



# Oklahoma State Department of Education

## Superintendent SSO Manual

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VERSION 01.10

**Oklahoma State Department of Education**  
2500 North Lincoln Boulevard  
Oklahoma City, OK 73105-4599

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# 1 – Introduction

The Single Sign On application is the entry portal for all access to Oklahoma State Department of Education applications and systems. Once the state sets up the Superintendents account the Superintendent can set up new access for other staff members to have access to various applications/systems.

## 1.1 - Purpose

The purpose of this manual is to provide a step-by-step resource for Superintendents accessing the quarterly Single Sign On (SSO) portal to the Oklahoma State Department of Education.

## 1.2 - How to use this document

This document is intended to be a step-by-step guide for Superintendents to set up access in SSO. To access it successfully, follow the steps outlined in this document. For assistance with a specific section, identify the exact area in the Table of Contents and navigate to that section with a click of the mouse to follow the instructional steps. If you have any questions regarding this report, please contact the Office of Management and Enterprise Services at 405-521-2444 for assistance.

## 2 – Basic Steps

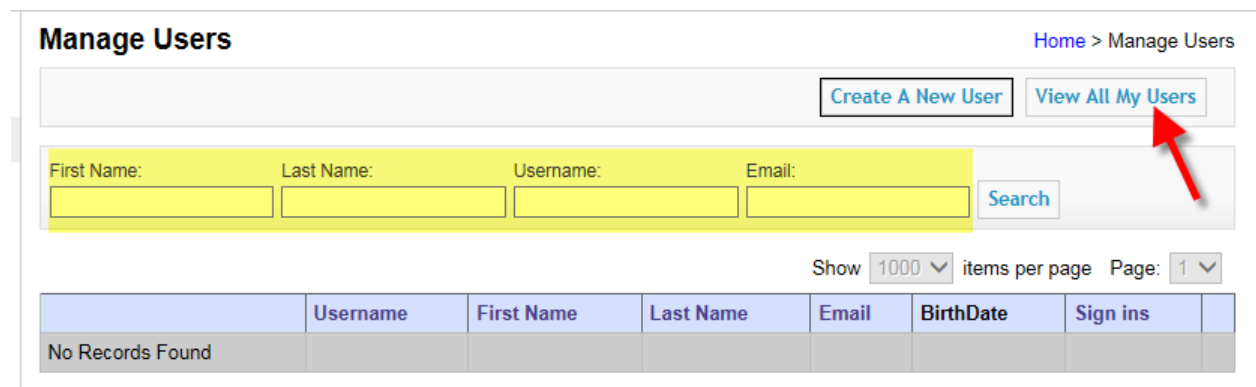
As a Superintendent you have the authority in the SSO system to manage user accounts that are associated with your district. Below is a quick guide to managing user accounts, creating a new account, adding existing accounts and designating logon admins and Principals in SSO.

### 2.1 Managing District User Access

Once you are in the SSO portal to the left is a navigation bar. Select Manager Users. Enter any information to search for a user. You can enter information in one box or all. Or you can click on View All My Users to view all at once.

After searching for a user you can click Select to view their account or click Remove to remove their district association from their account.

**Note:** To remove a user from your district, you must remove the application access first (see Section 2.3) and then remove their district association. This is vital in ensuring your district’s digital security and MUST be completed as part of the formal offboarding process.



Select	parmsm	parms	Smith	parms@maryland.k12.or.us	07/29/1988	102	Remove
Select			Smith			2	Remove

## 2.2 User Profile View

- You can Edit their site association by clicking on Edit Sites
- If they are having issues logging in you can update their password by clicking on Change Password
- Click on Remove This User From Your District if they no longer need access to district data
- To add or manage application access click on Manage roles for this user

Send User A Password Recovery Link - Bypasses Secret Questions

Username: First Name: Middle Initial: Last Name: District(s): OKLAHOMA CITY (551089) - ADAMS ES (105) Institution: Teacher Number:	Email: 2nd Email: Phone: Fax: Birth Date: Town Of Birth: Secret Question 1: What is your father's middle name? Secret Question 2: What is the name of your first pet? Secret Question 3: Who was your childhood hero?
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Edit Account
Edit Sites
Change Username
Edit Security Answers
Remove This User From Your District

Change Password

Apps & Roles
Misc - Admin
Manage roles for this user

NOTE: These are not links.

