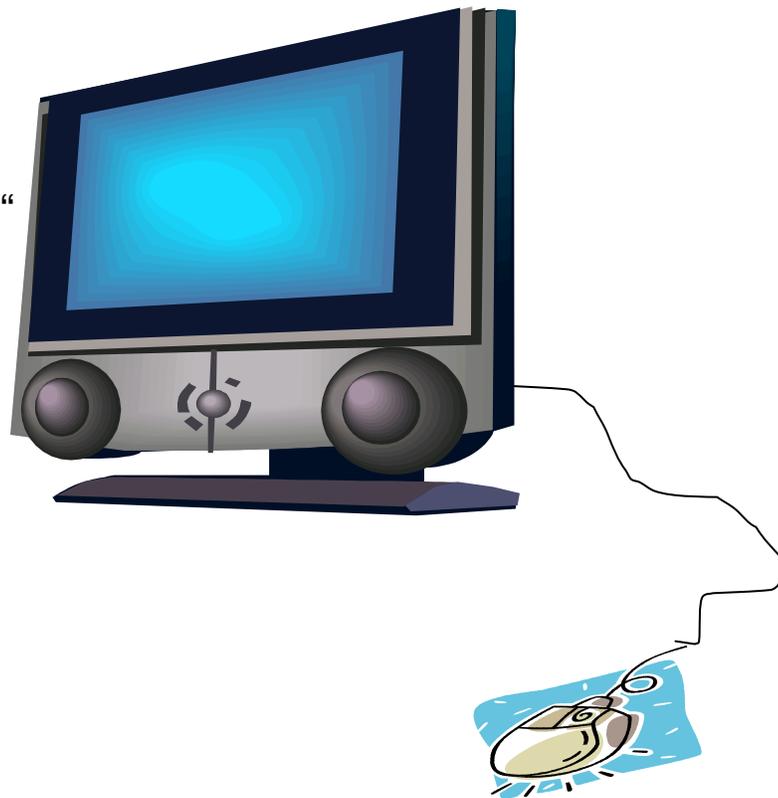


**Division of Employee, Support Services  
(DESS)  
Network Computer Systems (NCS)  
Secured Email Manual**

*“Welcome to “  
Quick  
Connect”*



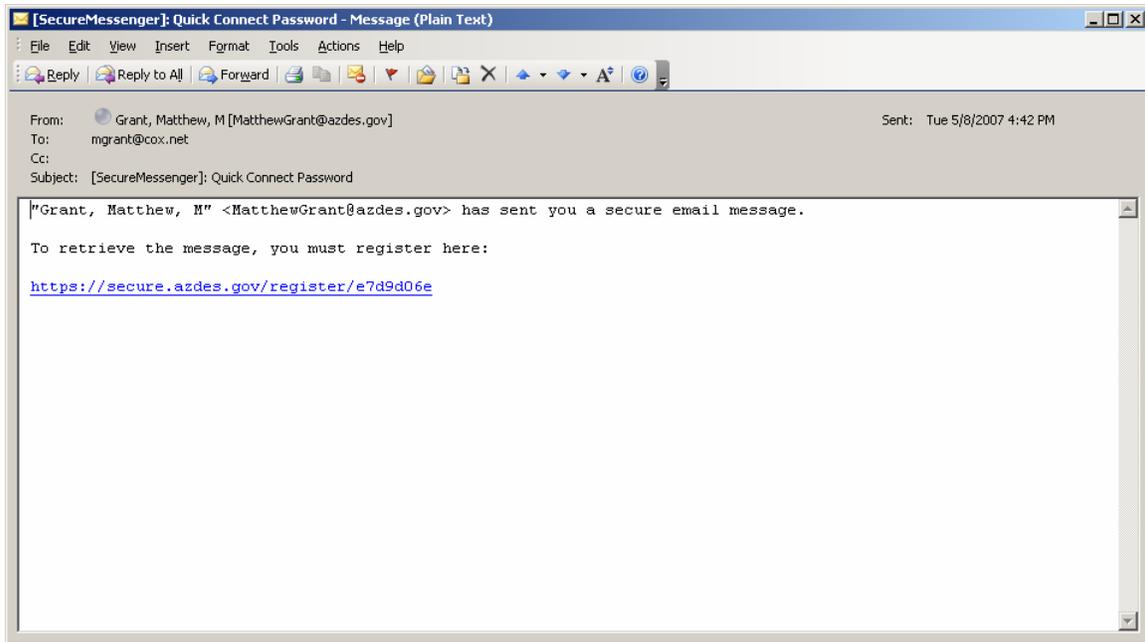
**How to Retrieve and Create a  
Secure Email Account**

