



# Broward Single Sign-On Registration Guide

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*Version 3.0*

*12/16/16*



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## 1 About This Guide

### 1.1 How the Document is Organized

This document is divided into the following sections:

- Introduction
  - Purpose
  - System Configuration
- Getting Started
  - Account Setup
  - Logging Out

### 1.2 Who Should Use This Guide

Broward County Public School (BCPS) users who should use this guide include:

- Staff
- Students
- Designated non-employees affiliated with BCPS (consultants)

### 1.3 Typographical Conventions

This document uses the following typographical conventions:

- Buttons appear in **bold type**.
- Notes are used to highlight information that should be brought to the user's attention.



Note is inserted here.

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## 2 Introduction

Broward Single Sign-On (SSO) is your one-stop access to most of the website applications you use to accomplish your educational and business needs. After signing into Broward SSO, you'll have access to many of your website applications without having to sign-in again. The Broward SSO Launchpad also provides a way for users to manage their own password from anywhere, using the new self-service password reset tool.

To begin using Broward SSO, you'll need to complete a one-time registration process. During this registration process you also will be setting up a process to authenticate and verify your identity, which is important for ensuring safe and secure access to the Launchpad.

### 2.1 Purpose

The purpose of the *Broward Single-Sign On Registration Guide* is to assist you with registering and setting up your Broward SSO account. Your account will be used to log in to Windows PCs, Office 365, Pinnacle, and many other web applications.

### 2.2 System Configuration

The Broward SSO application operates on Windows PCs and Mac PCs. Mobile devices are currently not supported.

The Windows PC version is compatible with the following browsers:

- Firefox 47.0
- Google Chrome 51.0
- Internet Explorer 9.0 – 11.0



The Microsoft Edge browser is currently not supported.

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The Mac version is compatible with the following browsers:

- Safari 8.0
- Firefox 47.0
- Google Chrome 51.0



### 3 Getting Started

#### 3.1 Account Setup

This section will assist you in completing the one-time Broward SSO registration process.

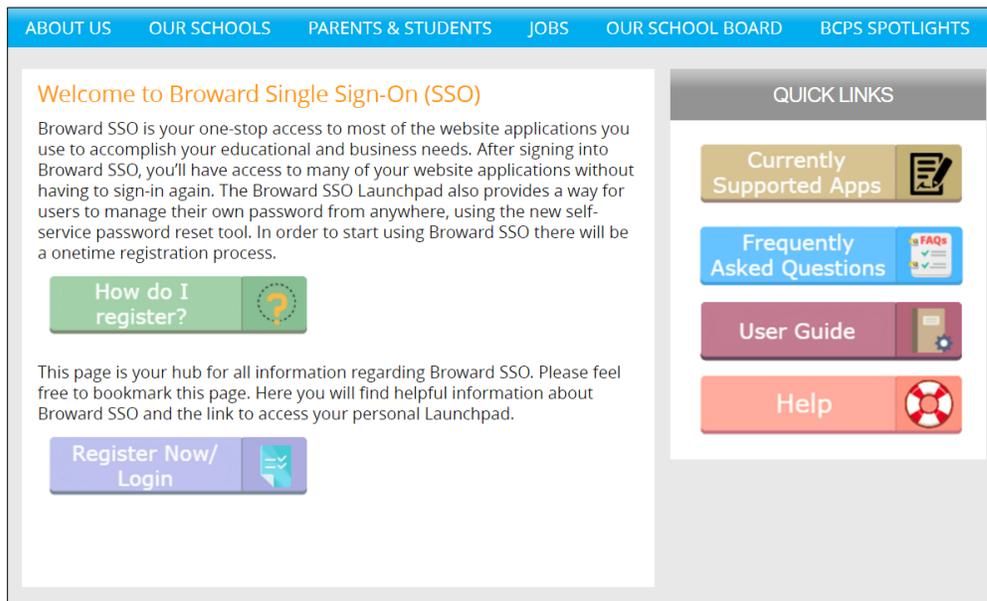


If you have already completed the Broward SSO registration process and you are ready to access Broward SSO, refer to the *Broward Single-Sign On User Guide* for assistance by clicking on **User Guide** on the Welcome screen.

