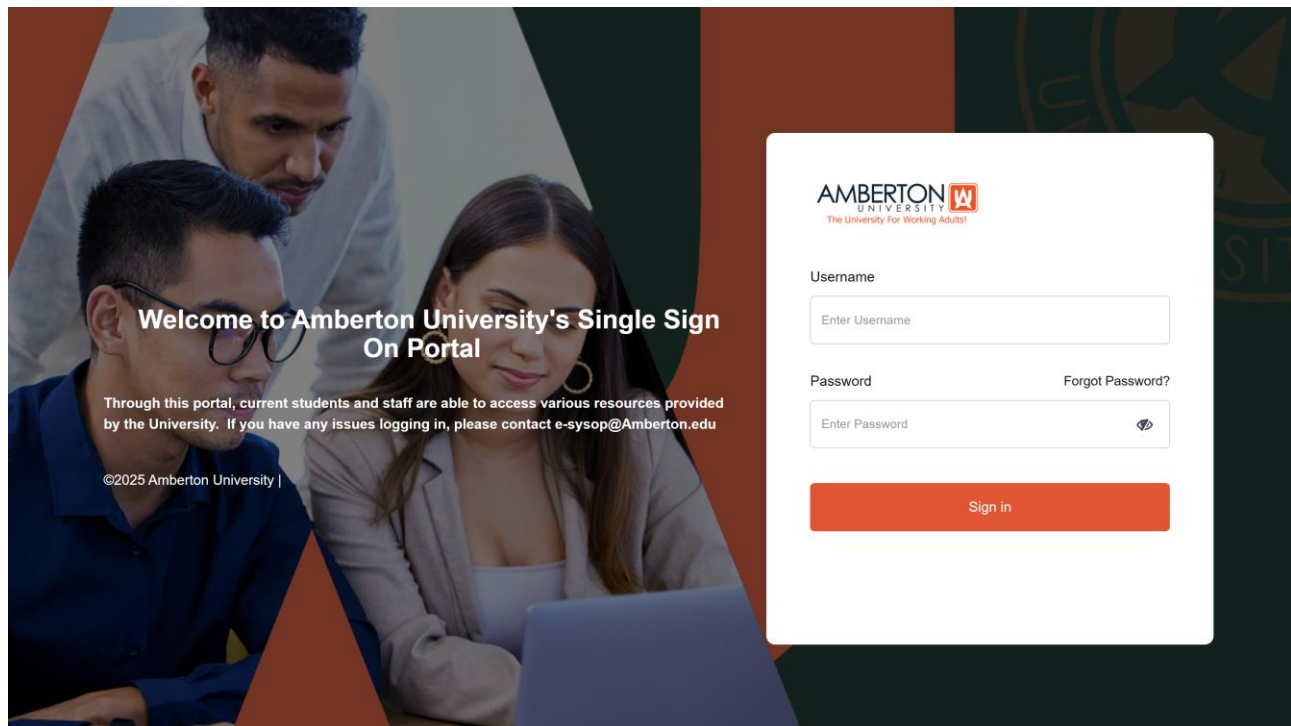


Information on How to Access Accounts through Single Sign On Portal

The University has implemented a Single Sign On portal for accessing various accounts and software packages provided by the University. This portal allows the user to securely sign in one time and be able to access multiple applications without additional log ins. Currently, Moodle, GMail and CampusWeb are available in the portal. Additional applications will be added in the future.