*(For ALL Licensing Agency Staff utilizing the Foster Home Licensing  
Application ‘Quick Connect’)*

In order to use the DES Foster Home Licensing application (a.k.a. Quick Connect) you must have a login id and password. Your initial login id and password will be sent to you via Secured Email. The same process will take place when and if you need a password reset.

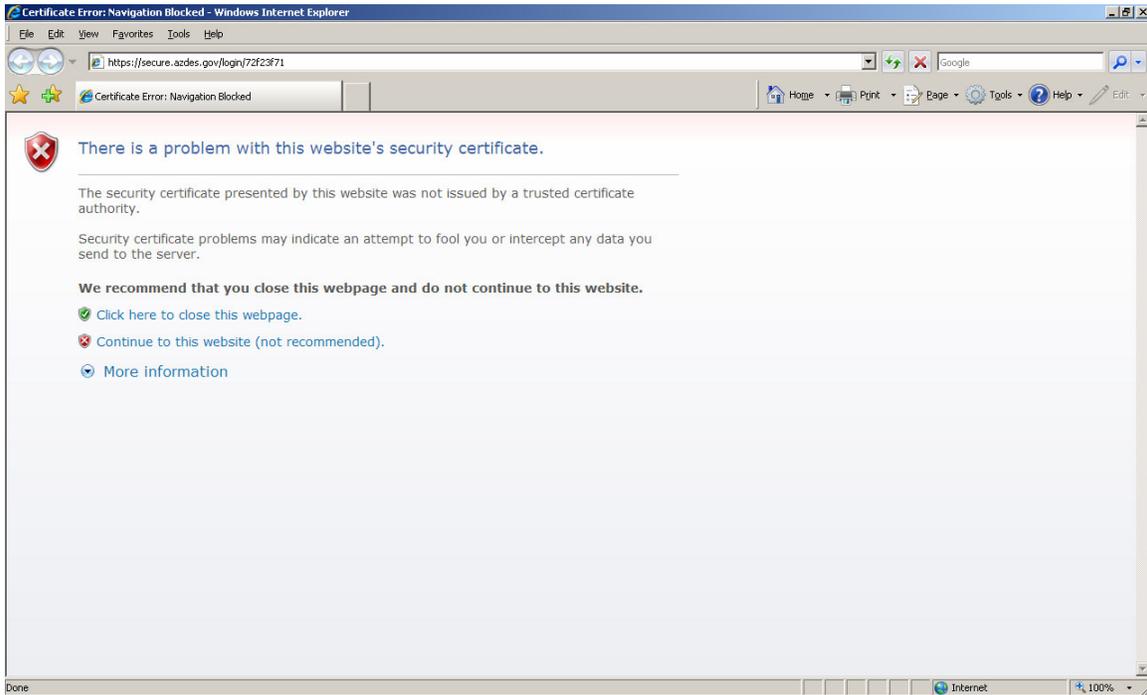
The procedure below shows how to setup your Secured Email profile for the first time. Once the profile is setup you never have to do it again unless you forget the password to the secured email that you selected.

The first time you receive a Secured Email from anyone in DES you will need to create a profile. The email you will receive should look something like this (see below).

