

PDD Boards - Commissions – Committees – WELCOME PACKET DATABASE INSTRUCTIONS

Registering is simple—just like registering for an account on any other website. This process will allow the City of Phoenix Mayor’s Office and Planning and Development Department to capture up-to-date contact information, workplace details and resumes.

These member profiles will serve from now on as applications—one in the same. Once you submit your profile, the mayor’s office will receive it and review it for potential appointment. See the following instructions for a step-by-step guide on how to register, how to reset passwords, and how to manage a profile.

The website to register is at: <http://boards.phoenix.gov>

Please log on and create a user name, password and fill out all of the profile information. Your profile in our new software will replace any previous application you’ve submitted. For that reason, I recommend you fully fill out your profile and experience information—not only so your contact information is accurate, but in the case you intend to serve on other boards in the future, your experiences will be available for Mayor and Council to review.

If you run into any technical difficulties, or questions about the process you may your board/commission/committee liaison.

Please be sure to hit “submit” once you are finished filling out your profile.

1.1 GENERAL REGISTRATION INFORMATION

- For registration, user information must be entered in the correct format in order to submit the registration. For example, an email address must be entered in the correct format (i.e. name@email.com).
- The user's email address will be used as their username and must be a valid email address. The application will send an email to the email address the user entered during registration in order to confirm the entered email address.

1.1.1 Password requirements

The password must be at least 8 characters long, must include a digit, must have a lower and upper case letter, and must have a special character.

1.1.2 Registration workflow

Once a user registers, they must confirm their email address via a link sent to them in email. Registration will not be complete until the email address is verified.

The work flow is as follows:

1. User registers
2. User receives email asking them to confirm their account.
3. User confirms account by clicking on the link in email
4. User is verified and can log in now.

1.2 REGISTER FOR AN ACCOUNT

1. On the login screen, click on "Register" on the top menu, or the "Register as a new user" button.

The screenshot shows the City of Phoenix login interface. At the top, there is a dark blue navigation bar with the City of Phoenix logo on the left and the text "City of Phoenix Register Boards" on the right. Below the navigation bar, the word "Log in" is displayed in a large, stylized font. Underneath "Log in", there is a sub-header: "Use your Boards and Commissions account to log in." Below this, there are two input fields: "Email" and "Password". To the right of the "Email" field is a red arrow pointing to the "Register" link in the top navigation bar. Below the "Password" field is a "Remember me?" checkbox and a "Log in" button. To the left of the "Log in" button is a red arrow pointing to the "Log in" button, with the text "Click to go to Register Page" written in red above it. Below the "Log in" button are two buttons: "Register as a New User" and "Forgot Your Password?".

- Once on the registration screen, fill out all required fields.



Register for Boards and Commissions.

Create a new account.

First Name	<input type="text"/>	If you already have an account created, please use your credentials to Log in as Existing User
Last Name	<input type="text"/>	
Email	<input type="text"/>	Password must be at least 8 characters long, contain a number, an upper case letter, a lower case letter, and a special character.
Password	<input type="password"/>	
Confirm password	<input type="password"/>	
<input type="button" value="Register"/>		

- Click on the "Register" button.
- If the account was successfully created in the system, a confirmation screen will be presented to the user.



Email Confirmation Sent

We have sent you a confirmation email. You will need to check your email and click on the verification link to be able to log into the Boards and Commissions system.

- After the user registers for an account, the user should receive an email asking them to click on a link to confirm their email account.

Dear Liene Laub,

You have been added as a user to the City of Phoenix Boards and Commissions.

Your User Name is the email address provided during registration (liene.laub@phoenix.gov). To verify you are the owner of this email address please click the link below.

If you believe you should not be registered for an account with the City of Phoenix Mayors Office, disregard this email.

Please do not reply to this email. Please [click here](#) to confirm your email address.



Click to go to Confirm Email

Thank you,

City of Phoenix Mayors Office
For general questions call: (602) 262-7111

- After clicking on the "Confirm My Email" the user will be taken to a screen letting them know that they're account has been confirmed and they will be directed to the log in page.



Confirm Email.

Thank you for confirming your email. Please [Click here to Log in](#)

If the public user has lost their password, they can reset it following these steps:

1. Click on the "Forgot Your password?" button on the login page.



City of Phoenix [Register](#)

Log in.

Use a local account to log in.

Email

Password

Remember me?

Log in

[Register as a New User](#)

[Forgot Your Password?](#)



2. Enter the email associated with the account and click the button to send a password reset email.



Forgot your password?
Enter your email.

Email

Email Link  Click to send a password reset email

7. An email will be sent to the provided email address, if the user is found in the database. The email will contain a link to a page that will allow the user to reset their existing password.



3. User resets the password. The same password rules apply to this screen as when setting the initial password.



Reset password.

Reset your password.

