



Steps to Associate a District with Your SSO Account

STEP 1

Login to your Single Sign On (SSO) account by using this link [Single Sign On](#).

STEP 2

On the left menu on the screen, select **Your Account** as shown below.

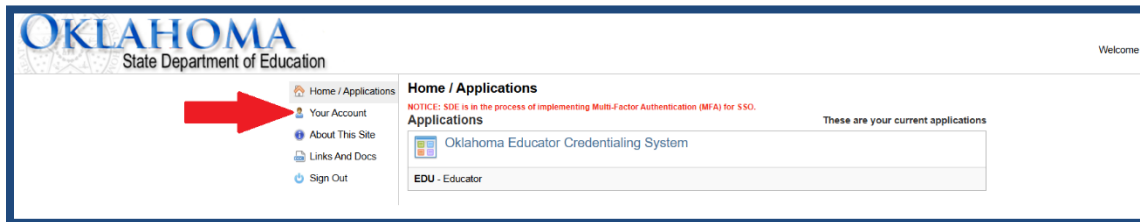


Figure 1. SSO home page

STEP 3

Once in your account, you will see your Profile. To **Add A District** simply select the hyperlink in your profile and follow the steps.

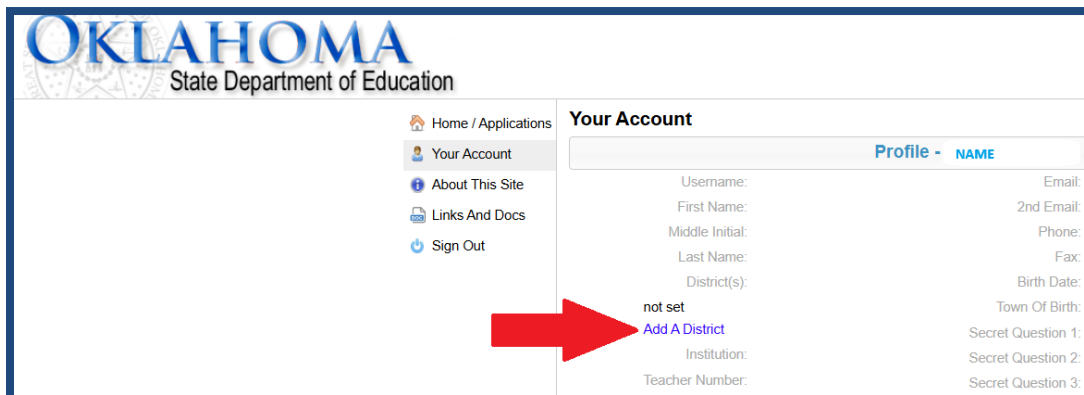
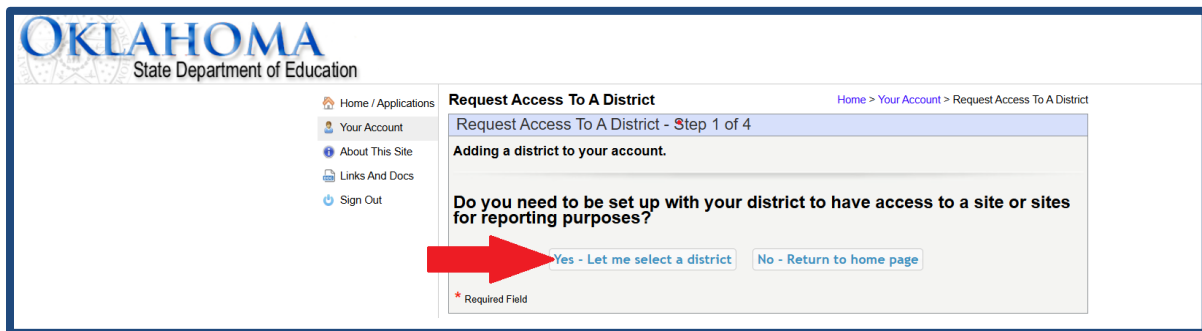


Figure 2. Your Account Profile

STEP 4

Answer yes to be set up with district access to a site or sites, and be able to receive Multi Factor Authentication support from your district SSO Administrator.



