NC Department of Public Safety (DPS) PowerDMS - Basic User Guide
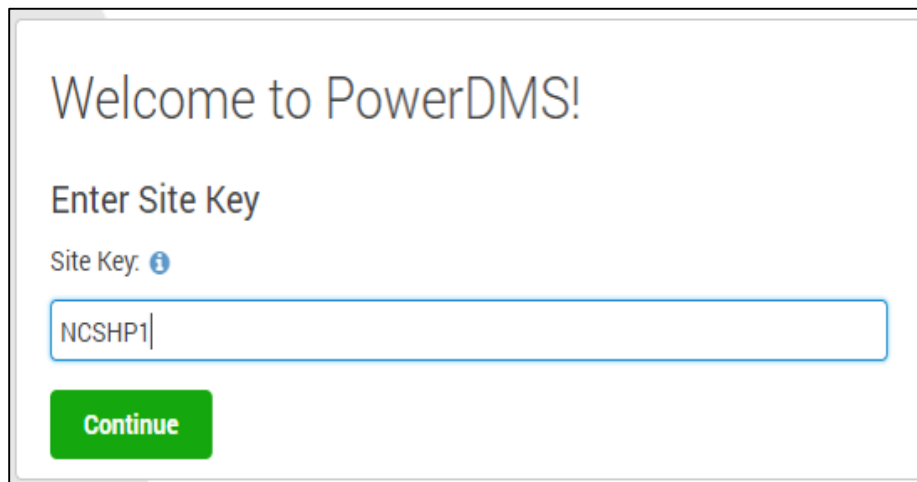
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Login Instructions
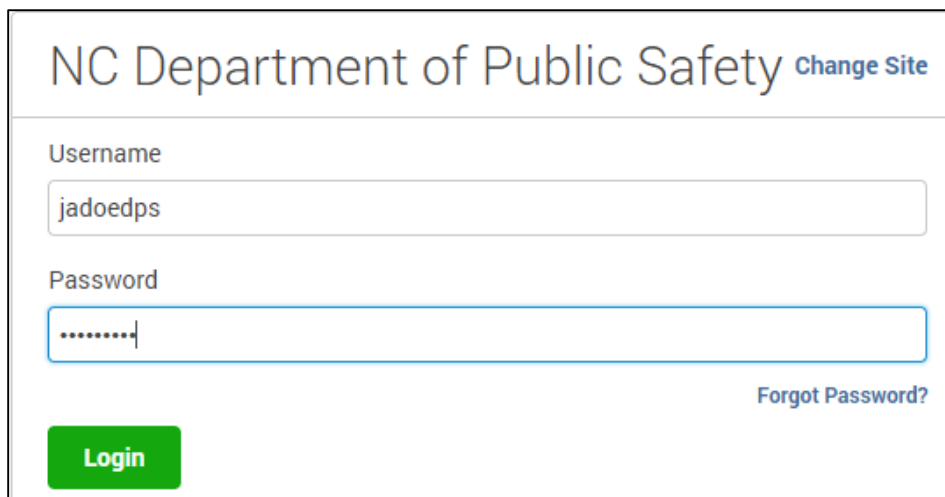
*For Non-State Highway Patrol Users Only

1. Use the following URL to access PowerDMS:
    https://powerdms.com/ui/login.aspx?siteId=SITEID&formsAuth=true. It is recommended that you bookmark this link for future use.

2. You may be prompted to enter a site-key, which is a unique identifier for the site. The DPS site key is "NCSHP1".

3. To login to PowerDMS, enter your username and password in the appropriate fields and select **Login.**

    a. Your username is your NCID + "dps". For example, if your NCID is "jadoe" then your PowerDMS username would be "jadoedps".
    b. For initial login, enter the temporary password "P@ssword8".
    c. If you forget your password, click **Forgot Password?** on the login page.

4. Once you have completed initial login, you will be prompted to change your password. Passwords must be at least eight characters in length and contain at least one number, lowercase letter, and uppercase letter. Passwords must be changed every 90 days.

5. Next you will be prompted to verify your email address. First, click **Send Verification Email** and then click **Continue to PowerDMS** to complete the login process **BEFORE** clicking any of the links in the verification email you receive. This will ensure you are not redirected to the State Highway Patrol's single sign-on page.

6. You will receive a verification email similar to the one below from "alertservices@powerdms.com." Click **Confirm Email Address** to verify your email.

