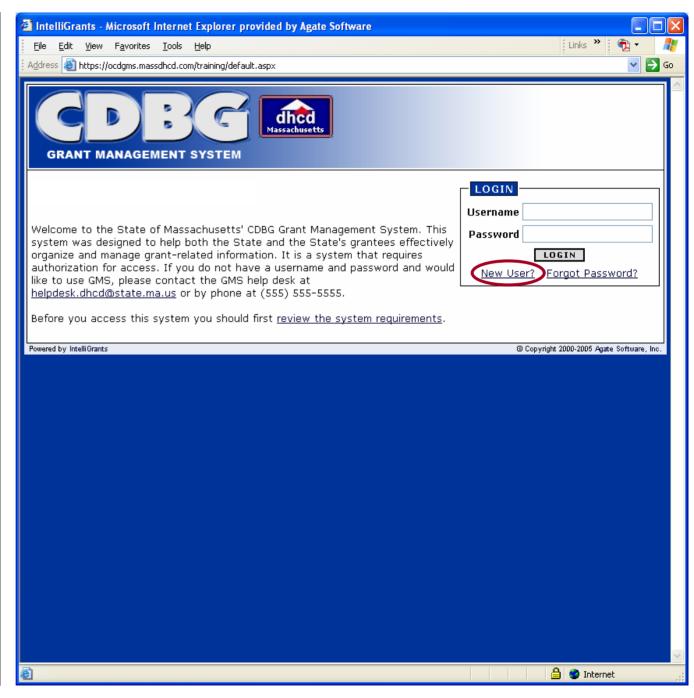


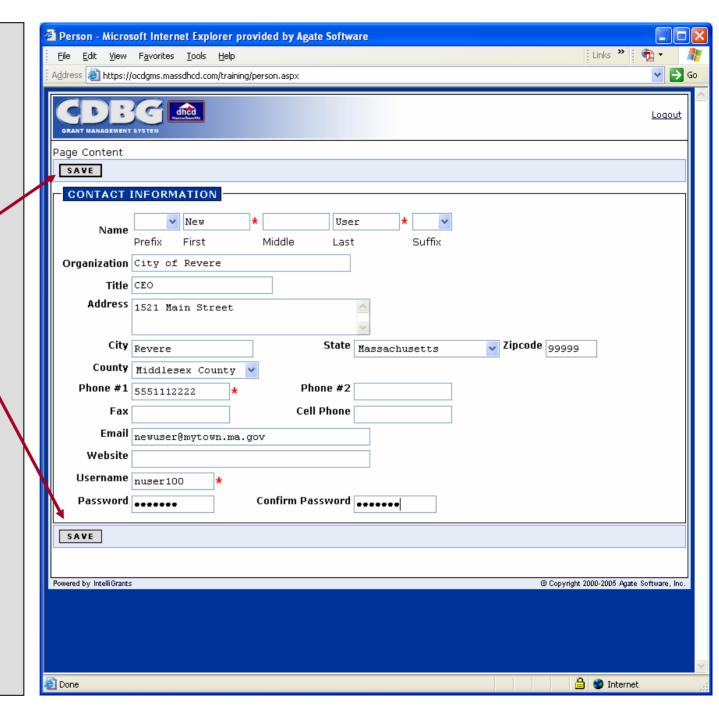
# **New User Setup**



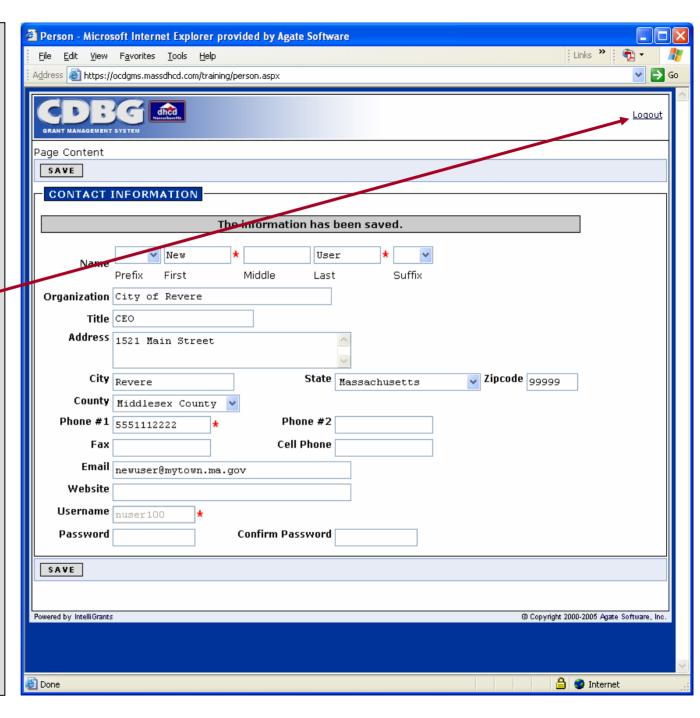
- 1. Open web browser and enter web site url
- (ocdgms.massdhcd.com)
- Click on New User link.



