

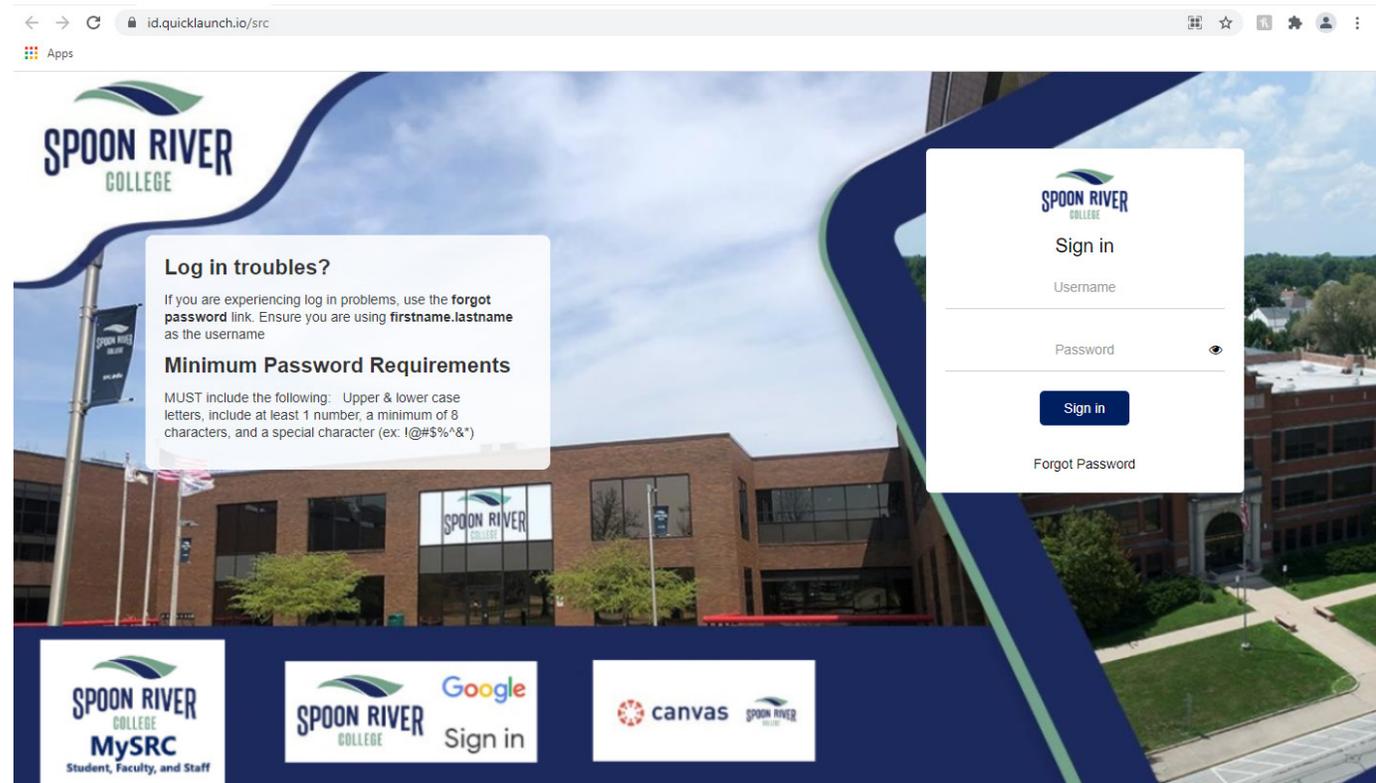


SPOON RIVER
COLLEGE

Taking You Where You Want To Go

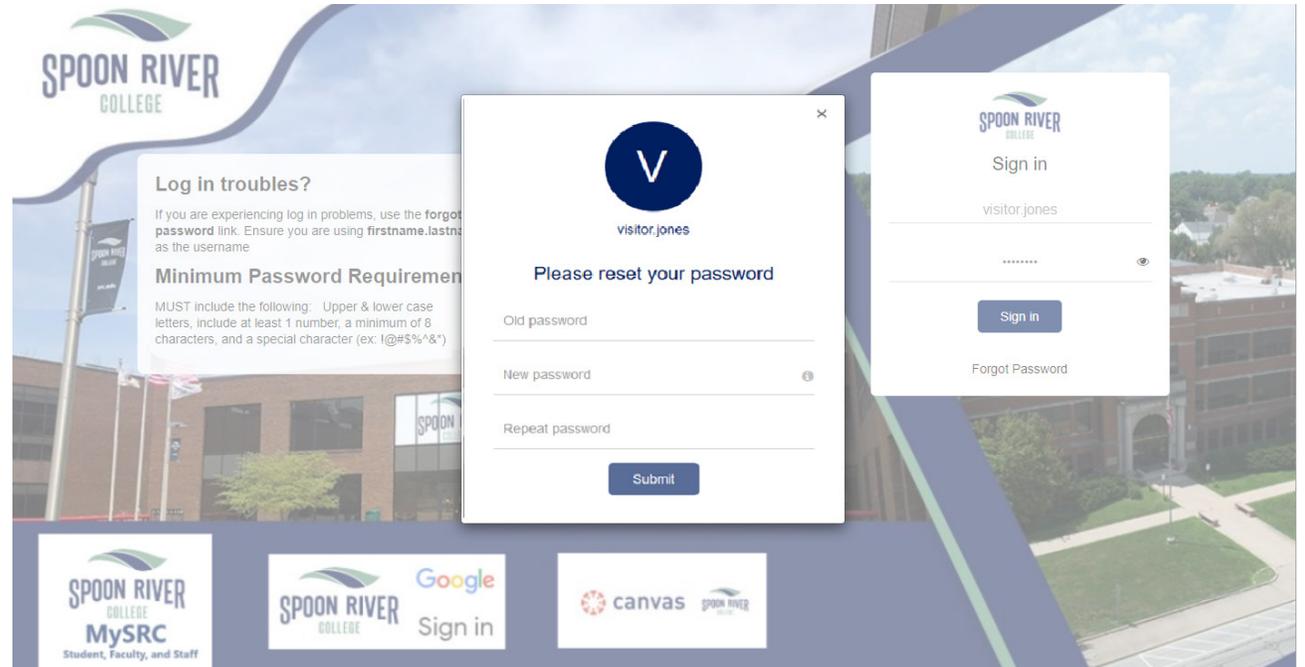
Student Faculty and Staff Portal Single Sign On (SSO)

