SINGLE-SIGN-ON (SSO) GUIDE

STEPS FOR ACCOUNT SET-UP
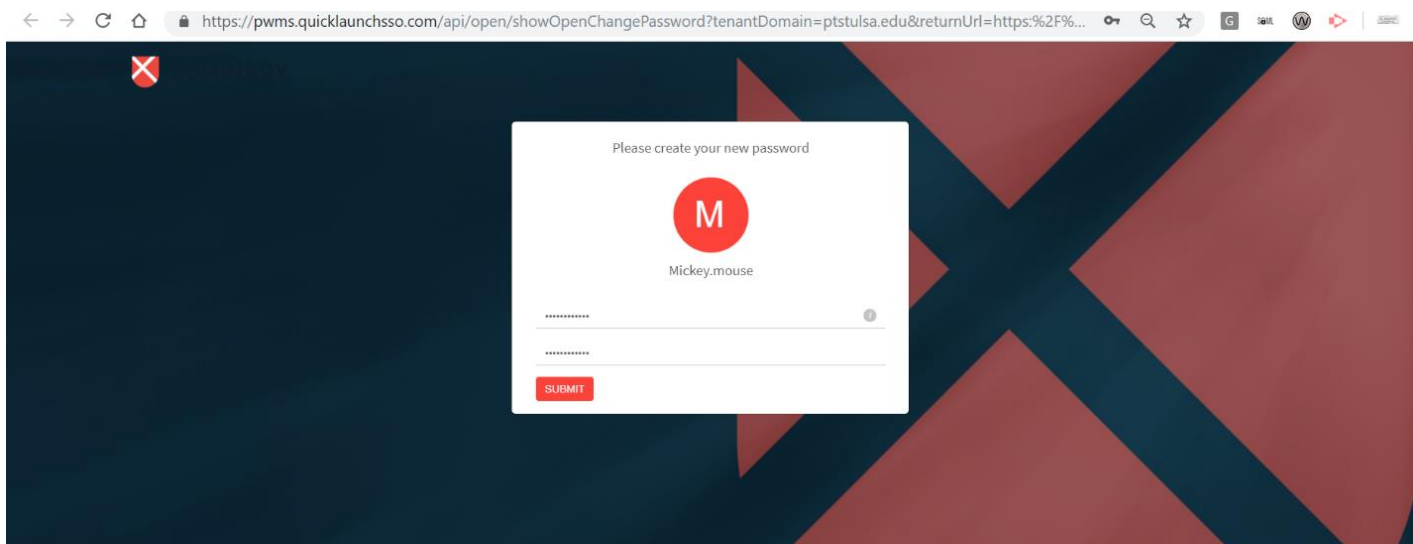
Step 1: Go to the following website address https://sso.ptstulsa.edu and click on ***FIRST TIME USER*** (We recommend pinning this address on your toolbar for ease and convenience in the future.)
