#### 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."

Welcome - Manage	Single Sign-On Passwords	×					
$\bigcirc$	OneSign single sign-on securely stores a copy of your application credentials to automatically log you into your applications. One allows you to:	n logon Sign					
	(Some features are available only with administrator approve						
-	Edit – Update the single sign-on copy of you application credentials a match the actual application credentials	o they					
	Reveal password – Reveal the account passwords for the single sign- application selected in the list	on					
	Add logon account – Add additional single sign-or logon accounts f single sign-on application selected in the list	or the					
	Add application – Add a single sign-on logon account for an applicat which you do not yet have any single sign-on logon accounts	ion for					
<b>A</b> in the second		s - Imp	vata OneSign - I	Kristin Smith			23
OneSign	Always show this at startup	Close r your sin	e sign-on applica	ations.			0
		CHIX ACCESS Portal EHR Kronos (Wrkfree Cent) Lawson Lawson- Change Pwd MAK NaviCare Outlook WebMail PACS- Virginia RecomMAR Soarian Clincals Change Pu III application	wd +	Network account Username Si Password *	mitHKR2	Edit	Close
	Add	application	rioperues				Close

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

😂 Citrix Access Portal		Network account	Edit	
😥 EHR		Username SmithKR2		
🖉 Kronos (Vrkfrce Cent)		Password ****		
🖉 Lawson				
Lawson-Change Pwd				
МАК	=			
NaviCar				
🖉 Outlook WebMail				
🖉 PACS- Virginia				
ReconMAR				
Soarian Clinicals Change Pwd	-			
	- b			

### 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."

	Edit Logon Account	
🚹 Manage Passwords - Impri	Update your single sign-on credentials so they match the actual application credentials.	83
Manage credentials for your sin	Display name	0
EHR	Kristin Smith	Edit
Lawson	Username	Reveal password
Lawson- Change Pwd	smithkr2	
NaviCare	Password	
PACS- Virginia	•••••	
ReconMAR	Confirm Password	
E Soanan Clinicais Change PV		
III		
Add application	OK Cancel	Close

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