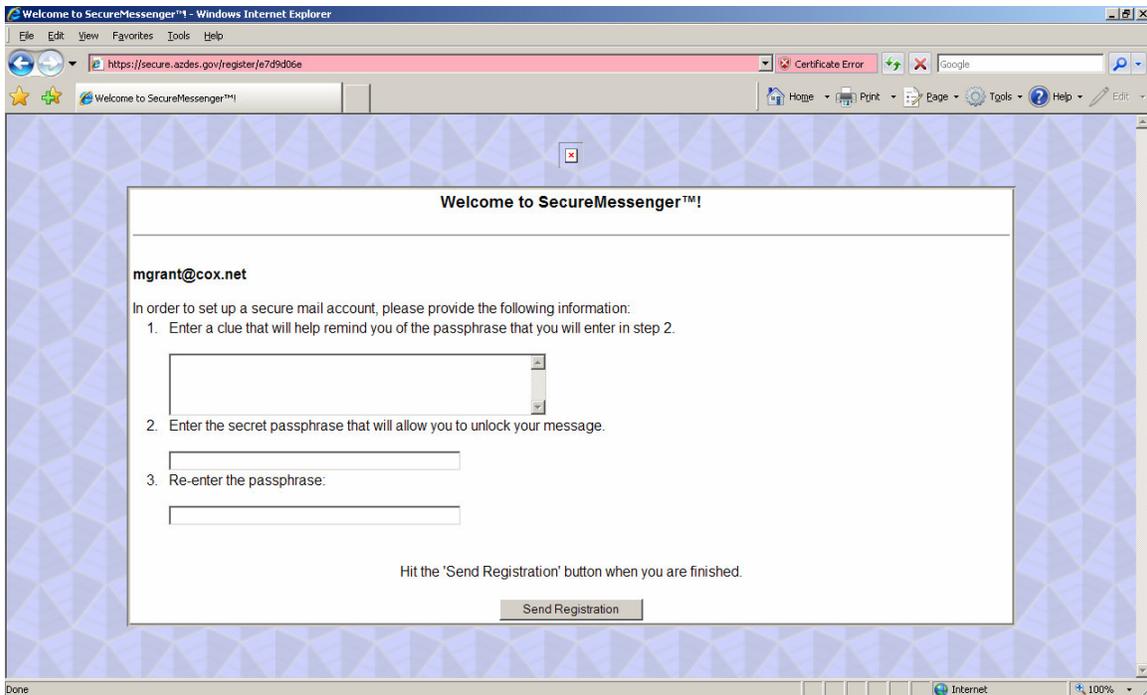


Click on the link that you received in the Secured email (<https://secure.azdes.gov/register/e7d9d06e>)

If you are using Internet Explorer 7 you may see a screen like the one below. If you see this screen you will need to click on the “Continue to this website (not recommended).“ to move to the next screen.