##### 3.1.1 Setting Up Your Account

1. Go to the website below to set up your account:

[browardschools.com/sso](http://browardschools.com/sso)



2. Click **Register Now/Login** to display the Sign In page, where you will use your login credentials to register your account.



3.1.2 Logging Into Your Account

1. On the Sign In page, enter the following username and password combination:

**Staff**

- **Staff username** = your Personnel number (example: P01234567).  
You can enter either “P” or “p.”
- **User password** = your Windows (Active Directory) password.  
This is the same password you use to log in to Office 365 and Pinnacle.

**Students**

- **Student username** = your Student number (example: 06012345)
  - **User password** = your Windows (Active Directory) password.  
This is the same password you use to log in to Office 365 and Pinnacle.
2. Click **Sign In**.



### 3.1.3 Setting Up Alternate Authentication Information

After your initial login, you'll be required to set up your alternate authentication (also known as strong authentication) information. Alternate authentication is a method of verifying your identity.

- You'll be required to select three security questions from the drop-down boxes and type in your answer to each question.
- Click **Save**.

**Alternate Authentication Information**

**Security Questions**

Please provide answers to 3 security questions.

1. What is your mother's maiden name? [dropdown] [password field]

2. What is your maternal grandmother's first name? [dropdown] [password field]

3. Who is your favorite cartoon character or superhero? [dropdown] [text field]

4 characters minimum

Cancel Save

It's important that you keep the answers to the security questions you chose for registration confidential.

Your answers are stored securely in a server without risk of exposure, and are only used to strong authenticate your identity.



Each answer that you enter must be a minimum of four characters long.

Answers are NOT case-sensitive. This means that you DO NOT have to enter each letter exactly as you did when the answer was first created. For example, the security answer **CuteDog** can be entered the next time as **cutedog** and the system will recognize and accept the answer.



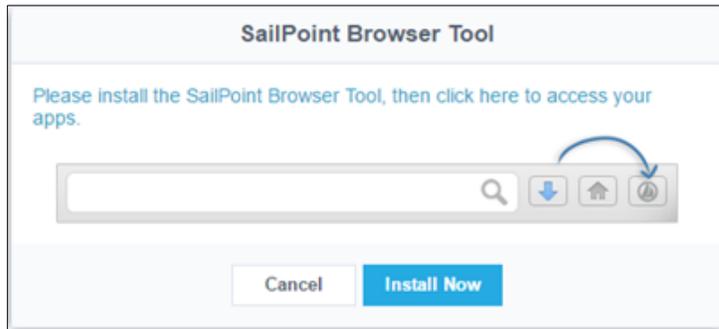
### 3.1.4 Installing the Browser Tool

After your initial login with a new device or browser, you may be prompted to install the SailPoint Browser Tool (if it is not already installed), as shown below.

The browser tool is necessary for Single Sign-On and to use the Launchpad. You are required to install this tool on all browsers where you'll need to access BCPS applications.

After installing the tool you will be required to close all browser windows, and then sign in again to ensure the proper installation of the tool.

1. Click **Install Now** to install the browser tool.



2. Confirm that you would like to add the browser tool.

The browser tool installation process that you see will vary, based on the browser that you are using:

- [Internet Explorer](#) (section 3.1.4.1)
- [Firefox](#) (section 3.1.4.2)
- [Safari](#) (section 3.1.4.3)
- [Google Chrome](#) (section 3.1.4.4)



You cannot install the SailPoint Browser Tool if you are using the Microsoft Edge browser. You will need to use a different browser for Broward SSO.



