



Guidance for Passwords App

STEP 1 – SETTING UP PASSWORDS APP

- First, **open** the Passwords app on your iPhone or apple device.



Figure 1: Picture of Passwords Authenticator Application icon.

- Launch the **Application**, and you will go through a series of screens as shown below **upon initial setup**.

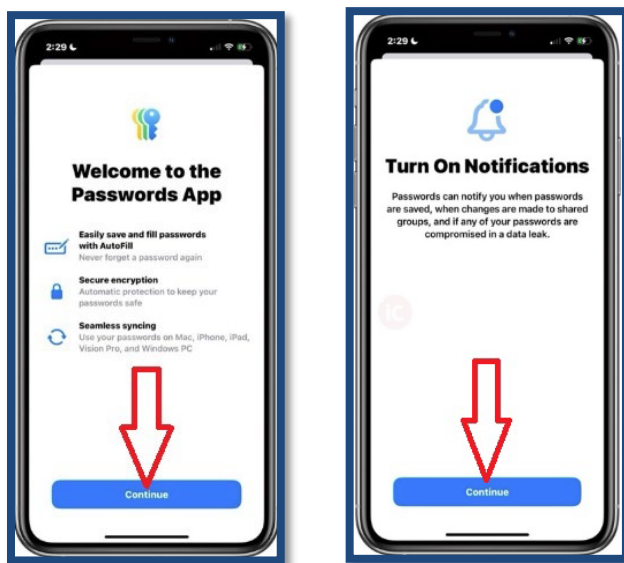


Figure 2: Pictures of initial App setup.



- Next, tap the blue “+” plus sign at the bottom of the screen as shown below.

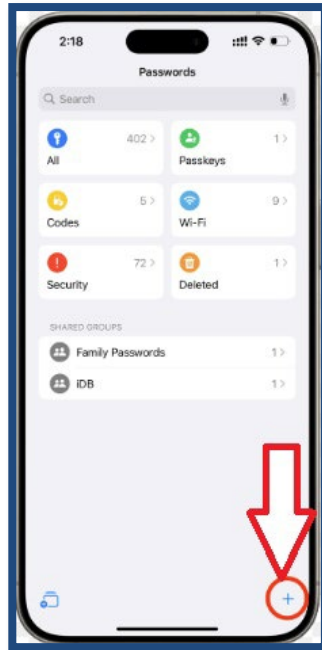


Figure 3: Picture to add an account.

- The following screen will require you to **enter your SSO account information** (website, username, password). See example on figure 4 below, **but do not save yet**.

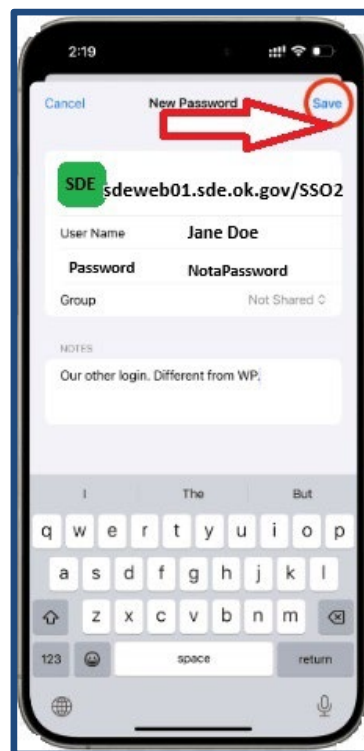


Figure 4: Picture to add account information.



- Scroll down to the bottom of the screen and select **Set Up Verification code**.

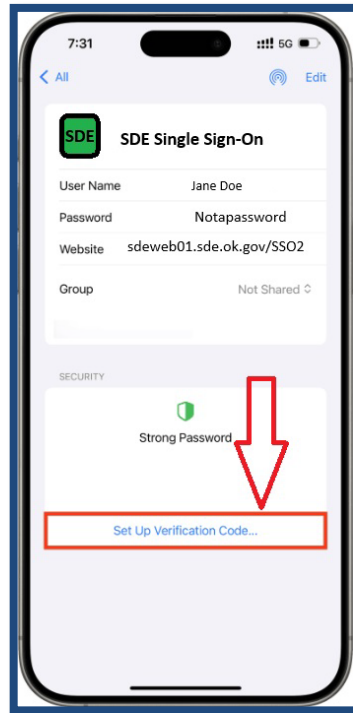


Figure 5: Highlight of button to Set Up Verification Code.

- A similar screen may appear with the option to use the **setup key** or **Scan QR Code** with camera.