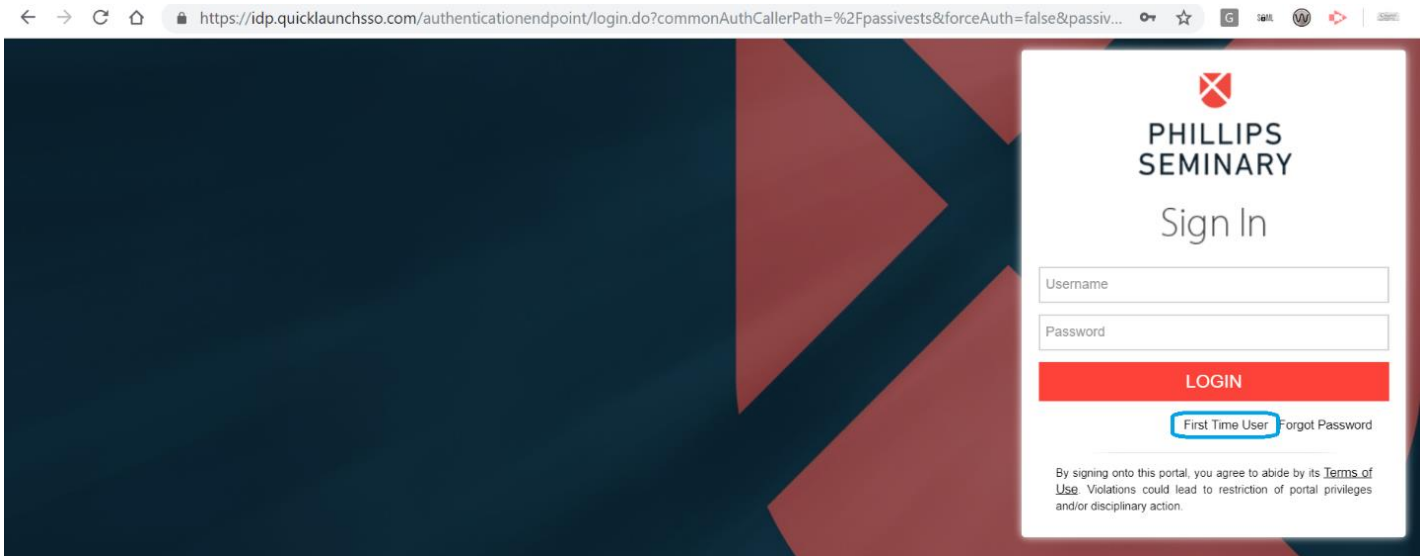
Step 2: User will be prompted to enter the username (The username formula is first name.last name) and click ***SUBMIT***:
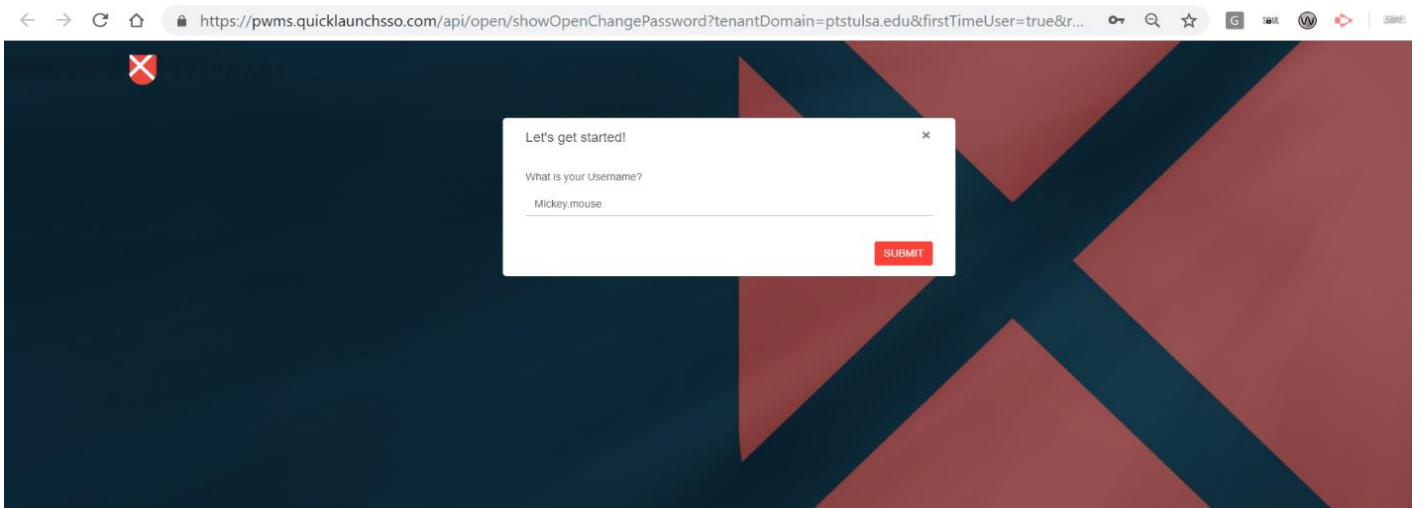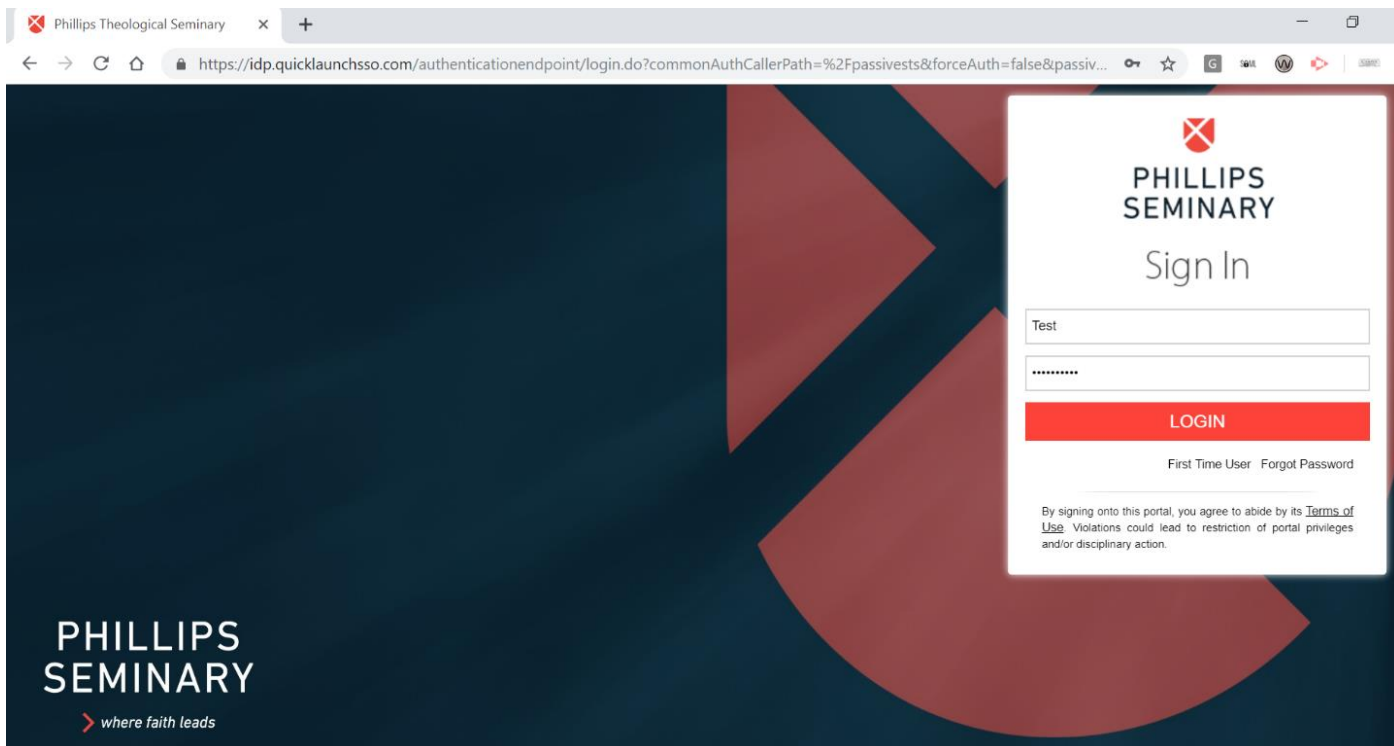
**Step 3**: After *SUBMIT*, user would be asked to establish a password:


STEPS TO SETUP SECURITY PROFILE

Step 1: User logs in for the first time to https://sso.ptstulsa.edu using username and newly established password:

