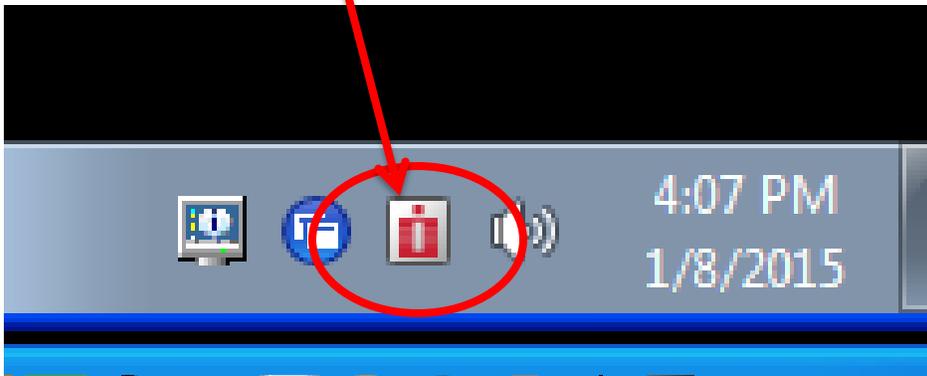
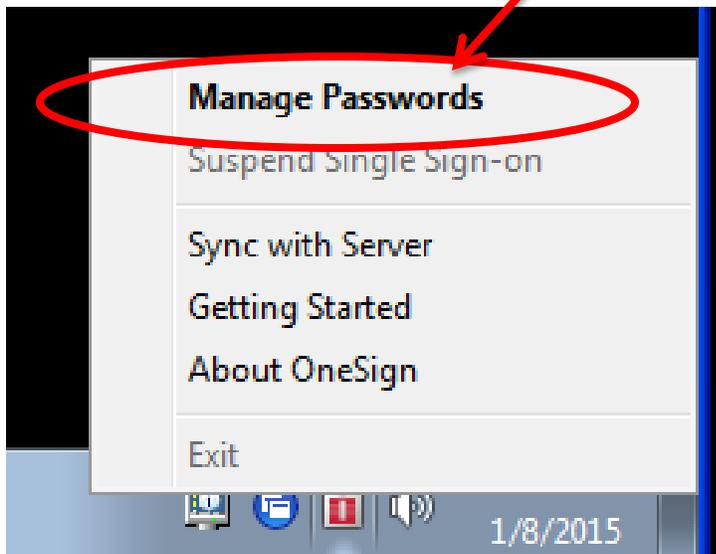


## Setting Up Single Sign-On

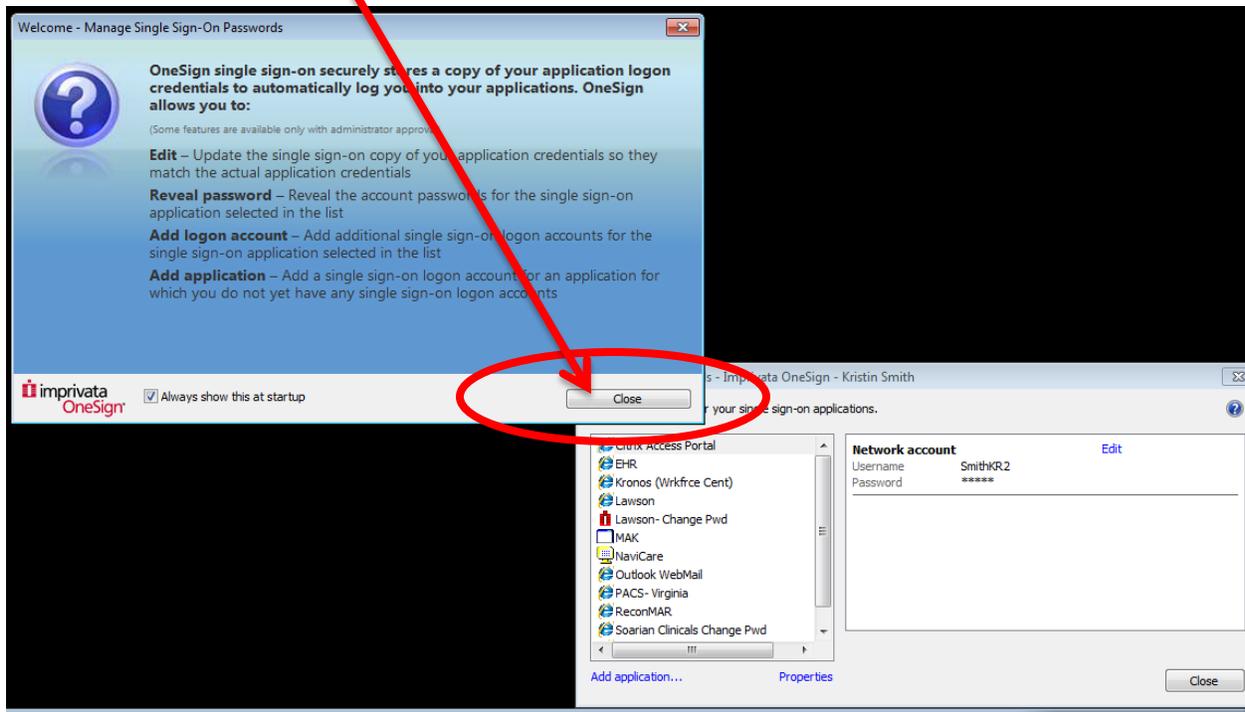
**Step 1.** Inside of “my apps” at the bottom right hand corner select the “single sign-on” accounts manager icon.