Email	<input type="text" value="Enter Email Address"/>
Password	<input type="password" value="Enter new password"/>
Confirm password	<input type="password" value="Confirm the new password"/>
	<input type="button" value="Reset"/> ←

4. The password is reset and user can log in using their new password.



Reset password confirmation.

Your password has been reset. Please click here to log in

3 PROFILE MANAGEMENT BY OUTSIDE USERS

3.1.1.1 Profile Management

1. The Profile Management screen can be access by clicking the Profile Link once logged into the public facing application



Home Page

Boards and Commissions

- The application will forward the user to the Profile Management page where they may either enter their initial profile information or modify previously entered information.
 (Note: Required fields are denoted by an asterisk *)

Boards Profile

Personal Information

First Name *	<input type="text" value="hbh"/>	Last Name *	<input type="text" value="bhb"/>
Birth Date	<input type="text" value="MM/DD/YYYY"/>	Email Address *	<input type="text" value="thomas.stgermain@phoenix.gov"/>
Home Telephone *	<input type="text" value="(444) 444-4444"/>	Work Telephone	<input type="text"/>
Political Party	<input type="text" value="rr"/>	Referred by	<input type="text"/>
Gender	<input type="text" value="Male"/> ▼	Ethnic Background	<input type="text" value="Asian"/> ▼
District of Residence *	<input type="text" value="District 2"/> ▼	Village of Residence	<input type="text" value="Camelback East"/> ▼

[Help me find my Council District and Village](#)

Work Information

Business Name *

Job Title *

Select New Resume

- User will enter Personal Information consisting of the below pictured fields. The User can click the “Help me find my Council District and Village” link to view the Phoenix.gov find my council district page(<https://www.phoenix.gov/mayorcouncil/find-my-council-district>).

Personal Information

First Name *	<input type="text" value="hbh"/>	Last Name *	<input type="text" value="bhb"/>
Birth Date	<input type="text" value="MM/DD/YYYY"/>	Email Address *	<input type="text" value="thomas.stgermain@phoenix.gov"/>
Home Telephone *	<input type="text" value="(444) 444-4444"/>	Work Telephone	<input type="text"/>
Political Party	<input type="text" value="rr"/>	Referred by	<input type="text"/>
Gender	<input type="text" value="Male"/> ▼	Ethnic Background	<input type="text" value="Asian"/> ▼
District of Residence *	<input type="text" value="District 2"/> ▼	Village of Residence	<input type="text" value="Camelback East"/> ▼

[Help me find my Council District and Village](#) [View find my council district Page](#)

- User will enter Required Business information and will have the ability to upload a Resume File
 (Note: Resume are only accepting in the following formats: .pdf, .docx, .xlsx, .doc, .xls, ".txt)

Work Information

Business Name *	<input type="text" value="g"/>
Job Title *	<input type="text" value="gg"/>
Select New Resume	<input type="button" value="Select Resume.."/>

If the User previously uploaded a resume, it will be displayed with an option for the user to download or Delete the document. If the User chooses to upload a new Resume File it will replace the existing Resume File.

Current Resume	TestResume.docx	<input type="button" value="Download"/>	<input type="button" value="Delete"/>
Select New Resume	<input type="button" value="Select Resume.."/>		

5. User will enter Boards Information by selecting any Boards for which they have interest from the Multiselect control, and will either enter required Experience information or indicate that that information is present on their resume by clicking the "Indicated On Resume" checkbox beside each field. The User can click the "View Current Boards and Commissions" link to view the Web Page containing Details for all active Boards and Commissions in a new window.

Boards Information

Select Interested Boards →

Professional Experience *	<input type="text" value="g"/>	<input type="checkbox"/> Indicated On Resume
Community Experience *	<input type="text" value="g"/>	<input type="checkbox"/> Indicated On Resume
Comments or special qualifications	<input type="text" value="Please See Resume"/>	<input checked="" type="checkbox"/> Indicated On Resume
Previous service on Board/Commission	<input type="text" value="g"/>	<input type="checkbox"/> Indicated On Resume

[View Current Boards and Commissions](#)
↑
[View Boards List Page](#)

6. User will Enter Address information.
(Note: Only 1 address, Work or Home is required)

Address Information

Home Address

Work Telephone *	<input type="text" value="g"/>	Address 2	<input type="text" value="(Optional)"/>
City *	<input type="text" value="g"/>	State *	<input type="text" value="Iowa"/>
		Zip Code *	<input type="text" value="44444"/>

Work Address

Address 1	<input type="text"/>	Address 2	<input type="text" value="(Optional)"/>
City	<input type="text"/>	State	<input type="text" value="Iowa"/>
		Zip Code	<input type="text"/>

[Back](#) [Submit](#)

7. User will Click the submit button indicating that they wish their profile changes to be saved. System will save all changes and will forward the user back to the Home page of the application