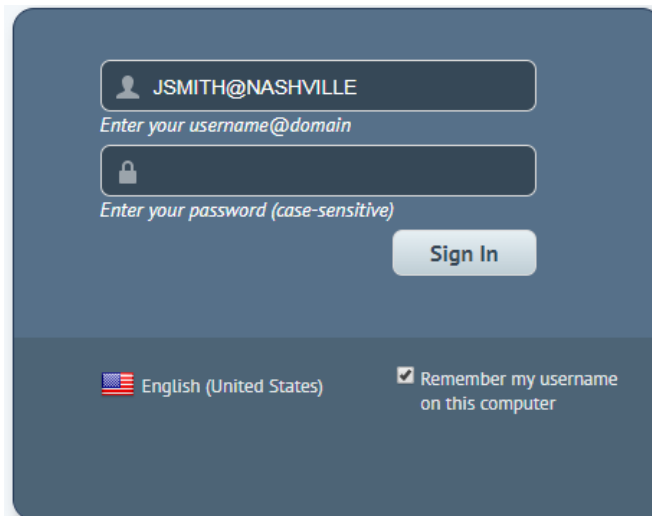


Logging into Archibus

To login to Archibus

1. Access the login screen at <https://buildingoperations.nashville.gov>
2. In the format of *username@domain*, enter the username and domain given to you by Metro ITS
 - Example: JSMITH@NASHVILLE



3. Enter your password (your Metro network password set through Metro ITS) and click the “Sign In” button, or hit the Enter key

Important notes:

- ★ The username and domain will automatically be in all caps as you enter the characters
- ★ Your password is case-sensitive
- ★ Your username, domain, and password will match those you use to sign in to your Metro computer
 - *This login is NOT the same as your email address*
 - Domains include: DCSO, JISORG, METROPD, and NASHVILLE

Troubleshooting Tips:

If your login attempt does not work, try these tips below

- Be sure you are *not* using your email address or adding “.gov” to the end of your username
- Check the web address is correct: <https://buildingoperations.nashville.gov>
- Clear your browser cache and try logging in again
- If using a different browser, try logging in using the Google Chrome browser

For questions or assistance, please contact ArchibusTechSupport@nashville.gov