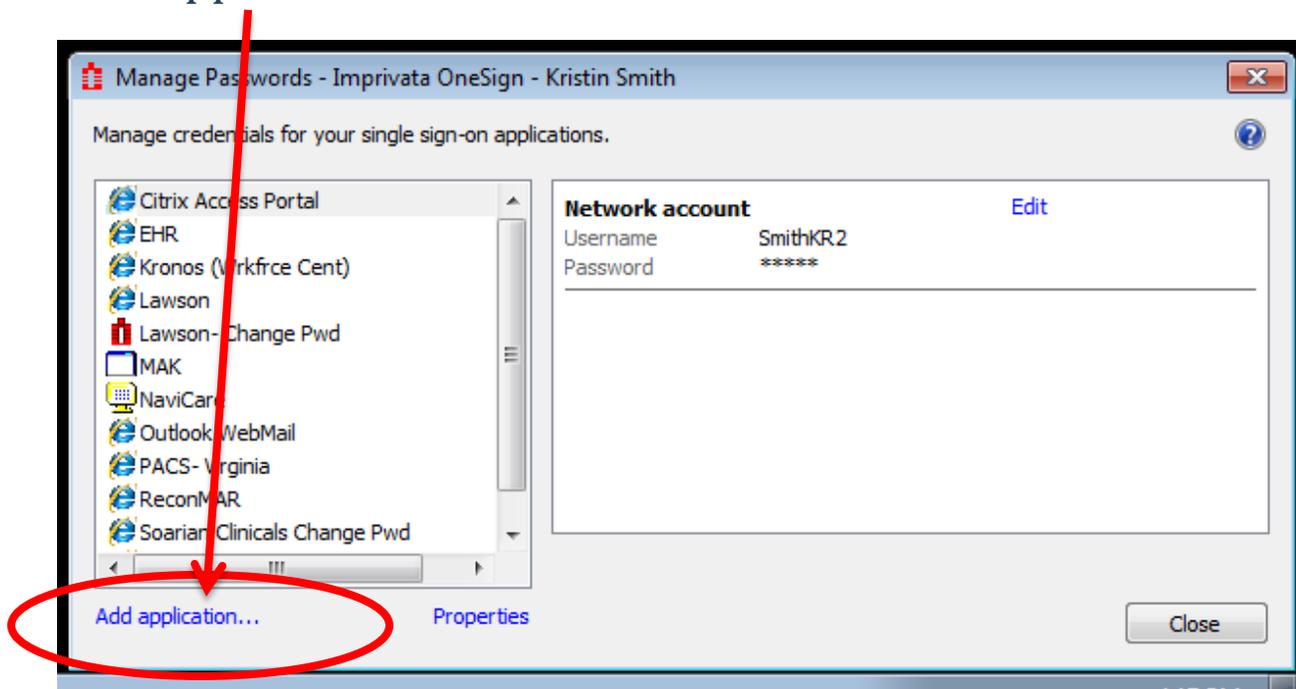
**Step 2.** Select “Manage Passwords”