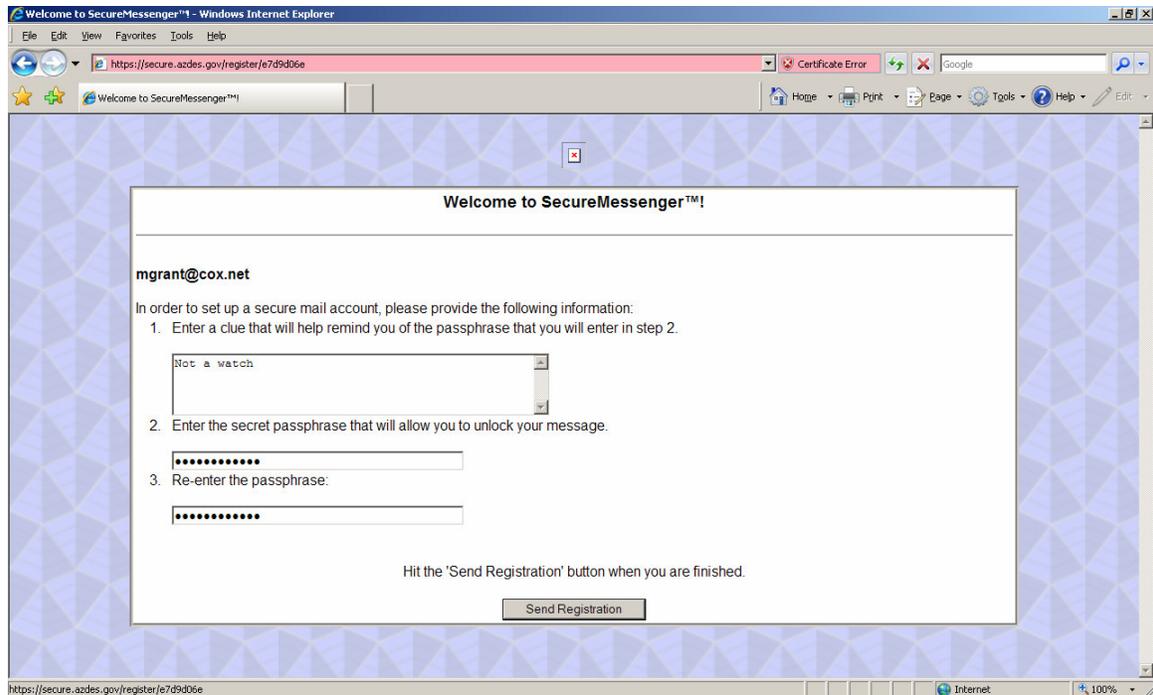


The next screen that should appear will look like the screen below.

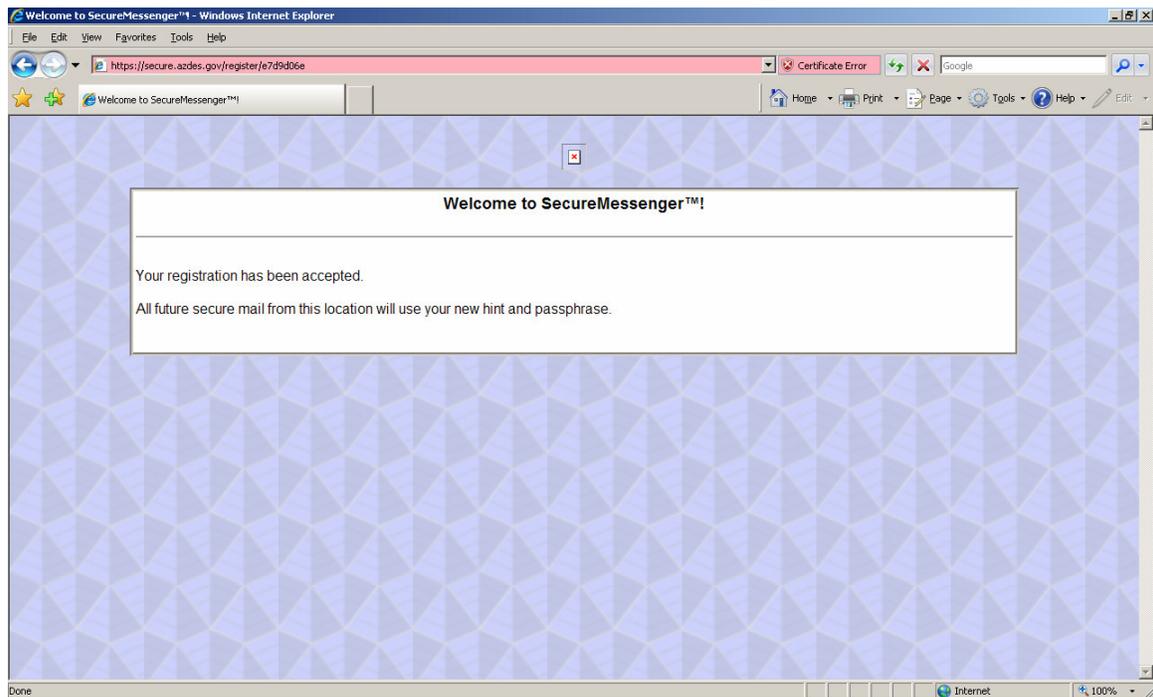


You will need to enter some information on this screen:

- 1) Enter some information that will help you to remember the passphrase you will create for yourself.
- 2) Create a passphrase for yourself (*this should be a passphrase that you can remember, you should use good security practices when ever you create a passphrase or password, an example of a good security practice would be to use a complex passphrase or password by using Upper case alphabetic characters, lower case characters and numeric character an example of this would be Xut72miHt8*)
- 3) Re-enter the passphrase you created in the previous step.
- 4) The click on the “Send Registration” button located at the bottom of the screen.

