# PowerDMS Basic User Guide

PowerDMS is a web-based application that quickly revises and distributes new policy changes and ensures timely review of policies with automatic notifications. It also provides employees with centralized access to all critical documents and ensures employees use the most current version of the policies and procedures.

To begin the process of accessing documents/courses in PowerDMS:

1. Access the PowerDMS application: https://powerdms.com/home
    Enter the **SITE KEY** (**DETROIT**) then select **CONTINUE**
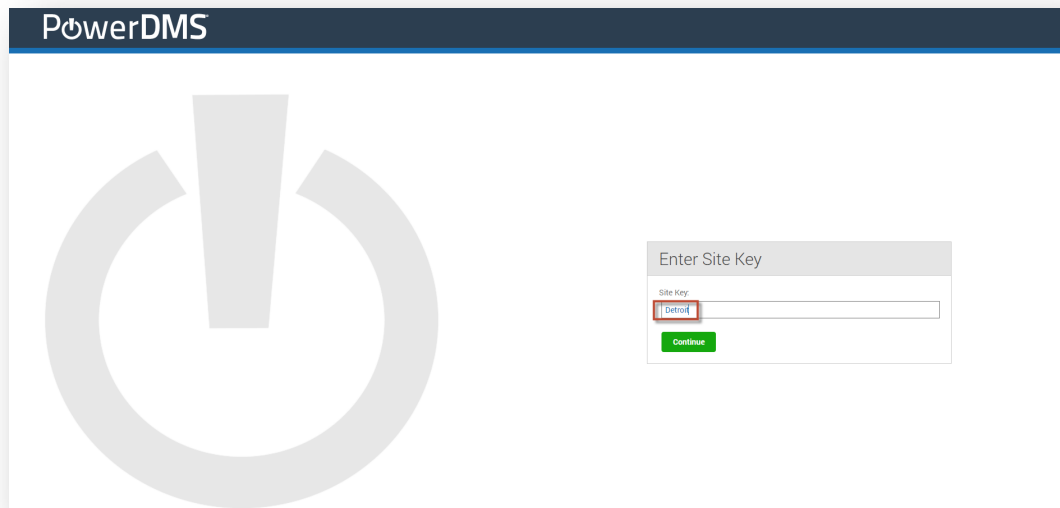
2. You will be prompted to the **CITY OF DETROIT (MI) USER/PASSWORD** section to enter:
   a. Username: **ORACLE or ULITPRO ID#** (example:12345)
   b. *Initial* Password: **DETROIT(current year)** (example:Detroit2020)

3. After entering your username/password information, you will be prompted to the **CHANGE PASSWORD** page. YOU MUST CHANGE YOUR PASSWORD. Follow instruction for creating new password. Then press **SUBMIT**.

4. After you've changed your password, you will be prompted to the **EMAIL VERIFICATION** page. *In order to provide you with secure service, your City of Detroit email address should be validated.* Click on the **SEND VERIFICATION EMAIL** tab and an email validation will come to you via Outlook. ***If you are presently without an email address, click on the **Continue to PowerDMS** tab**.*
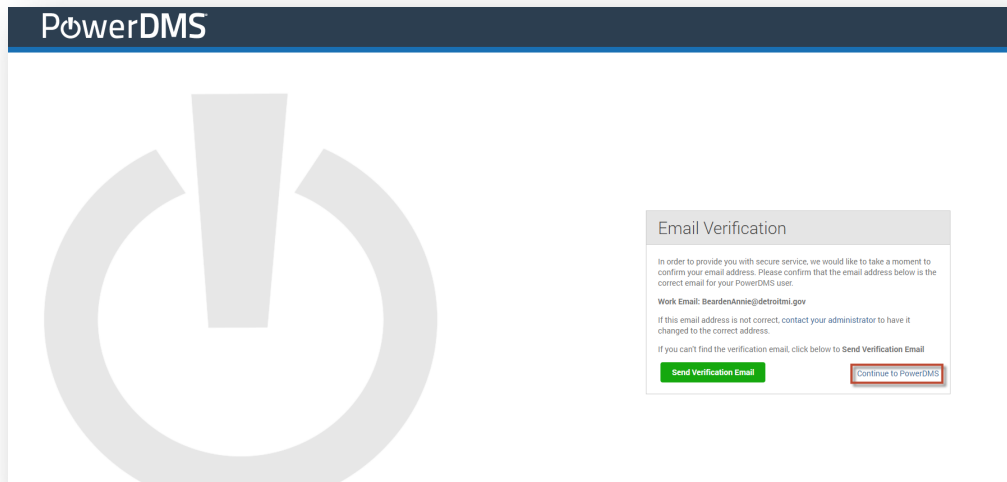