### 3.1.4.1 Internet Explorer tool installation

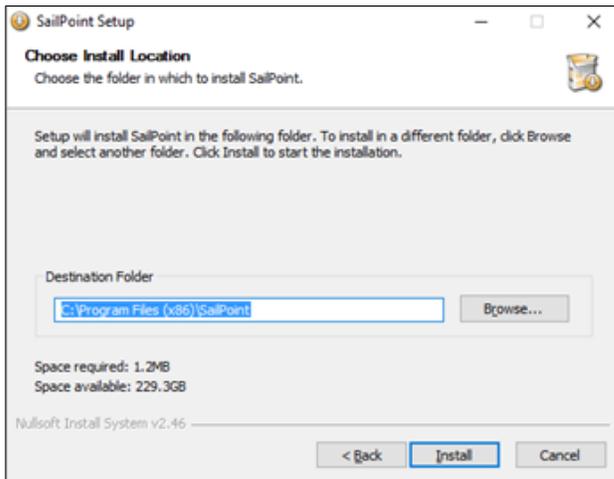
1. Click **Run**.



2. Click **Next**.

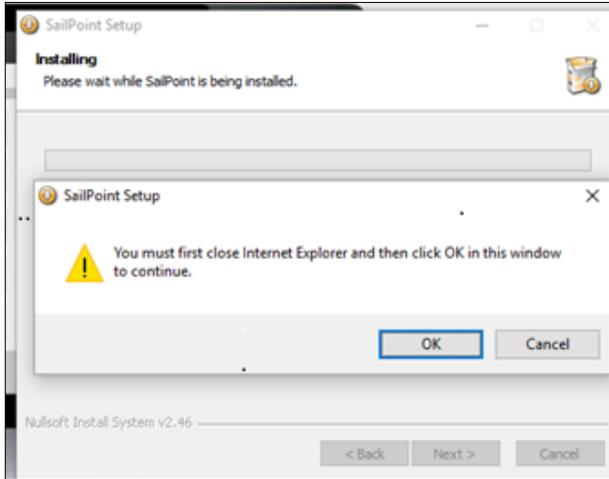


3. Click **Install**.

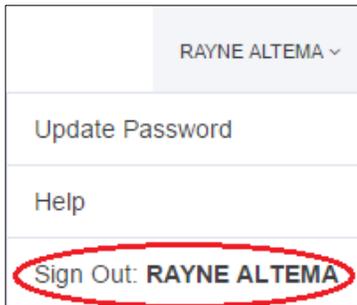




4. You will receive this message to first close Internet Explorer in order to continue the installation.



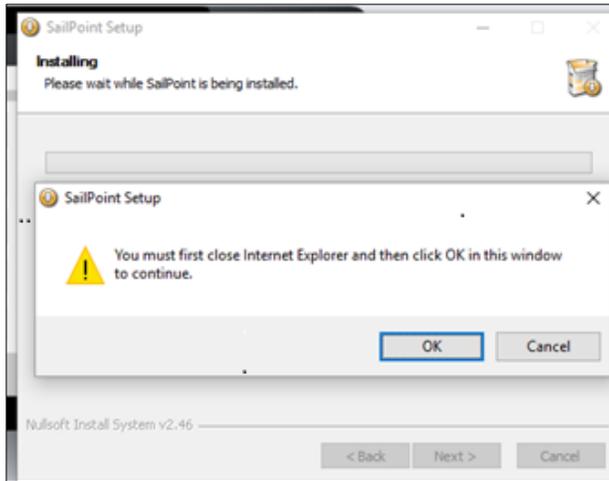
5. Click the down arrow next to your name in the top-right corner.
6. Click **Sign Out**.



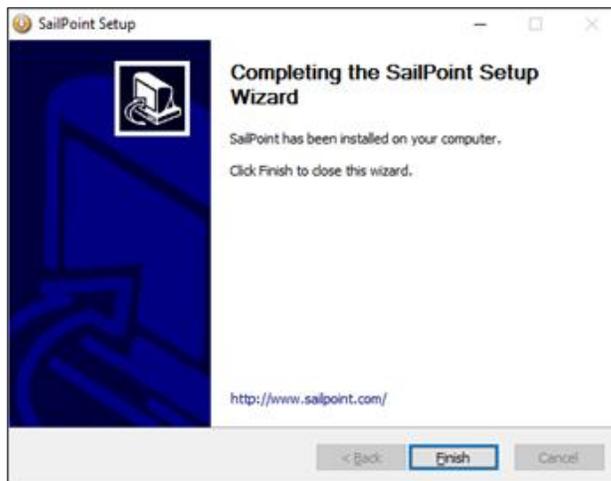
You are logged out of Broward SSO.