Application	Role	Specific District Only?
Accountability Reporting 2012	Principal	
Accreditation/HQT/School Improvement	Principal	
Accountability Advanced Coursework	Principal	
Battelle For Kids	User	
Student Dropout Report 2011-2016	Principal	
Oklahoma Educator Credentialing System	EDU	
Reading Sufficiency Act (RSA) Annual District Read...	Principal	
Testing Status Application	Principal	

## 2.3 Manage User Roles

- Click Add a Role to add new application access
- Click the delete link in blue if you need to remove one application from the user’s access list
- Check the box next to the applications that need to be removed from access. After checking the boxes click Delete Selected Roles

**Note:** the applications that list (Inactive) in the name means the application is no longer active. The State Department of Education could have consolidated to another application or it is no longer needed.

The only role you cannot remove is the Oklahoma Educator Credentialing System. This application is only added by the user to renew and manage their Educator Certification.

Return to profile Add A Role

Agency	System	Role	Applies to a Specific District(s)?		
	Accountability Reporting (AMO, AYP)	SiteUser	n/a	delete	<input type="checkbox"/>
	Battelle For Kids	Principal	n/a	delete	<input type="checkbox"/>
	EdFi Web Application	Principal	n/a	delete	<input type="checkbox"/>
	Grants Management and Expenditure Reporting	Principal	n/a	delete	<input type="checkbox"/>
	Homeless Census FY 2010 (Inactive)	Principal	n/a	delete	<input type="checkbox"/>
	Non-Standard Accommodation	Site Principal	n/a	delete	<input type="checkbox"/>
	Oklahoma Educator Credentialing System	EDU	n/a		
	Other Academic Measures OAM Web Form	Principal	n/a	delete	<input type="checkbox"/>
	School Improvement Status Report (SISR) Report	Principal	n/a	delete	<input type="checkbox"/>
	Single Sign On Authentication Application	Principal	n/a	delete	<input type="checkbox"/>
	Student Dropout Report 2004-2010	Principal	n/a	delete	<input type="checkbox"/>
	The Wave's portal.	Site Principal	all districts	delete	<input type="checkbox"/>

Deleted Selected Roles

## 2.4 Adding Application Access

- Click Add a Role
- Use the dropdown menu to select the application you need to add
- Next, select the access level you need them to have
- Click Submit

**Note:** Applications are added one at a time. If there are more than one application you will repeat this process for each application.

The Wave is separated into sections. If a user needs edit and save rights to all aspects of the Wave you would give them District Administrator access or School Administrator if they are only working for one school. If they are a principal you would assign Site Principal. If they only need access to work on the Direct Certification Report or the Validation Wizards you would check those boxes and add them. For someone to show up as a contact person for ownership conflicts between districts there is an access role called District Ownership Wizard Contact. To receive e-mails on student transfers there is an access role called Student Transfer Notification that can be added to the user account. For assistance, there is a description for each access role describing what the role entails.

Return to [profile](#) [Add A Role](#)

Agency	System	Role	Applies to a Specific District(s)?		
	Accountability Reporting (AMO, AYP)	SiteUser	n/a	delete	<input type="checkbox"/>
	Battelle For Kids	Principal	n/a	delete	<input type="checkbox"/>
	EdFi Web Application	Principal	n/a	delete	<input type="checkbox"/>
	Grants Management and Expenditure Reporting	Principal	n/a	delete	<input type="checkbox"/>
	Homeless Census FY 2010 <i>(Inactive)</i>	Principal	n/a	delete	<input type="checkbox"/>
	Non-Standard Accommodation	Site Principal	n/a	delete	<input type="checkbox"/>
	Oklahoma Educator Credentialing System	EDU	n/a		<input type="checkbox"/>
	Other Academic Measures OAM Web Form	Principal	n/a	delete	<input type="checkbox"/>
	School Improvement Status Report (SISR) Report	Principal	n/a	delete	<input type="checkbox"/>
	Single Sign On Authentication Application	Principal	n/a	delete	<input type="checkbox"/>
	Student Dropout Report 2004-2010	Principal	n/a	delete	<input type="checkbox"/>
	The Wave's portal.	Site Principal	all districts	delete	<input type="checkbox"/>

[Deleted Selected Roles](#)

## 2.5 Managing Site Associations

You can specify if a user needs access for all sites in the district or one or some.

