



Single Sign On Reference

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Access and Login

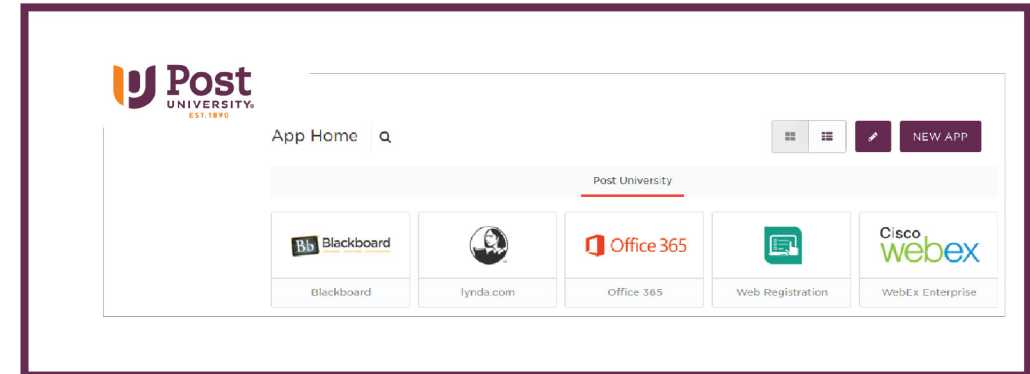
To access single sign on, here are the steps:

- ✓ **Step 1:** type in the URL: postone.onelogin.com
- ✓ **Step 2:** Enter your Post student email in the username field
- ✓ **Step 3:** Enter your Post student email password in the password field
- ✓ **Step 4:** Click the Log In button and the App Home page displays

NOTE: The first time you access Single Sign On, you will be asked to complete a minimum of 3 security questions.


Recommendation: Save the URL as a favorite link.

Login Page



App Home Page

Signoff

To sign out of the entire single sign on application, click the  icon in the upper right; from the dropdown list select **Log Out**.

To close a single application but NOT sign out of single sign on, click the browser tab opened for that application. All other open applications and access to the App Home Page remain open.



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Password Help and Support

If you need help retrieving your password, try one of the following solutions:

Option #1: From the single sign on screen, enter your Post student email and then click Forgot Password. You can elect to have your password reset using your security questions or have it sent to your email.

Post UNIVERSITY EST. 1890

Student Email (ex. Bill.Gates@students.post.edu)

Password

LOG ON

QUICK USER GUIDE | **FORGOT PASSWORD** | HELP

Post UNIVERSITY EST. 1890

Enter your email address below to reset your password.

Username

post.student@sso.post.edu

CONTINUE

BACK TO SIGN IN | SECURED BY ONELOGIN

Post UNIVERSITY EST. 1890

How would you like to reset your password?

Selected option

☐ Email

☐ Security Questions

CONTINUE

BACK TO SIGN IN | SECURED BY ONELOGIN

Depending on which you select (email or security questions), one of the following screens display. Complete it and click Continue.

Post UNIVERSITY EST. 1890

Please answer your security questions

What was the name of your first pet?

In what city were you married? (Enter full name of city)

RESET PASSWORD

Back to Sign In | Secured by OneLogin

Post UNIVERSITY EST. 1890

We have sent an email to post.student@students.post.edu with a link, which you must click on to select a new password.

If you have not received the email within a few minutes, please check your spam filter.

CONTINUE TO LOGIN

SECURED BY ONELOGIN

Option #2: If you have registered your account with the self-service password portal, do the following steps:

- ✓ Go to password.post.edu on any web browser.
- ✓ Enter your Account Name, which is the same as your email name.
- ✓ Answer the security questions using the answers you provided when you registered.
- ✓ Contact the Blackboard Support Center at 866.604.5625 if you encounter any problems.

Option #3: If you have not registered with the self-service password portal, please contact the **Blackboard Support Center at 866.604.5625** for help with your Post University email password.

