

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.

3. 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.

The screenshot shows a login interface with the following elements:

- Logo: A blue 'X' icon followed by the text 'Login'.
- Instruction: 'Enter your credentials below to access your FACT account.'
- Form Fields: 'Email Address *' with a sub-label 'Email' and a text input field; 'Password *' with a sub-label 'Password' and a text input field.
- Link: 'Forgot your password?' in blue text.
- Checkbox: 'Keep me signed in' with a red checkmark.
- Buttons: A dark blue 'Login' button and a dark blue 'FACT Staff Login' button at the bottom.
- Separator: A horizontal line with 'or' in the center.

A red arrow points from the left side of the page to the 'Login' button.

SSO Login Form