- Users will go to:
sso.src.edu



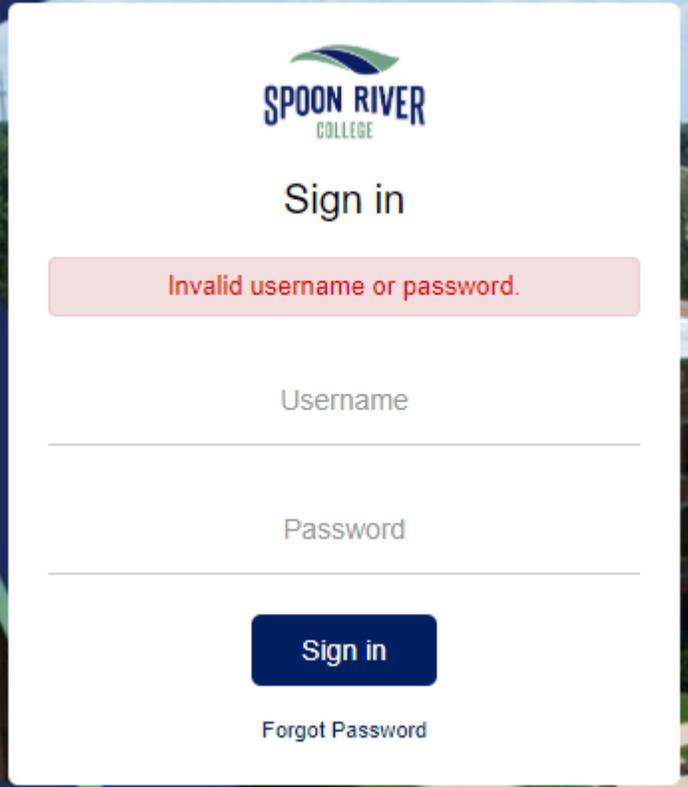
First Time Login

- First time logging in, users will be required to change their password.
- Insert **current** password.
- Insert **NEW** password, **twice**.
- **Click Submit**
 - Requirements for the password:
 - MUST include the following:
 - Upper & lower case letters
 - Include at least 1 number
 - Minimum number of characters
 - Include a special character
 - Examples: ! @ # \$ % ^ & *



Log In Name - Length

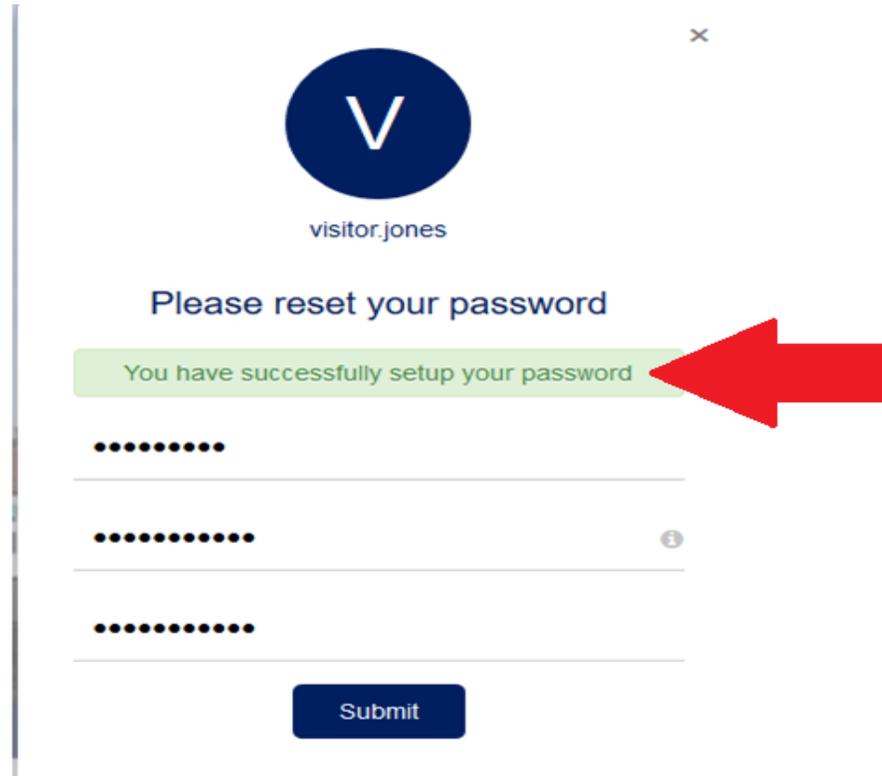
- If a users log in name would be longer than 20 characters the name will need to be shortened.
 - Example: Janice Patterson-Billbo
 - (23 characters)
 - Login will need to be:
 - janice.patterson-bil
 - (20 characters)
 - Periods and dashes count, as in our example above.



The screenshot shows the Spoon River College login interface. At the top is the college logo. Below it is the text "Sign in". A red error message box displays "Invalid username or password." Below the error message are two input fields: "Username" and "Password". At the bottom of the form is a dark blue "Sign in" button and a link for "Forgot Password".

Password Change Success

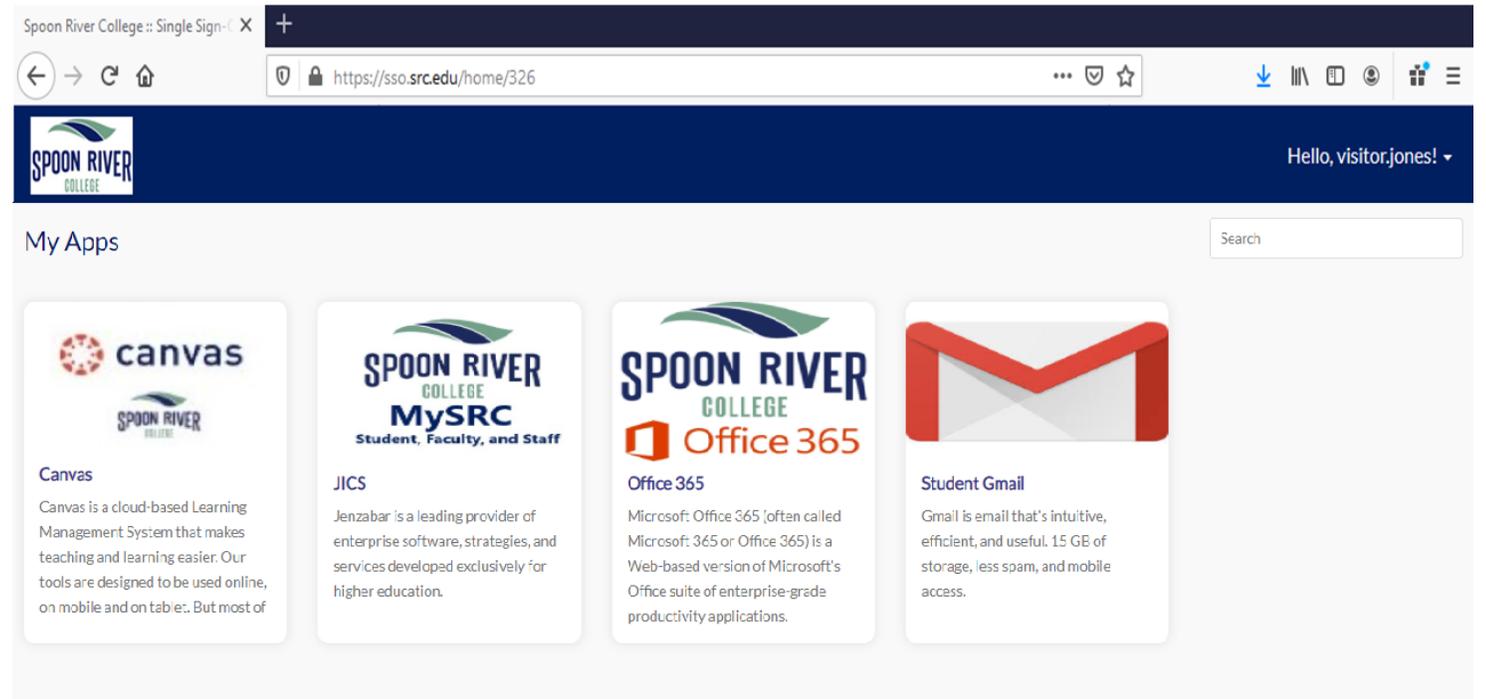
- Once the new password has been inserted and the requirements fulfilled, users will see the message **You have successfully setup your password.**
- Click the **X** to go to your apps.



