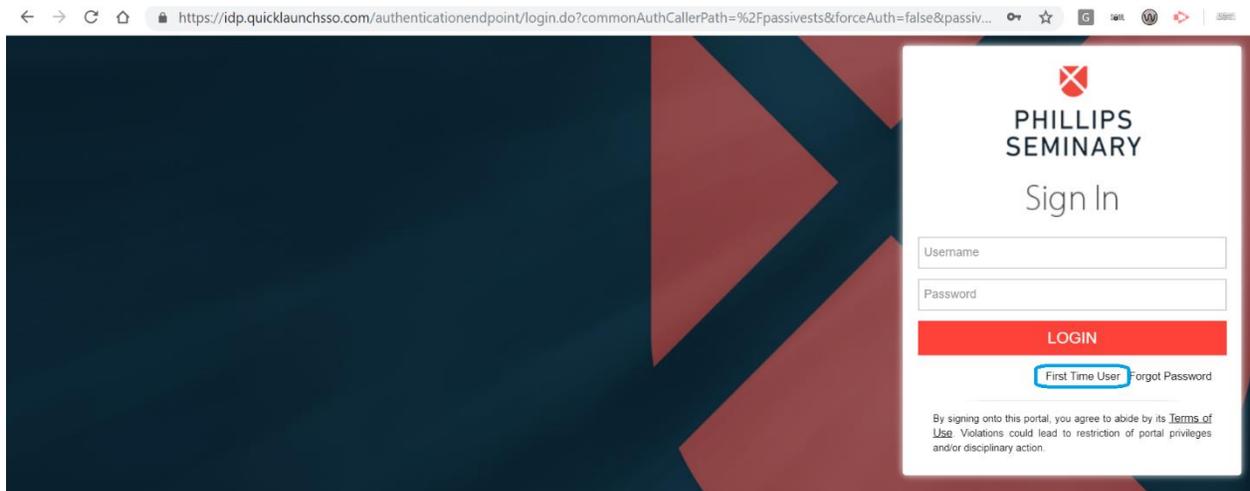
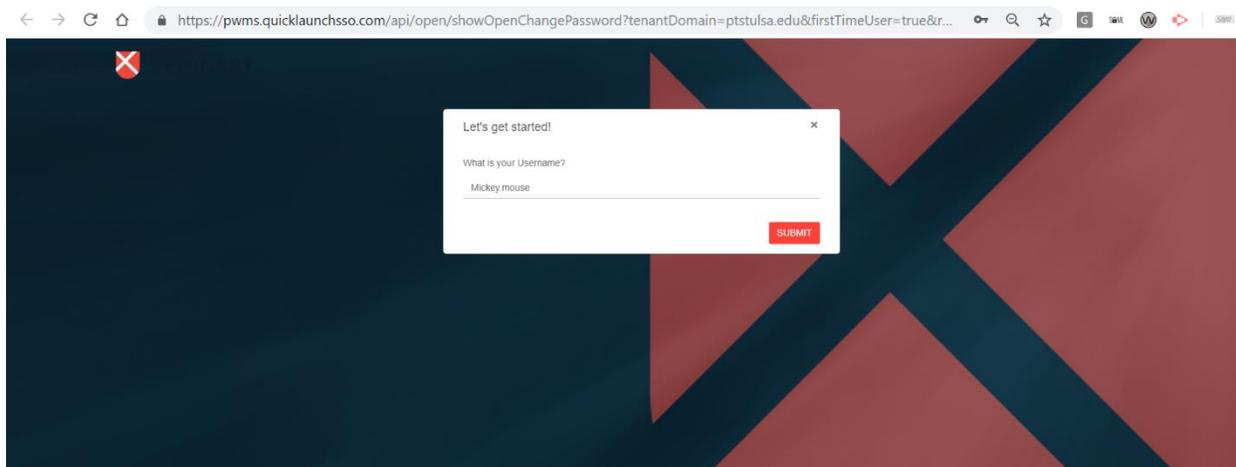


