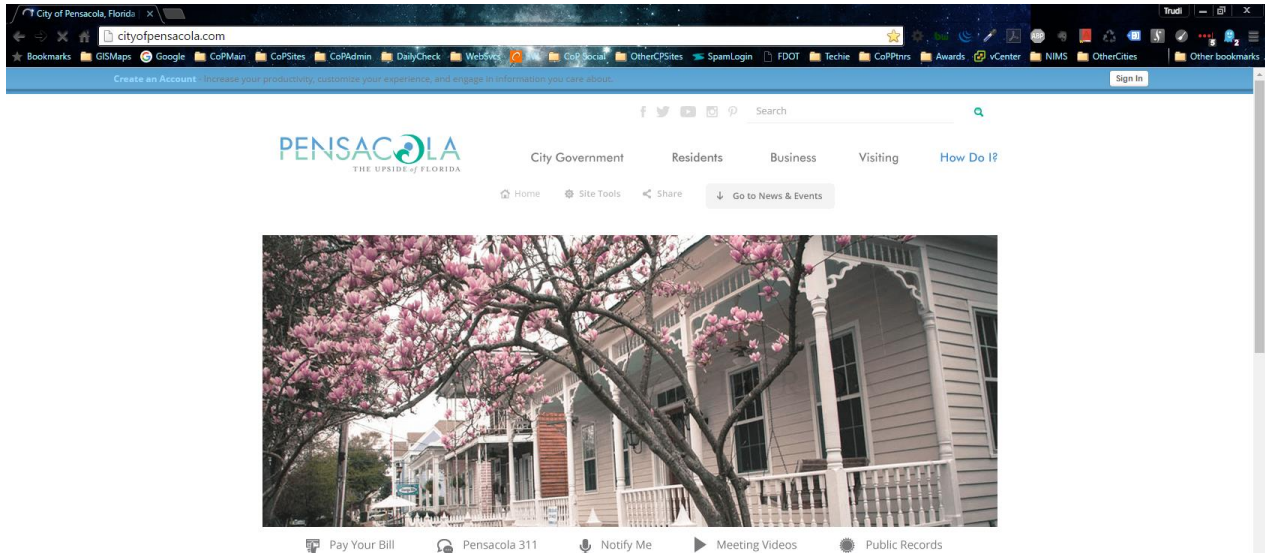


Logging in to the City of Pensacola Website

This document discusses how to log into the City of Pensacola website. One reason that you may need to log into the site is to access the Intranet which is information available only to City of Pensacola employees.

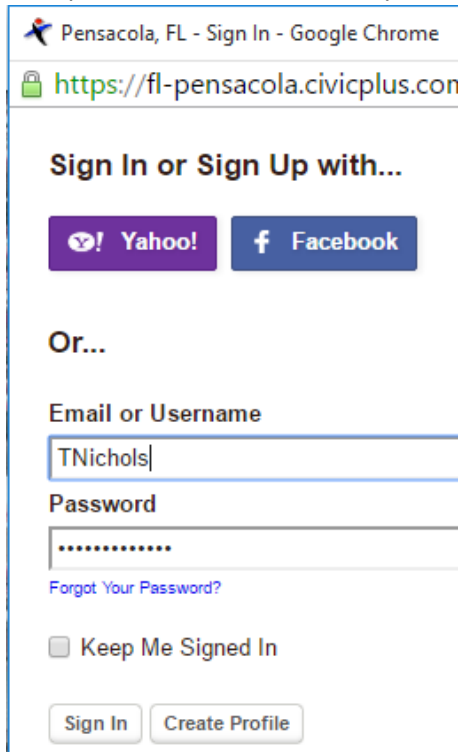
- A. Open your favorite browser, in this example, I am using Chrome, but you can use any of the major browsers
- B. Go to <http://cityofpensacola.com>



- C.
- D. Click on the "Sign In" grey button at the top-right hand corner of the page

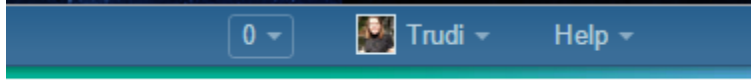


- E.
- F. A pop-up window appears, enter your username (generally first initial + last name, so Trudi Nichols = tnichols). Your password is the same one you use to log into your computer in the morning.



- G.
- H. OPTIONAL: Click the "Keep Me Signed In" checkbox.

- I. As this is a hosted service, please allow up to 20 seconds for authentication to occur and the screen to refresh. The icon at the left-hand side of the tab will become the City's logo and the sign in button will be replaced by your name or username.



- J.
- K. When this has occurred, you have successfully logged into the website.

Forgotten Password

IMPORTANT NOTE: The City has setup an automated process by which the website password and your network password (the one you log into your computer with in the mornings), are identical. Therefore, if you have forgotten your password, please call Technology Resources to have it reset.