labeled "Sign In"



Click the button. This will automatically generate a pop up window asking for your username and password with a button at the bottom labeled "Create Profile".

## Sign In or Sign Up with...



Or...

Email or Username

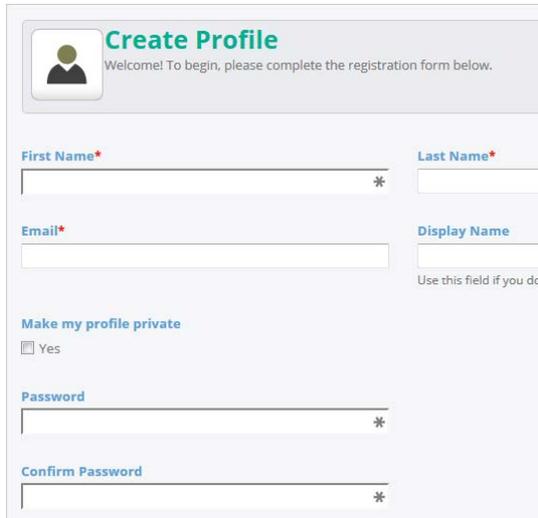
Password

[Forgot Your Password?](#)

Keep Me Signed In



This takes you to the create profile page where you'll fill in the required info – First/Last Name, City Email Address, Password, and Confirm Password. **Please use the password matches the one you use to log into your computer at work.**



**Create Profile**  
Welcome! To begin, please complete the registration form below.

**First Name\***  \*

**Last Name\***

**Email\***

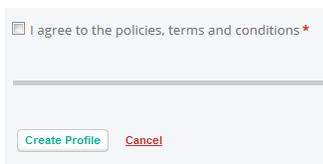
**Display Name**   
Use this field if you do

**Make my profile private**  
 Yes

**Password**  \*

**Confirm Password**  \*

Scroll down the page, reading the Terms and Conditions. At the bottom, click the checkbox next to the “I agree...” statement. Click the Create Profile button.



I agree to the policies, terms and conditions \*

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The system may generate a confirmation email which is sent to your email address. Your email will need to be confirmed before you can log into CivicPlus. Feel free to close your browser until you get and confirm your email address.

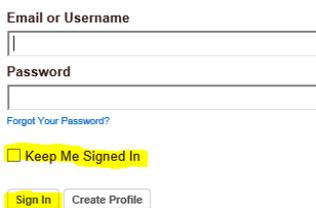
Please note that this email could get erroneously sent to spam, so if you haven’t received an email within approximately 5 minutes, check your spam.

Return to the pop up window or open a browser and go to <http://cityofpensacola.com/intranet> to input your email address and password. Click the checkbox next to keep me signed in, then click the Sign In button. As this is a hosted service, it may take a moment for authentication to occur and the screen to refresh.

Sign In or Sign Up with...



Or...



**Email or Username**

**Password**

[Forgot Your Password?](#)

**Keep Me Signed In**

Upon First login only, you'll be required to agree to the Privacy Policy. Read the privacy policy and then at the bottom, look for the "I Agree" button and Click it.

**Our Privacy Policy/Terms and Conditions Have Changed**

Indirectly in the need for servicing or replacing equipment or data, this site is not responsible for those costs.

2. This site makes no representations or guarantees regarding the truthfulness, accuracy, legality, completeness, timeliness or reliability of any documents posted by users, or of any other form of communication engaged in by users. Documents may contain inaccuracies or typographical errors. You agree that any reliance on documents posted by users, or on any other form of communication with users, will be at your own risk.
3. This site makes no representations or guarantees regarding the content of the sites, including, but not limited to, broken links, inaccuracies or typographical errors.
4. This site makes no representations or guarantees regarding the effectiveness of the services or timeliness of the services in meeting your employment objectives. This site does not guarantee that the services will result in candidates being hired, positions being filled or employees being retained, and is not responsible or liable for any business, employment, hiring and/or salary decisions, for whatever reason made, made by you.

**User Authentication:**  
Because user authentication on the Internet is difficult, this site cannot and does not confirm that each User is who they claim to be. Because this site does not and cannot be involved in User-to-User dealings or control the behavior of participants on the Sites, in the event that you have a dispute with one or more Users, you release this site from claims, demands and damages (actual and consequential and direct and indirect) of every kind and nature, known and unknown, suspected and unsuspected, disclosed and undisclosed, arising out of or in any way connected with such disputes.

I agree  I do not agree

After you have agreed to the Privacy Policy, the system should take you to the Employee Intranet page (Please be aware that it may look different from this screenshot)