   NOTE: If you do not confirm your email address, the system will prompt you to send an activation email every time you log in.
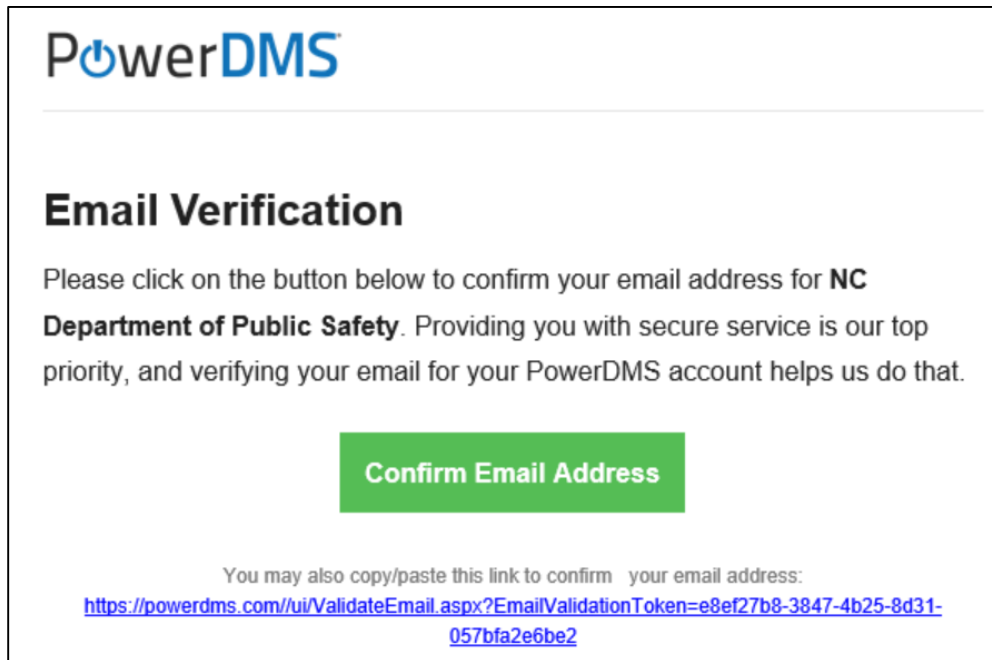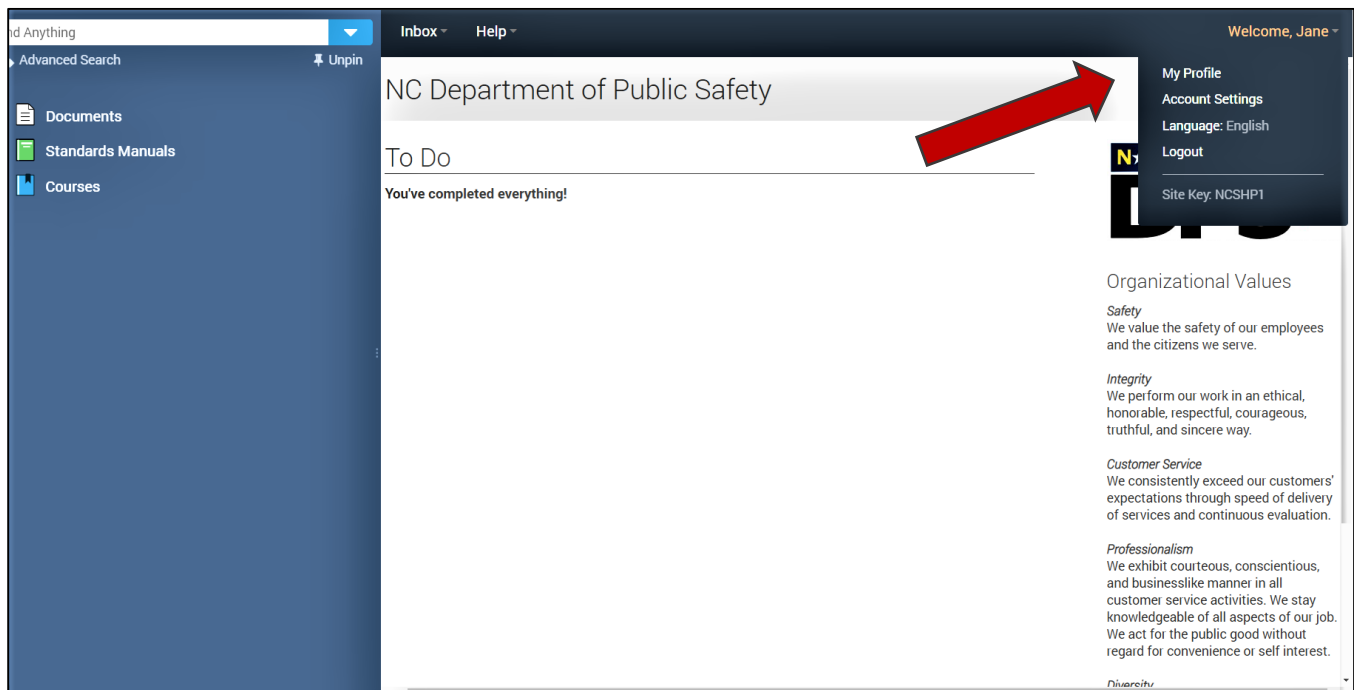
PowerDMS Homepage