The screenshot shows a user interface for a password reset. At the top, there is a dark blue circular profile picture with a white letter 'V' and the text 'visitor.jones' below it. To the right of the profile picture is a small 'x' icon. Below the profile picture, the text 'Please reset your password' is displayed. A green success message bar with the text 'You have successfully setup your password' is highlighted by a red arrow pointing to it from the right. Below the success message are three password input fields, each with a series of dots representing the password. The second input field has an information icon (i) to its right. At the bottom of the form is a dark blue 'Submit' button.

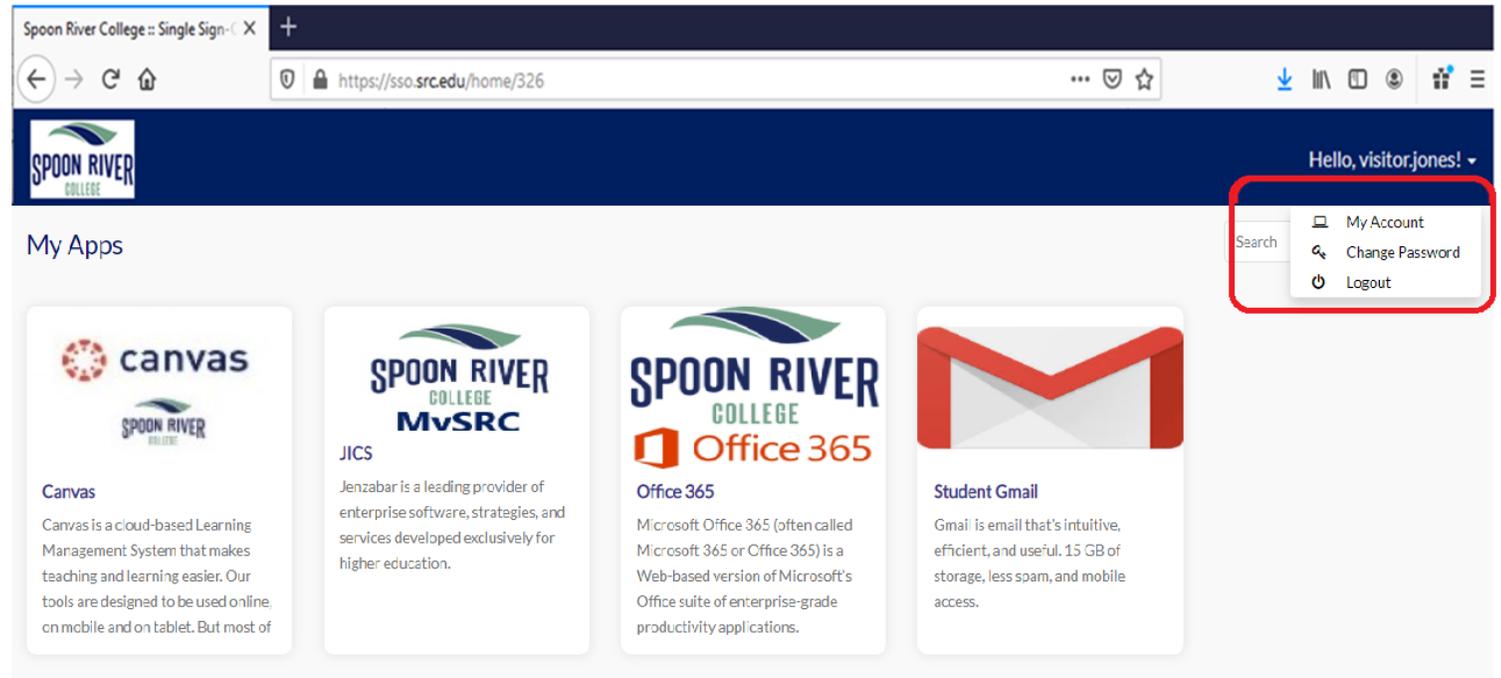
Main Application Screen

- Once logged in the users will gain access to the following applications:
 - Canvas
 - MySRC
 - Office 365
 - Gmail



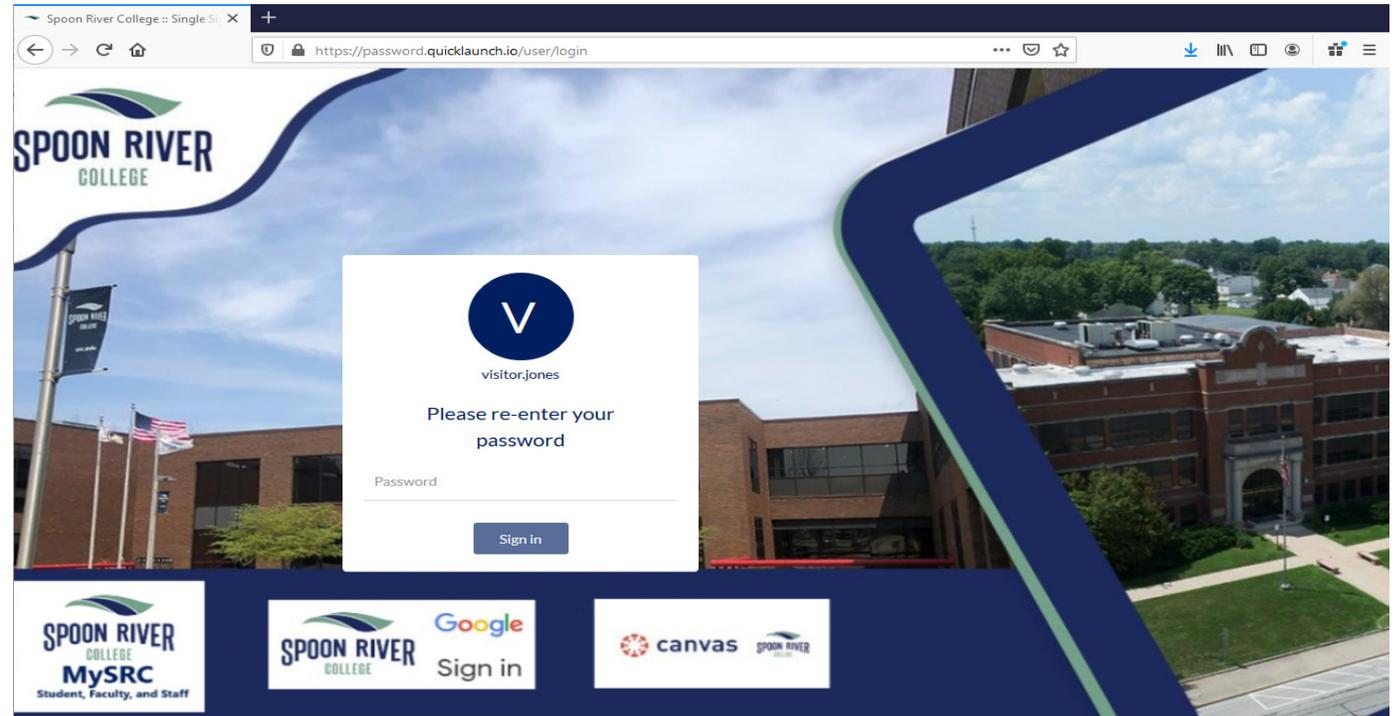
Account Settings

- Under the users name there are Modifiable Settings:
 - In the upper right corner under name
- My Account
 - Set up Security Questions
 - Enter an Recovery Email
 - Enter a Recovery Cell Phone
- Change Password
- Logout