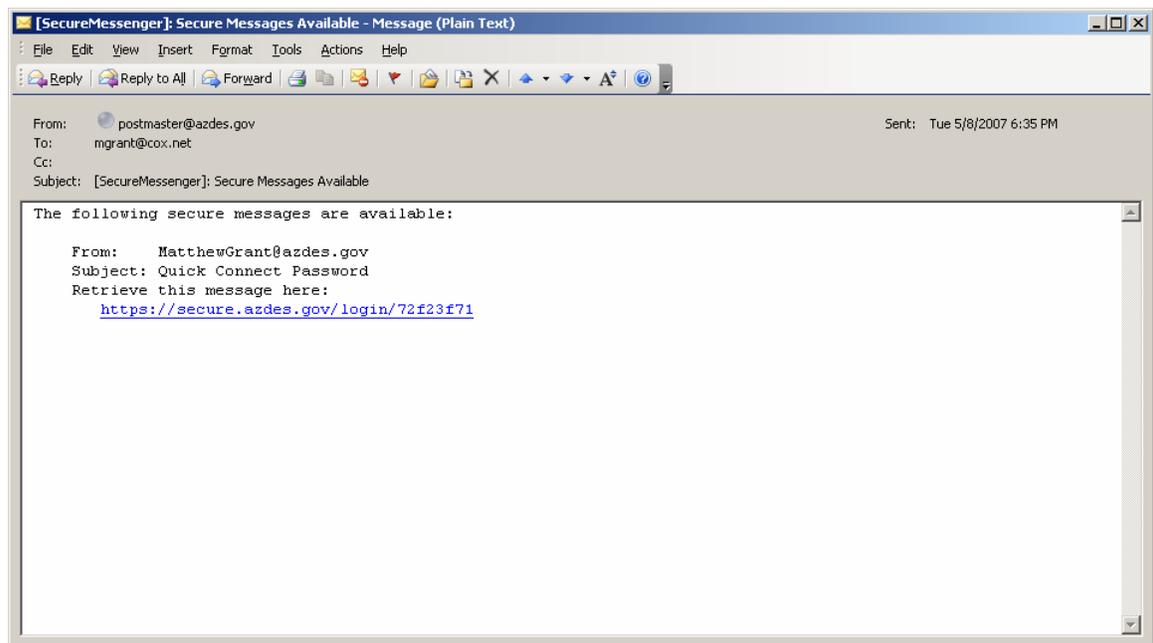


The next screen that should appear will look like the one shown below. You will now close the Internet Browser.