## STEPS TO SET THE PASSWORD

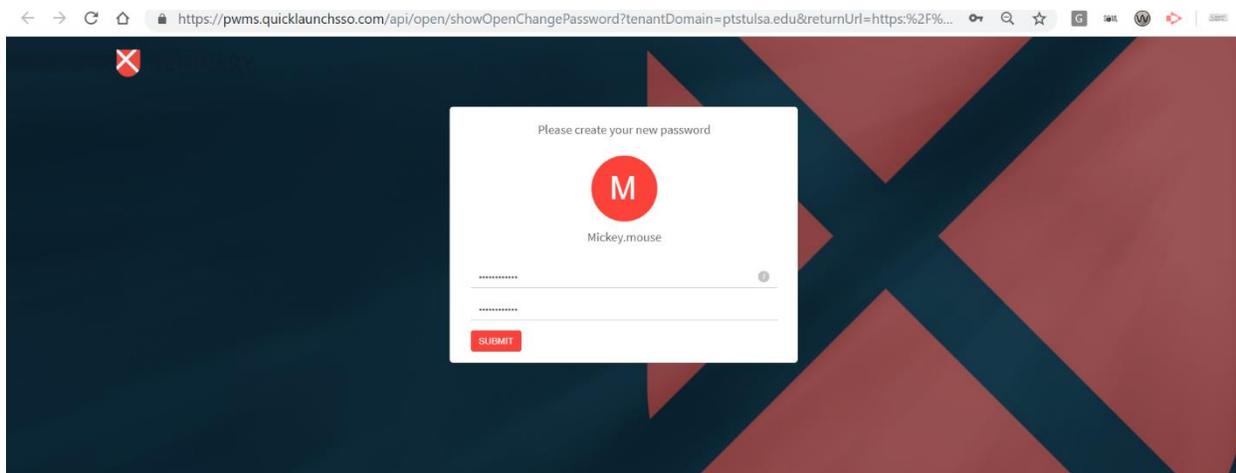
**Step 1:** User goes to <https://sso.ptstulsa.edu> for the first time and click on **FIRST TIME USER**



