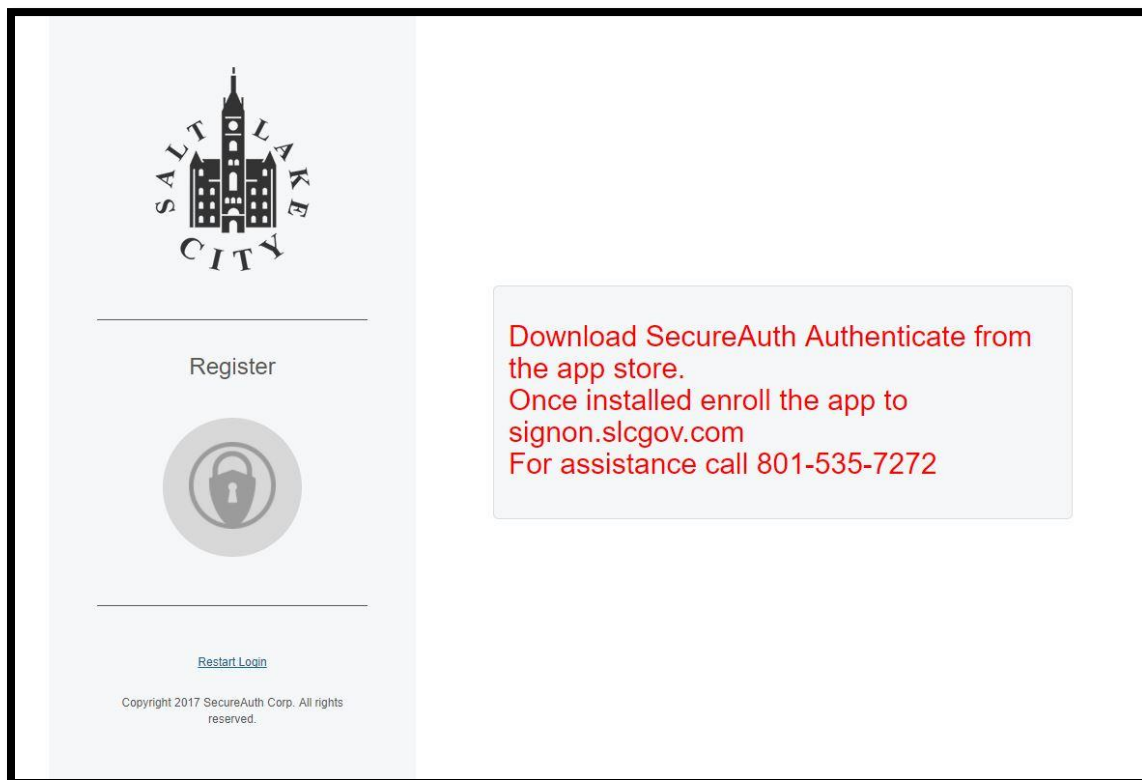


How to access Cornerstone LMS from outside the City network

In order to access Cornerstone LMS from outside of the city's network, you need to register first to verify your identity in the system. The steps below are only for the first time that you want to access it. After the first time, you will only need to enter the secure 6-digit passcode

1. Go to <https://signon.slcgov.com/register>
2. Enter your **username** (e.g. AA1234) and your current **city password** you use to log in at work.
3. Check the option for **EMAIL** and click **SUBMIT**.
4. Enter the **6-digit code** that is sent to your email, click **SUBMIT**.
5. Enter your **city password** and click **SUBMIT**.
6. Fill in your **phone numbers** and choose your **security questions**. Click **UPDATE**.

When you see this screen (with this or a similar message), you are now registered. The system will send you a 6-digit code to your email every time you log in from outside the network.



See page 2 for app instructions.

If you have a smartphone and wish to download an app that will provide you with the passcode (instead of receiving it via email every time), follow these instructions AFTER registering.

1. Go to your phone's app store. Search for "SecureAuth Authenticate" and download the app.
2. Press the + sign and choose "Connect with URL"
3. Type the URL: **signon.slcgov.com** , then press "Proceed to login".
4. Enter your **username** (e.g. AA1234).
5. Choose the **delivery method**, press **SUBMIT**.
6. Enter the 6-digit code sent to you into the app.

You are now registered in the app. When you want to log on externally, open the app, click the **key** and enter the 6-digit code on the screen. The passcode changes every 60 seconds.