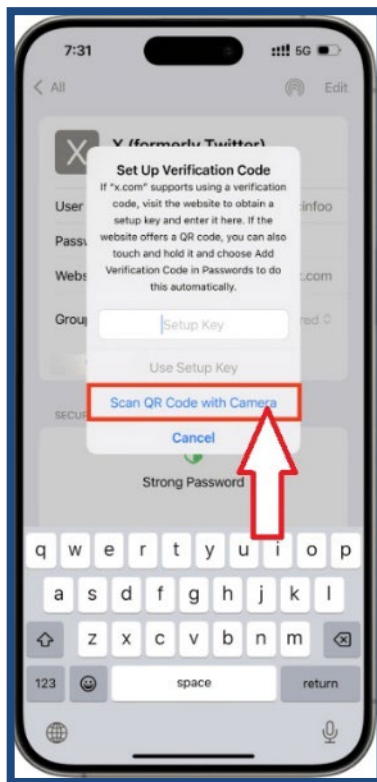


Figure 6: Highlight of the Scan QR code with Camera option.



- Finally, aim your phone or mobile device at your computer to **scan the QR code** or copy and paste the **Manual setup code** provided by SSO onto your phone.

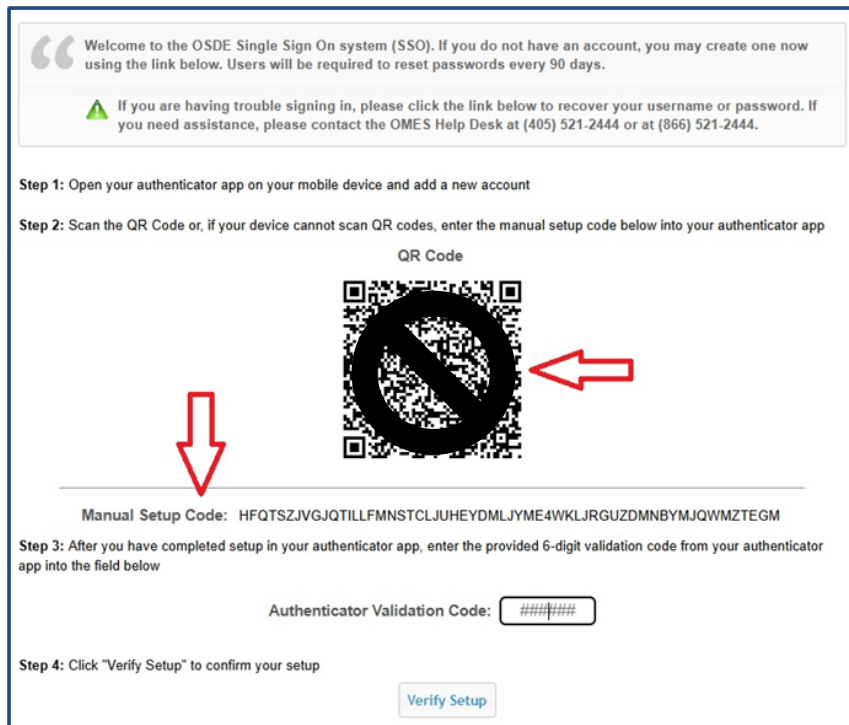


Figure 7: Picture of SSO screen to set up QR code or enter code manually

- Passwords app will immediately sync your SSO account and provide a **6 six-digit code**. See figure 8 below.

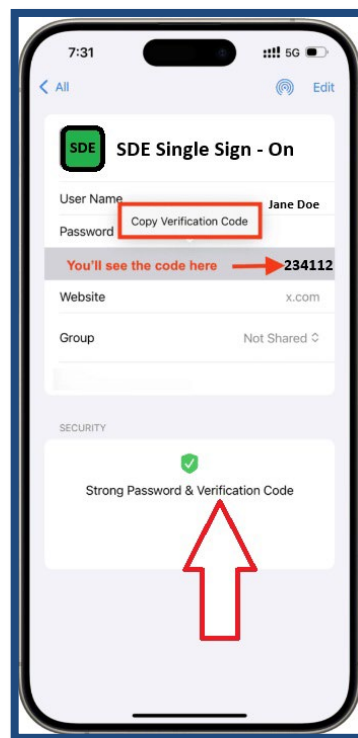


Figure 8: Picture of screen with SSO account successfully added.

- The setup is complete on the Google authenticator application.



Note:

- Available screens and settings may vary by wireless service provider, software version, and phone model.

STEP 2 – COMPLETING THE SETUP ON SSO

- After initial log in to SSO, the following screen will open providing a **QR code** and a **Manual Setup Code**.



