

CITIZEN CONNECT- CREATE AN ACCOUNT & ALERT

Citizen Connect is an interactive tool that allows users to display a multitude of information related to the City's development. This guide will take you through the process of creating an account which is necessary to create alerts.

NOTE: The account for Citizen Connect is not the same as the account used for the City's Civic Access Portal (CSS, EPL portal account)

**** IF YOU ALREADY HAVE AN ACCOUNT, SKIP TO STEP 8 FOR CREATING ALERTS****

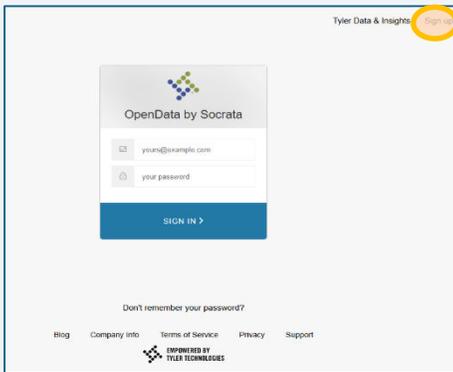
1

When the site loads, the top of the page will have this title bar. Click on "Sign In" to begin



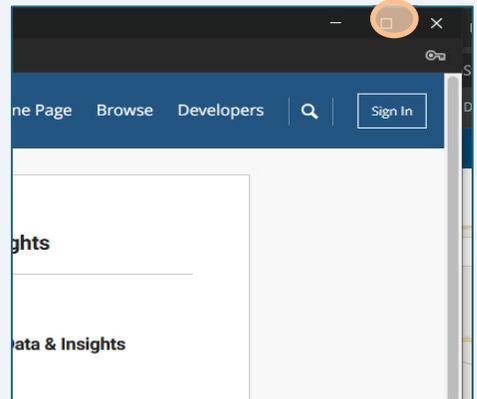
2

A separate window will open, click on "Sign up"



3

The window will redirect to the sign-up screen, but it will most likely not show everything. Click on the maximize button to see the whole screen.



4

Fill in all of the required fields, paying close attention to the requirements for an acceptable password, then click "Create My Account".

We're glad you want to join Tyler Data & Insights

Create a new Tyler Data & Insights ID.

Use your Email and Password to sign in to all Tyler Data & Insights powered sites.

Email Address *

Display Name *

Password * Restrictions apply ●

Confirm Password *

I'm not a robot

reCAPTCHA Privacy - Terms

By clicking on "Create My Account" below, you are agreeing to [Tyler Data & Insights' terms of service](#) and Tyler Technologies' [Terms of Service](#) and [Privacy Policy](#).

Create My Account

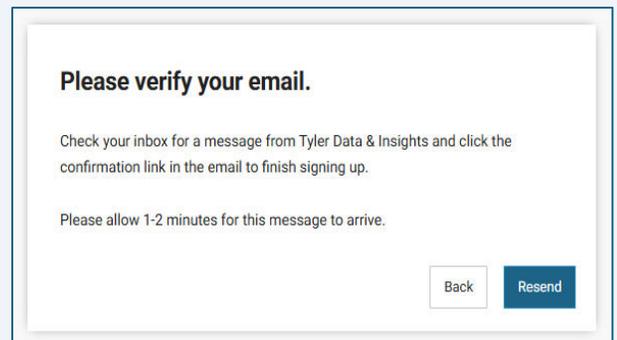
Your password must be between 14 and 40 characters and satisfy three of the following four criteria:

- contain a digit
- contain a lowercase letter
- contain an uppercase letter
- contain a non-alphanumeric symbol

You cannot use your email as your password.

5

You will then be redirected to check your email for a link that will ask you to verify the email address you registered.
Note: You can close this window now.



6

This is the email you will receive. Click the link "Confirm your email address" Note: Be sure to check your spam/junk folder(s), and add the email no-reply@tylertech.data.socrata.com to your safe sender list!

