

# Welcome to ...

... a new website and on-line self-service center for **City of Boston employees.**

## To login to The Hub:

- From any computer connected to the Internet, launch a web browser (such as Microsoft Internet Explorer or Mozilla Firefox).
- If you are at a computer on a BPS or City of Boston server, you can simply type the word **Hub** in the address bar of your browser, and hit the <Enter> key.  
If you are at home or using any other computer outside of BPS, type the following in the address bar: **https://hub.cityofboston.gov** and hit <Enter>.
- When prompted for your **User ID**, enter your **six-digit employee ID number**. Your employee ID number is printed on your pay stub.
- The first time you login, you must use the **password** created for you. It consists of the word **boston** (all lower case letters), followed by the last four digits of your social security number. For example, if your social security number were 123-45-6789, your password would be **boston6789**.
- You may then see a box that reads, "This page contains both secure and non-secure items. Do you want to display the non-secure items?" If this box appears, click on the "Yes" button.
- After logging in, you will be prompted to create a **new password**, and you will be asked a series of questions to ensure the security of your account. Do not share your password with anyone. Anyone with access to your account in The Hub would have access to your confidential personnel information.

## To visit the Career Center:

- From any page within The Hub, click on "**My Career Development**," and choose from options in the top left corner of the screen under "**Career Center**." Click on "Find a New Job" to apply for posted job opportunities.

## NEED HELP?

Contact **The Hub Help Desk** Monday through Friday 9am to 5pm.  
617-635-1HUB (1482)  
hubhelp@cityofboston.gov



**City of Boston** • Thomas M. Menino, Mayor  
**The Boston School Committee**  
**Boston Public Schools** • Dr. Carol R. Johnson, Superintendent

