



Open your web browser.

Go to the State of New Jersey's website (<https://www.nj.gov>).

#### **First time users:**

- Select the Register link.
- Fill in all of the information (Logon ID, Password, First Name, Last Name, etc.).
- Click the "Create Account" button.
- You will receive a confirmation email stating that you now have access to your myNewJersey account.

#### **Connecting to DCF Analytics (for the first time):**

After you receive an email with the header of "Authorization code for <group name>" (example below):

- Select the Logon link from the State of New Jersey website.
- Enter your Logon ID and password.
- You will be directed to the myNewJersey page.
- Select the "enter authorization code" link.
- Enter the authorization code from your email.
- You will be required to set up a Multi-Factor Authentication code (MFA).
- You will be prompted to re-logon to your account.

#### **Accessing DCF Analytics:**

- Log on to your myNewJersey account.
- On the left-hand side, you will see a link for "DCF Analytics".
- Select the link and you should be brought to DCF Analytics

**Example email with authorization code:**

From:  
Sent: Wednesday, November 6, 2019 3:02 PM  
To:  
Subject: Authorization code for DCF Analytics

Dear,

**Important DCF Analytics Registration Information**

Your authorization code for the <group name> role is below.  
This code is personalized for you and need only be used one time to provide access to your DCF Analytics information via the myNewJersey portal. After you enter it in step 8 below, you won't need to enter it again.

Your authorization code is: **1234567 (example, yours will be different).**

Please follow these instructions carefully.

If you have already registered for the myNewJersey portal, go to <https://www.nj.gov> and follow the instructions starting at step 6.

1. Open an Internet browser, type <https://www.nj.gov> in the address box and press the Enter key
2. You will see the New Jersey home page. You need to register here before you can access information that's personalized for you.
3. Click 'Register' near the upper left part of the page.
4. On the 'Create Your myNewJersey Account' page, enter the requested information. Be sure to include a challenge question and valid email address in case you forget your password.
5. Now that you've created your account, logout. Then click the 'Go to the New Jersey Homepage' link. The next step will verify that you know your ID and password.
6. Click 'Login' near the upper left part of the page and enter your ID and password on the 'Log On to myNewJersey' page.
7. Once you're logged in, click the 'enter authorization code' link to the right of the welcome message.
8. Copy this code ##### and paste it into the box labeled 'Enter your authorization code' and click the 'Finished' button.
9. The system will log you out.
10. Log in to your account. Your <group name> information or links will be available on the 'myNewJersey' page.