Please verify your email address Inbox x

Tyler Data & Insights <no-reply@tylertech.data.socrata.com>
to me ▾

Greetings,

Thanks for signing up to discover, access and explore data with Tyler Data & Insights!

To get started, click this link to finish creating your account:

[Confirm your email address](#)

If you experience problems verifying your email, please contact your site administrator or Tyler Data & Insights Support for assistance.

Thanks,

[Tyler Data & Insights](#)

To modify your email preferences, visit your [account settings](#).

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Clicking the link in the email will bring you to the sign in page saying you have been verified and asking you to sign-in.

Your email address has been successfully verified! Please sign in.

Sign In to Tyler Data & Insights

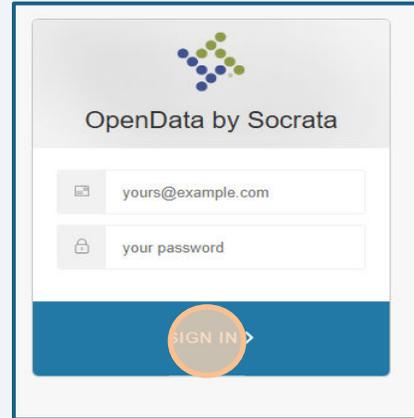
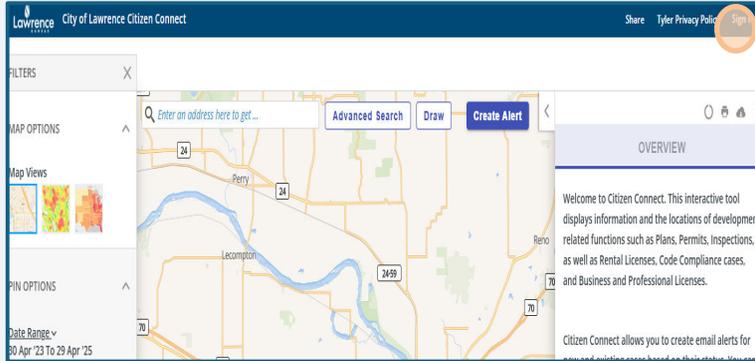
[Forgot Password?](#)

Sign In

Don't have an account yet? [Sign Up](#)

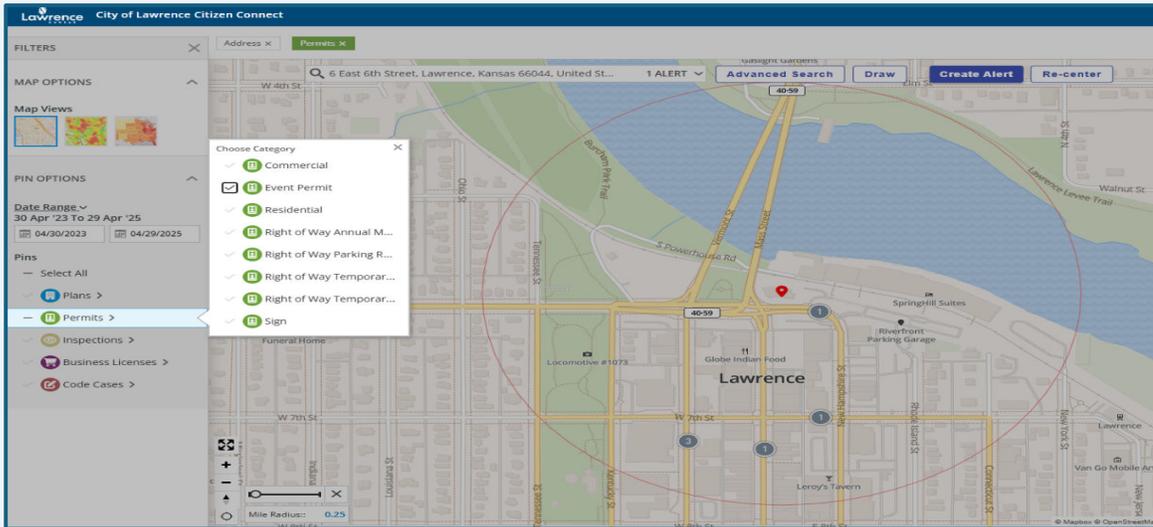
8

To create an alert, you will first need to sign-in to your account. Click on "Sign-In". A Separate box will open where you will complete the fields with your registered account information and click "SIGN IN".