Your homepage will show you a snapshot of your inbox in the form of a **To Do** list. You may access any item you are required to complete or sign by clicking on it within the **To Do** list.
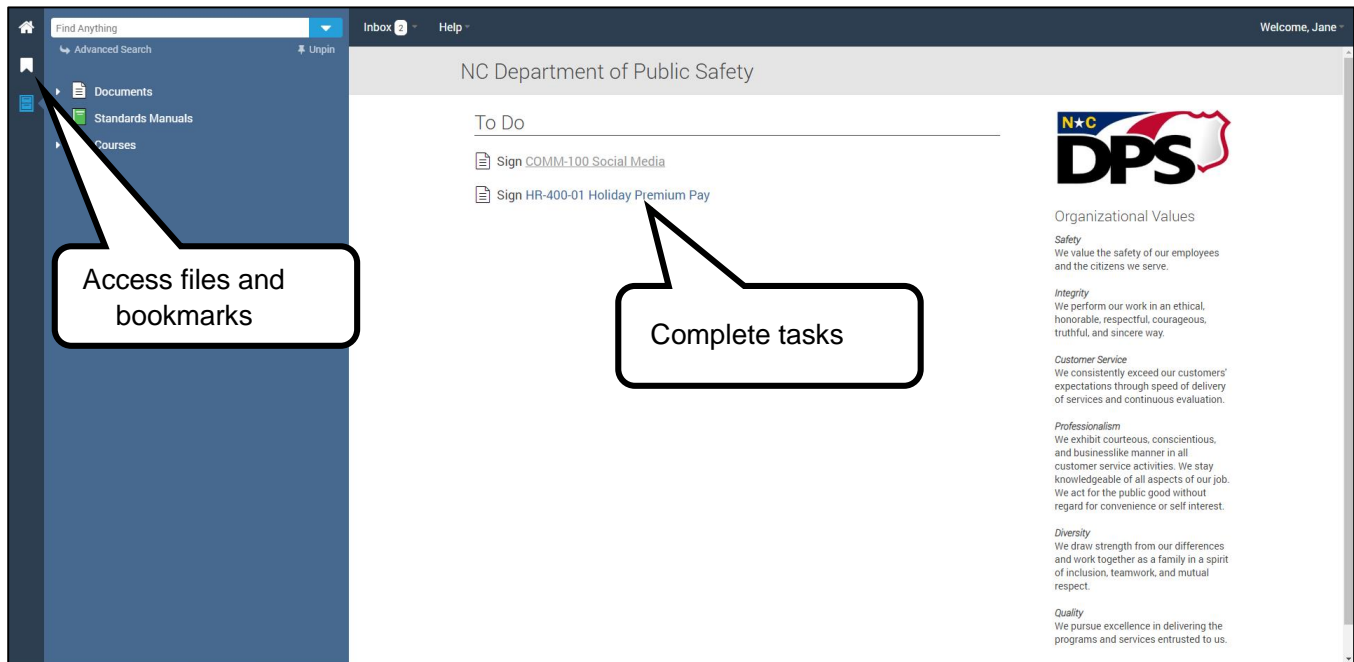

To view your profile, change your password, or logout, click on the **Welcome** dropdown in the top right of your screen.
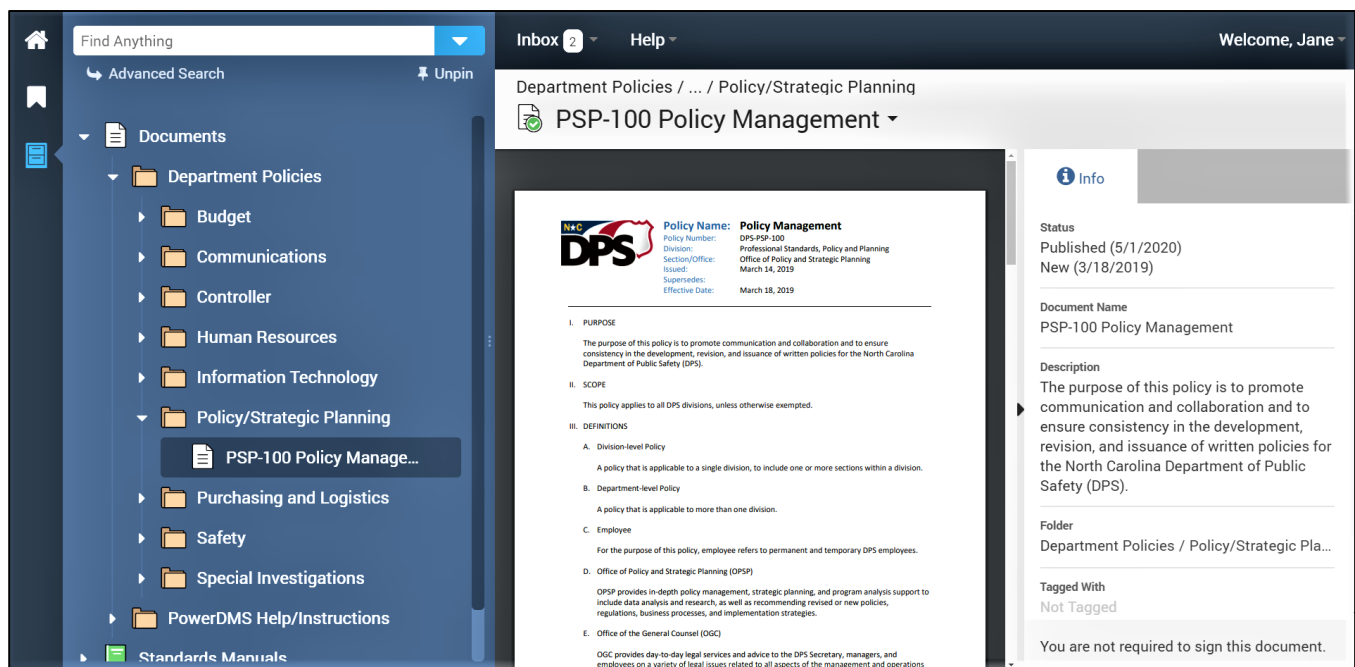
Documents

