

## How to Access HuRMan

Follow these steps to access a HuRMan folder:

1. Go to the DHRM website <http://www.dhrm.virginia.gov/> and select the 'ITECH/HuRMan' link.
2. Select the 'Agency Web Portal Login' link.
3. Login using your HuRMan user name and password.
4. Under the 'Select an Application' drop-down menu choose 'Agency Repository'.
5. Then, select a particular report.

### Helpful Hints:

1. If you cannot get to the login page using Internet Explorer, you most likely have a pop-up blocker set on your computer. Click Tools, Pop-Up Blocker, Turn Off Pop-Up Blocker. You should then be able to go to the login page. If you continue to have problems, check to see if you have other toolbars installed such as Yahoo, MSN, or Google. They also have pop-up blockers. You can either uninstall the toolbar or hold down the control key before clicking on the desired link.
2. If your HuRMan account has been disabled due to inactivity, send an email to [ihelp@dhrm.virginia.gov](mailto:ihelp@dhrm.virginia.gov) requesting it be enabled. This may take up to 48 hours.