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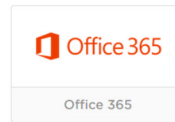
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Office 365

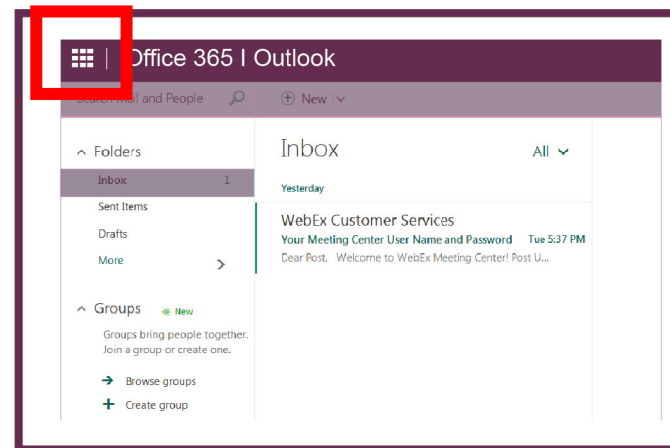
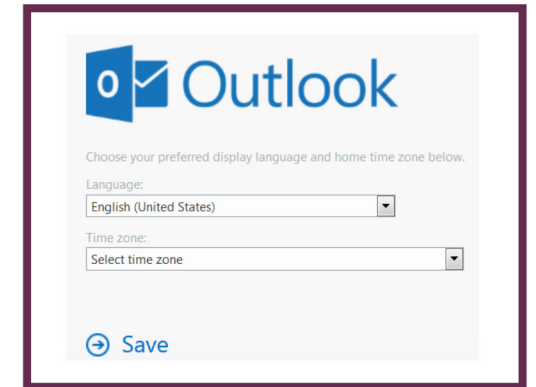


Office 365 provides access to your Post student email account and the online version of Microsoft applications like Word, Excel, and PowerPoint.

The first time selecting the Office 365 tile, the following screen displays all the Microsoft applications including your student email tile:



To access your student email, click on the **Mail** tile. You will be asked to set your language and time zone and Save.



Your Post student email opens. This is the screen that will open when you click on the Mail tile after the first time you access email.

NOTE: If you want to get back to the other Microsoft apps like Word or Excel, just click on the square in the upper LEFT corner (highlighted in red).

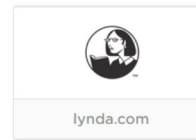
Recommendation: Lynda.com provides training on the Microsoft applications.

Get Help: In the upper right of the screen, click on the ? to access help content.

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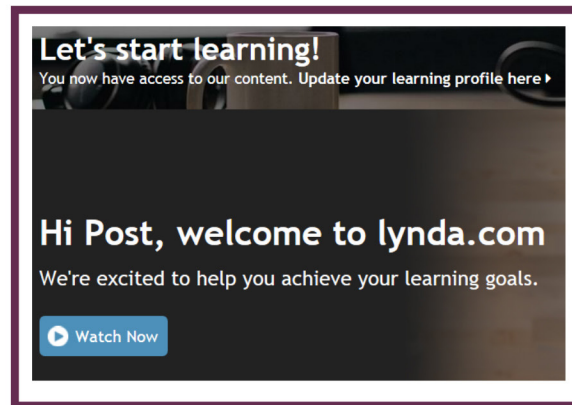
Lynda.com



Lynda.com provides you access to online training for software, business, technology, and creative skills to achieve personal and professional goals.

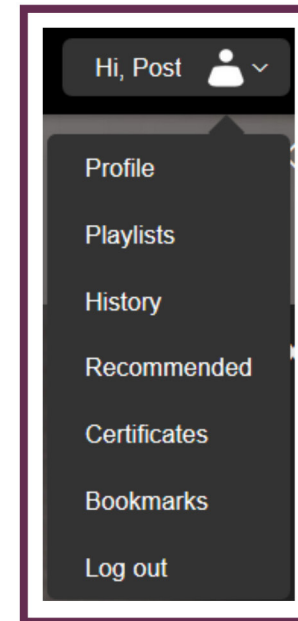
When completing any course in Lynda.com, you can print a certificate of completion which can also be uploaded to your LinkedIn profile (which owns Lynda.com).

The **first time selecting the Lynda.com tile**, you will receive a welcome message and immediate access.