To access policies and other documents, click on the file cabinet icon and then **Documents** on the left side of the screen. All users will have access to all Department-level policies. Users may also have access to their respective Division or Section policies and documents.
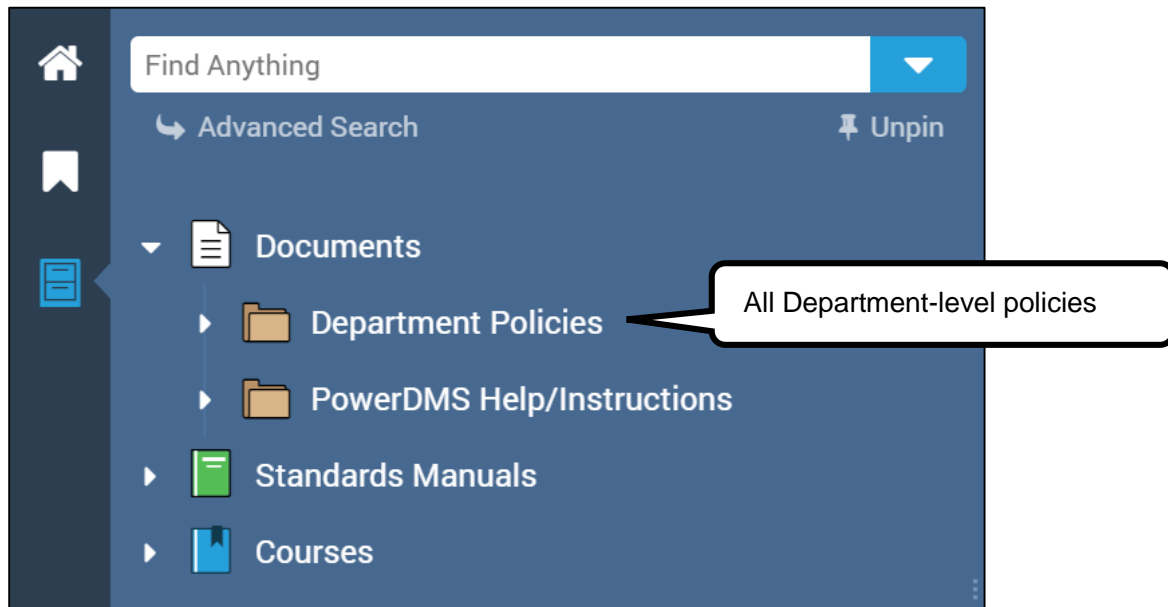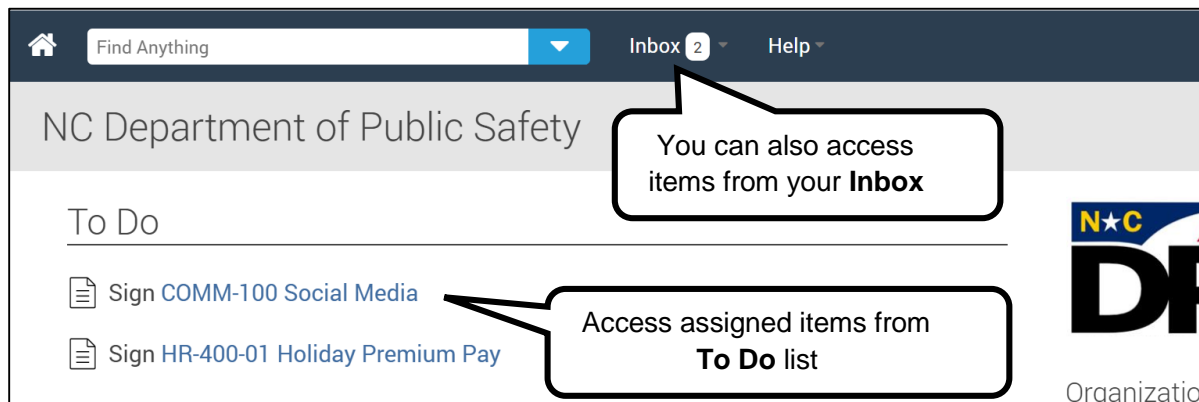

Click on an individual document, to view it. Documents can be printed or downloaded from the view screen.

Signing Documents

Documents that have been assigned to you for electronic signature will appear in the **To Do** list on your PowerDMS homepage as well as in your **Inbox**.

1. Click on the name of the document you wish to sign.

2. The document will appear with a message in the signature box reminding you that this signature indicates you have read and understood this document. Review the document.