Account Settings - Re-Verify Account

- Each time users gain access to My Account settings:
 - Users will be required to enter their password to make the changes to these settings.

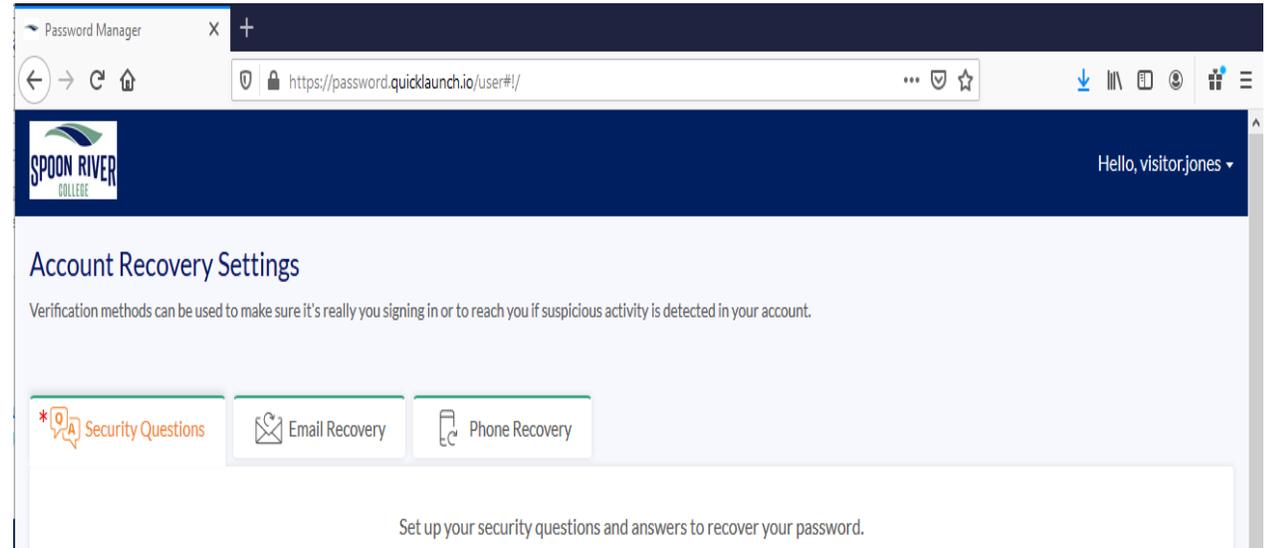


Account Settings - Initial setup

Users MUST select at least one of the options listed below as part of the Dual Authentication Process:

- **Security Questions:**
 - Select from a list of questions.
- **Email Recovery:**
 - Enter an email account.
- **Phone Recovery:**
 - Insert a cell phone number.

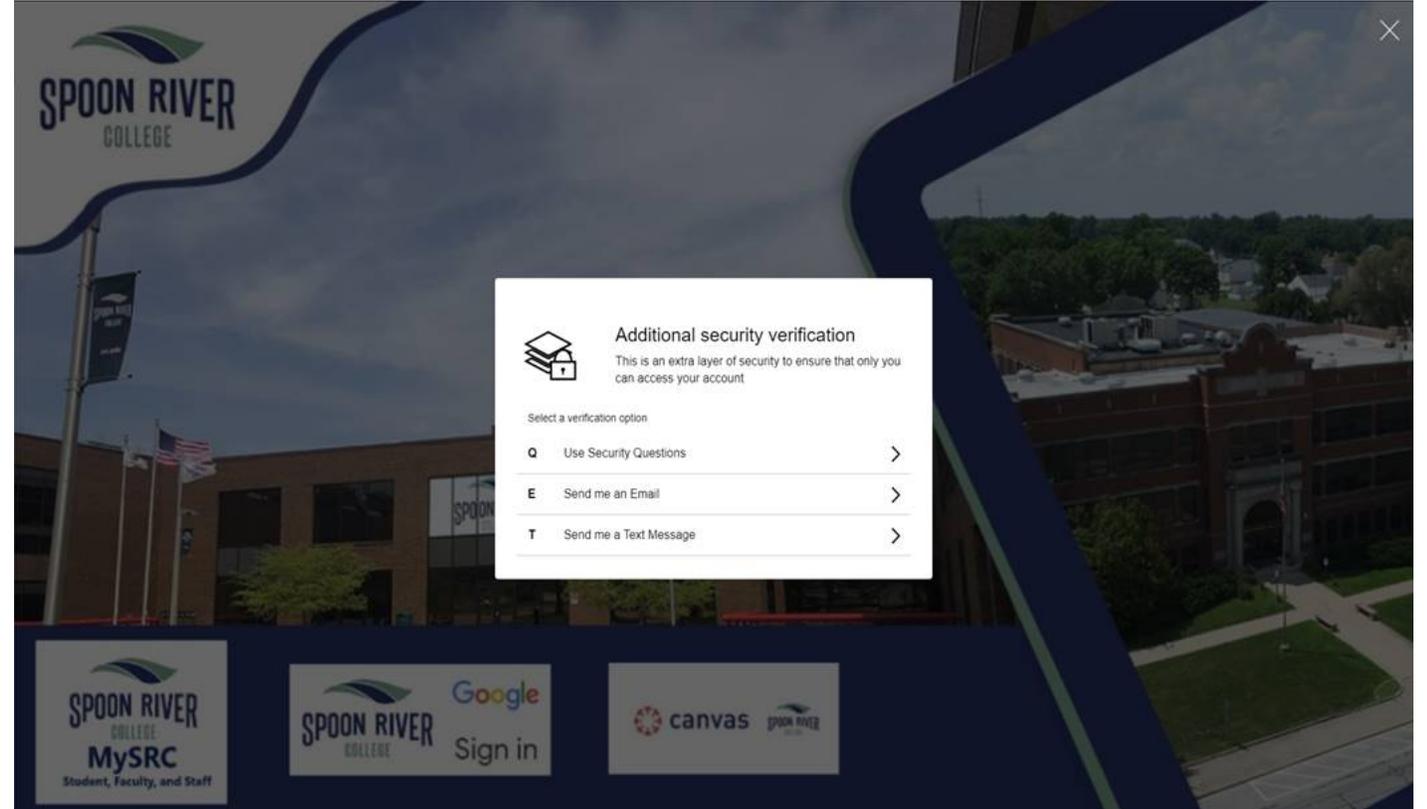
Note: User can set up all 3 options if they elect.