OKLAHOMA
State Department of Education

Home / Applications
Your Account
About This Site
Links And Docs
Sign Out

Request Access To A District
Request Access To A District - Step 1 of 4
Adding a district to your account.

Do you need to be set up with your district to have access to a site or sites for reporting purposes?

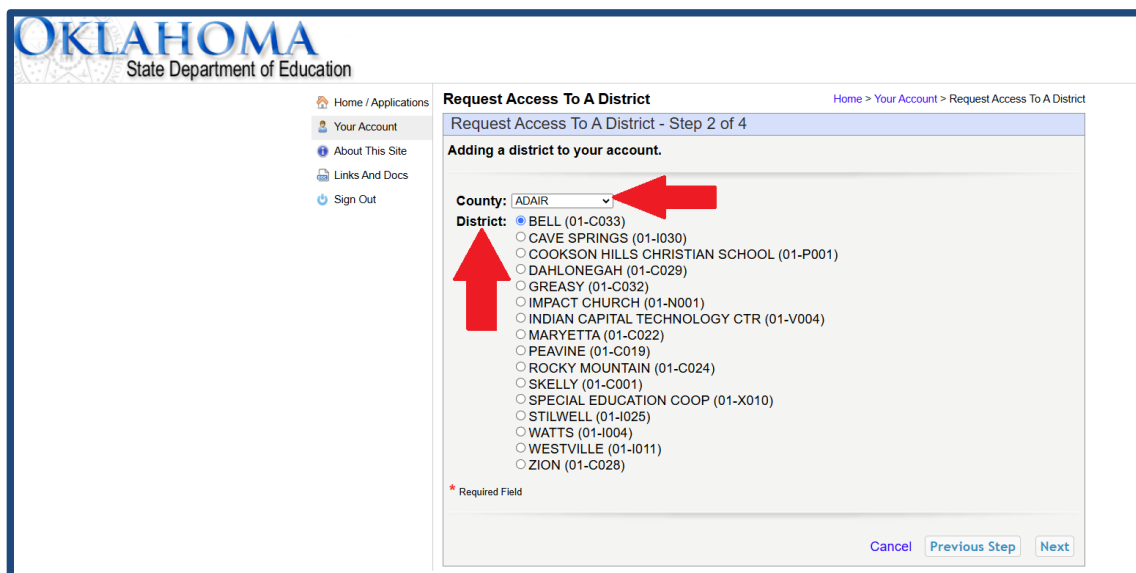
[Yes - Let me select a district](#) [No - Return to home page](#)

* Required Field

Figure 3. Request Access to A District

STEP 5

Select the district's county, select the district and finally your school site. It takes a couple of seconds for the districts/sites to populate after the county/district is selected.



OKLAHOMA
State Department of Education

Home / Applications
Your Account
About This Site
Links And Docs
Sign Out

Request Access To A District
Request Access To A District - Step 2 of 4
Adding a district to your account.

County: ADAIR

District:

- ☒ BELL (01-C033)
- ☐ CAVE SPRINGS (01-I030)
- ☐ COOKSON HILLS CHRISTIAN SCHOOL (01-P001)
- ☐ DAHLONEGAH (01-C029)
- ☐ GREASY (01-C032)
- ☐ IMPACT CHURCH (01-N001)
- ☐ INDIAN CAPITAL TECHNOLOGY CTR (01-V004)
- ☐ MARYETTA (01-C022)
- ☐ PEAVINE (01-C019)
- ☐ ROCKY MOUNTAIN (01-C024)
- ☐ SKELLY (01-C001)
- ☐ SPECIAL EDUCATION COOP (01-X010)
- ☐ STILWELL (01-I025)
- ☐ WATTS (01-I004)
- ☐ WESTVILLE (01-I011)
- ☐ ZION (01-C028)

* Required Field

[Cancel](#) [Previous Step](#) [Next](#)

Figure 4. Select County and District

STEP 6

Complete the steps and **submit** your request. The district's SSO administrator will receive your request and process it accordingly.

Home / Applications **Request Access To A District** Home > Your Account > Request Access To A District

Request Access To A District - Step 3 of 4

Adding a district to your account.

Are you the superintendent at BELL?

☐ Yes

☒ No

* Required Field

Cancel Previous Step Next

Figure 5. Required Field