Step 2: After successful login, platform will automatically redirect to the Password Manager workflow to setup security profile and the user will be asked to enter the password once again:
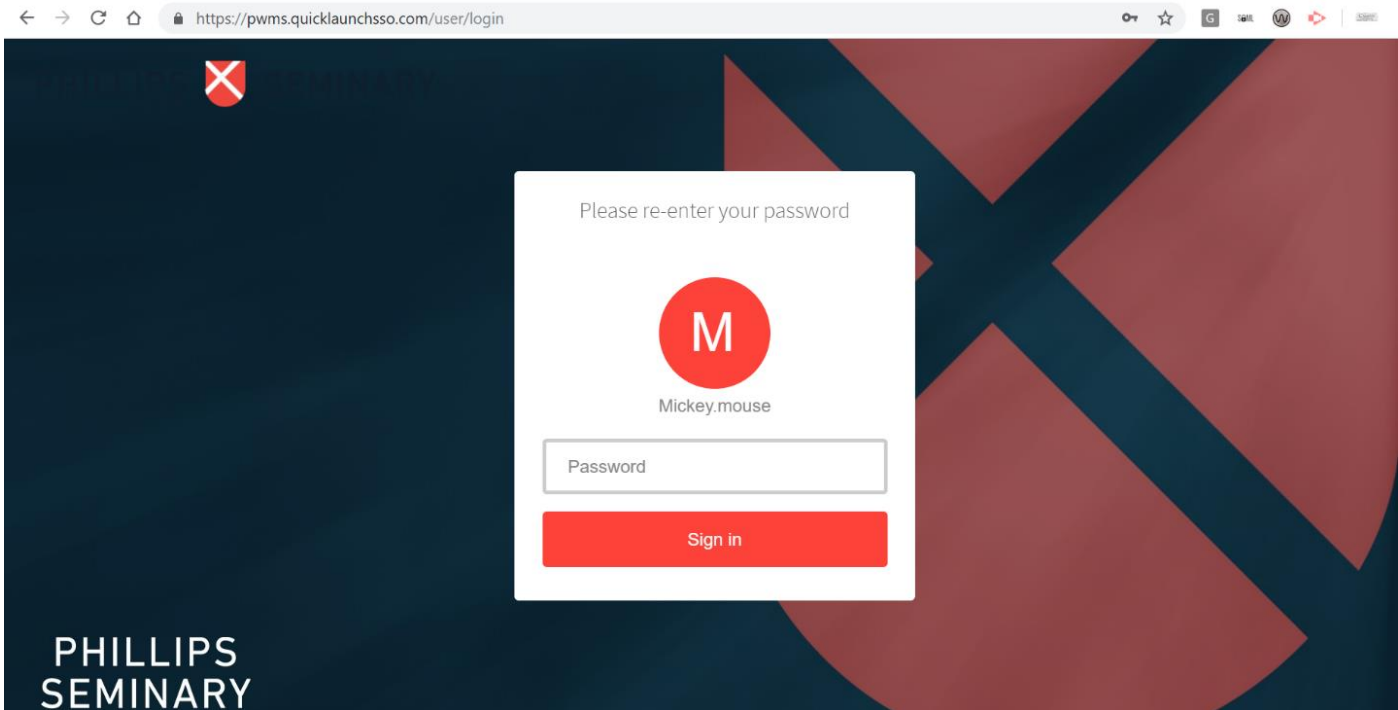
Step 3: After successful secondary authentication, user will be asked to setup the security questions for password recovery:
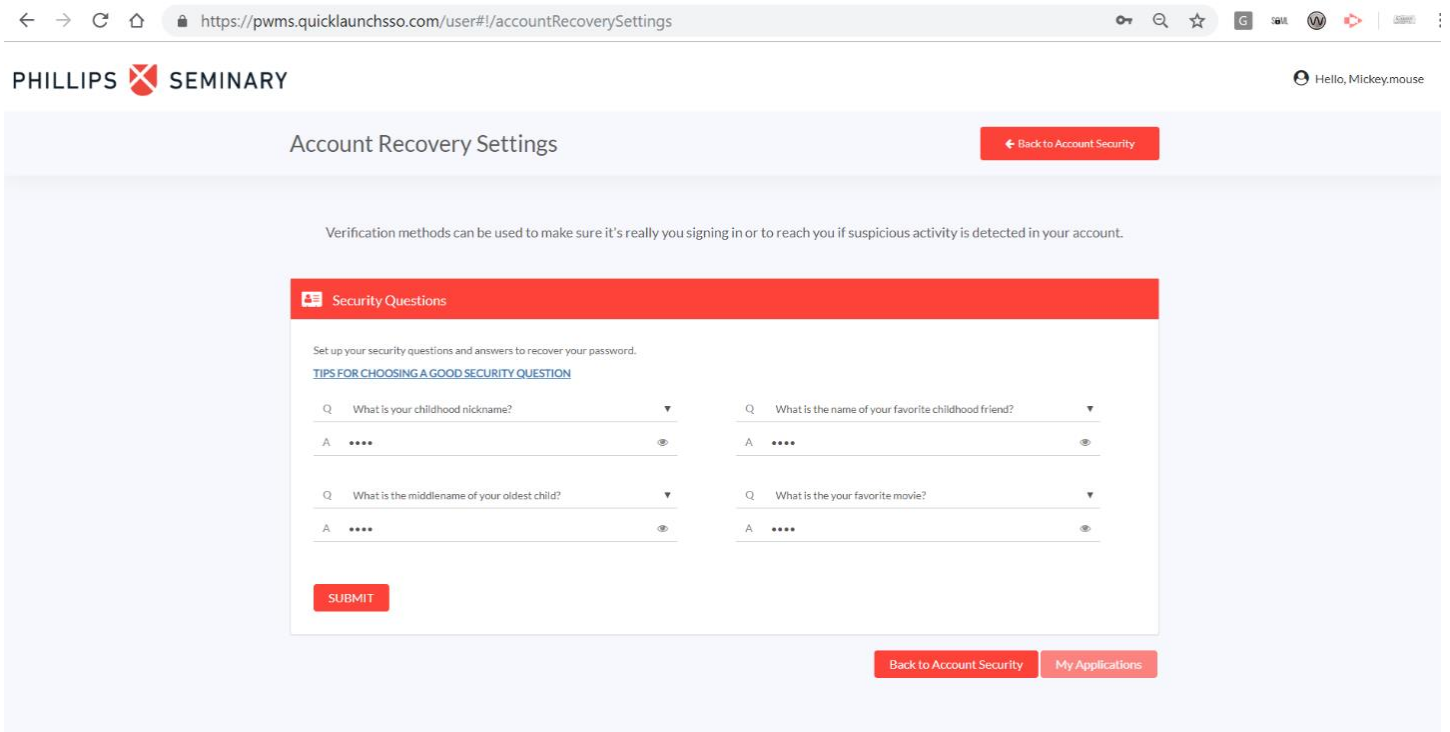
Step 4: Once security questions are entered, user clicks *SUBMIT* and then clicks *MY APPLICATIONS* to go back to the SSO page to access applications, see screenshots below:

Your account is now successfully established!

Below is the screen you will see each time you log in:

A few Important Notes:

1. Once opened, Single-Sign-On will be accessible for 8 hours. The system will time-out after that and the user will have to log back into the system
2. If you usually access your PTS email address using Outlook on your desktop, you can still do so and can utilize the same password if you like
3. If you are an audit student, you will not have a PTS email account or a Zoom account
4. The www.moodle.ptstulsa.edu website is no longer applicable! Single-Sign-On will be the only way to access Moodle
5. You can still utilize the Moodle app on your cell phone.