

HOW TO ACCESS HIFIS AND USER PASSWORD RESET INSTRUCTIONS

HOW TO ACCESS HIFIS:

1. To access HIFIS in Hamilton go to: <https://hifis.hamilton.ca/>

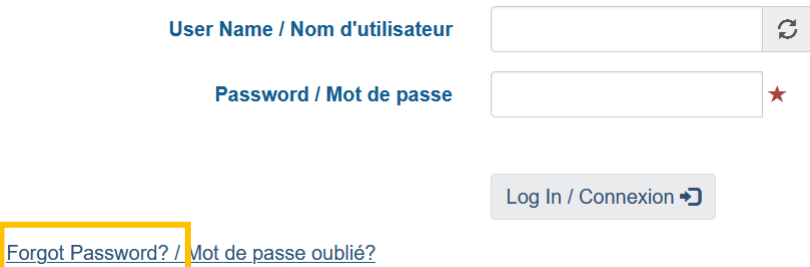
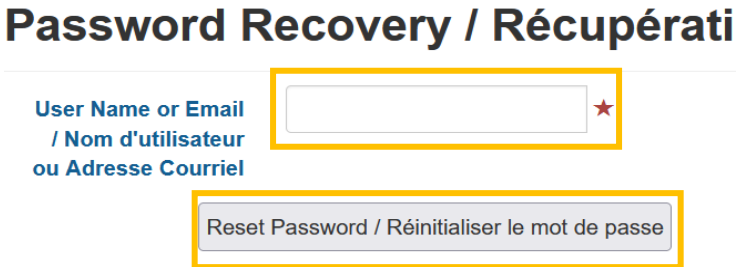
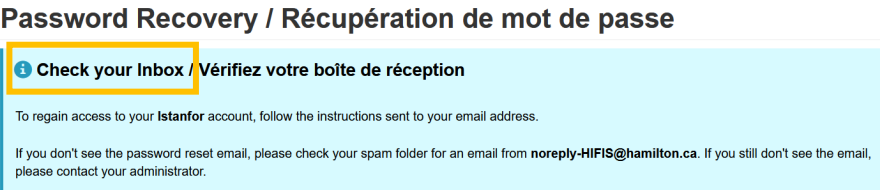
2. Enter your username and password.

Your username is typically your first initial followed by the first seven letters of your last name (for example, for **Fred Flintstone** it would be **fflintst**)

3. Once you log in for the first time since the outage, you will likely be asked to update your password. Please follow the steps to do so.

HOW TO RESET YOUR PASSWORD:

Note: You will need to know either your username or email address associated with your HIFIS account to reset your password. If you do not remember either, you will need to contact HIFIS Support at HIFIS@Hamilton.ca

<p>Step 1:</p> <p>On the login page for HIFIS, click the Forget Password? link</p>	
<p>Step 2:</p> <p>Enter your username or email address on the password recovery page. Then click the Reset Password button.</p>	
<p>Step 3:</p> <p>A new screen will appear telling you to check your inbox d email with a password reset link. The email will be from <i>noreply-HIFIS@hamilton.ca</i> with a password reset link. Check your spam if you did not receive the email.</p>	

Step 4:

Open the email and click on the link highlighted in blue.

HIFIS Password reset



noreply-HIFIS@hamilton.ca
To: Stanford, Laura

Reply Reply All Forward
Mon

Hi / Bonjour Stanford, Laura,
A request to recover the password for your HIFIS user account was made.

Please click the following link to reset your password:

<https://hifis.hamilton.ca/Account/ResetPassword/C66E690BB77BE79B9DD680E71EE908CA04A2D5FF8666713FD5FCB3CBDFCCBBC34FC0EBE5ADA12B9A>