**Step 2:** User would be prompted to enter the username and click **SUBMIT**:

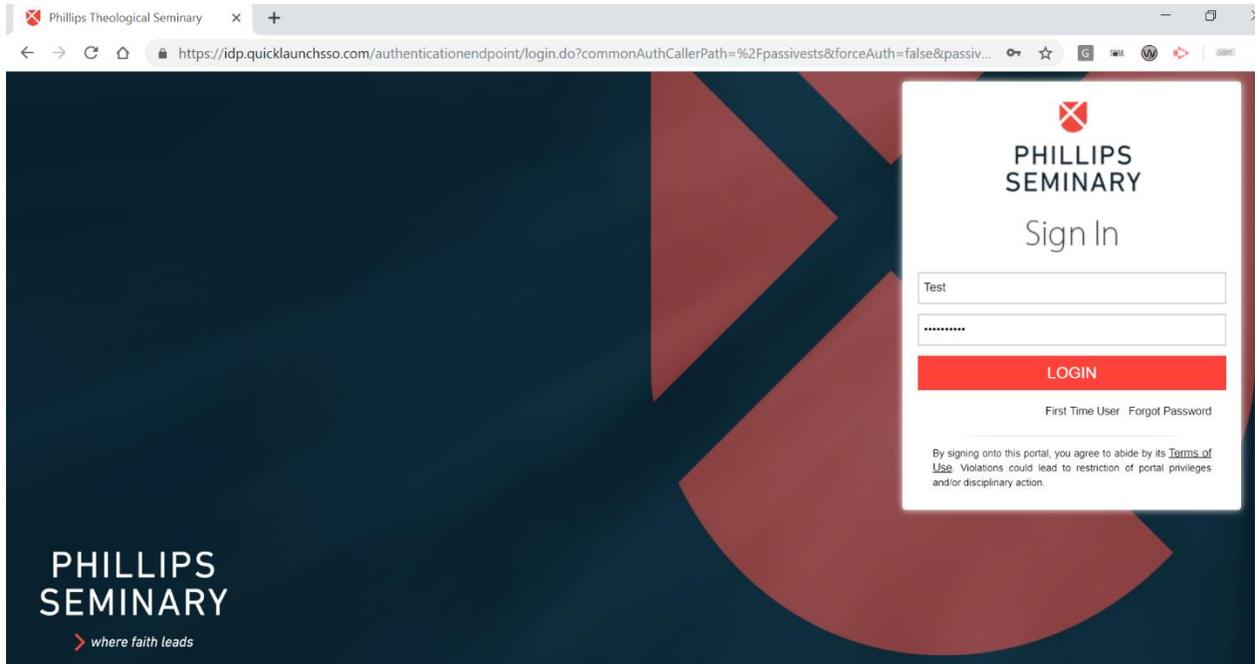


**Step 3:** After **SUBMIT**, user would be asked to set the new password:

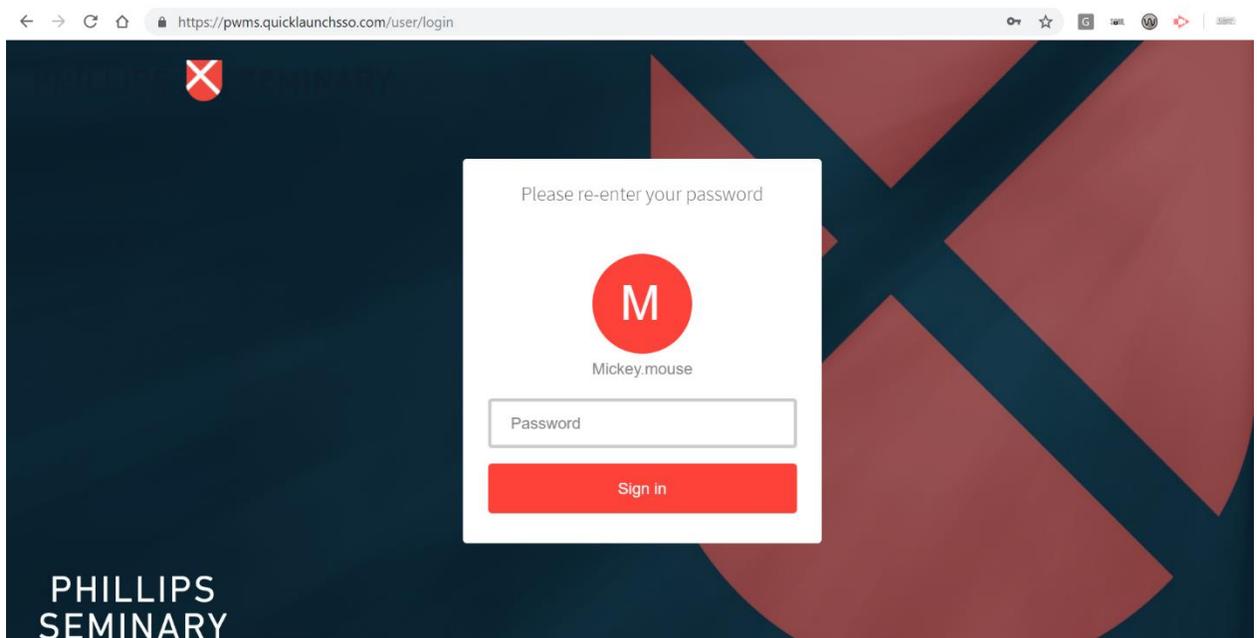


## STEPS TO SETUP SECURITY PROFILE

**Step 1:** User logs in for the first time to <https://sso.ptstulsa.edu> using AD username and password:



**Step 2:** After successful logon, platform will automatically redirect to the Password Manager workflow to setup security profile and a user will be asked to enter the password once again:



**Step 3:** After successful secondary authentication, user would be asked to setup the security questions for password recovery:

The screenshot shows a web browser window with the URL <https://pwms.quicklaunchsso.com/user#/accountRecoverySettings>. The page header includes the PHILLIPS SEMINARY logo and a user greeting "Hello, Mickeymouse". The main heading is "Account Recovery Settings" with a "Back to Account Security" button. Below this is a descriptive text: "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." The central form, titled "Security Questions", contains the following elements:

- Instruction: "Set up your security questions and answers to recover your password." and a link "TIPS FOR CHOOSING A GOOD SECURITY QUESTION".
- Four question-answer pairs, each with a dropdown for the question and a text input for the answer (masked with dots):
  - Q: "What is your childhood nickname?"
  - Q: "What is the name of your favorite childhood friend?"
  - Q: "What is the middlename of your oldest child?"
  - Q: "What is the your favorite movie?"
- A red "SUBMIT" button at the bottom left of the form.
- Two buttons at the bottom right: "Back to Account Security" and "My Applications".

**Step 4:** Once security questions are entered, user to click on **SUBMIT** and then Click on **MY APPLICATIONS** to go back to the SSO page to access applications, see screenshots below:

This screenshot is identical to the previous one, but with blue boxes highlighting the "SUBMIT" button and the "My Applications" button to indicate the next steps in the process.

PHILLIPS SEMINARY

Account Recovery Settings

Are you sure?

Please ensure that your changes are saved. Click yes to continue.

Yes No

Verification methods can be detected in your account.

Security Questions

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

TIPS FOR CHOOSING A GOOD SECURITY QUESTION

Q What is your childhood nickname?	Q What is the name of your favorite childhood friend?
A ****	A ****
Q What is the middlename of your oldest child?	Q What is the your favorite movie?
A ****	A ****

SUBMIT

Back to Account Security My Applications

PHILLIPS SEMINARY

Hello, Mickey.mouse!

My Apps

				
-------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------