- Click Edit Sites from their Profile Page
- Click the Edit link in blue, or the Add A District To This User above the table on the right.
- If they are going to work with all sites you will check the box, Admin for Entire District. This allows them to work with all assigned applications with all sites in the district.
- If the user is only working for one or more sites you will check the box next to the desired site
- Click Submit

**Note:** If you assign a site specific role for an application their account must have a site selected in their district association in their profile. It is okay for them to have site specific access for one application and district access for another application. They will be able to view the entire district for the specified application and only site specified data for the application with site user access.

**Viewing User Profile** Home > Manage Users > Viewing User Profile

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**Profile - Leea Mote** Impersonate

Send User A Password Recovery Link - Bypasses Secret Questions

Username: First Name: Middle Initial: Last Name: District(s): <b>Missing</b> <a href="#">Add A District</a> Institution: Educator ID: Teacher Number:	Email: 2nd Email: Phone: Fax: Birth Date: Town Of Birth: Secret Question 1: Secret Question 2: Secret Question 3:
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Edit Account
Edit Districts
Change Username
Edit Security Answers
Change Password

## 2.6 Updating User Passwords

If a user needs their password reset you will click Change Password from their profile  
 The parameters are 6-20 characters long and it will need to consist of 2 types of characters. A combination of upper case, lower case, numbers or symbols.

**Viewing User Profile** Home > Manage Users > Viewing User Profile

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**Profile - Leea Mote** Impersonate

Send User A Password Recovery Link - Bypasses Secret Questions

Username: First Name: Middle Initial: Last Name: District(s): <b>Missing</b> <a href="#">Add A District</a> Institution: Educator ID: Teacher Number:	Email: 2nd Email: Phone: Fax: Birth Date: Town Of Birth: Secret Question 1: Secret Question 2: Secret Question 3:
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Edit Account
Edit Districts
Change Username
Edit Security Answers
Change Password

Apps & Roles
Security Transaction Log
System Access Log
Password Log
Misc - Admin

[Manage roles for this user](#)

NOTE: These are not links.



## Reset Password

[Home](#) > [Your Account](#) > [Reset Password](#)

### Reset Password - Step 1 of 1

**Use this form to reset your password.**

Please enter the information below and click the Submit button.

Your password must be between **8** and **20** characters long and consist of **3** types of characters.

Password:   
 Confirm Password:

\* Required Field

[Cancel](#)

[Submit](#)

## User District Association

[Home](#) > [User District Association](#)

### User District Association - Step 1 of 1

**Associating Leea Mote with a district.**

Please enter the information below and click the Submit button.

**User: Leea Mote**

**County:** CLEVELAND 14

**District:** MOORE I002

**Admin For Entire District:**  If not, select individual schools below.  
(also district level users)

**Schools:**

- CENTRAL ES (103)
- FAIRVIEW ES (107)
- KELLEY ES (108)
- NORTHMOOR ES (109)
- SOUTHGATE-RIPPETOE ES (110)
- PLAZA TOWERS ES (112)
- SKY RANCH ES (113)
- KINGSGATE ES (117)
- HOUCHIN ES (120)
- WINDING CREEK ES (125)
- SANTA FE ES (130)
- APPLE CREEK ES (135)
- RED OAK ES (140)

Click for access to all sites in the district

Or select the individual site(s) for the user to access

[Return to Leea Mote's profile.](#)


[Add A District To This User](#)

Edit	ID	District	Entire District	Schools	
<a href="#">Edit</a>	87817	BELL	True	n/a	Delete

## 2.7 Adding a District to an Existing Account

If you have a person that already has an SSO account but you need to manage their account, they will need to log into their SSO account and from their profile page click on the blue link, Add A District.

The Superintendent and those you have designated as a Logon Admin for the SSO system will get an e-mail notification of this. You will accept or deny the request by logging into your account in SSO. This will add them to your Manage Users list.

- Click the Requests menu
- Next to their name click Edit
- Highlight the Approve or Deny bubble and click Submit 









If a new employee does not have an SSO account you will be able to create one for them from the Manage Users menu. Click Create New User and fill in the blanks to create the account.

**Note:** Only one username and email can be tied to an account in SSO. This could mean you have to try a few usernames before you find one that has not been used. If their email address is being used, they will need to use the steps to recover their login information or you can call the helpdesk for assistance on finding the account that is using the email address.