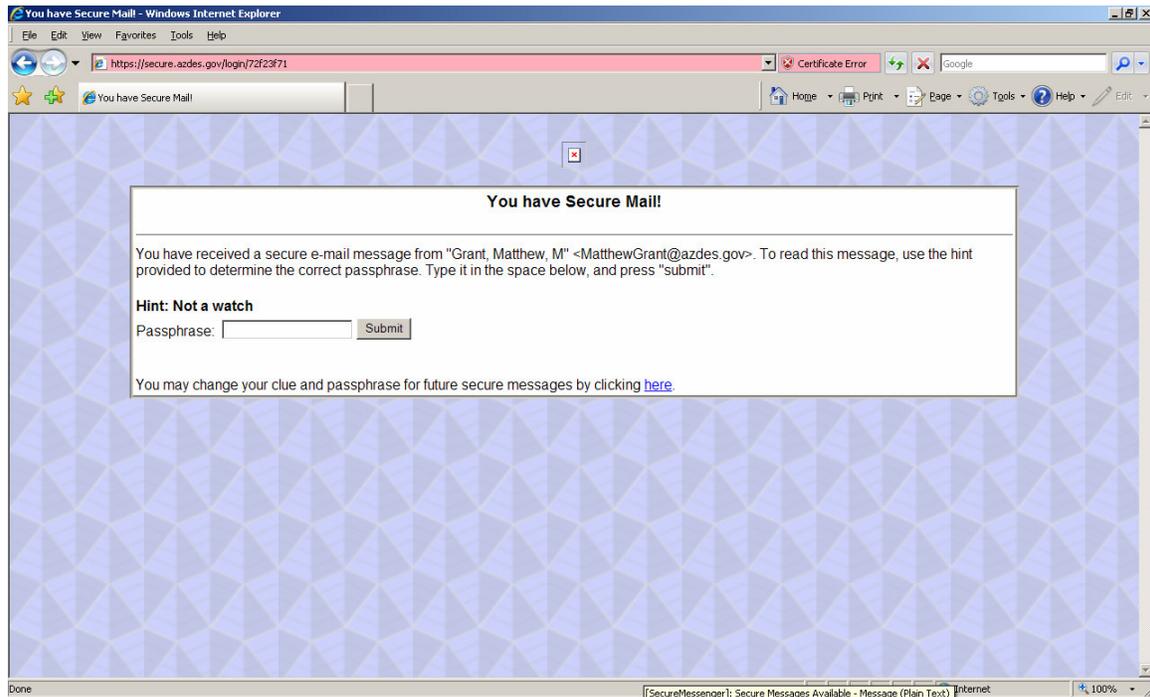


In a short time you should receive another email with a subject line that reads "[SecureMessenger]: Secure Messages Available"

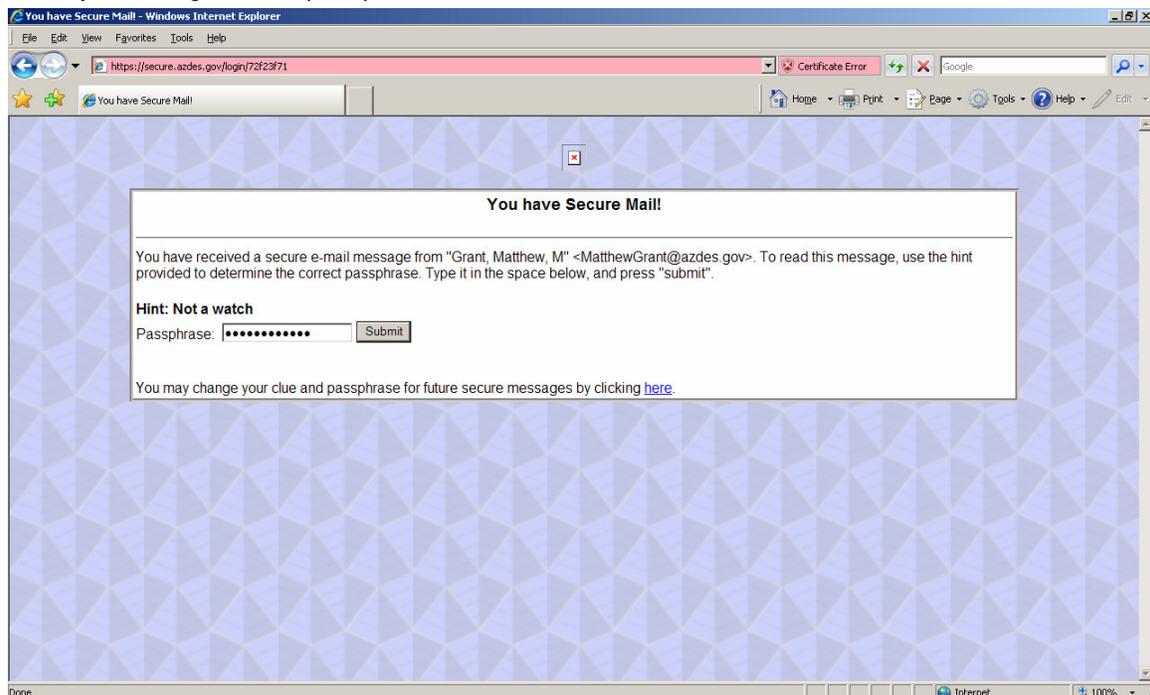
Click the link in the email to launch your Internet Browser



This screen should then appear, you will need to enter the passphrase you created earlier in the space provided below.



Once you have entered your passphrase you will need to click on the “Submit” button located directly to the right of the passphrase field.



If you entered the correct passphrase your secured email will display and should look similar to the screen shown below.

