

Classlink SSO Web Portal



Prepared for
Leon County Schools

Date: August 23, 2017

Version 1.0

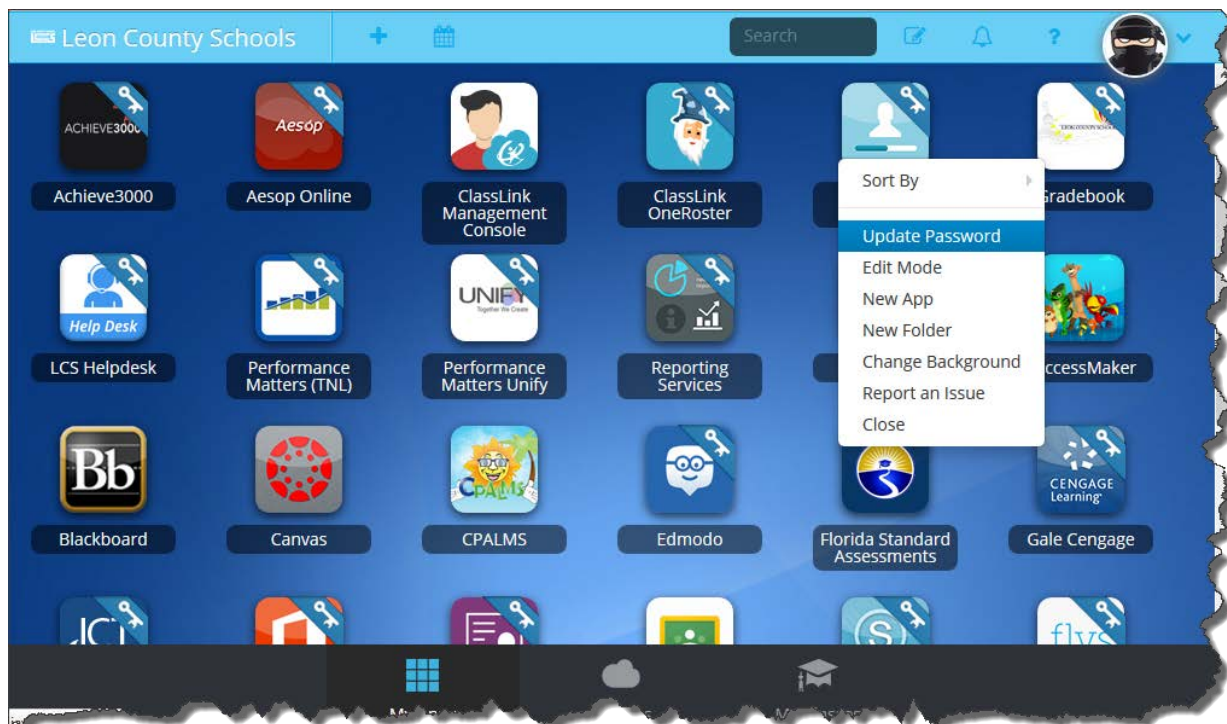




TABLE OF CONTENTS

My Profile..... 1

Quick Password Update..... 1

General Settings (All stored passwords)..... 1

Password Locker 1

DOCUMENT CONTROL

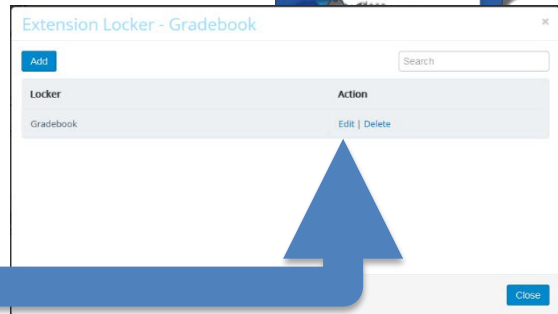
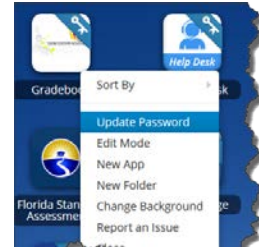
Author	Scott Whittle		
Title	Classlink SSO Web Portal		
File Name	Document8		
Milestone	End User Training		
Last Edited	8/23/2017 4:20 PM		
Number of Pages	3		
Version	Revision Date	Revision Comments	Author
1.0	8/23/2017	Created Document [Template]	Scott Whittle



My Profile

Quick Password Update

- ▶ If you just made a simple mistake or recently changed your password in an app and need to make a quick password change, you can simply right click on the app icon you wish to update the password for and select **“Update Password”**
- ▶ To update your password. Click **“Edit”** under the Action options



- ▶ Enter the correct password (or username)