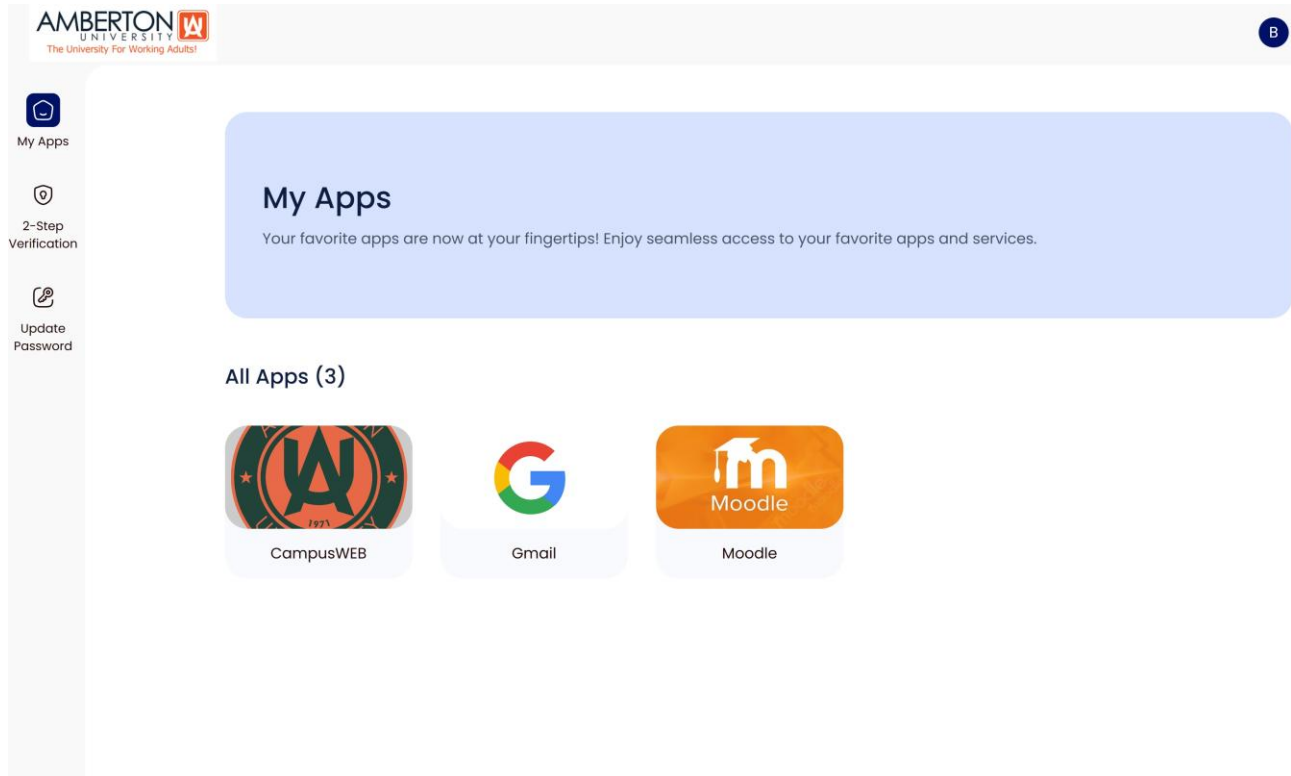
1. Open your web browser and enter the following URL in the web address bar and press ENTER to load the site: <https://sso.amberton.edu>

Alternative access – Go to the University's website, <http://amberton.edu>, click the 3 bars icon on right side of the screen and then click on the SSO Login link.



2. Enter your 'Username'; this is the same as your email account name
 - a. Example – John Smith, 123-45-6789, JSmith789@my.Amberton.edu
 - b. Username – JSmith789
3. Enter your password..
 - a. Password consists of your Amberton ID # (AUID) with the dashes
 - i. Example - 07-999-876
 - b. Once logged in you can update/change your password

4. During the initial log in process, you will be required to set up two-factor authentication. Follow the steps on the screen to establish your authentication method (text message or authenticator application).
5. Once logged in, you will see the following screen.



6. Click on the application you would like to sign into and it will automatically take you to the application.
 - a. Notice – Moodle will indicate an error when you log out of Moodle. This is an error in the Moodle plugin and does not cause any actual errors. You can ignore it and close the browser window.

Problems & Questions

If you have lost or do not know your University email address or have access issues, please contact the IT Help Desk at:

(972) 279-6511 ext. 128
e-sysop@amberton.edu.