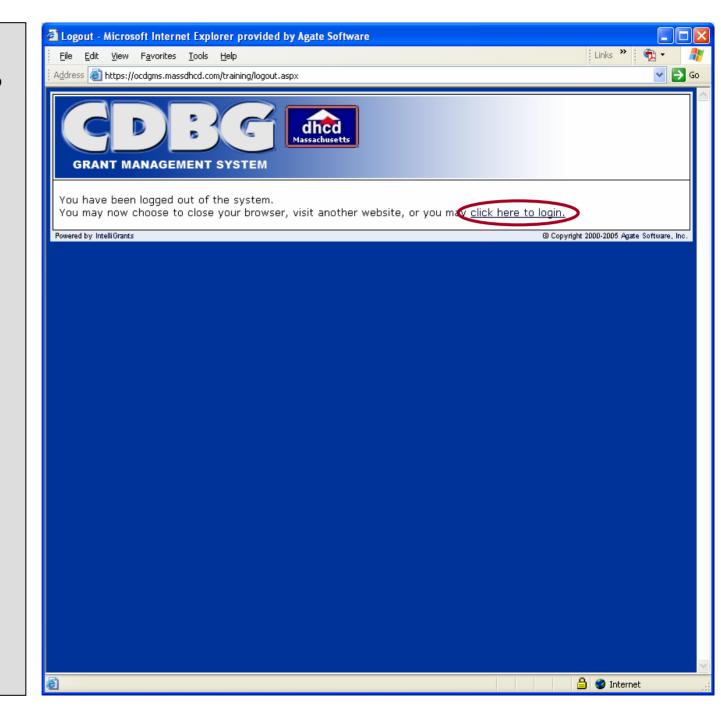
- 1. Fill out all required fields and Organization and Title.
- Create your own Username and Password.
- 3. Then Save.



- 1. All information has been saved.
- 2. Note that your username is no longer changeable, but you can change your password at any time.
- 3. Now, log out by clicking on the Logout link.

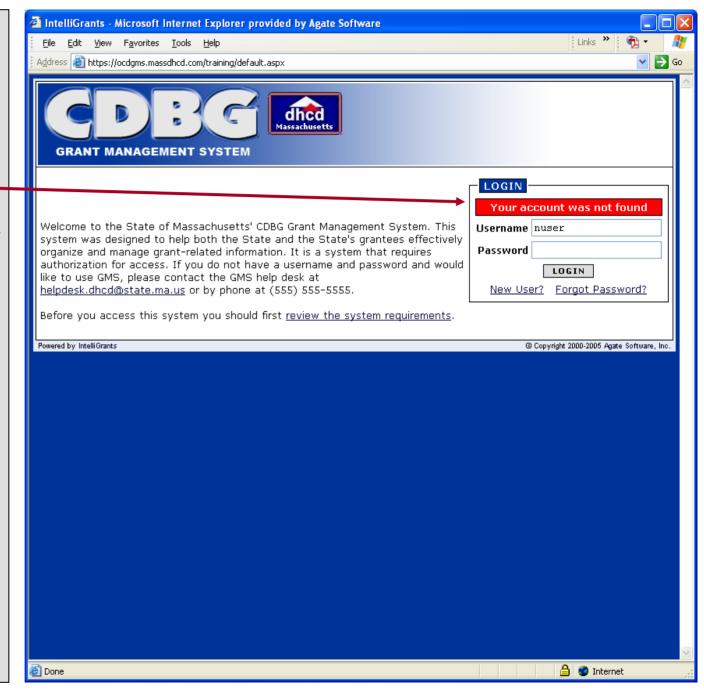


1. If you "click here to login", you will be taken to the GMS Login page again.





- If you try to log in with your new username and password, you will receive this error message.
- Even though you have registered, your account still has to be validated.
- If you are registering as the CEO, DHCD has to activate your account after validating your registration.
- If you are registering as a non-CEO user, your local CEO or Administrator will activate your account.





You will be notified via email when your account has been validated and activated by DHCD or your CEO.

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