

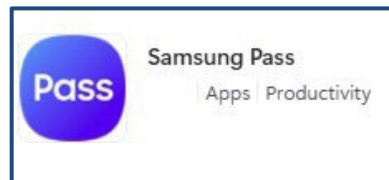
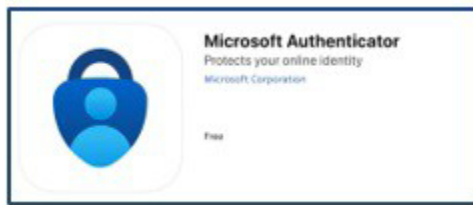


Guidance for SSO access with MFA

Log in to Single Sign-On (SSO), will require the use of a multifactor authentication app.

STEP 1 – SELECT A MULTI-FACTOR AUTHENTICATION (MFA) APPLICATION

- SSO will work with any authenticator application available on your smart phone or mobile device.
- You may use an already downloaded Authenticator application on your mobile device or download a free app from the App store or Play store.
- These are a couple commonly used Authenticator Apps



- Your mobile device, Apple or Android, may already have an option to keep your Sign-in information, passwords and authentication codes secured. Samsung Pass and iPhone Passwords apps are examples shown above.
- The links below provide steps for each application.
 - [Google Authenticator](#)
 - [Microsoft Authenticator](#)
 - [Passwords App](#)
 - [Samsung Pass](#)



STEP 2 – SIGN IN TO SINGLE SIGN ON

- Navigate to the Single Sign On (SSO) Website,
<https://sdeweb01.sde.ok.gov/SSO2/Signin.aspx>
- Enter your **username** and **password** and press the **sign in** button.

OKLAHOMA
State Department of Education

Single Sign On

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About This Site
Links And Docs
Sign In

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.

Username:
Password:

Sign In

Are you a New User? Click here to create an account.
Username problems? Click here to recover your username.
Password problems? Click here to recover your password.

Figure 1: Picture of Sign in to SSO

- The following screen will open providing a QR code and a Manual Setup Code.

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Step 1: Open your authenticator app on your mobile device and add a new account

Step 2: Scan the QR Code or, if your device cannot scan QR codes, enter the manual setup code below into your authenticator app

QR Code

Manual Setup Code: HFQTSZJVGJQTILLFMNSTCLJUHEYDMLJYME4WKLJRGUZDMNBMYJQWMZTEGM

Step 3: After you have completed setup in your authenticator app, enter the provided 6-digit validation code from your authenticator app into the field below

Authenticator Validation Code:

Step 4: Click "Verify Setup" to confirm your setup

Verify Setup

Figure 2: Picture of QR Code and Manual Setup Code



STEP 3 – SETTING UP MFA

- Open your preferred multifactor authenticator application on your smart phone or mobile device.
- Select the “+” plus sign found at the bottom right or top right depending on your application to add SSO as a new account.
- Next, you may select to **scan the QR code** or enter the **setup key/code manually**. Either option provides the same access.
- **Aim your mobile device** at the screen to scan the QR code **or copy and paste** the Manual Setup Code on your screen to your application.

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Manual Setup Code: HFQTSZJVGJQTILLFMNSTCLJUHEYDMLJYME4WKLJRGUZDMNBYSJQWMZTEGM

Step 3: After you have completed setup in your authenticator app, enter the provided 6-digit validation code from your authenticator app into the field below

Authenticator Validation Code:

Step 4: Click "Verify Setup" to confirm your setup

Verify Setup

Figure 3: Picture of QR Code and Manual Setup Code

- Immediately, a **6 six-digit code** (validation code) will appear completing the setup on your mobile device. The code expires after approximately 30 seconds, but a new code appears automatically.



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


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Step 3: After you have completed setup in your authenticator app, enter the provided 6-digit validation code from your authenticator app into the field below

Authenticator Validation Code: 

Step 4: Click "Verify Setup" to confirm your setup

[Verify Setup](#)

Figure 4: Picture of Authenticator Validation Code Box

- This completes the Multi-Factor Authentication setup on your application and with SSO.