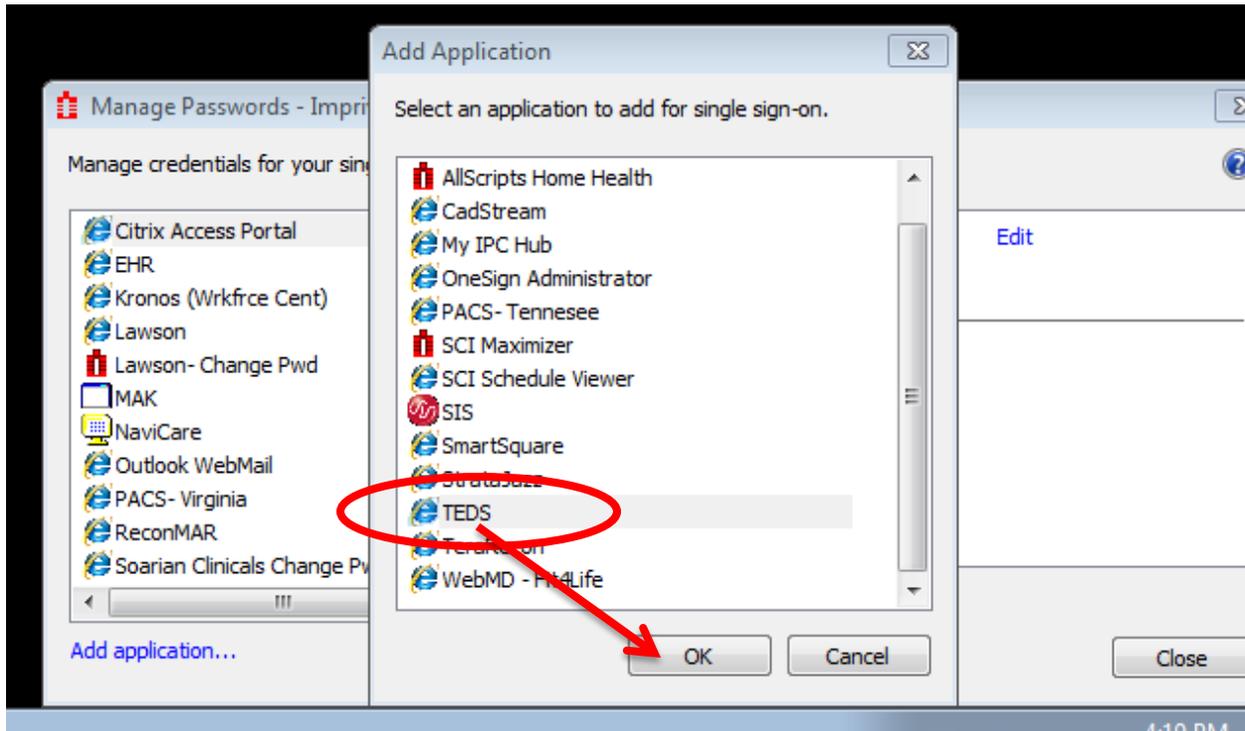
**Step 3.** Welcome to Single Sign On screen will appear in blue. Select “close.”



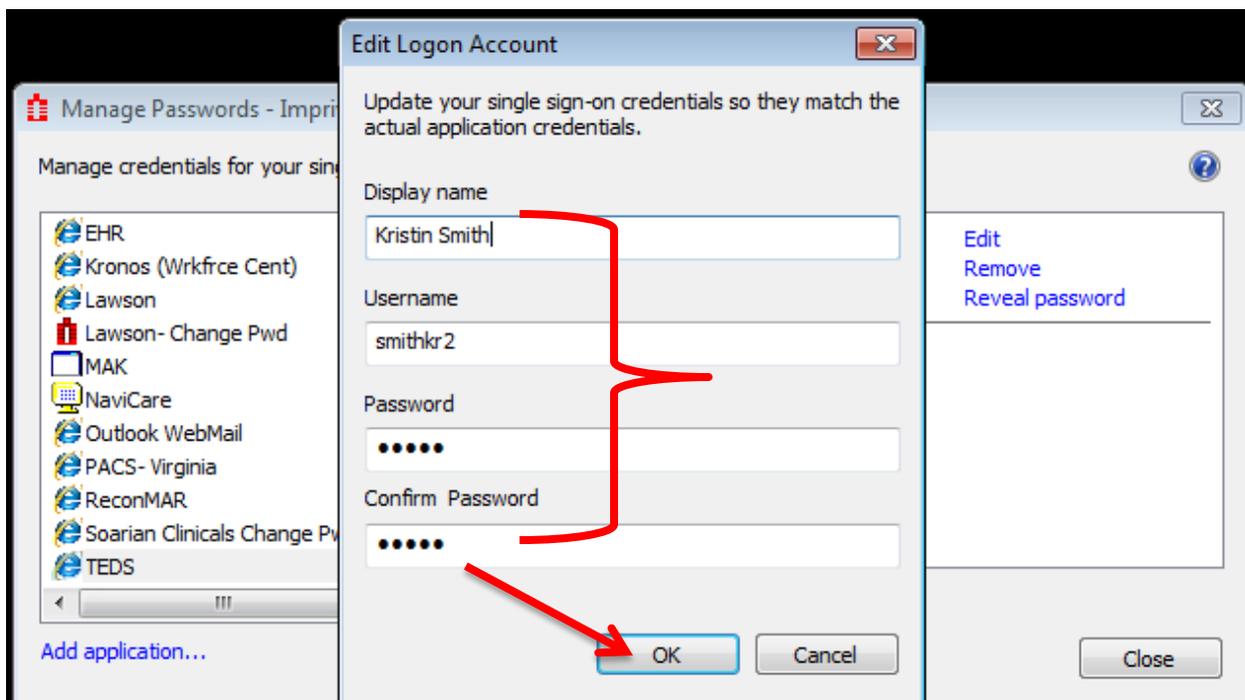
**Step 4.** Set up TEDs username and password by selecting “add application” at the bottom left hand of the screen.



Select “TEDS” from the application box and click “OK.”



**Step 5.** Enter your name, username, and password (2) into the provided boxes and select “OK.”



When you launch TEDs/Career, your username and password will “auto-fill” and will be automatically logged in.

