

MUNIS 2019.1 LOGIN

Scope

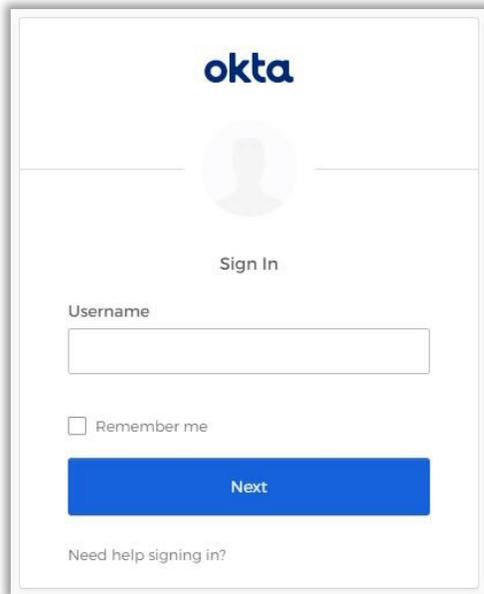
The purpose of this document is to provide detailed steps to log into our 2019.1 Munis system.

Procedure

1. Click on your *Tyler Munis 2019.1 LIVE* desktop icon. If you do not have this icon, you can also copy/paste this link <https://racinecountywi.tylerhub.com> to a Google Chrome browser.



2. On the *okta sign in* screen shown below, enter your Racine County email address (for example *john.doe@racinecounty.com*).

A screenshot of the Okta Sign In screen. The screen is white with the 'okta' logo at the top. Below the logo is a grey silhouette of a person's head and shoulders. Underneath the silhouette is the text 'Sign In'. Below that is a text input field labeled 'Username'. Below the input field is a checkbox labeled 'Remember me'. Below the checkbox is a blue button labeled 'Next'. At the bottom of the screen is a link that says 'Need help signing in?'.

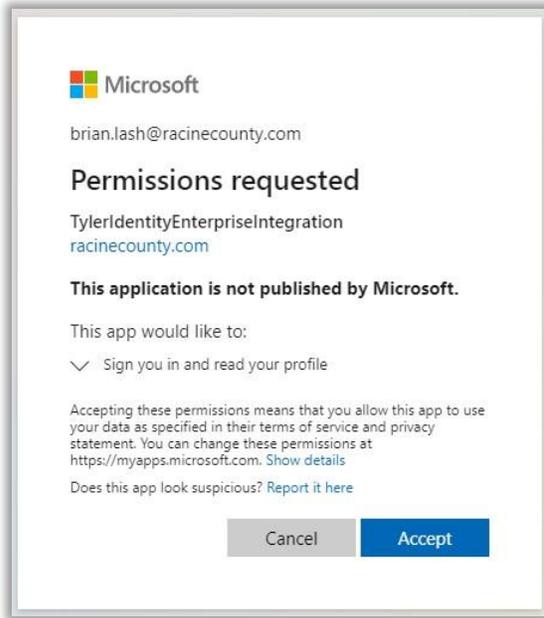
3. On the *Microsoft password* screen shown below, enter your Windows login (network) password.



4. You will be prompted for *DUO multifactor authentication*. An example screen is shown below but note that yours may appear different.



5. If the *Microsoft Permissions* screen shown below appears, please click *Accept*. This does not always appear.



6. You will now be logged into our upgraded Munis 2019.1 system.