

Using Halogen



New User: How to open your Halogen Account

1

PerformMinneapolis

Enter your Username (6 digit employee #) and Password to login.

New User? **Activate your account**

Username (6 digit employee #): [Forgot username?](#)

Password: [Forgot password?](#)

Remember username

Sign in

2

PerformMinneapolis

Activate your account

Provide your username (6 digit employee #) to continue. If you have difficulty [contact your administrator](#).

Your 6 digit employee ID

Continue or **Cancel**

3

PerformMinneapolis

Check your email (if activation notification is not in your Inbox, please check junk e-mail)

We've just sent you an email. Click the link in the email to activate your account.

Didn't receive our email?

- Check your email account's junk or spam folder.
- Request an [email resend](#).
- If you still don't receive the email, [contact your administrator](#).

Close

You will receive an email:

Thu 2/19/2015 6:48 AM

PerformMinneapolis <Perform.Minneapolis@minneapolismn.gov>

Activate your Halogen Account (ACTION REQUIRED WITHIN 72 HOURS)

Halogen software is used to support PerformMinneapolis. To activate your Halogen account, click on the link below. If the link has expired, you will be given the option to have a new link sent.

Activate your account now

User ID: **Your employee #**

You will be asked to create a new password. Your password must be between 8 and 25 characters, be mixed case (at least one uppercase or lowercase letter), and contain at least one number. **You will need to provide your password each time you log into Halogen, so please record it for future reference.**

You will also be asked to create three (3) security questions that will be used in the event you forget your password and need to reset it.

NOTE: You can only change your password once per day and will be forced to change it once you do.

If you have any questions or need a new activation notification sent, please contact Perform.Minneapolis@minneapolismn.gov.

Follow the email instructions to set a password and security questions. You will go to the login screen.

PerformMinneapolis

Enter your Username (6 digit employee #) and Password to login.

New User? [Activate your account](#).

Username (6 digit employee #): [Forgot username?](#)

Password: [Forgot password?](#)

Remember username

Sign in