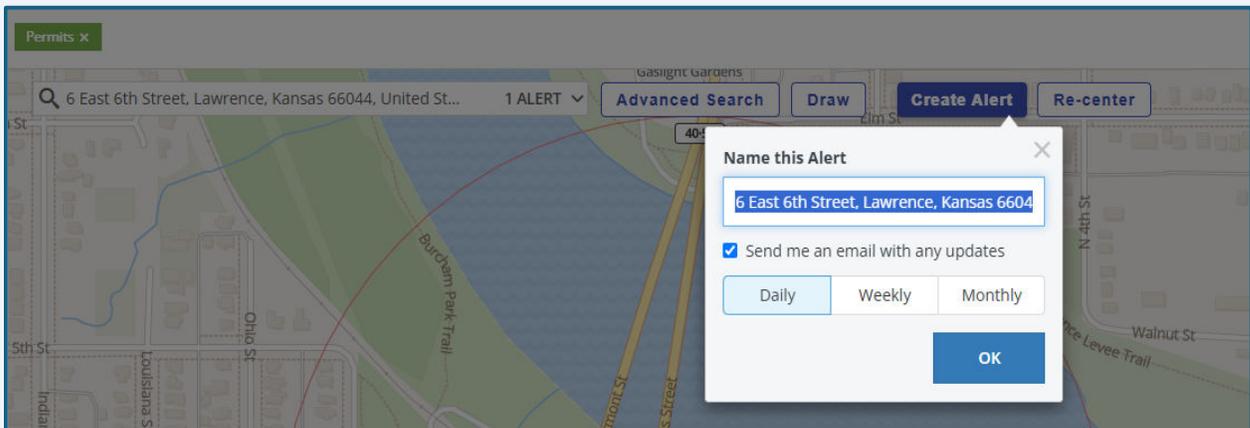
9

Specify the location and filter details for the information you want to be alerted about. **Note:** See the Overview guide for more information on how to do this.



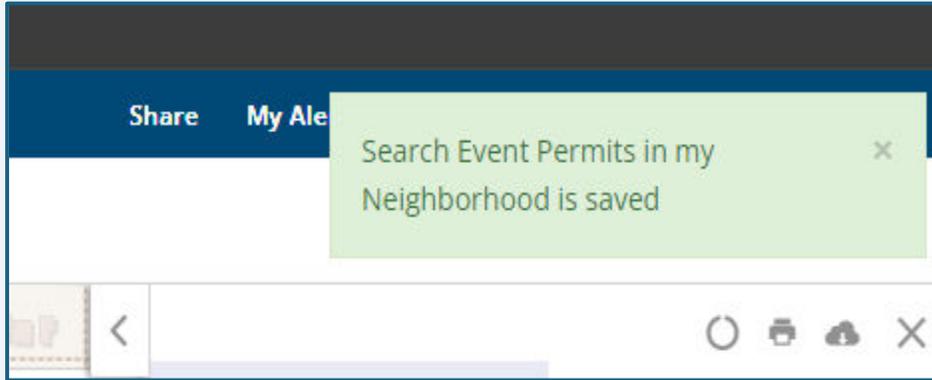
10

Once you have your Pin options set, click on "Create Alert" and a pop-up will appear. Name your alert, then select the checkbox to "Send me an email...", and choose the frequency (Daily, Weekly, Monthly) and click "OK"



11

A successful creation of an alert will be indicated by a green pop-up that says the titled alert is saved.



12

To view your saved alerts click on "My Alerts" and the page will open to all alerts you have saved. From this screen you can modify the frequency, or delete the alert.