STEP 4 – LOGGING IN AFTER INITIAL SETUP

- After SSO username and password are entered to log in to SSO, the screen below will follow requiring an **Authenticator Validation Code**.

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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:

Verify PIN

Figure 5: Picture of Authenticator Validation Code Box

- Access the Multi Factor Authenticator application on your mobile device to retrieve the **6 six-digit** validation code and enter it in the box pointed above.
- These steps are repeated each time for logging in to SSO or after no activity on your SSO account for an hour.
- Username → password → authenticator validation code.

STEP 5 – RESETTING MFA

- If for some reason you need to reset your Multi-Factor Authentication setup to SSO, you will need to contact your **District's SSO administrator** for assistance to reset your MFA.
- Resetting your MFA will require you to confirm your SSO account identity (username, security question answers, etc.) according to your district's policy and protocols to verify identity.

SSO Administrator Steps to reset

- In SSO select Manage Users.



2. Enter the staff's first and last name and click the search button.
3. The staff's SSO account will appear below.
4. Click Select as shown in Figure 6.

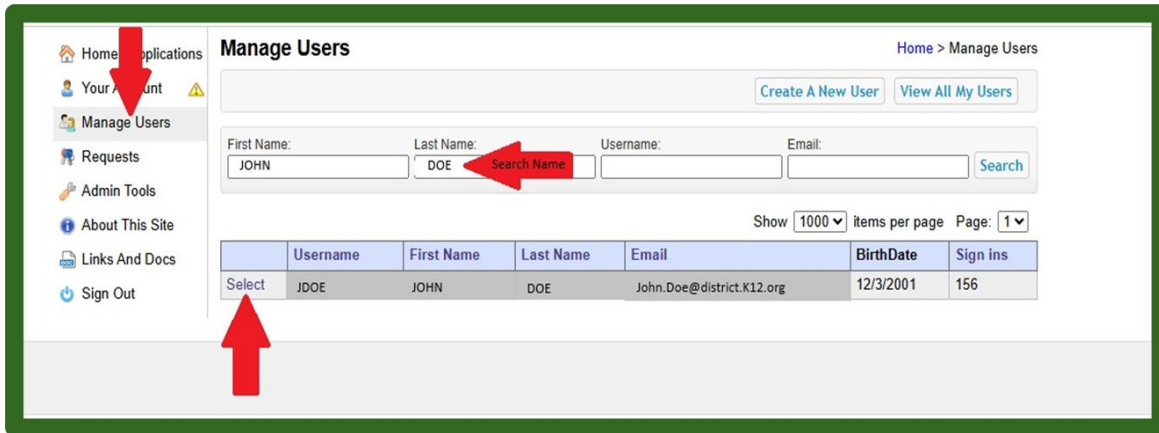


Figure 6: Picture of Manage Users screen

5. Once in the staff member's account, under Secret Questions, you will find the option to Reset.
6. The Reset word may appear black, but as you hover your mouse over it, it will change to blue. Click Reset to reset the MFA setup status.

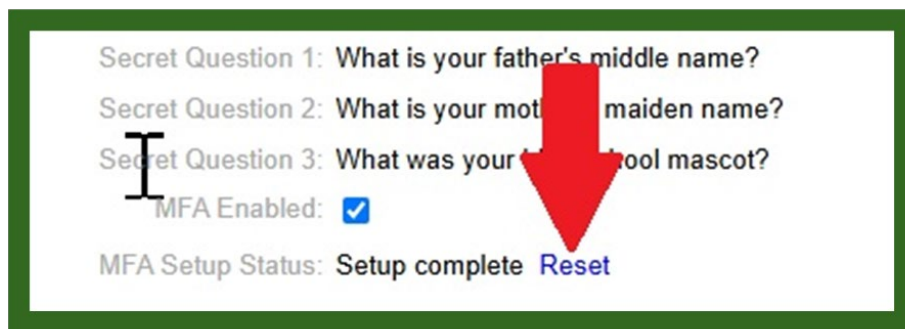


Figure 7: Picture of Reset option

- Once an account is reset, staff member must follow through this guidance document again to set up MFA.