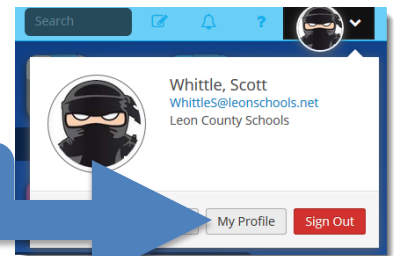
Credentials

Email or Username

Password

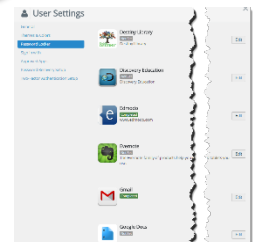
General Settings (All stored passwords)

- ▶ To access your **My Profile**, press the down arrow next to the avatar icon.
- ▶ From here, you can either sign out, or go to **My Profile**
- ▶ My Profile lets you access the **Password Locker**



Password Locker

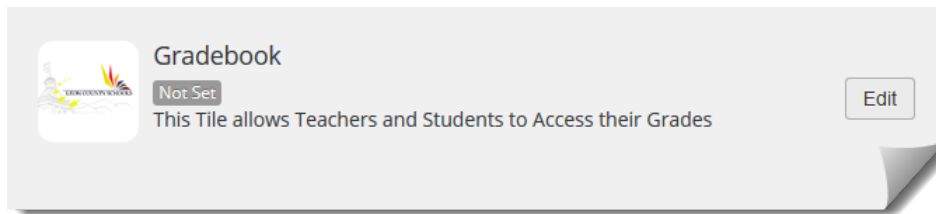
- ▶ Password locker allows the user to **enter, edit or delete** your log in information for applications that we do not have the login information for by clicking **Edit** next to that application.



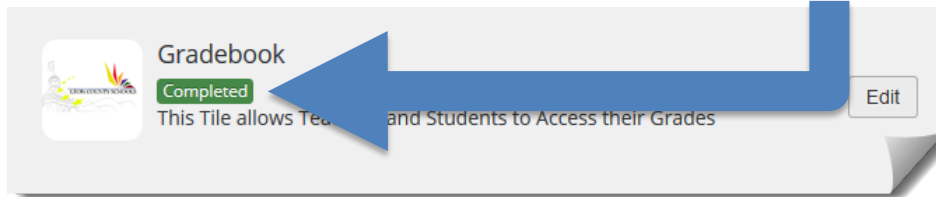


Classlink SSO Web Portal

- ▶ Password locker stores login credentials for applications that are not auto-rostered. (*Personal sites, non LDAP/ADFS, etc.*)

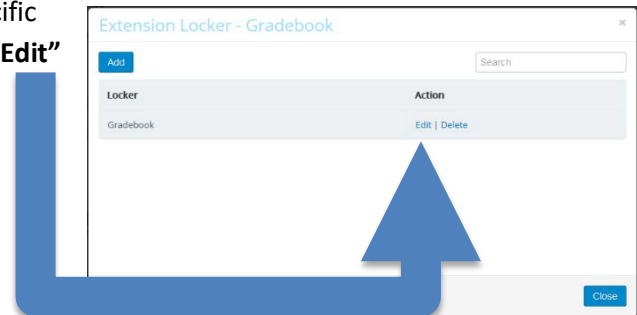


- ▶ After you have set your initial password in the locker, it will show as **“Completed”**

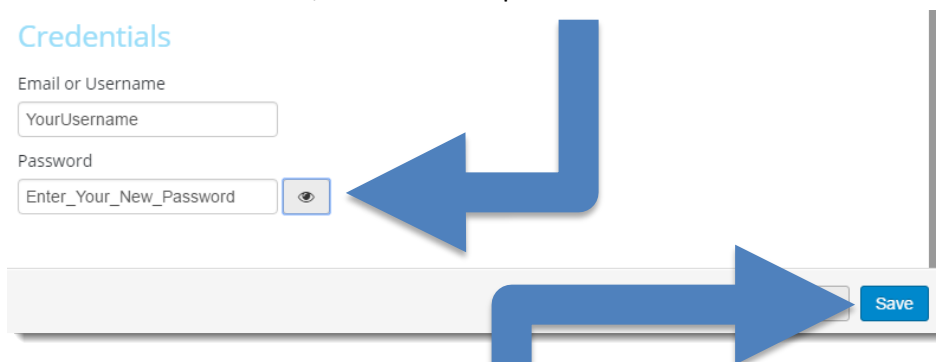


- ▶ Passwords stored in the password locker do **NOT** automatically update in ClassLink when you update them in the remote system as they are not tied to LDAP/ADFS

- ▶ To update any password, select the specific app you need to update and then Click **“Edit”** under the Action options



- ▶ In the **Credentials** section, enter the new password



- ▶ Press **“Save”**