7. Click **OK** on this open window to continue the plug-in installation.



8. Click **Finish**.



9. Log in to Broward SSO again.

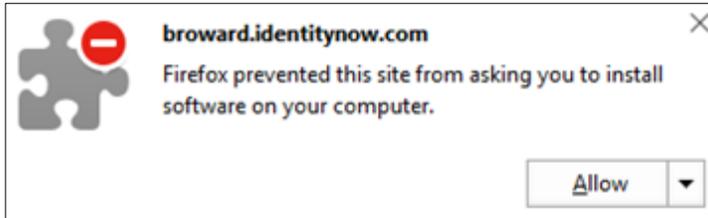
The blue SailPoint icon  appears in the upper right-hand section of the page.

The installation is complete.

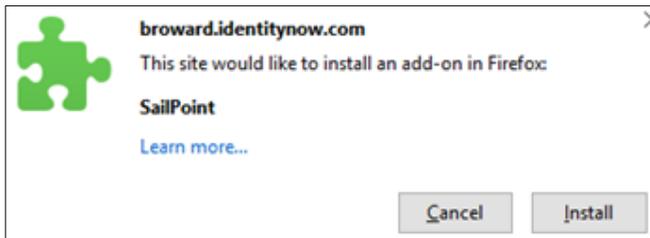


3.1.4.2 Firefox tool installation

1. Click **Allow**.

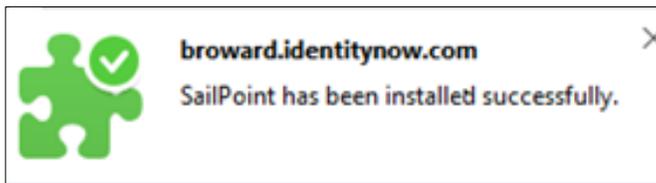


2. Click **Install**.



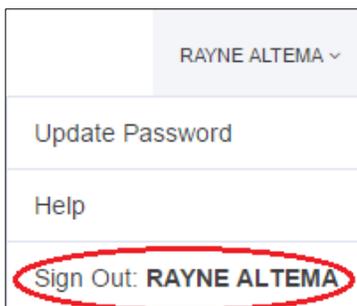
If you are using a Mac, you may be asked to restart your browser after this step.

3. The SailPoint Installed Successfully message is displayed.



You must sign out of Broward SSO, close all browser windows, and then sign in again to ensure the proper installation of the tool.

4. Click the down arrow next to your name in the top-right corner.
5. Click **Sign Out**.





You are logged out of Broward SSO.

6. Close all browser windows associated with Broward SSO.
7. Log in to Broward SSO again.

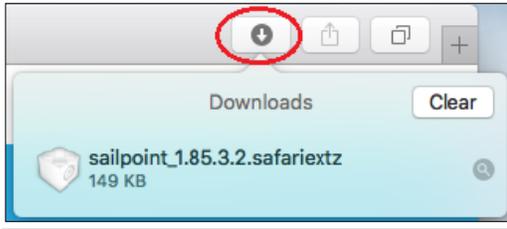
The blue SailPoint icon  appears in the upper right-hand section of the page.

The installation is complete.