Dual Authentication Process – Account Settings - Initial setup

Depending on what Dual Authentication process the user selects determines what security option(s) the user will be presented with each time the users login:

- **Security Questions**
- **Email Recovery**
- **Phone Recovery**



Dual Authentication Process

Account Settings - Security Questions

- **Security Questions:**

- Users will be able to select from a drop-down list of questions.
- Each time a user logs in, they will be presented with a security question.
- Once you provide the answer click **Next**.
- You can not skip this step if you elected to answer a security question this will occur each time you login.
- Click **Submit** when finished.

Account Recovery Settings

Verification methods can be used to make sure it's really you signing in or to reach you if suspicious activity is detected in your account.

Security Questions | Email Recovery | Phone Recovery

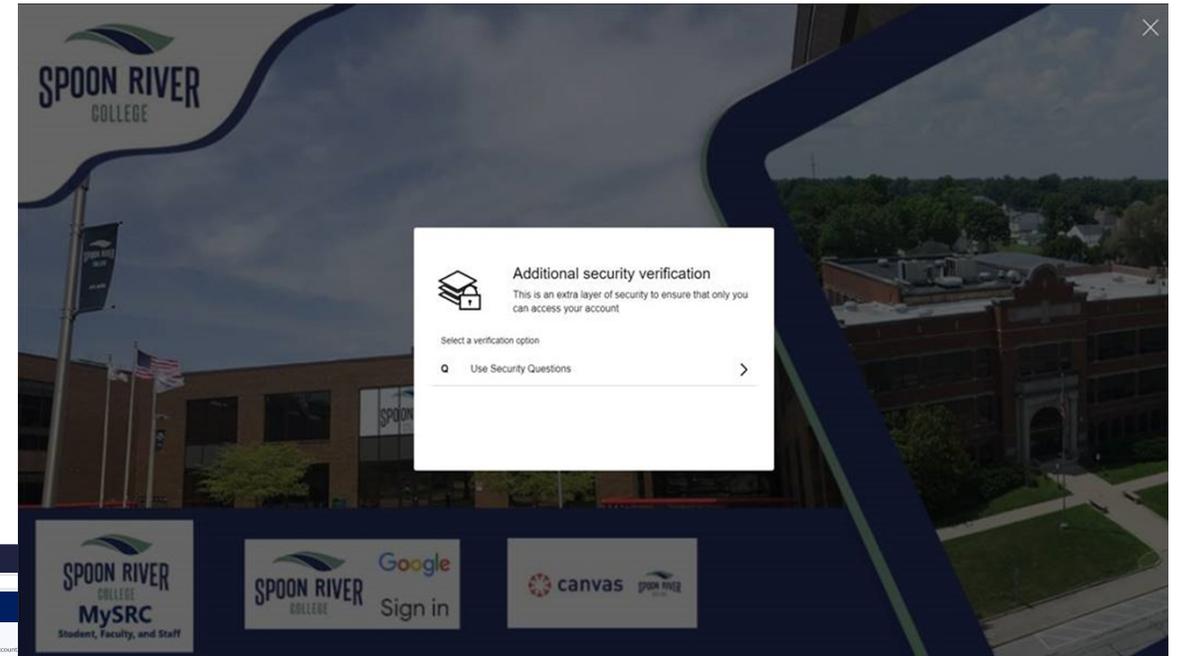
Set up your security questions and answers to recover your password.

Tip for choosing a good security question:

1. Don't pick a question that someone could easily guess or find out the answer to by looking at your resume or social networking profile.
2. Pick a question with an answer that is easy for you to remember.
3. Don't write your security question down where someone could find it.

Q: Which is your favorite sports team?	A: ****	Q: What is the name of your favorite childhood friend?	A: ****
Q: What is your childhood nickname?	A: ****	Q: What was your favorite sport in high school?	A: ****

