

1. You can find the link to Halogen

- On [CityTalk](#) under Work Tools

OR

- On the City's Public website (scroll down) and click on "[For Employees](#)" and select *PerformMinneapolis*.



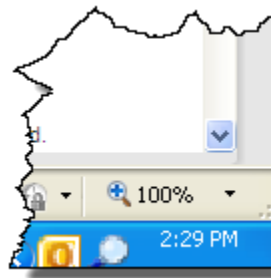
2. Do NOT use the back arrow key on your browser while in Halogen.

3. Do NOT put a shortcut to Halogen on your desktop! Add it to your Favorites.

4. Your Halogen User ID is your 6-digit employee ID. If you cannot remember your password, click on "Forgot password."



5. If you cannot see some part of a Halogen form be sure that the zoom on your monitor (lower right corner) is set to 100% or smaller.



6. Use the [Halogen User Guides](#) for step by step instructions and the [Frequently Asked Questions](#).

