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.

![Image of single sign-on icon]

**Step 2.** Select “Manage Passwords”

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.