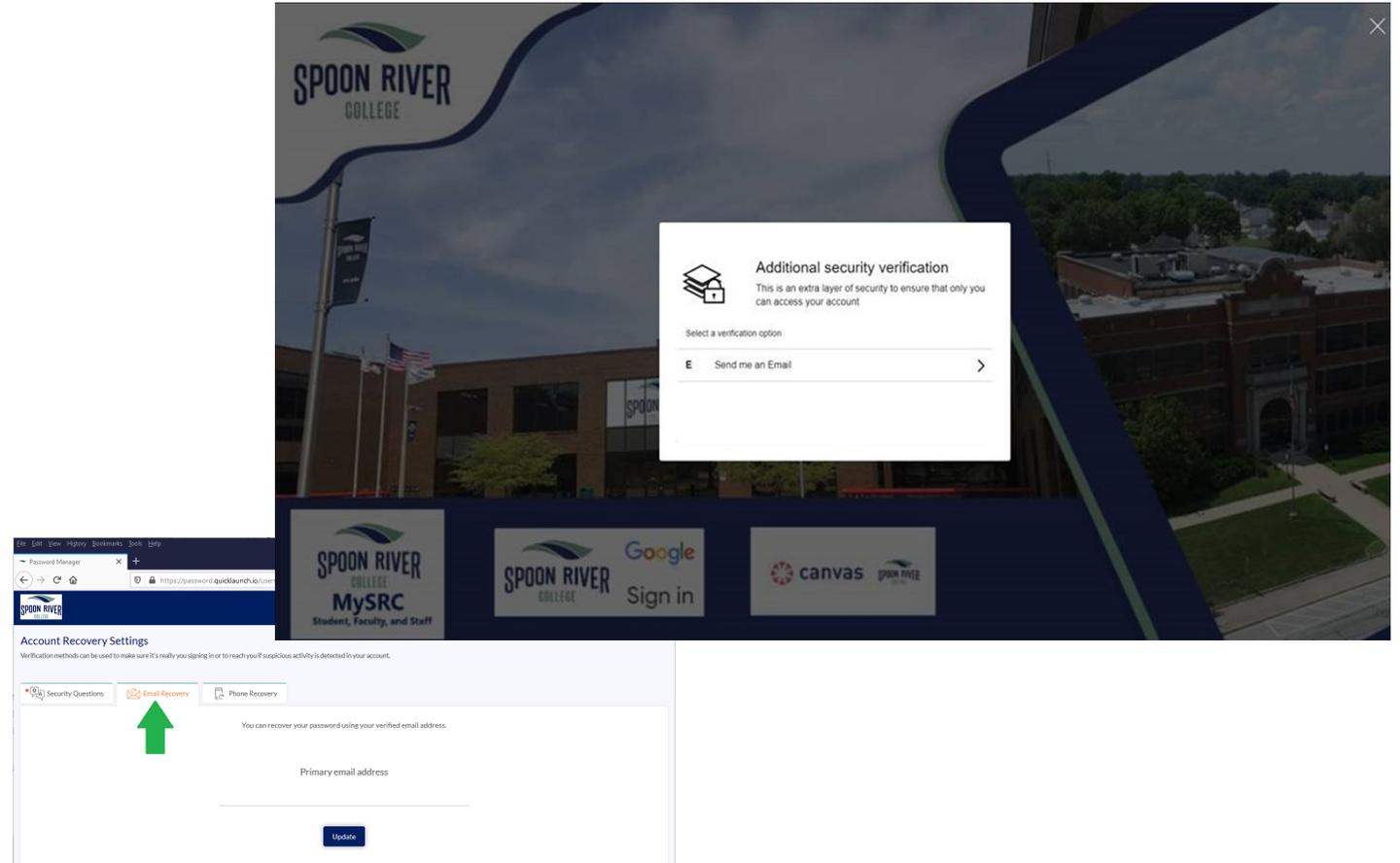
Submit



Dual Authentication Process

Account Settings - Email Recovery

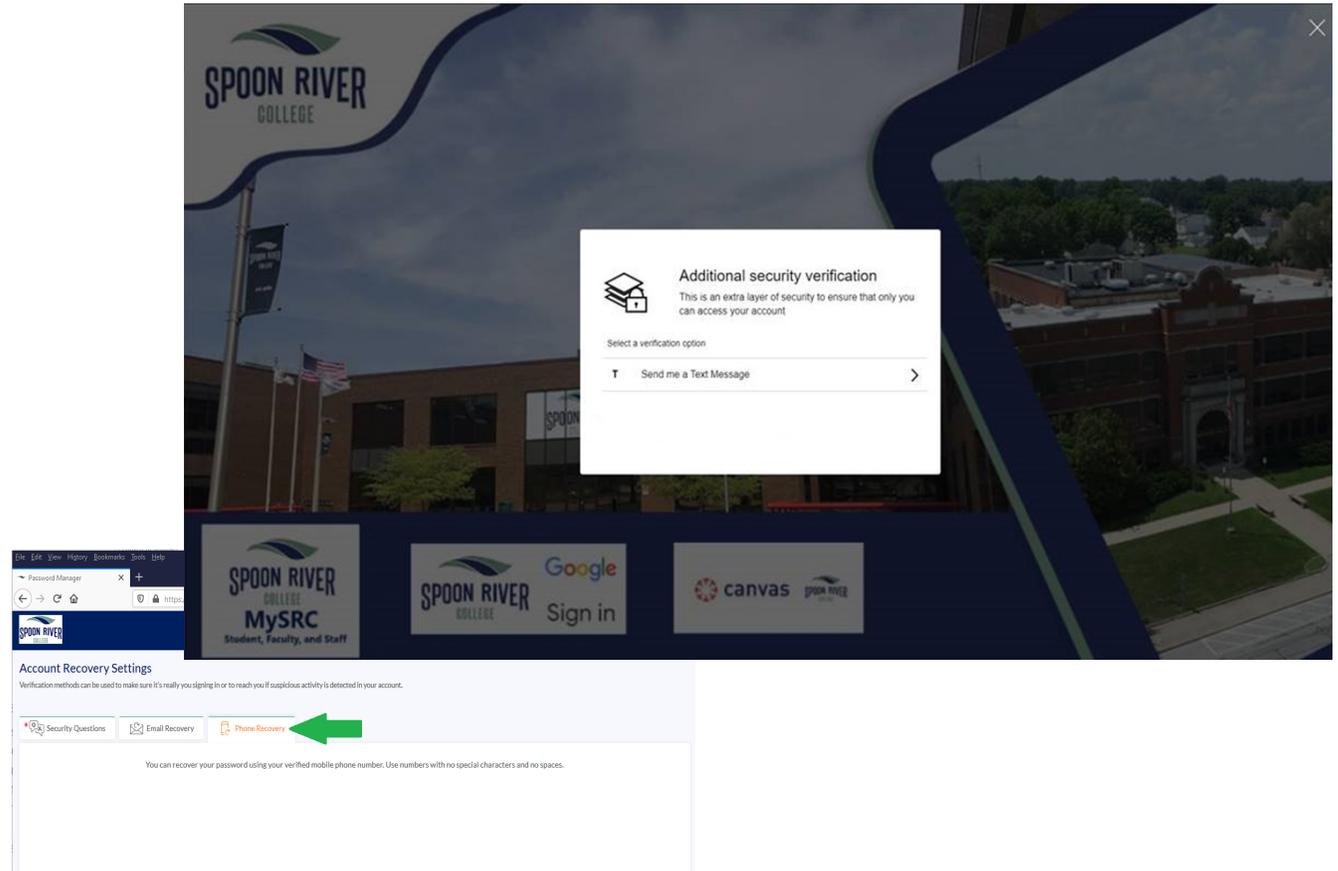
- **Email Recovery:**
 - Users will be able to enter an email account, of their choice.
 - Click **Update** when finished.
 - When logging in user will click the arrow next to Send me an email, and an email will be sent to the email address entered.
 - Enter the **verification code** sent for the SRC Portal.
 - Once you have entered the verification code click **Submit**.
 - You can not skip this step. If you elected to have a verification code sent



Dual Authentication Process

Account Settings - Phone Recovery

- **Phone Recovery:**
 - Users will enter their cell phone number.
 - No spaces, no dashes, no special characters.
 - The phone recovery option will require users to obtain the **PIN** before proceeding.
 - Click **Update** when finished. User will click the arrow and then be a text message will be sent to the cell phone number entered upon setup.
 - Once you receive the text users will type in the **verification code** for the SRC Portal.
 - Once you provide the code click **Submit**.
 - You can not skip this step if you elected to have a verification code sent to your email



Reset (Change) Password

Reset Password:

- MUST include the following:
 - Upper & lower case letters
 - Include at least 1 number
 - Minimum number of characters
 - Include a special character
 - Examples: ! @ # \$ % ^ & *

Spoon River College :: Single Sign-On X

https://sso.src.edu/home/326

SPoon RIVER COLLEGE

Hello, visitor.jones!

- My Account
- Change Password
- Logout

My Apps

Canvas
Canvas is a cloud-based Learning Management System that makes teaching and learning easier. Our tools are designed to be used online, on mobile and on tablet. But most of

JICS
Jenzabar is a leading provider of enterprise software, strategies, and services developed exclusively for higher education.

Office 365
Microsoft Office 365 (often called Microsoft 365 or Office 365) is a Web-based version of Microsoft's Office suite of enterprise-grade productivity applications.

Student Gmail
Gmail is email that's intuitive, efficient, and useful. 15 GB of storage, less spam, and mobile access.

Reset Password

- **MUST** include the following:
 - Upper & lower case letters
 - Include at least 1 number
 - Minimum number of characters
 - Include a special character
 - Examples: ! @ # \$ % ^ & *
- Insert **current** password.
- Insert **NEW** password, twice.
- Click **Submit**

The screenshot shows a web browser window with the URL <https://password.quicklaunch.io/user#/changePasswordForUser>. The page title is "Change Password" and the user is identified as "visitor.jones".

The "Change Password" form contains the following fields:

- Current Password: Enter current password
- New password: Enter new password (with a help icon)
- Re-enter new password: Re-enter new password

An "Update" button is located below the form.