5. You are now ready to access the PowerDMS Documents/Courses page. Click on the **CONTINUE TO POWERDMS** tab.
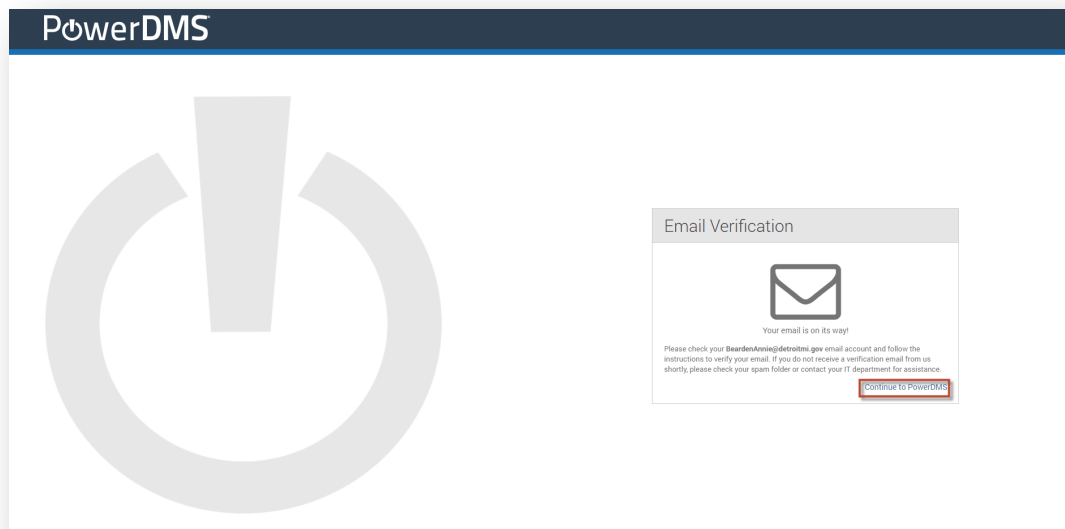
6. You will arrive at the **CITY OF DETROIT (MI)** page. Note there is a number next to the **INBOX** tab. This number indicates there are document(s) that requires your immediate attention. Click on the tab to reveal the document link. *(Also note that to the left of the screen there is a drop-down menu next to Documents & Courses. This drop-down stores documents for future reference).*

   To reveal the document to be signed, click on the Document under **TASK: SIGN.**
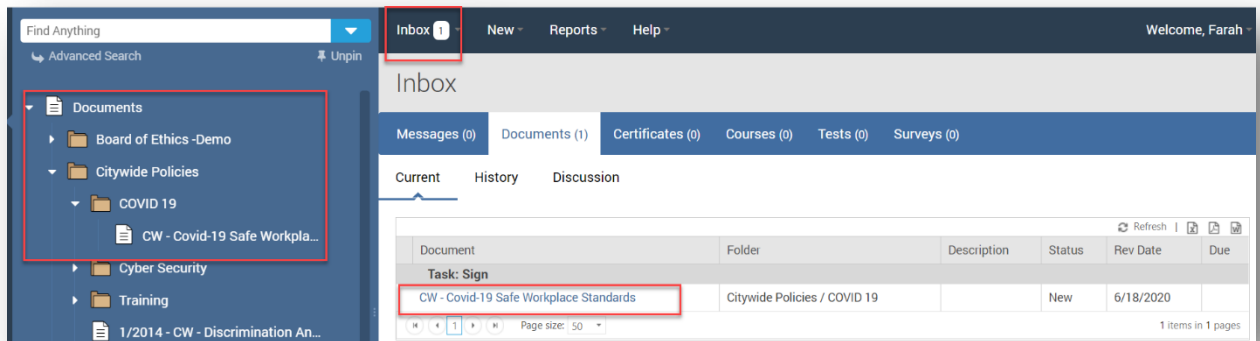

