

# Single Sign-On Credentials

Single sign-on (SSO) allows a user to sign on with one set of credentials and gain access to multiple applications and services. Our SSO implementation uses your Campus Email for your login credentials. Your password/passphrase is securely stored by our Directory Server. Your Single Sign-On credentials grant you access to the various applications listed below. Once you have logged into any of them, you will not be prompted to login a second time when switching between applications.

The following applications are currently integrated to work with our SSO implementation.

- Canvas
- Argos
- Degree Works
- Banner 9 Student Registration
- Banner 9 Faculty Self-Service (Includes Grade Entry and Attendance Tracking)
- Banner 9 Employee Self-Service
- Banner 9 Finance Self-Service
- Banner 9 Student Self Service (Includes Student Profile and Advisee Listing)
- Banner 9 General Self-Service
- Tiger Alerts
- Library Databases
- Campus Labs (Strategic Planning)

The following applications are not currently integrated with our SSO implementation.

- Banner 8 Admin
- Tigerline (Must use your Employee/Student ID number and your Tigerline PIN)
- Email (While your email obviously uses the same credentials as the SSO applications, you are not automatically logged in to email by logging into another SSO application)

Coming Changes

- Banner 8 Admin will soon transition to Banner 9 Admin (will add SSO functionality)
- We hope to be able to add the Legacy Tigerline to SSO (no longer need to use ID number)

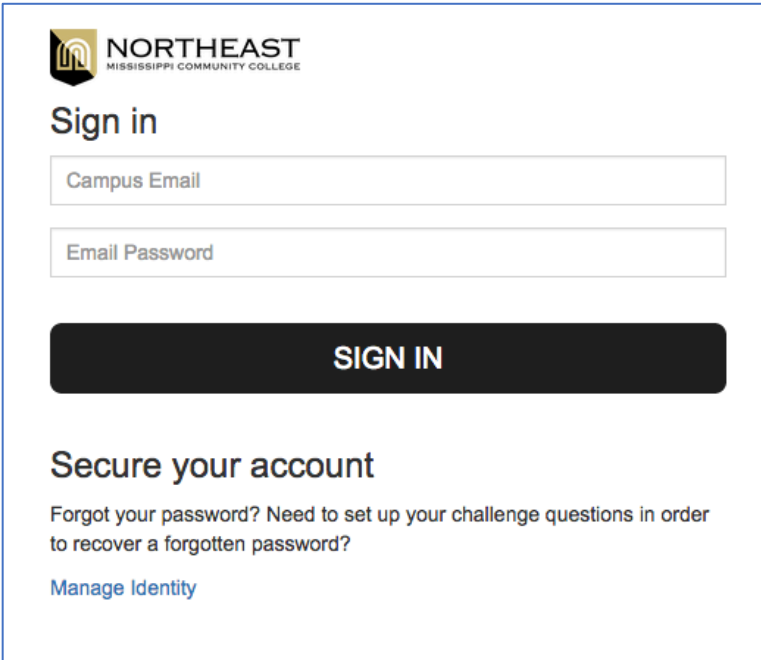
## Managing your Single Sign-On credentials


During the summer, Northeast completed the transition from PortalGuard to Ellucian's Ethos Identity Server. The security questions and answers you provided in the PortalGuard system are no longer valid.

If you have created desktop shortcuts to login to applications that use PortalGuard, they should be removed.

To manage your SSO Credentials and ensure you can recover your account in the event you forget your password, please complete the following steps.

- 1) Login to the **Identity Server User Portal** – Simply click “*Manage Identity*” from any SSO login screen.



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### Sign in

  
  
**SIGN IN**

### Secure your account

Forgot your password? Need to set up your challenge questions in order to recover a forgotten password?

[Manage Identity](#)

- 2) You should now see the Manage Identity login prompt. Sign in to enter an alternate email and setup your challenge questions. Once these steps have been completed, you just have to click "*Forgot Password*" in the event your forget your password and need to reset it.
- 3) To sign in, enter your Campus Email and your current email password, then click SIGN IN

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## Manage Identity

Login to change your password or to setup your security questions so you can easily recover your password in the future.

ttiger18@tigers.nemcc.edu

.....

**SIGN IN**

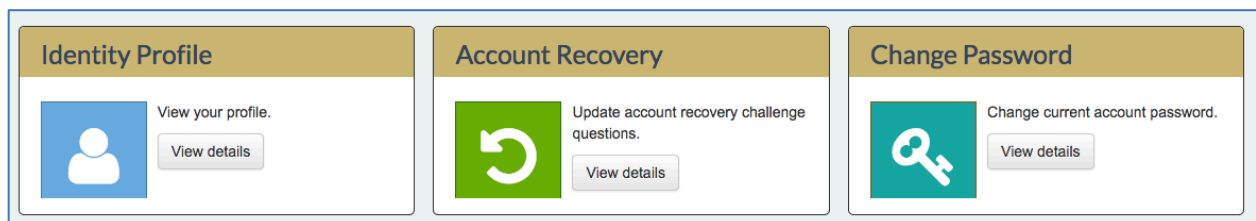
**Having trouble signing in?**

If you have forgotten your password, account recovery is a breeze!

[Forgot Password](#)

## Identity Server User Portal

Once you have logged into the Identity Server User Portal, you will see the three tiles shown below:



### Identity Profile

- 1) Click "View Details" – This will expand the Identity Profile tile
- 2) Enter/Verify your Mobile Phone Number
- 3) Enter/Verify your Recovery Email (Alternate Email other than your Campus Email)
- 4) Click Update

### Account Recovery

- 1) Click "View Details" – This will expand the Account Recovery tile
- 2) Select one of the four available Challenge Questions for challengeQuestion1
- 3) Provide the answer to the chosen question
- 4) Select one of the four available Challenge Questions for challengeQuestion2
- 5) Provide the answer to the chosen question
- 6) Click Update

### Change Password (see password requirements on last page)

- 1) Click "View Details" – This will expand the Change Password tile
- 2) Enter your Current Password
- 3) Enter and Confirm your New Password
- 4) Click Update

You can now sign out of the Identity Server User Portal.

# Password Recovery

If you forget your Single Sign-On password, you can now recover it by correctly answering your challenge questions or by sending yourself an email.

To begin the password reset process, simply click “Manage Identity” from any SSO login and then click “Forgot Password”. You will then be asked for your Campus Email and the method you would like to use in order to Recover your Password.

## Recover with Email

An email will be sent to your alternate email from [identity@nemcc.edu](mailto:identity@nemcc.edu) with a link to reset your password.

## Recover with Challenge Questions

You will be presented with your challenge questions. Once you answer both questions, you will be able to set a new password and begin using it immediately.

## Password Requirements

- Must be at least 7 characters long
- Cannot exceed 20 characters
- Must include letters, numbers, and a special character
- Must include both uppercase and lowercase letters
- Cannot be one of your four previous passwords
- Should not contain any part of your campus email or name

## Additional Notes

- You **cannot** reset your password from the Microsoft Password Reset Page. Please do not submit a password reset request from the Microsoft Portal screen.
- When you reset your password, you will be required to reenter it on any devices connected to your email account
- If you are unable to login to one of the SSO Integrated apps but can still login to your email, please reset your password as most likely your email is using a stored password.
- As always, if you have any questions, please contact the Computer Center.