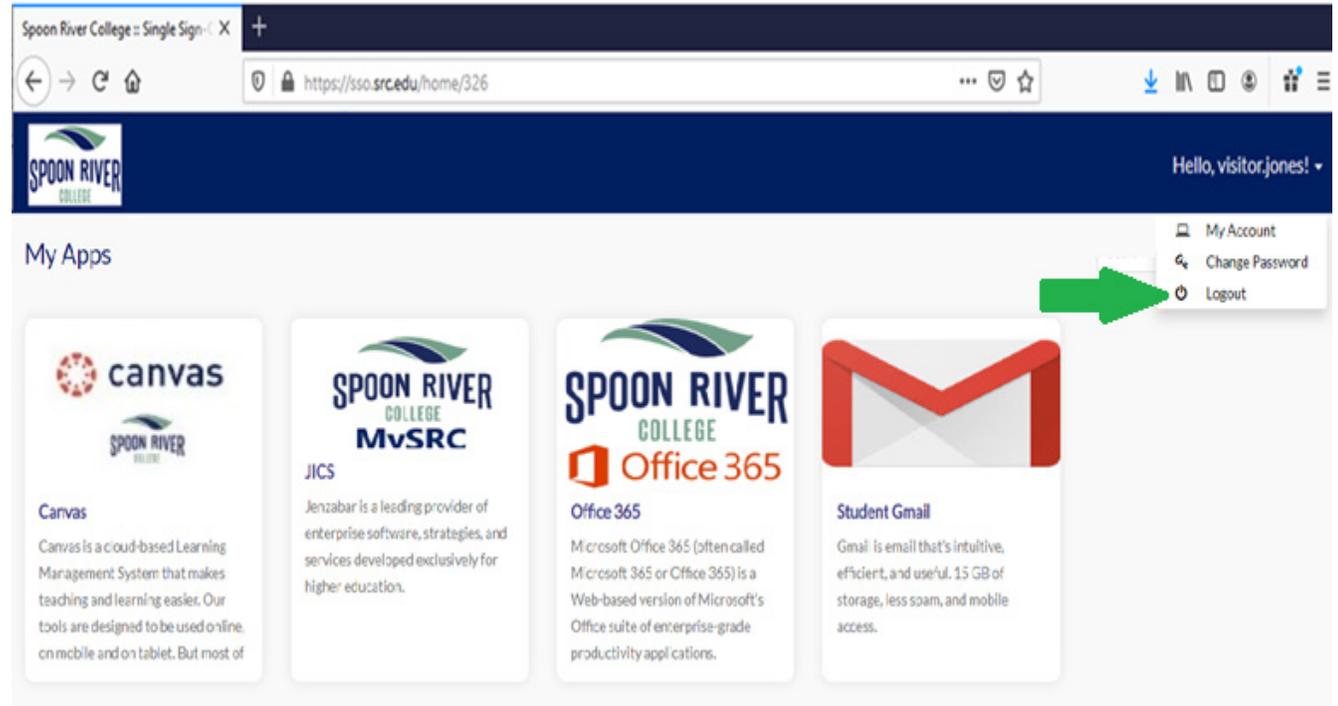
The "Recent Activities" table shows the following data:

Recent Activities	
Last password changed	Jul 6, 2020 1:04:28 PM
Last profile updated	Jul 8, 2020 3:41:32 PM
Account registration date	Dec 18, 2019 9:02:47 PM

A "Go to My Apps" button is located at the bottom right of the page.

Logout

- Logout:
 - Closing the browser window will log users out, but users may also click the logout under Name.
 - Located in the upper right corner.
 - If you use tab browsing you will need to close ALL browser windows.



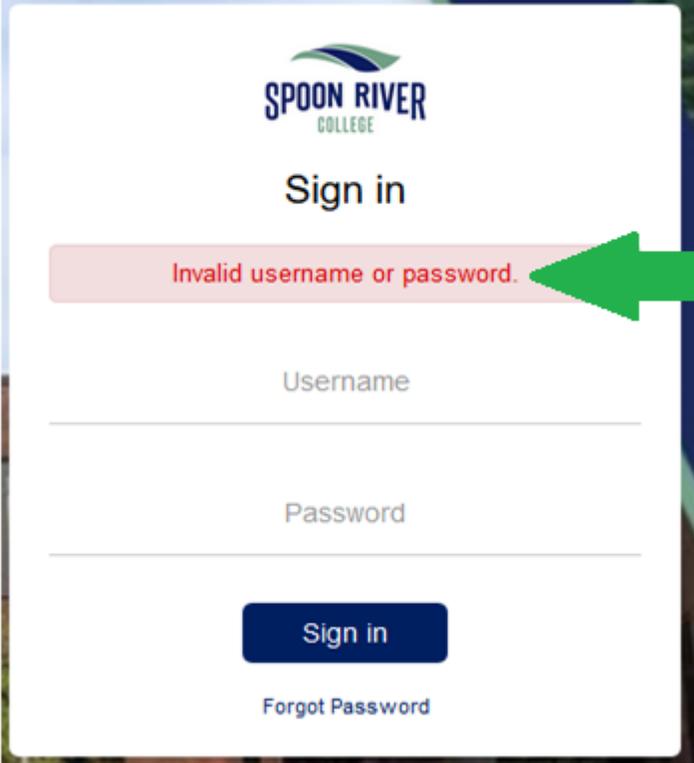
Go To My Apps

- Go To My Apps
 - Takes users back to the main screen.

The screenshot shows a web browser window with the URL `https://password.quicklaunch.io/user#/`. The page title is "Account Recovery Settings" and it includes a navigation bar with the Spoon River College logo and the user name "Hello, visitor.jones". Below the title, there are three tabs: "Security Questions" (active), "Email Recovery", and "Phone Recovery". The main content area is titled "Set up your security questions and answers to recover your password." and includes a section for "Tips for choosing a good security question:" with three numbered instructions. There are four question-answer pairs, each with a dropdown menu for the question and a text input field for the answer. A "Submit" button is located at the bottom center. A green arrow points to a "Go to My Apps" button in the bottom right corner.

Invalid Username or Password

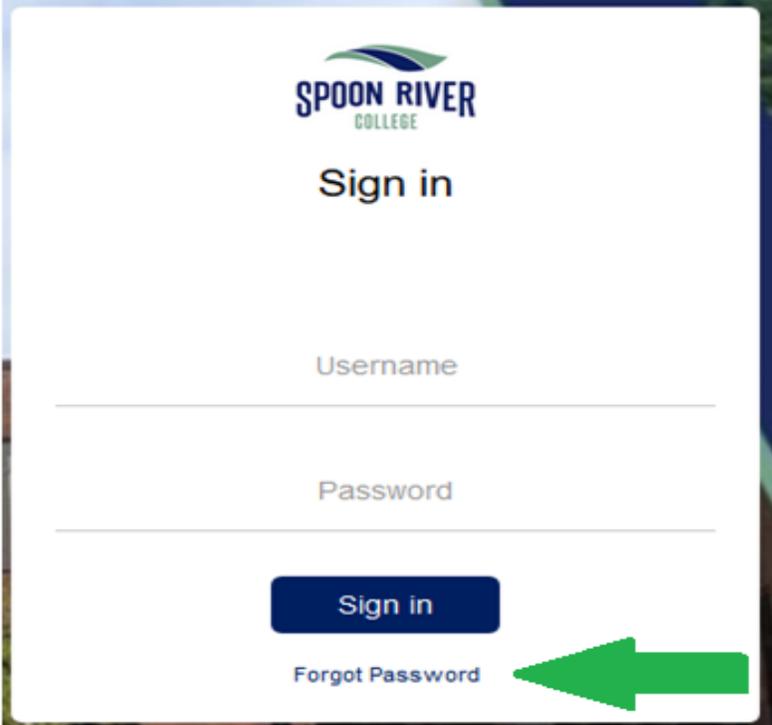
- Invalid Information:
 - The message displayed if a user enters an invalid name and/or password combination.



