



# 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
- Log into PowerDMS
- Log off from PowerDMS

For instructions on PowerDMS navigation, see [Job Aid: PowerDMS Navigation and Searches](#).

### 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. PowerDMS can be accessed on either a laptop/desktop computer or mobile device.

# DIRECTIONS

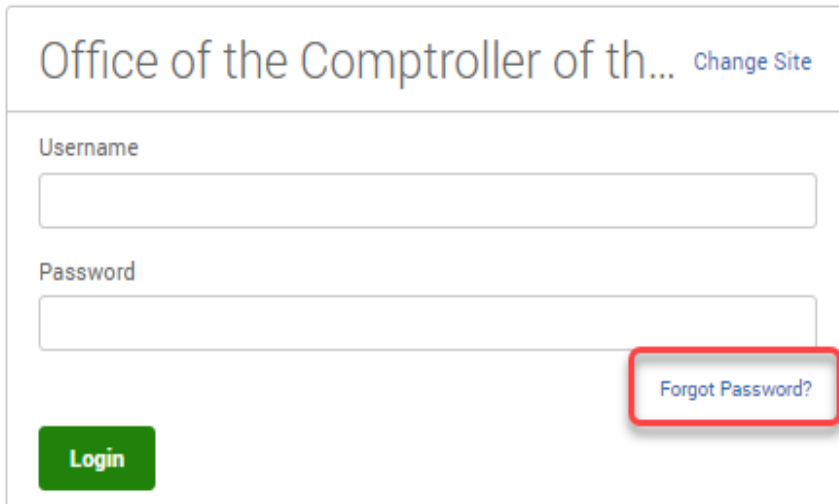
## Step 1: Log In

1. Visit <https://powerdms.com/ui/login.aspx?siteid=MAComptroller&formsauth=true>.
2. You can also find links to PowerDMS from the [CTR Intranet Homepage](#).

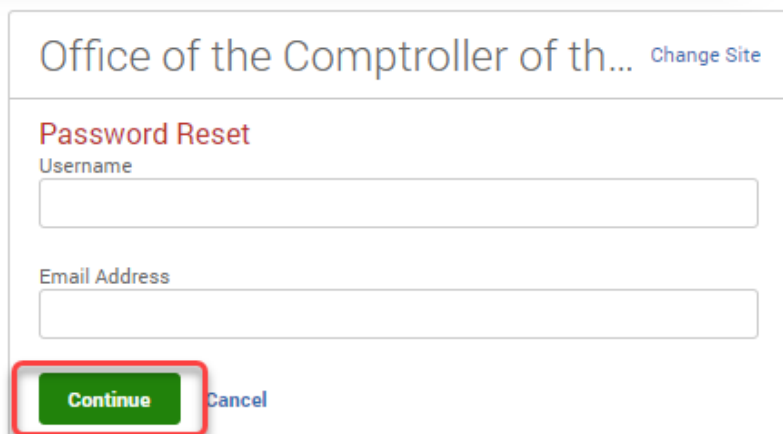


## Step 2: First Time Using PowerDMS Account

1. If 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**.



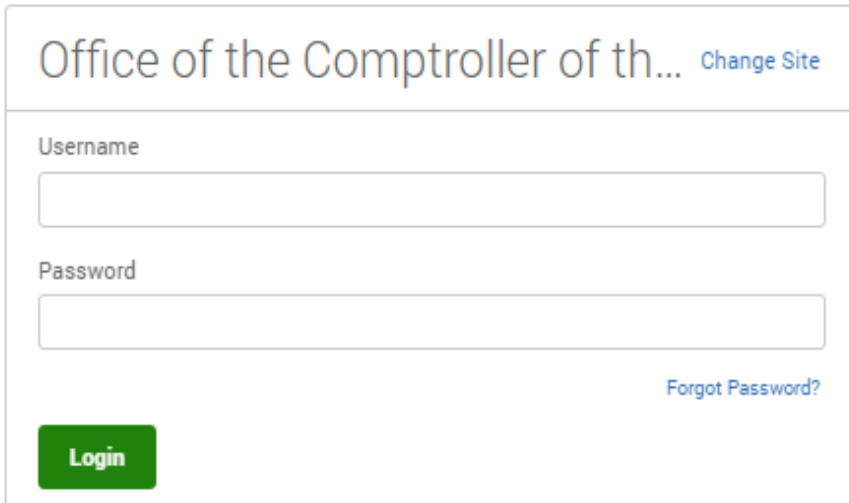
6. You will receive an email to your work email account from [alertservice@powerdms.com](mailto:alertservice@powerdms.com).

\*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.



Office of the Comptroller of th... [Change Site](#)

Username

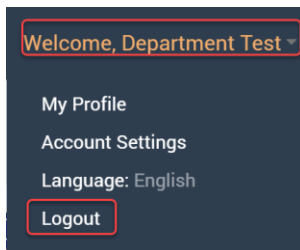
Password

[Forgot Password?](#)

**Login**

### 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.