3. Once you have reviewed the document, enter your username and password in the boxes in the bottom right of the screen and click **Sign.**
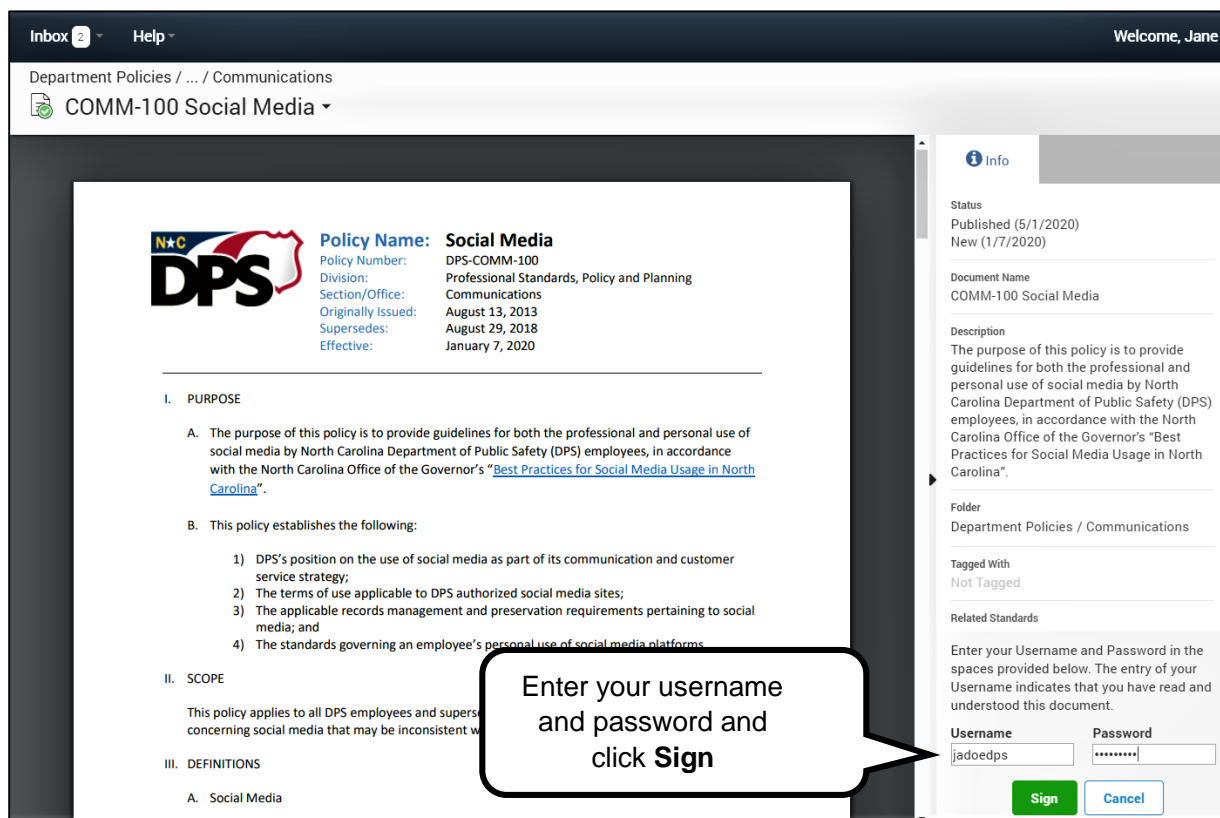
Inbox Sign All

Inbox Sign All allows users to sign off on all documents in their inbox by typing in a single electronic signature. This feature may initially be enabled for some users to allow them to bulk sign documents that had previously been signed outside of the system or in another PowerDMS site.

To sign all documents in your inbox, navigate to your inbox, enter your password in the designated field, and click **Sign.**

NOTE: Inbox Sign All is designed to be a one-time feature. Once the user signs off on all documents in their inbox, the feature will be turned off and the user will have to sign each document individually going forward.

Comparing Documents

1. If you need to sign off on a document that has been revised since you last signed it, you will see that assignment in you PowerDMS **Inbox** and your **To Do** list. Simply click the document name link from either location to view the document.

