



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**



The screenshot shows the top navigation bar of the myDHR website. On the left is the Maryland state logo with the text "MARYLAND" and "Maryland.gov". In the center is the text "Department of HUMAN RESOURCES". On the right are navigation links: "Home", "Español", "Other Languages", "Help", and a green "Sign In" button with a person icon. Below the navigation bar is a large banner image of a smiling family (father, mother, and child) outdoors. To the right of the image is the text: "With myDHR, your benefits and services are a click away!". Below this text is a sub-headline: "Use myDHR to apply for benefits and services online, monitor the status of your cases, update important account information, and more." At the bottom of the banner are two buttons: a green "CREATE ACCOUNT" button and a dark blue "SIGN IN" button.

Registration / Login – Enter Demographic Info

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

Department of
HUMAN RESOURCES



myDHR Account Registration

Please complete the registration form below to set up your myDHR account. The account is free, and all information entered into your account is kept secure and confidential. Once you establish your account, you can begin applying for services, accessing your case details, and managing your account information.

Please note that you must have an email address to create a myDHR account. If you need help finding an email provider, visit the "Registration" section of [How to Use myDHR](#).


Your Name

<input type="text" value="Test"/>	<input type="text" value="MI"/>	<input type="text" value="User"/>	<input type="text" value="Suffix"/>
First*	MI	Last*	Suffix

Required fields marked with an asterisk (*)

Sign-In Information




If you already have any active cases with Maryland Department of Human Resources, please use the same email address on record of active cases.

<input type="text" value="test@hotmail.com"/>	<input type="text" value="test@hotmail.com"/>
Email*	Confirm Email: *
<input type="password" value="....."/>	<input type="password" value="....."/>
Password * 	Confirm Password*

Registration / Login – Enter PII

- Enter your Personal Information

Personal Information:

<input type="text" value="01/01/1978"/> Date of Birth*	<input type="text" value="XXX-XX-XXX5"/>  <u>SSN</u>	<input type="text" value="Male"/>  Gender
<input type="text" value="(123) 123 - 1234"/> Cell Phone	<input type="text" value="(123) 123 - 1234"/> Home Phone	<input type="text" value="(123) 123 - 1234"/> Work Phone
	<input type="text" value="Cell Phone"/>  Primary Phone	

Are you currently involved in any child support cases?

Yes No

Registration / Login – Enter Address

- Enter your Residential Address and Mailing Address (if different from your Residential Address)>Click “Register”

Residential Address I have no residential address

123 Example Street

Address Apt

Elkridge Maryland

City State Zip Code

Howard County

County

Mailing Address Same as Residential Address

123 Example Street

Address Apt

Elkridge Maryland

City State Zip Code

Howard County

County

Already have a myDHR account? [Sign In](#)

Registration / Login – Complete Registration



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

The screenshot shows a web page for the Department of Human Resources. At the top right, there are navigation links for Home, Español, Other Languages, and Help, along with a Sign In button. The main header reads "Department of HUMAN RESOURCES". Below this, the page title is "myDHR Account Registration". A large green box in the center contains the following text:

Registration Complete

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.

At the bottom of the page, there is a "Return Home" link.

Registration / Login – Sign In to your Account

- After Clicking the Link in the Automated email, Login in to the system using “Sign In”



The screenshot shows the top navigation bar of the Maryland Department of Human Resources website. On the left is the Maryland state logo with the text "MARYLAND" and "Maryland.gov". In the center is the text "Department of HUMAN RESOURCES". On the right are navigation links: "Home", "Español", "Other Languages", "Help", and a green "Sign In" button with a person icon. Below the navigation bar is a large banner image of a smiling family (father, mother, and child) sitting outdoors. To the right of the image, the text reads: "With myDHR, your benefits and services are a click away!". Below this text is a sub-headline: "Use myDHR to apply for benefits and services online, monitor the status of your cases, update important account information, and more." At the bottom of the banner are two buttons: a green "CREATE ACCOUNT" button and a dark blue "SIGN IN" button.