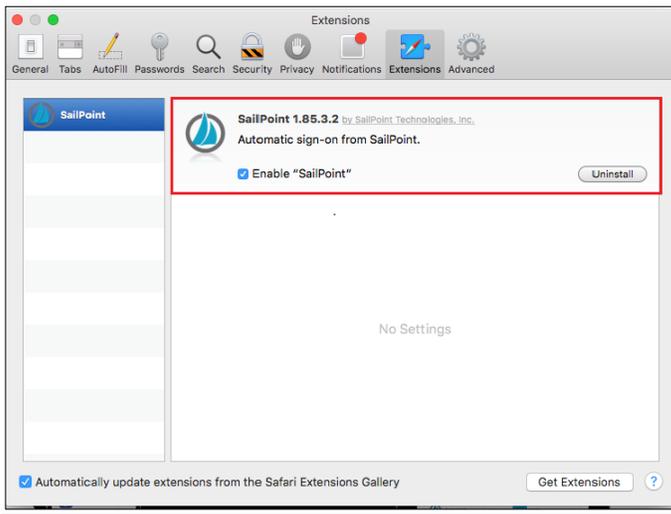


3.1.4.3 *Safari tool installation*

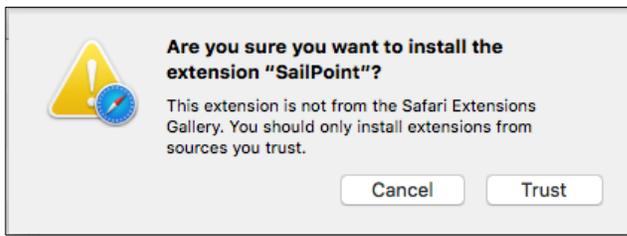
1. Click the download icon on the top-right corner.



2. On the next screen, click the SailPoint download.



3. Click **Trust**.



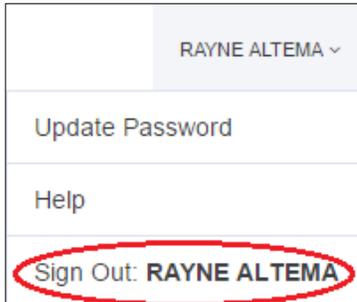
4. Confirm the installation.

You must sign out of Broward SSO, close all browser windows, and then sign in again to ensure the proper installation of the tool.

5. Click the down arrow next to your name in the top-right corner.



6. Click **Sign Out**.



You are logged out of Broward SSO.

- 7. Close all browser windows associated with Broward SSO.
- 8. Log in to Broward SSO again.

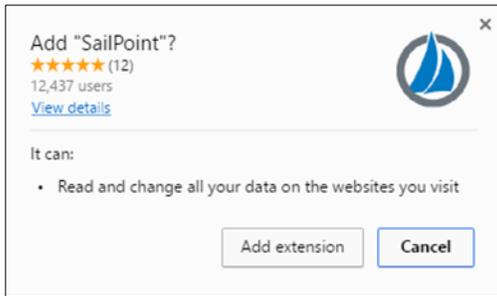
The blue SailPoint icon  appears in the upper right-hand section of the page.

The installation is complete.



3.1.4.4 Google Chrome tool installation

1. Click **Add extension.**

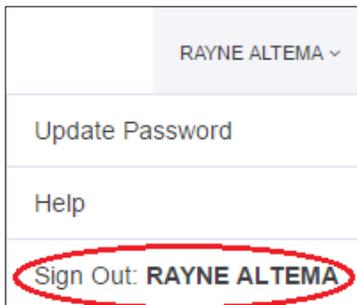


You will see the following message:

"SailPoint has been added to Chrome."

You must sign out of Broward SSO, close all browser windows, and then sign in again to ensure the proper installation of the tool.

2. Click the down arrow next to your name in the top-right corner.
3. Click **Sign Out.**



You are logged out of Broward SSO.

4. Close all browser windows associated with Broward SSO.
5. Log in to Broward SSO again.

The blue SailPoint icon  appears in the upper right-hand section of the page.

The installation is complete.



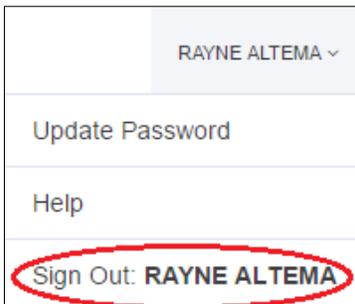
### 3.2 Registration Complete

Your Broward SSO registration process is complete after you have registered your account, set up your alternate authentication information and installed the SailPoint Browser Tool.

### 3.3 Logging Out

Follow these instructions to log out of Broward SSO.

1. Click the down arrow next to your name in the top-right corner.
2. Click **Sign Out**.



You are logged out of Broward SSO.