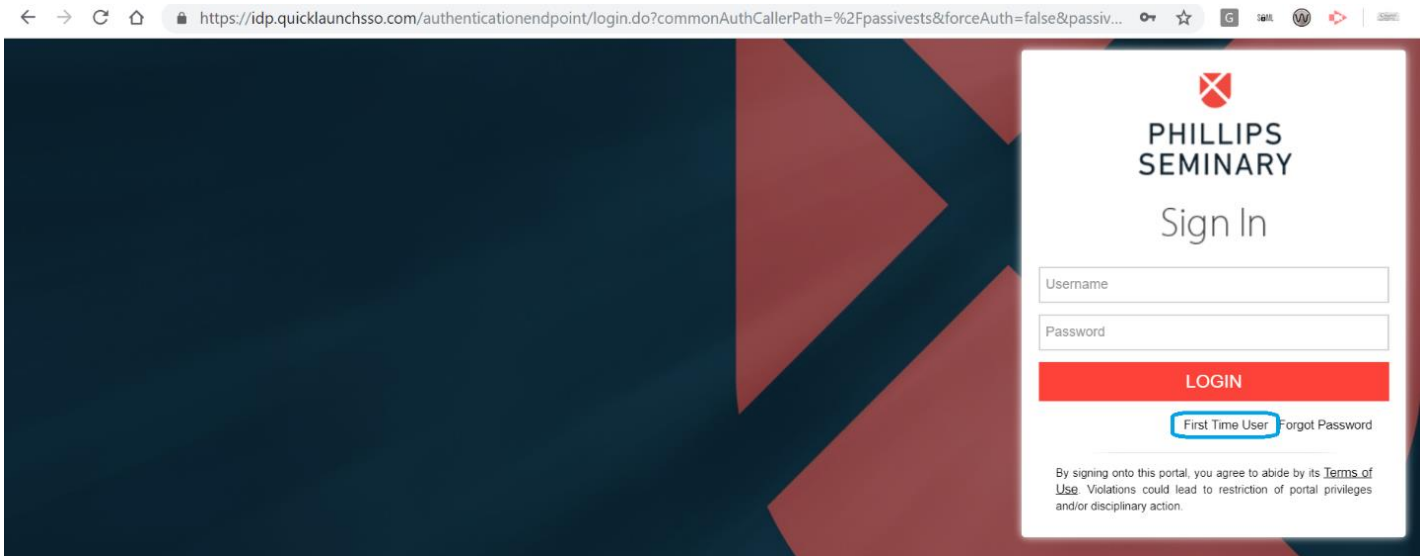


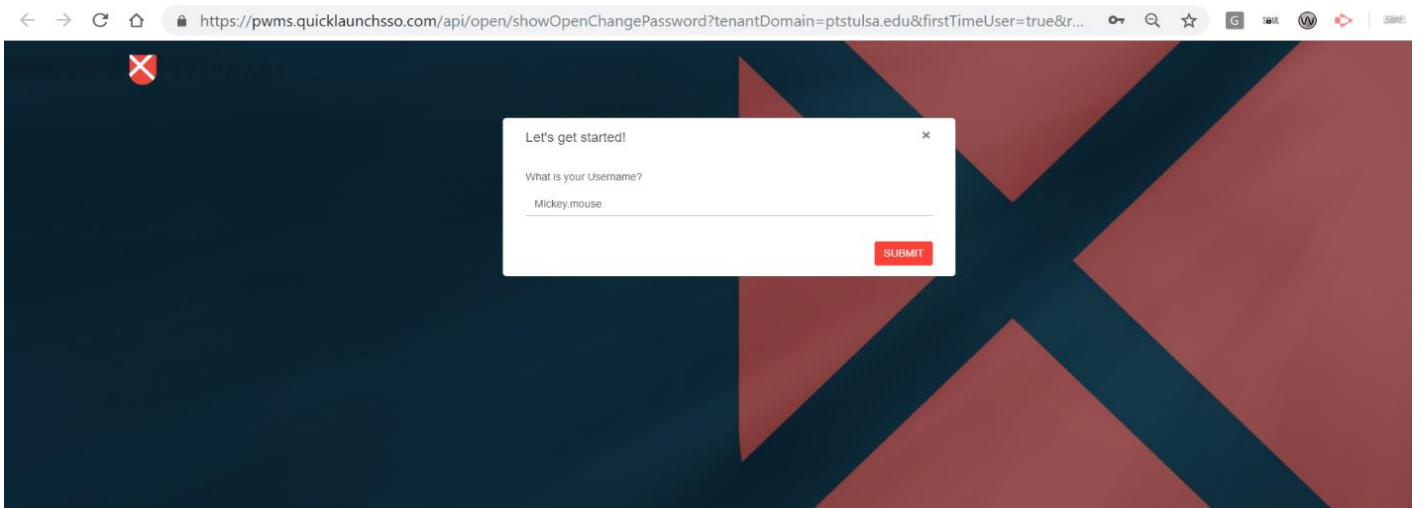
SINGLE-SIGN-ON (SSO) GUIDE

STEPS FOR ACCOUNT SET-UP

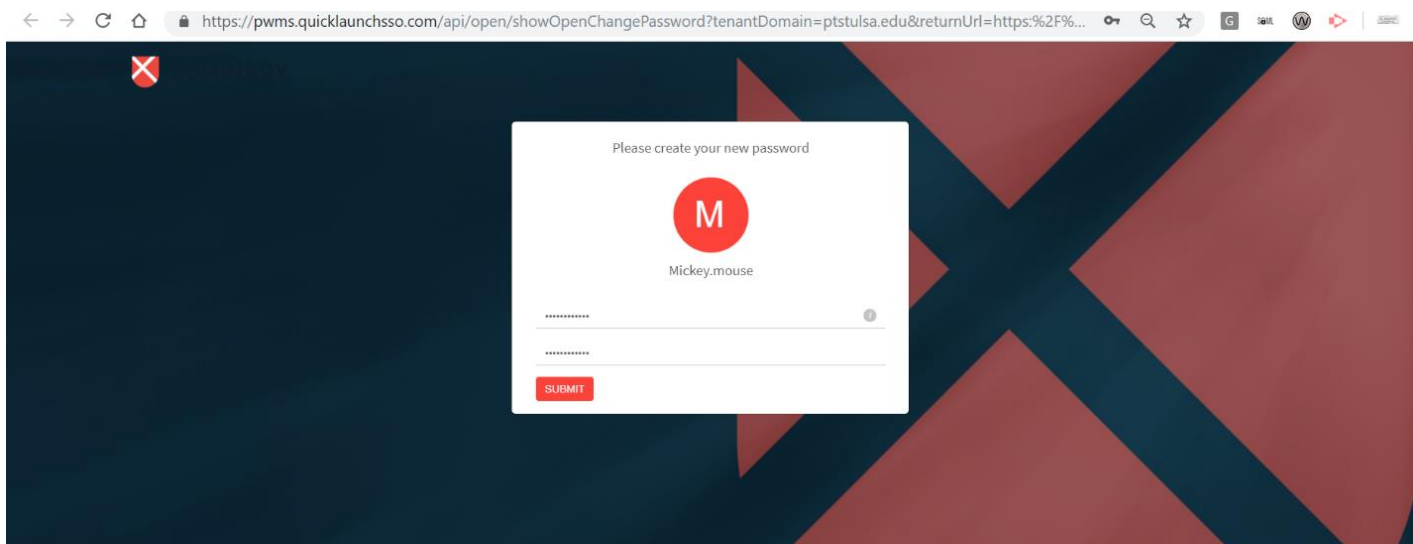
Step 1: Go to the following website address <https://sso.ptstulsa.edu> and click on **FIRST TIME USER** (We recommend pinning this address on your toolbar for ease and convenience in the future.)



Step 2: User will be prompted to enter the username (The username formula is first name.last name) and click **SUBMIT**:

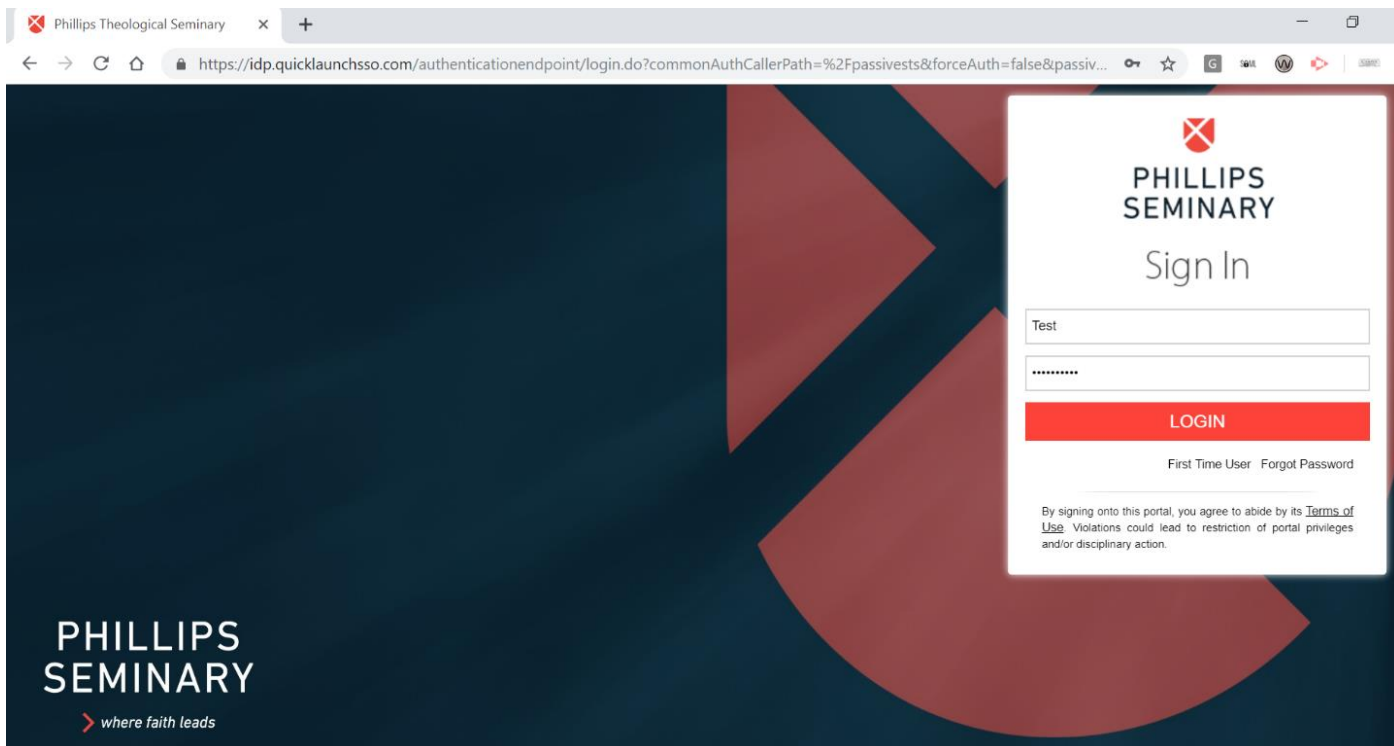


Step 3: After **SUBMIT**, user would be asked to establish a password:

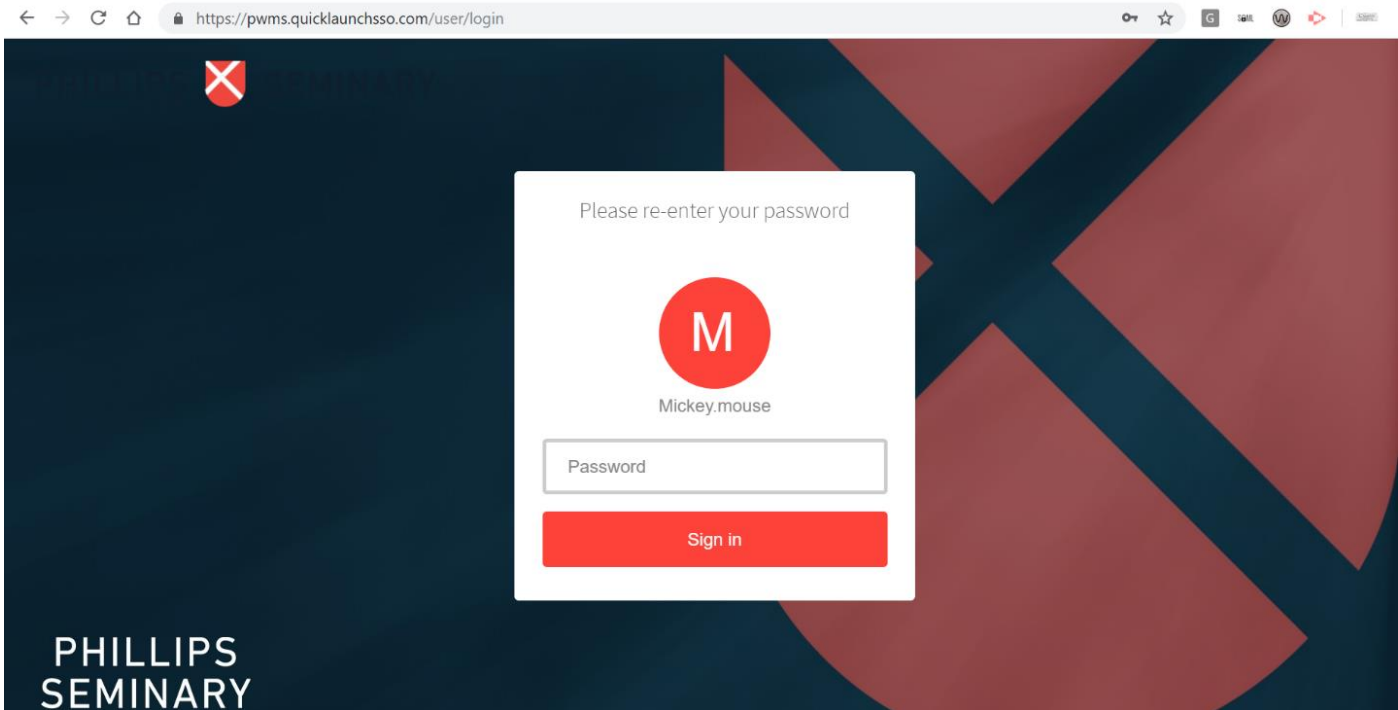


STEPS TO SETUP SECURITY PROFILE

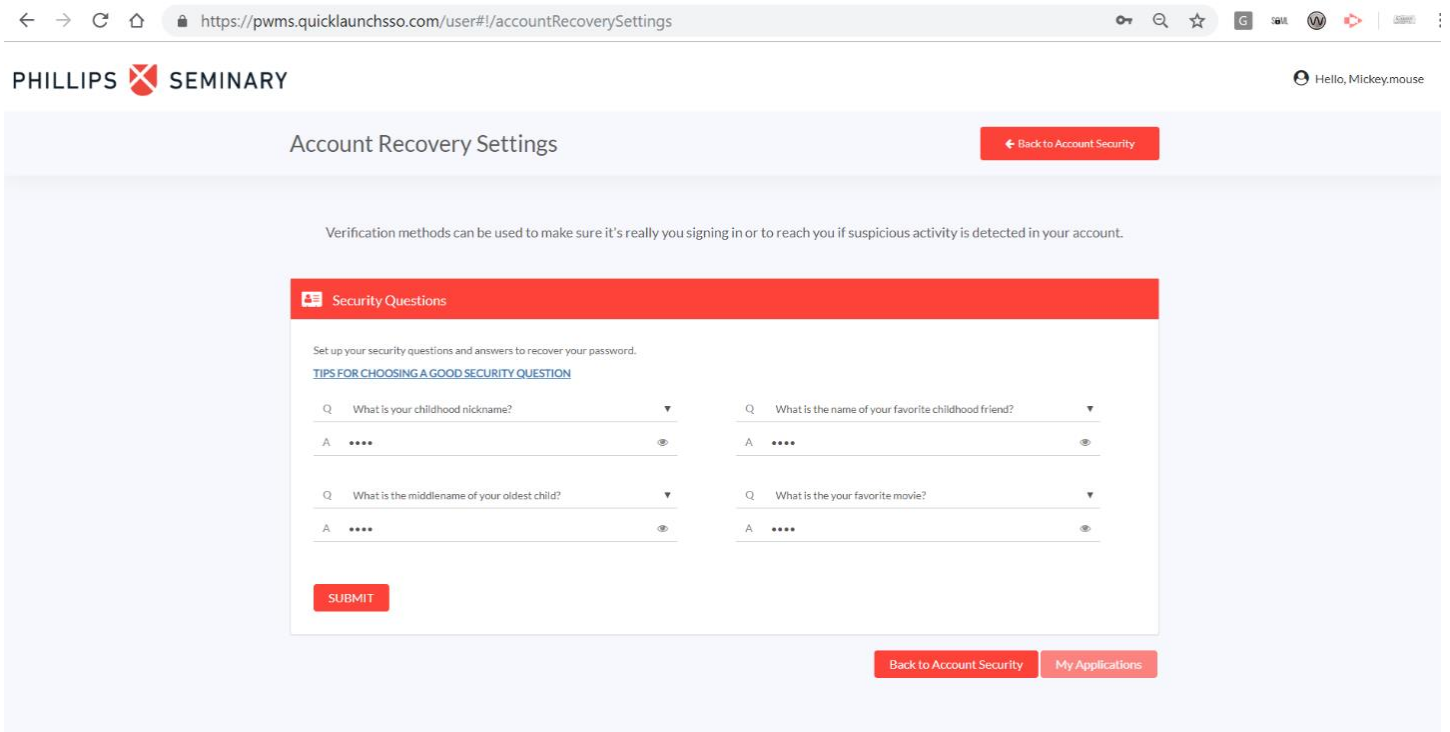
Step 1: User logs in for the first time to <https://sso.ptstulsa.edu> using username and newly established password:



Step 2: After successful login, platform will automatically redirect to the Password Manager workflow to setup security profile and the user will be asked to enter the password once again:



Step 3: After successful secondary authentication, user will be asked to setup the security questions for password recovery:



Step 4: Once security questions are entered, user clicks **SUBMIT** and then clicks **MY APPLICATIONS** to go back to the SSO page to access applications, see screenshots below:

The screenshot shows the 'Account Recovery Settings' page. At the top, there is a navigation bar with the Phillips Seminary logo and a user greeting 'Hello, Mickey.mouse'. Below the header, the page title 'Account Recovery Settings' is displayed. A red button labeled 'Back to Account Security' is located in the top right corner. The main content area contains a section titled 'Security Questions' with a red header. Below this header, there is a text prompt: 'Set up your security questions and answers to recover your password.' followed by a link 'TIPS FOR CHOOSING A GOOD SECURITY QUESTION'. There are four question-answer pairs, each with a question dropdown, an answer input field with a masked password (****), and a visibility toggle. The questions are: 'What is your childhood nickname?', 'What is the name of your favorite childhood friend?', 'What is the middlename of your oldest child?', and 'What is your favorite movie?'. At the bottom left of the form, a red 'SUBMIT' button is highlighted with a blue box. At the bottom right, two red buttons are visible: 'Back to Account Security' and 'My Applications', with the latter highlighted by a blue box.

This screenshot shows the same 'Account Recovery Settings' page as above, but with a white confirmation dialog box overlaid in the center. The dialog box has the title 'Are you sure?' and the text 'Please ensure that your changes are saved. Click yes to continue.' Below the text are two buttons: 'Yes' and 'No'. The background of the page is dimmed to indicate that the dialog is active. The 'SUBMIT' button and the 'My Applications' button are still visible at the bottom of the page.

Your account is now successfully established!

Below is the screen you will see each time you log in:

The screenshot shows a web browser window with the URL <https://qlsso.quicklaunchsso.com/home/1317>. The page header includes the Phillips Seminary logo and the text "Hello, Mickey.mouse!". Below the header is a red bar labeled "My Apps". Five app icons are displayed in a row: Moodle (orange graduation cap icon), Office 365 (blue Office icon), Primo (orange text), samanage (blue text), and Zoom (blue video camera icon). Below each icon is a large black upward-pointing arrow. Underneath each arrow is a label: "Moodle Icon", "Email Icon", "Library Icon", "IT Resources Icon", and "Zoom Icon".

A few Important Notes:

1. Once opened, Single-Sign-On will be accessible for 8 hours. The system will time-out after that and the user will have to log back into the system
2. If you usually access your PTS email address using Outlook on your desktop, you can still do so and can utilize the same password if you like
3. If you are an audit student, you will not have a PTS email account or a Zoom account
4. The www.moodle.ptstulsa.edu website is no longer applicable! Single-Sign-On will be the only way to access Moodle
5. You can still utilize the Moodle app on your cell phone.