

Business Intelligence Portal Account Registration Instructions

- 1) Navigate to BI Portal home page: <https://cws cms.osi.ca.gov/Portal/Business-Intelligence-Portal>
- 2) Click on the "Login" button located below the search bar on the upper right side of the page.



- 3) On the login page, click on the "Register" button.

CWS/CMS User Login

Username:

Password:

Remember Login

- 4) Complete the fields required to create a new account. Please be sure to select your organization/county.

Organization / County *

Mailbox Address:

City:

Postal Code:

Telephone:

Business Object Newsletter:

Training Newsletter:

Postal Newsletter:

- County: Alameda
- County: Alpine
- County: Amador
- County: Butte
- County: Calaveras
- County: Colusa
- County: Contra Costa
- County: Del Norte
- County: El Dorado
- County: Fresno
- County: Glenn
- County: Humboldt
- County: Imperial
- County: Inyo
- County: Kern
- County: Kings
- County: Lake
- County: Lassen
- County: Los Angeles
- County: Madera

- 5) After registration, you will need to verify your account by clicking on the link located in the new user registration email.



- 6) Once your account is verified, log in using the password you set.

CWS/CMS User Login

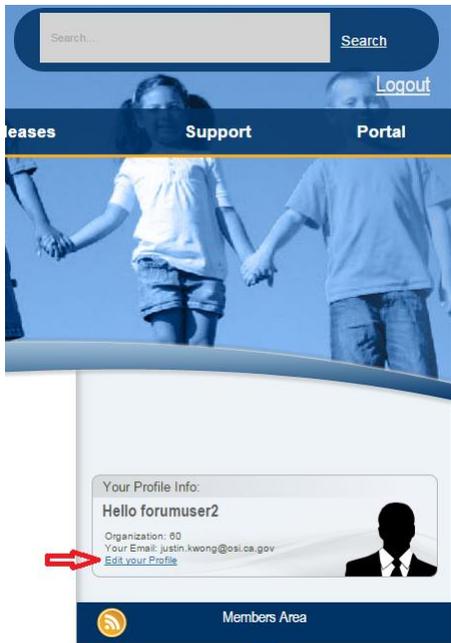
Your account has been successfully verified

Username:

Password:

Remember Login

7) After successfully logging in, you will see your profile information on the right menu bar. If it is your first time logging in, please click on "Edit your Profile" to set your account as a Business Intelligence user.



8) In the profile editor, go to the "Roles" section to check "BI User" and submit.

A screenshot of the "Profile Editor" form. The form is titled "Profile Editor" and has a blue header. It is divided into several sections: "Basic Information" with fields for "Full Name" (Justin_Kwong), "Email" (justin.kwong@osi.ca.gov), and "Organization" (60); "Subscriptions" with checkboxes for "Subscribe to Training newsletter" and "Subscribe to Business Intelligence(BI) newsletter" (checked); "Roles" with checkboxes for "Data Quality Analyst" and "BI User" (checked, indicated by a red arrow); and a "Submit" button at the bottom.

Please contact cwsweb@osi.ca.gov if you require assistance registering an account.