The image shows a screenshot of the Spoon River College sign-in page. At the top, the college logo is displayed, followed by the text "Sign in". Below this, a red error message reads "Invalid username or password." A green arrow points to this message. Underneath the error message are two input fields labeled "Username" and "Password". At the bottom of the form is a blue "Sign in" button and a link for "Forgot Password".

Forgot Password

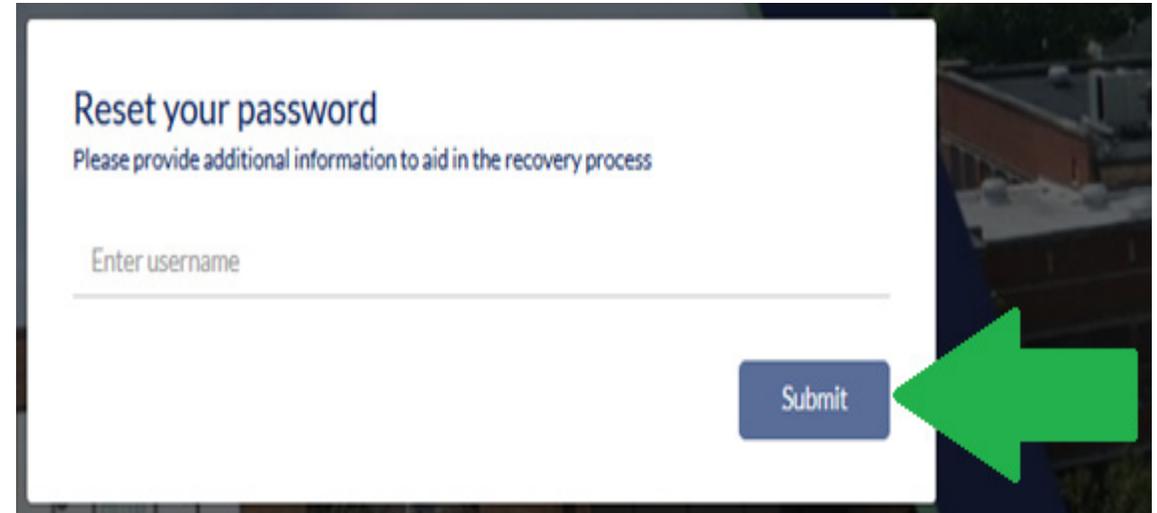
- Forgot Password:
 - When Forgot Password is clicked if the user has set-up their recovery email account will receive an email guiding them how to reset their password.



The screenshot shows the Spoon River College login interface. At the top is the college logo and the text "Sign in". Below this are two input fields labeled "Username" and "Password". A dark blue "Sign in" button is positioned below the password field. At the bottom of the form, there is a "Forgot Password" link. A large green arrow points from the right side of the "Forgot Password" link towards the left, highlighting it.

Reset Your Password

- **Reset Password:**
 - When Forgot Password is clicked, the user has set-up their recovery email account, will receive an email guiding them thru how to reset their password.
- Click **Submit** when finished.



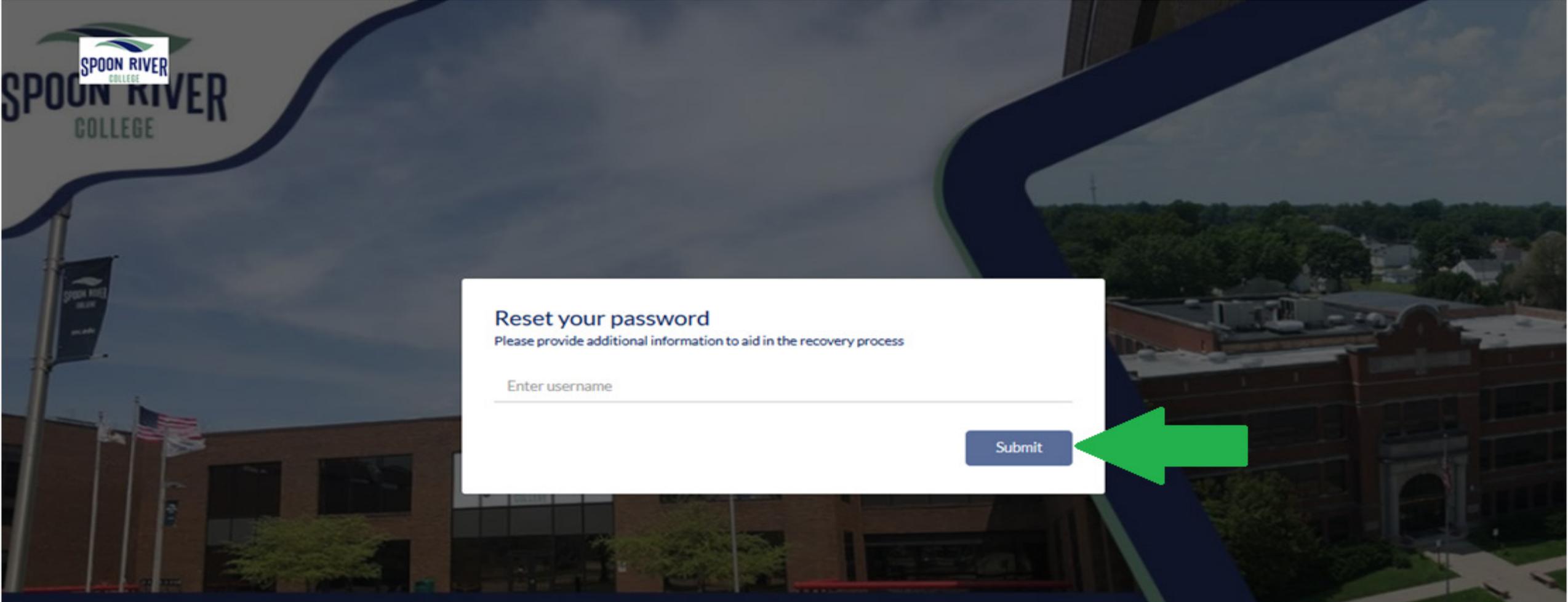
Reset your password

Please provide additional information to aid in the recovery process

Enter username

Submit

A green arrow points to the Submit button.



Reset your password

Please provide additional information to aid in the recovery process

Enter username

Submit



Student Faculty and Staff Portal Single Sign On (SSO)



Phone: (309) 649-6381
to connect with the SRC Helpdesk
Email: helpdesk@src.edu