[Send User A Password Recovery Link - Bypasses Secret Questions](#)


Username: First Name: Middle Initial: Last Name: District(s): not set Add A District Institution: Educator ID: Teacher Number:	Email: 2nd Email: Phone: Fax: Birth Date: Town Of Birth: Oklahoma city Secret Question 1: What is the name of your first pet? Secret Question 2: What town were you born in? Secret Question 3: What is your mother's maiden name?
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-  Home / Applications
-  Your Account
-  Manage Users
-  Requests
-  Admin Tools
-  About This Site
-  Links And Docs
-  Sign Out

### Home / Applications

#### Applications




#### Accountability (A-F)

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DistrictSuperintendent - District Superintendent:

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 Accountability Reporting (AMO)

## Manage Users

[Home](#) > [Manage Users](#)

[Create A New User](#)

[View All My Users](#)

First Name:  Last Name:  Username:  Email:  [Search](#)

Show  items per page Page:

	Username	First Name	Last Name	Email	BirthDate	Sign ins
No Records Found						

## 3 – Admin Tools Menu

From this menu you can view a report of your district associated SSO accounts.

### 3.1 Reports

Report for all district users and their roles gives an Excel file of: Name, Username, Email, Phone, Applications and role assigned, county, district and site information as well as the last time they logged in the system.

District users report allows you to select your view: All users, Superintendents, Principals, Logon Admins. You have the option to export to excel if needed. This is a less detailed report of the users associated with your district. This will give you information on who is listed in the SSO portal as the Superintendent, Principal or Logon Admin.

The screenshot shows a web interface titled "Admin Tools" with a breadcrumb trail "Home > Admin Tools". There are two menu items, each with a blue folder icon:

- Report For All District Users And Their Roles**  
Report For All District Users And Their Roles
- District Users Report**  
District Users Report

## 4 – Links and Docs Menu

This menu gives quick links to various webpages and frequently requested documents.

### 4.1 Links and Docs Menu

#### Links And Docs

##### LINKS

- [SDE Home Page](#)
- [SDE Service Desk](#)

##### DOCUMENTS

- [District Superintendent SSO Manual \(pdf\)](#)
- [District Superintendent Security Form \(pdf\)](#)
- [District Superintendent CNP Certificate of Authority-User Form](#)
- [Grants Management User Access Form](#)
- [Educator User Guide \(pdf\)](#)
- [Reporting Requirements Document/Calendar](#)
- [State User Security Access Form](#)
- [Wave Login Guidance \(pdf\)](#)
- [Oklahoma Work Permit Instruction Guide for Schools](#)
- [Student Work Permit Form 600](#)
- [Student Work Permit Form 601](#)

## 5 – Logon Administrators and Principals

This menu gives quick links to various webpages and frequently requested documents.

### 5.1 Logon Admins and Principals

If an account is a Site Principals you will want to designate the account in SSO as one. From their profile:

- Click the Misc-Admin tab
- Next to Is Principal click the toggle blue link for it to show Yes in green
- You can further determine if you want them to be able to create new accounts for your district or edit accounts already associated with the district. Please note the description of your toggle choice to the right, Yes, they cannot edit user accounts and No, they cannot edit user accounts.

If you wish to have someone else assist in managing user access for your district you need to update their account. You can assign more than one Logon Admin especially if you are a larger district. From their profile:

- Click the Misc-Admin tab
- Next to Is Logon Administrator click the toggle blue link for it to show Yes in green
- You can further determine if you want them to be able to create new accounts for your district or edit accounts already associated with the district. Please note the description of your toggle choice to the right, Yes, they cannot edit user accounts and No, they cannot edit user accounts.

Buttons: Edit Account, Edit Sites, Change Username, Edit Security Answers, Remove This User From Your District, Change Password

Apps & Roles: Misc - Admin

NOTE: These are not links. [Manage roles for this user](#)

Application	Role	Specific District Only?
Battelle For Kids	User	
Oklahoma Educator Credentialing System	EDU	

Active: **Yes** toggle

Must Reset Password: **No** toggle

Is Locked Out: **No** toggle

→ Is Logon Administrator: **No** toggle

Is Superintendent: **No** (also updates Battelle)

→ Is Principal: **No** toggle (also updates Battelle)

Create Edit User Accounts: **Yes** Cannot edit user accounts.

Create Create User Accounts: **No** Cannot edit user accounts.

Sign ins: 63

Last Sign in: 5/10/2016

Bad Password Attempts: 0