



# CTR JOB AID

## PowerDMS Login and Account Management

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### OVERVIEW

This job aid provides details on how to:

- Create a PowerDMS account
- Login to PowerDMS
- Logoff from PowerDMS

For instructions on PowerDMS navigation, see the [PowerDMS Navigation and Searches](#) job aid.

### BEFORE YOU BEGIN

PowerDMS is a cloud-based policy and document management system. It is a searchable online source for policies and other documents and includes automated workflow for review and editing of documents. This creates efficiencies for both departments and CTR, creating a single source of truth with the ability to streamline and easily disseminate information.

To access PowerDMS, users must have an account. All that is needed to use PowerDMS is access to a web browser and a valid account. PowerDMS can be accessed on either a PC or mobile device.

- VPN is not needed to access PowerDMS.
- Edge and Chrome are the preferred web browsers.

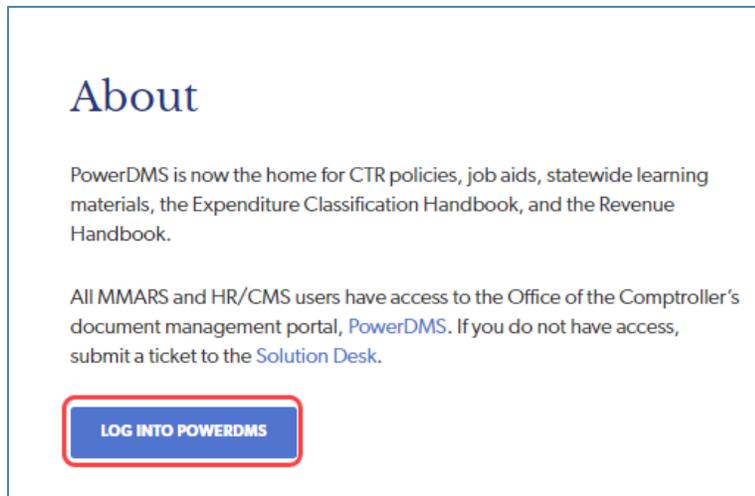
# DIRECTIONS

## Step 1: From the CTR Intranet Page

1. In the middle of the CTR intranet page (<https://intranet.macomptroller.org>), click the **PowerDMS** tile.

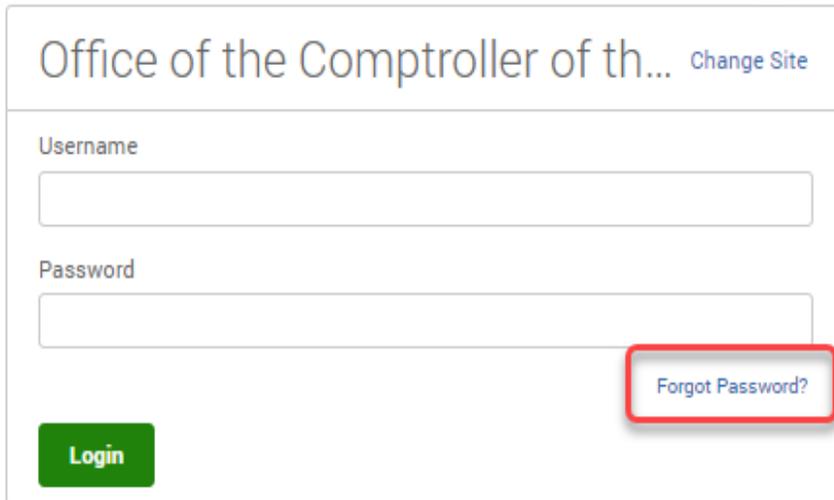


2. Click the **Log Into PowerDMS** button.

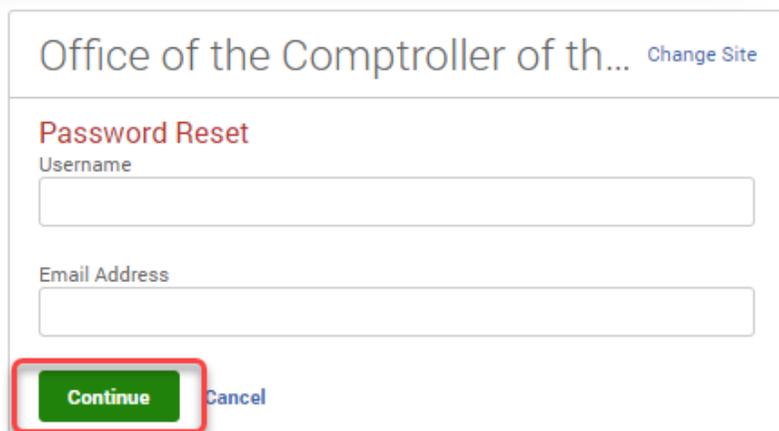


## Step 2: First Time Using PowerDMS Account

1. If it is your first-time logging into PowerDMS, you will need to create your account. If you already have a PowerDMS account, go to Step 3.
2. If prompted, fill in the **Site Key** with “**macomptroller**” and click the **Continue** button.
