

# Youth CAMP Clearance System (YCCS)

**Training Slide Deck – my DHR Account Creation** 

**April 26, 2017** 



## Registration / Login – in myDHR website



User registers online with myDHR>Clicks on Create Account

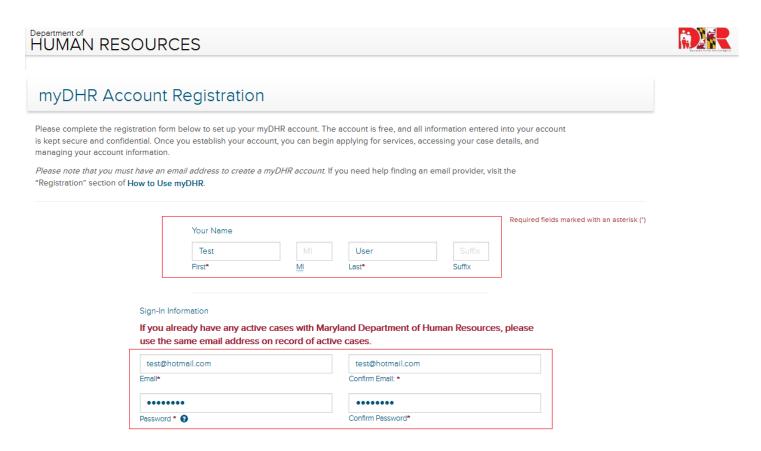




#### Registration / Login – Enter Demographic Info



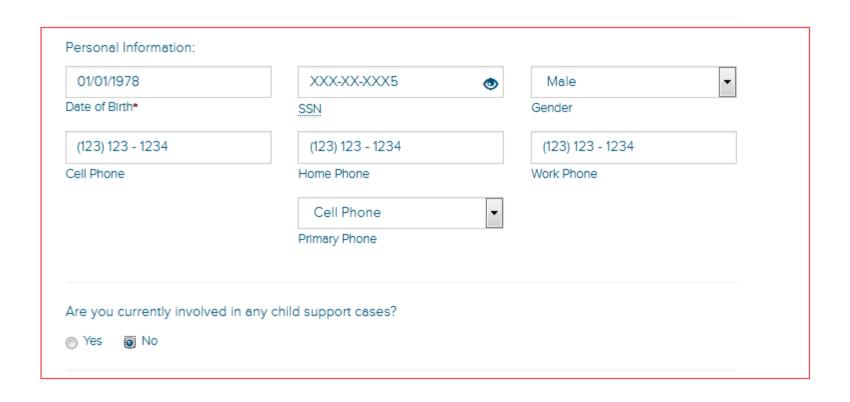
- Enter First, Middle, Last Name and Suffix
- Create Sign-In Information using your email address and set a password



# Registration / Login – Enter PII



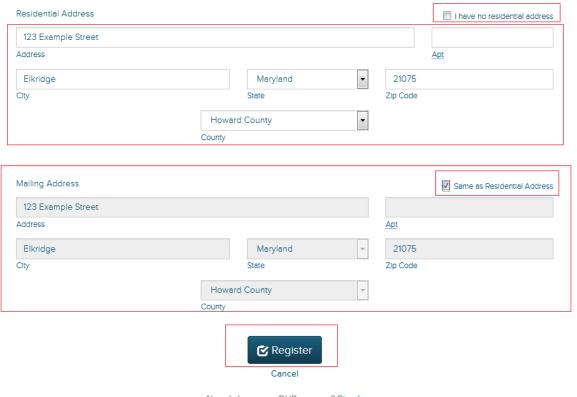
• Enter your Personal Information



## Registration / Login – Enter Address



 Enter your Residential Address and Mailing Address (if different from your Residential Address)>Click "Register"

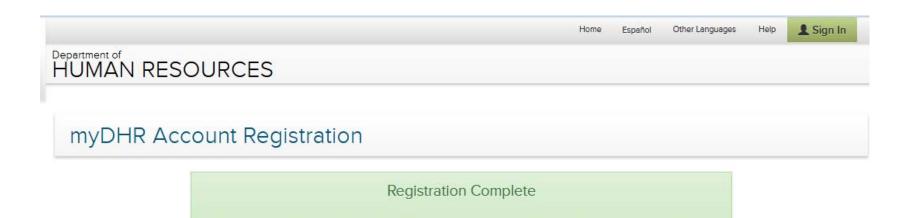


Already have a myDHR account? Sign In

#### Registration / Login - Complete Registration



 Registration Complete confirmation will be displayed>Follow instructions to access your myDHR Account



Return Home

Thank you for registering with myDHR! We have sent you an email with a link to your new account. For security purposes, you must use this link the first time you access your myDHR account.

If you do not see the account activation email in your email inbox, check your junk mail folder.

# Registration / Login - Sign In to your Account



After Clicking the Link in the Automated email, Login in to the system using "Sign In"



