

# Registration and Account Set-Up

[www.mybenefits.Illinois.gov](http://www.mybenefits.Illinois.gov)



**ILLINOIS STATE  
UNIVERSITY**

*Illinois' first public university*

# Registration & Account Set-Up

Register and Set-Up my Account as a First Time User



Click **Login** to begin.



On the Login page, click **Register** to begin.



**ILLINOIS STATE  
UNIVERSITY**  
*Illinois' first public university*

# Registration & Account Set-Up

Register and Set-Up my Account as a First Time User

The screenshot shows a registration form for the Illinois Department of Central Management Services (CMS). The form is titled "Please answer the following questions to register the user." and includes the following fields:

- 1. LAST 4 DIGITS OF SSN (9999)
- 2. DATE OF BIRTH (MM/DD/YYYY)
- 3. LAST NAME (AS PRINTED ON POSTCARD)
- 4. FIRST TWO LETTERS OF FIRST NAME (AS PRINTED ON POSTCARD)
- 5. MAILING ZIP CODE (99999)

There is also a CAPTCHA section with the text "Get Another? ENTER VALID CAPTCHA" and a "Continue" button. A "Cancel" button is also visible.

1  
2  
3  
4  
5

Enter the requested information.

**Note:** Your name must be entered exactly as CMS has it documented, including any hyphens (you may ignore the reference to the postcard).

Enter CAPTCHA.

Click **Continue**.

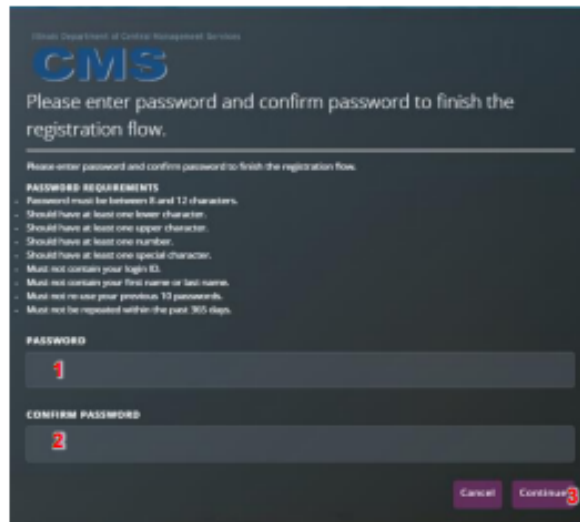


ILLINOIS STATE  
UNIVERSITY

*Illinois' first public university*

# Registration & Account Set-Up

Register and Set-Up my Account as a First Time User



Illinois Department of Central Management Services

## CMS

Please enter password and confirm password to finish the registration flow.

Please enter password and confirm password to finish the registration flow.

**PASSWORD REQUIREMENTS**

- Password must be between 8 and 12 characters.
- Should have at least one lower character.
- Should have at least one upper character.
- Should have at least one number.
- Should have at least one special character.
- Must not contain your login ID.
- Must not contain your first name or last name.
- Must not re-use your previous 12 passwords.
- Must not be repeated within the past 365 days.

**PASSWORD**

**CONFIRM PASSWORD**

Cancel Continue 3

1. Enter a new password that meets the requirements shown on the screen.
2. Confirm the password.
3. Click **Continue**.

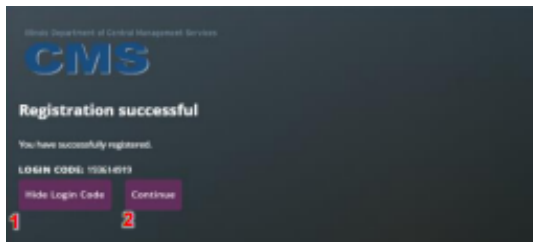


ILLINOIS STATE  
UNIVERSITY

*Illinois' first public university*

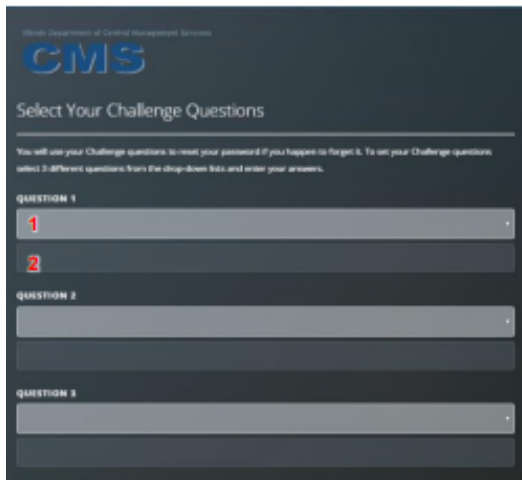
# Registration & Account Set-Up

Register and Set-Up my Account as a First Time User



## IMPORTANT

1. Click **Show Login Code** and WRITE DOWN the displayed code. You will need this code each time you logon to the portal.
2. Click **Continue**.



1. Select a Challenge Question from the list.
2. Enter your answer to the question.

Repeat Steps 1 and 2 for Questions 2 and 3.

3. Click **Continue**.

On the Confirmation page, review your questions and answers, and then click **Continue** again.

The portal displays a success page, telling you your challenge questions and answers have been saved. Click **Continue**.

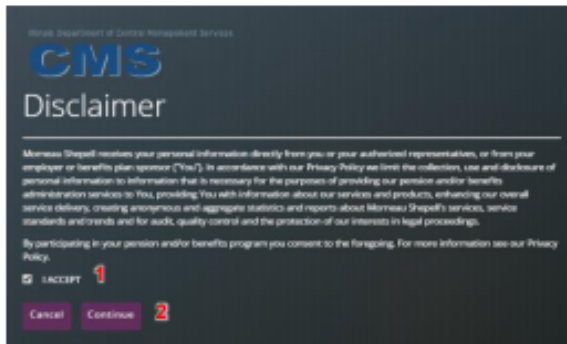


ILLINOIS STATE  
UNIVERSITY

*Illinois' first public university*

# Registration & Account Set-Up

Register and Set-Up my Account as a First Time User



1. Review the disclaimer and click **I ACCEPT**.

2. Click **Continue**.

The portal displays a success page, telling you have successfully accepted the disclaimer. Click **Continue**. The home page of the portal is displayed



**ILLINOIS STATE  
UNIVERSITY**

*Illinois' first public university*