Recommendation: Click the [Watch Now](#) button to see a video about using Lynda.com

NOTE: If you want to see a complete list of all the classes available on Lynda.com, just click on the **Library** link.



Open up the drop-down menu next to your name in the upper right corner of the screen and you will have access to all the classes you have taken, certificates, your profile, and logout.

Get Help: Scroll to the bottom of any page in Lynda.com and access support.



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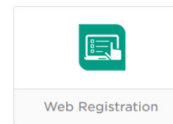
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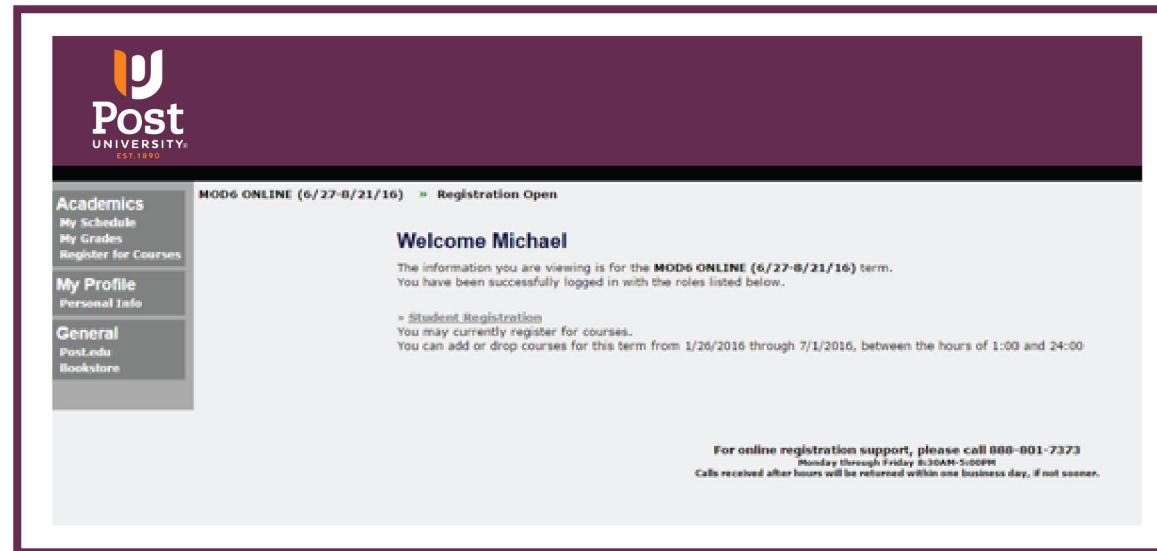
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Web Registration



The University has a registration portal called Web Reg that allows students to register for courses and review your personal and academic information.

When you click on the tile in PostOne, you will access the current online registration page.



Get Help: Scroll to the bottom of the screen to get the hours and telephone number for support for WebReg.