2. Once the document is viewable, you may have a quick message indicating you can **Compare to Last Revision I Signed.** You can access this option by placing your cursor over the document name in the upper left corner of your screen and selecting that choice from the drop down menu.
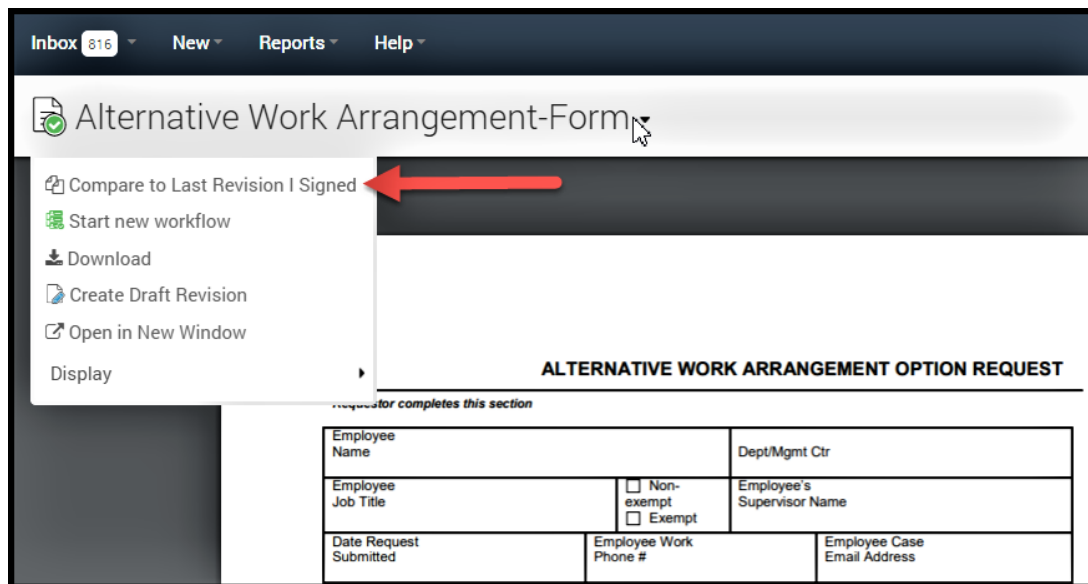
3. You will then be shown the former and current document side by side on your screen. You will notice that in your comparison, there are color coded highlights that identify the type of change that was made.

- Green highlights indicate added words.
- Red highlights indicate removed words.
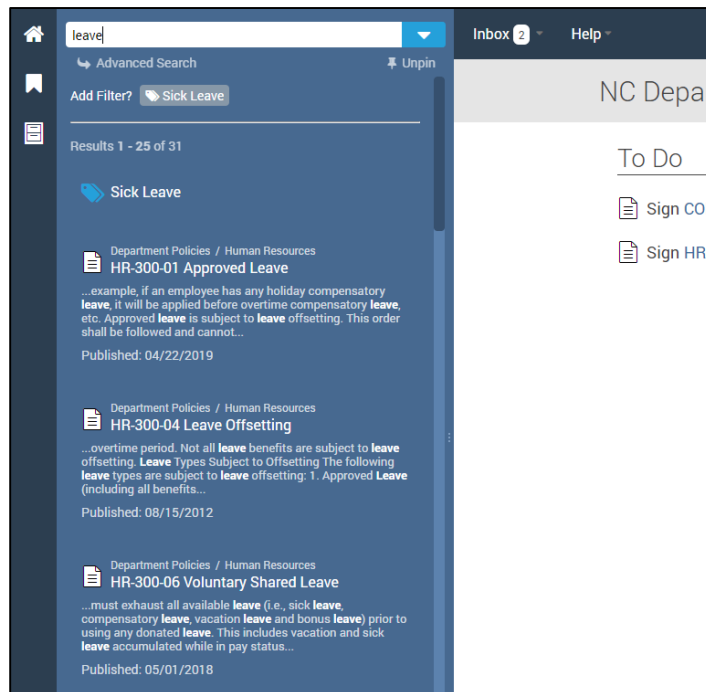- Yellow highlights indicate modified words.
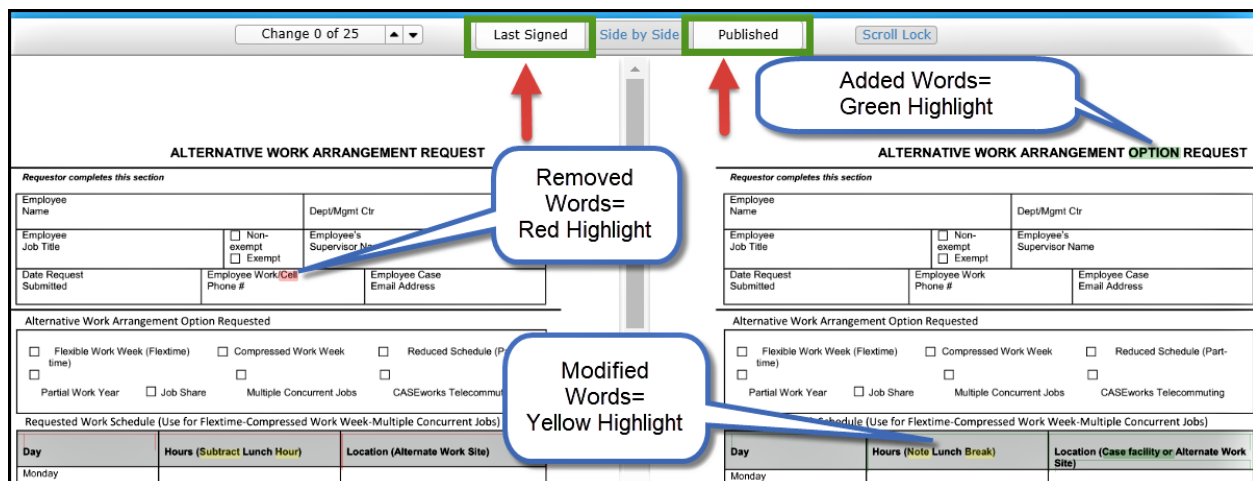
4. Thoroughly review the changes so you will know what you are signing. If you hover your cursor over the highlight, you can view additional details about the change.