3. Click **Forgot Password**.



4. Enter your work email in both the **Username** and **Email address** fields.
5. Click **Continue**.



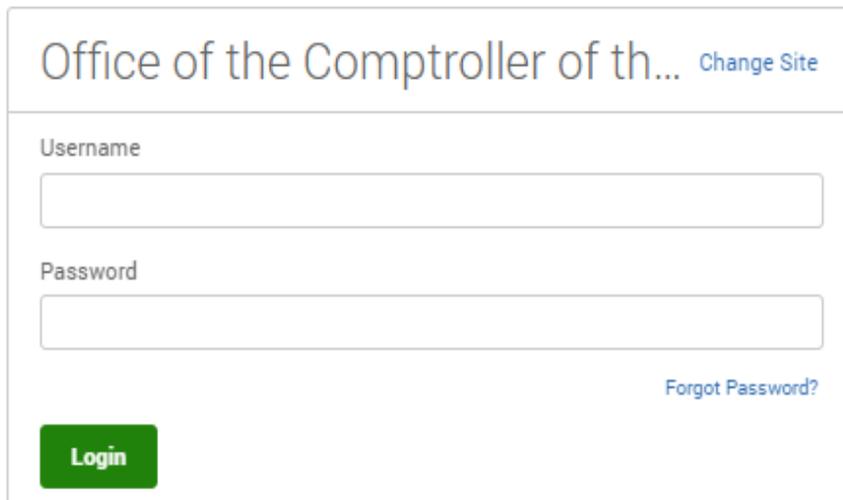
6. You will receive an email to your work email account from [alertservice@powerdms.com](mailto:alertservice@powerdms.com).

\*For those that are not on the mass.gov domain, please work with your IT department to ensure that [alertservice@powerdms.com](mailto:alertservice@powerdms.com) is not blocked from your agency's domain.

7. Follow the prompts on how to set your password.
8. Bookmark the PowerDMS link for easy access.

### Step 3: Logging into PowerDMS Account

1. Enter **Username** and **Password**. Your username is your work email address.
2. Click the **Login** button.



The screenshot shows a login form for the Office of the Comptroller of the Treasury. At the top, it says "Office of the Comptroller of th..." with a "Change Site" link. Below this are two input fields: "Username" and "Password". To the right of the "Password" field is a "Forgot Password?" link. At the bottom left is a green "Login" button.

### Step 4: Logging out of PowerDMS Account

1. Navigate to the upper right corner of the screen, click the **drop-down arrow** next to the Welcome, "your name"
2. Click **Logout** from the drop-down menu.



## FOR ADDITIONAL QUESTIONS

If you have questions about this Job Aid, please submit an inquiry to our [Solution Desk ServiceNow Portal](#). You may also click: [macomptroller.org/solution-desk](http://macomptroller.org/solution-desk) to learn more about the CTR Solution Desk and access the ServiceNow Portal.