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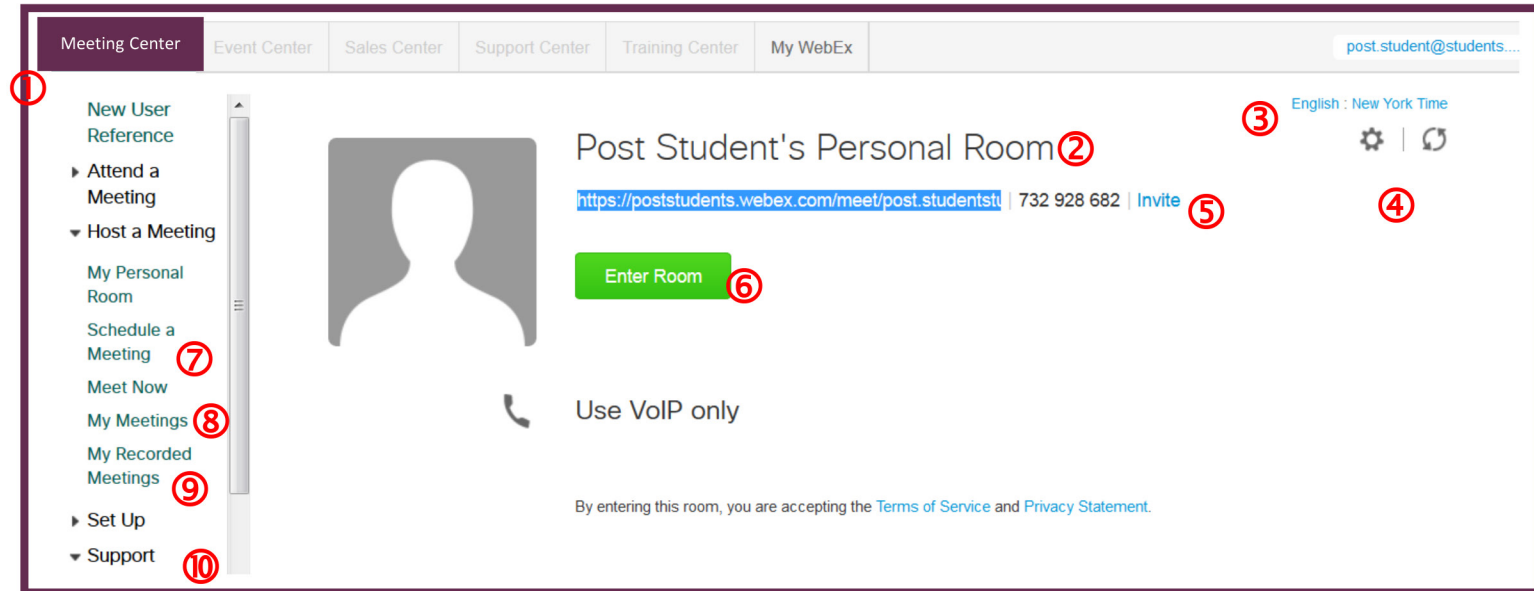
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Webex



Webex is the global leader in web and video conferencing.

The first time selecting Webex, you will be logged into your personal room in Webex.



1. Start here to view videos, guides, and step-by-step instructions for Webex.
2. This identifies your name and your personal Webex room.
3. Set your language and time zone.
4. Click on the wheel to set preferences for your Webex room or click refresh.
5. Click the Invite link to send an invite for an immediate meeting to one or more persons.
6. Click the Enter Room button when you are starting or joining a scheduled meeting; Webex will begin and provide you the tools for the meeting.
7. Use Schedule a Meeting to set up a meeting.
8. Use My Meetings link to see all meetings you have set up/conducted.
9. Click My Recorded Meetings to access a copy of any meeting you had recorded.
10. Click the Support button to get resources, guides, training, and Webex Help Desk telephone numbers.

Recommendation: Check out Lynda.com for training on how using Webex.

Get Help: On the left menu, click to open the support options.

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Add a Personal Tile

You can add personal tiles to your single sign on Home Page by selecting them from the list of available sites.

- ✓ **Step 1:** Click the NEW APP button in the upper right corner. The list of categories of apps displays with the number of apps available for that category in parentheses.
- ✓ **Step 2:** Click on the category to display the list. Find the site you wish to add to your single sign on Home Page.
- ✓ **Step 3:** Click on the tile to add the app (they are listed in alphabetical order).
- ✓ **Step 4:** Configure the app and click Save.

The app is now added to your PERSONAL APPS section of the single sign on Home Page. They will appear left to right in alphabetical order by the name on the tile.



NOTE: The first time you use a Personal App by clicking the title, you will be asked to sign in using your existing username and password. You do this only once and from then on you need only click the tile for access.



Delete a Personal Tile

To do this, complete the following steps:

- ✓ **Step 1:** Get to the App Home Page by logging into single sign on.
- ✓ **Step 2:** On the upper right, click the **Edit Pencil** icon to change it to a **Checkmark**. Only tiles you added will be active.
- ✓ **Step 3:** Click on the tile you would like to remove.
- ✓ **Step 4:** Click the Delete button to remove the tile. Click Cancel if you decide you do NOT want to remove it.
- ✓ **Step 5:** Click the Delete button on the confirmation message to delete this app; click Cancel to ignore the request and keep the app. You will receive a confirmation message for any tile that is deleted.

