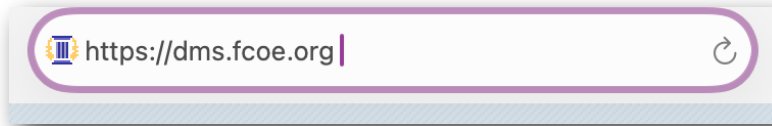


Accessing DMS

1. Launch a web browser and type “**dms.fcoe.org**” in the address bar. Press **Enter**.



2. You will be taken to the DMS login page.



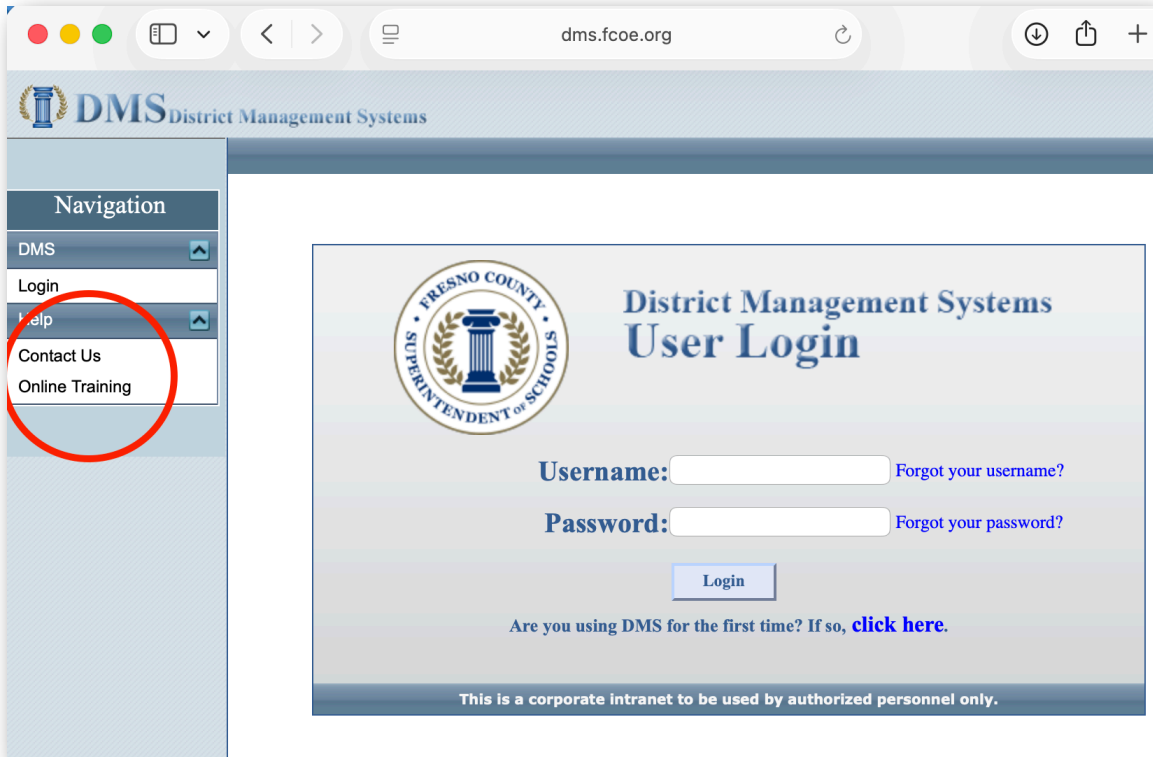
3. From the Login page you can setup a new user account, if you don't already have one, or login to access your leave and payroll information.
4. To login type your username and password in the corresponding fields.

A close-up view of the login form's input fields. The "Username:" label is in blue, followed by a white text input field. Below it, the "Password:" label is also in blue, followed by another white text input field.

5. To setup a new user account, click “**Click Here**” link below the Login button. You will need your County ID to complete this process. Your County ID will be provided to you via email after you have completed your employee orientation.



6. From the login page you can also access additional DMS training resources. To do so, click **Online Training** in the left side bar.



7. The **Online Training** page contains short videos that will walk you through the process of creating a new user account, give you an overview of DMS and show you how to submit a DMS leave form.