5. When you are done comparing, you can return to the new published version, by clicking the **Published** button in the top bar of the comparison screen. You can then sign off on the new document as you normally would.

   NOTE: Once you sign off on the new document, you will no longer be able to compare it to the prior version.

Search

To search for documents and other items in PowerDMS, enter keywords in the **Find Anything** box at the top left of your screen. PowerDMS may suggest adding filters that may be available to enhance your search. To accept a suggested filter, simply click on the suggested words or press the tab key on your keyboard.
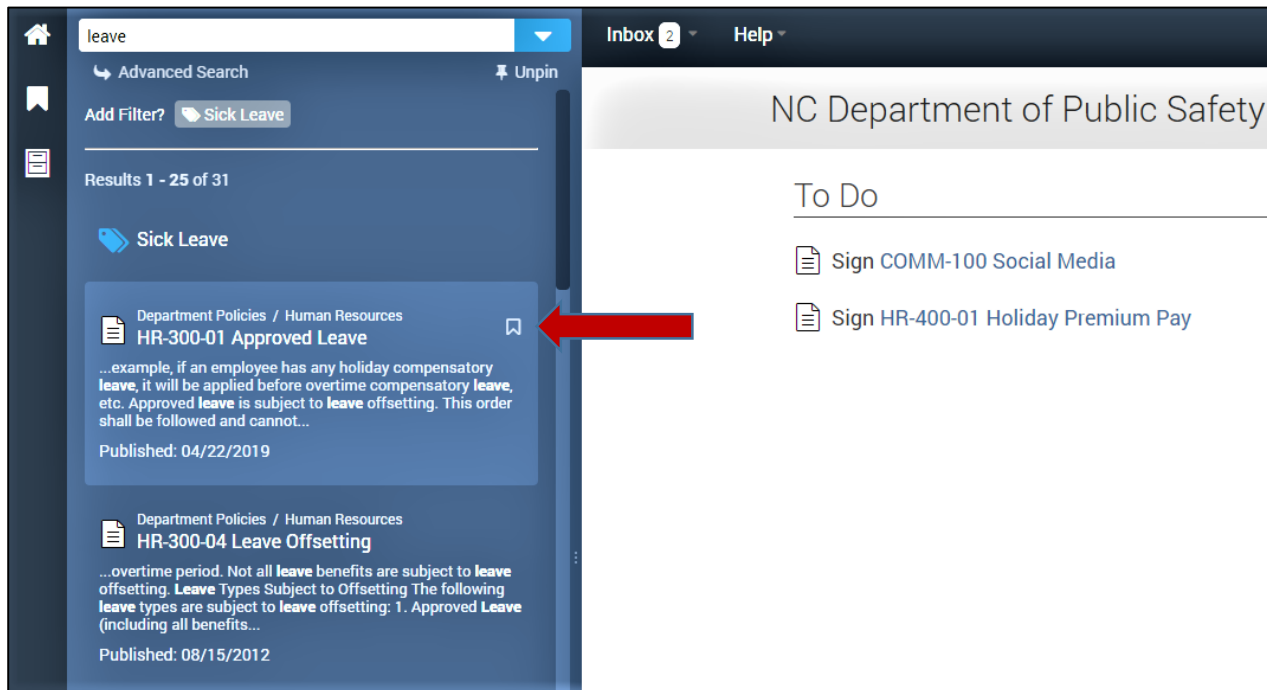

Click on **Advanced Search** under the **Find Anything** box to apply advanced search filters.

Bookmarks

Users can create bookmarks to quickly access items. To create a bookmark, locate the item from the list under **Files** or search for the item using **Find Anything.** Once you locate the item, click on the bookmark icon to the right of the item name as shown below.