Figure 9: Picture of SSO screen with QR Code and Manual Setup Code

- Either the **QR code** or the **Manual Setup Code** may be used with the Passwords application.



- After either code is linked, the Passwords app will show a **6 six-digit** verification code, similar to figure 10 below. The code expires after approximately **30 seconds**, when a new code appears automatically.

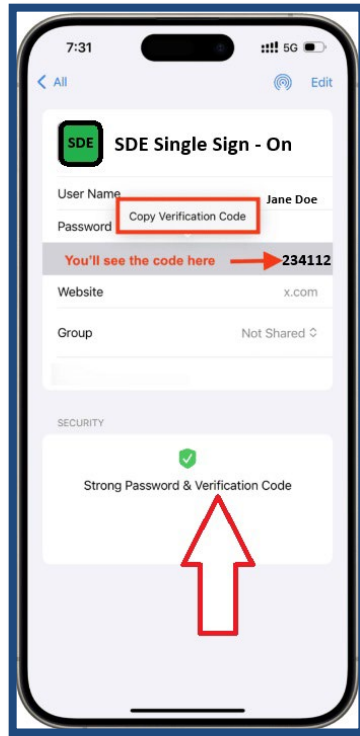


Figure 10: Picture of screen with 6 six-digit code.

- The code is entered in the **Authenticator Validation Code** box pointed in Figure 10 below. Spaces are not needed, only the six digits.

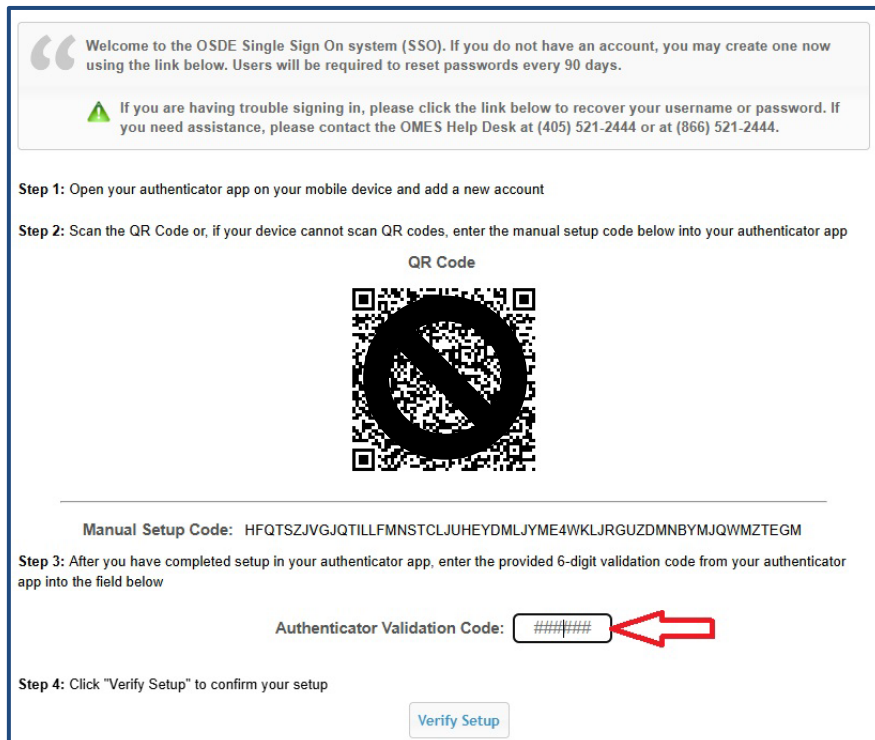


Figure 11: Picture of screen with Authenticator Validation Code box



- The SSO setup is complete.

STEP 3 – LOGGING IN AFTER INITIAL SETUP

- After **SSO username and password** are entered, the screen below will require an **Authenticator Validation Code**.

Welcome to the OSDE Single Sign On system (SSO). If you do not have an account, you may create one now using the link below. Users will be required to reset passwords every 90 days.

⚠️ If you are having trouble signing in, please click the link below to recover your username or password. If you need assistance, please contact the OMES Help Desk at (405) 521-2444 or at (866) 521-2444.

Enter the 6-digit validation code from your authenticator app into the field below


Authenticator Validation Code: 

Figure 12: Picture of subsequent login screen with Authenticator Validation Code box

- Access the Passwords app to retrieve the **6 six-digit validation code** and enter it above.
- These steps are repeated each time for login to SSO or after no activity on your SSO account for an hour.
- Username → password → authenticator validation code.