NOTE: You will have access to Single Sign On while you are a student at Post University. After your tenure as a student, you will no longer have access to SSO and will need to sign into each personal site using the username and password you set up for that site originally.

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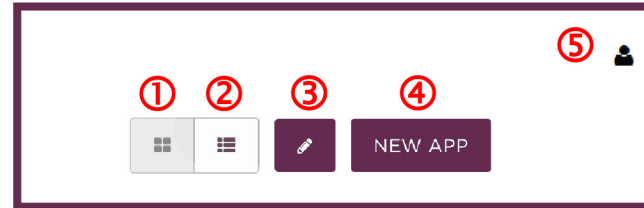
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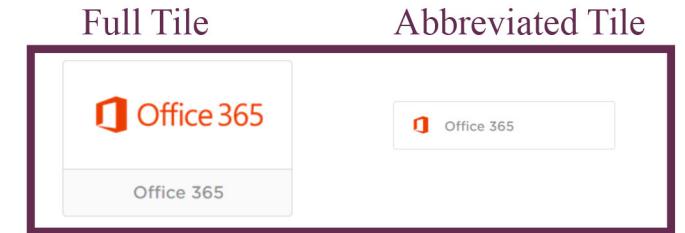
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Other Buttons

In the upper right of the screen are some buttons and icons which will help you work with single sign on.



- 1 If this button is darker / gray, it means the **full** tile display option is selected.
- 2 If this button is darker / gray, it means the **abbreviated** tile display option is selected.
- 3 If this button is selected, it changes to a check mark, only your personal apps are accessible, and you can then edit / delete personal apps.
- 4 Click the NEW APP button to add personal apps to your Home Page.
- 5 Click the icon to display a drop-down menu of items.



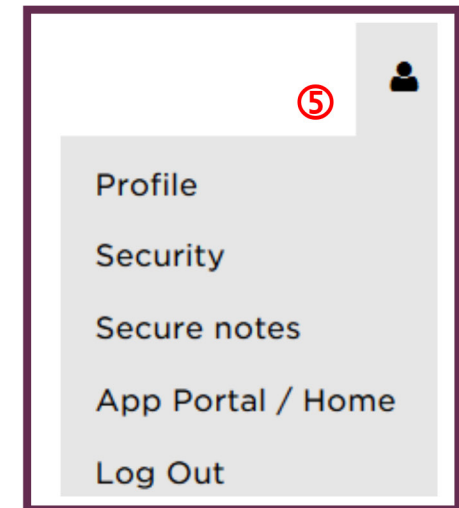
If you select **Profile** from the drop-down menu, you can access your information including an option to change your password for single sign on.

If you select **Security**, you can access, edit, and delete your security questions.

If you select **Secure Notes**, you can add notes you want to store in a secure location. You can add, edit, and delete notes.

If you select **App Portal / Home** you return to the single sign on home page.

If you select **Log Out**, you log out of single sign on.

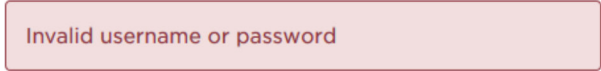

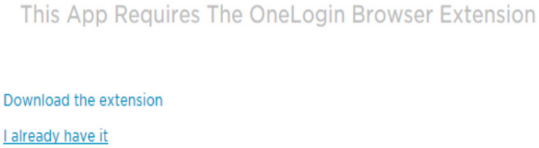



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Error Messages

Below are some of the error messages you might encounter. The What Happened / Solution explains why it occurred and how to fix it.

Error Message	What Happened / Solution
	You typed an incorrect username or password in the log in screen. If you know your user name, enter it and then click the Forgot Password button for assistance.
	You clicked on an app tile and this message displayed. Click the browser back button and try again.
	You clicked on an app tile and this message displayed. Click the download the extension option.
	Post University requires at least 3 security questions. You receive this message when you try to remove a question and it will result in there being less than 3 security questions. To remove an existing question, you must first add a 4 th question. Then, you can remove the question you no longer want for security.