You can find your bookmarks by clicking on the bookmark icon. You can have as many bookmarks as you like, and can delete a bookmark at any time by clicking the delete bookmark icon as shown below.
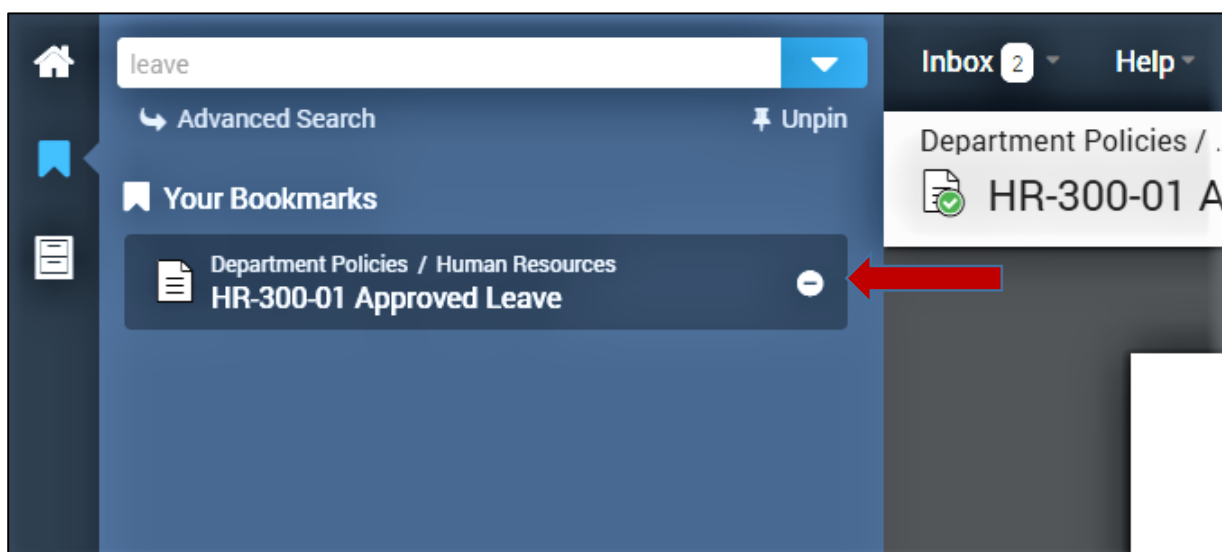
History

To view your history, hover over **Inbox** on the top menu bar and select which item you would like to see the history of (Documents, Certificates, Courses, etc.) Once the appropriate category is displayed, select on the **History** sub-tab.

Help

If you need help in PowerDMS, click on the **PowerdDMS Help/Instructions** folder under **Documents** for DPS-specific user guides and a list of agency-specific points of contact.
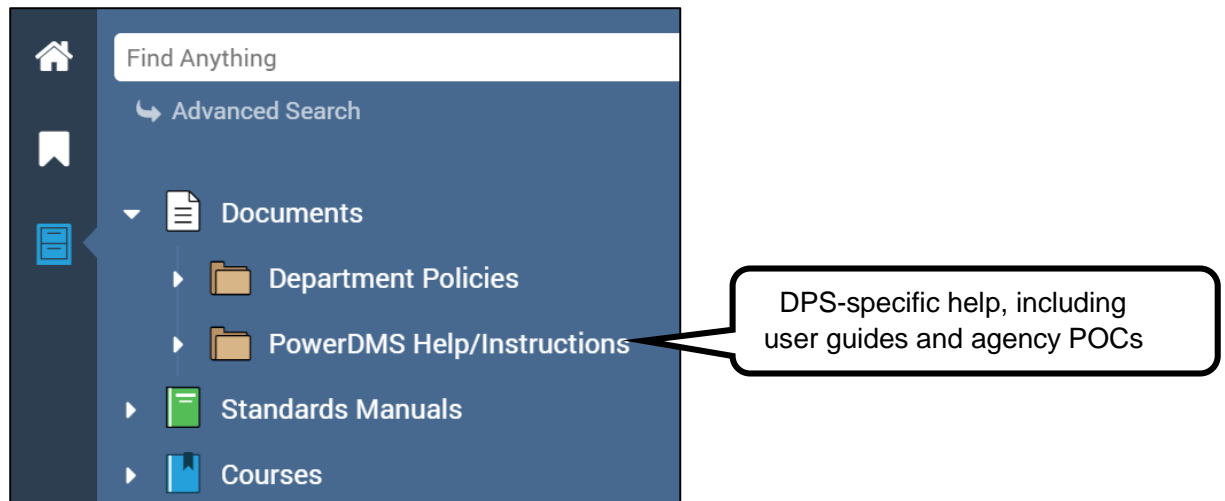
You can find additional resources by clicking on the **Help** menu, then selecting **Success Community**. You will be navigated to the PowerDMS Success Community page, where you can type into the search bar the topic you have questions about. PowerDMS has numerous articles and video tutorials here to walk you through the steps of what you are trying to do.
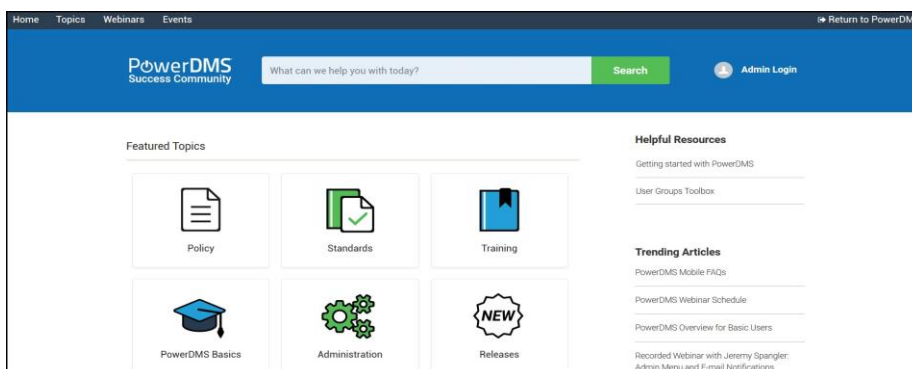
Logout

Logout of PowerDMS by hovering over your name and clicking **Logout.**