

## HOW-TO: LOG IN

**FOR**: Public Users

**DESCRIPTION**: The log in process for all FACT SSO enabled systems.

## **PREREQUISITES:**

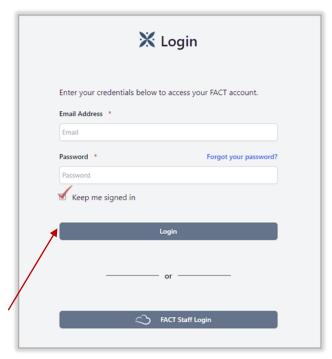
- The user must have a pre-existing user account in the FACT Accreditation Portal or the FACT Annual Compliance system (NAVEXOne®).
- The user must have knowledge of their FACT SSO username and password. To obtain this information, refer to *How-To: Reset My Password*, IT.GDE.8.002.

## **PROCESS:**

- 1. Navigate to an SSO enabled FACT system:
  - FACT Accreditation Portal
  - FACT Annual Compliance (NAVEXOne®)
- 2. If this is your first-time logging in using Single Sign On (SSO), select *Forgot your Password?* and refer to *How-To: Reset My Password*.

After initial set-up of SSO, enter your email address and password.

- Select Keep me signed in, for the system to recall your email address and to log in to other systems.
- 4. Select Login.
- 5. After logging in, you are redirected to the original system URL accessed at step 1.



SSO Login Form