7. After reading the document, it may require a signature. If a signature is requested, scroll to the bottom of the document. On the right hand side, you will be prompted to enter your Username and Password *(same username/password used to sign into the application)*. Click on **SIGN**.
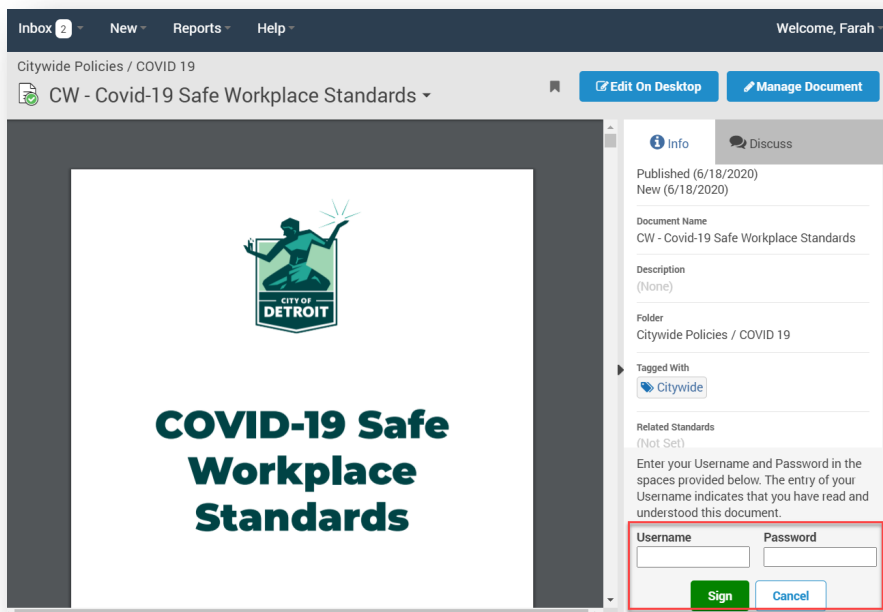
8. After signing the document, the **DATE** and **TIME** of signature will appear.
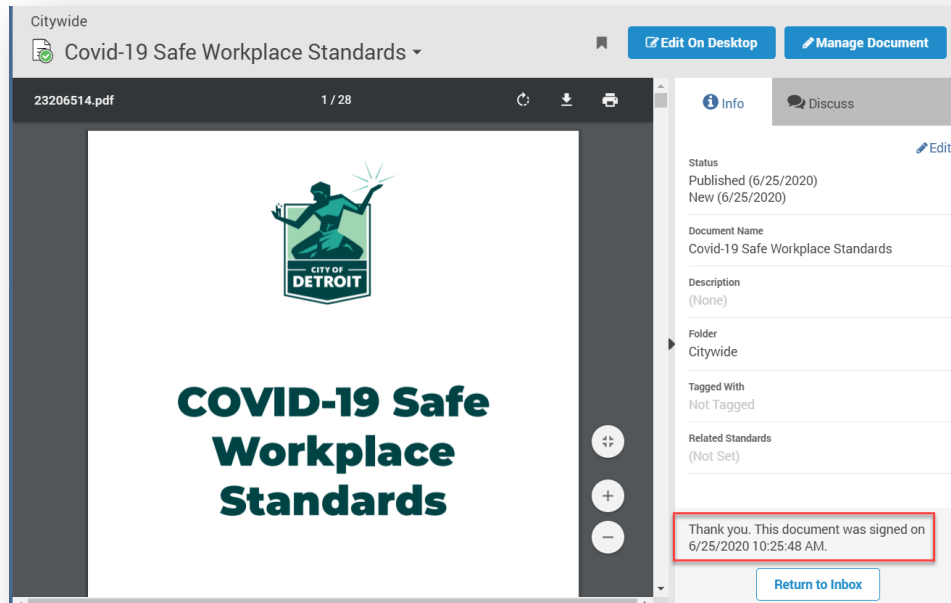
9. After reading/signing all required documents in your INBOX, note that the number(s) are no longer visible and the Document TASK SIGN has been replaced with "No records to display".
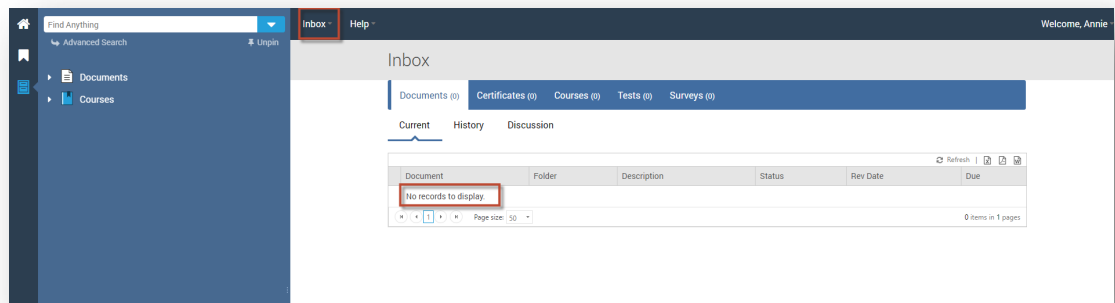
10. If you need a password reset, click on the **FORGOT PASSWORD.** You will be prompted to enter your user/email credentials. After which, a follow up message will be prompted with additional information. If you need further assistance, feel free to contact powerdmsadmin@detroitmi.gov.