🖥 Access: Desktop SSO Portal Access Setup and Initial Login

The setup is a four step process:

Access portal
Additional authentication setup
Verification of the device
Initial Login
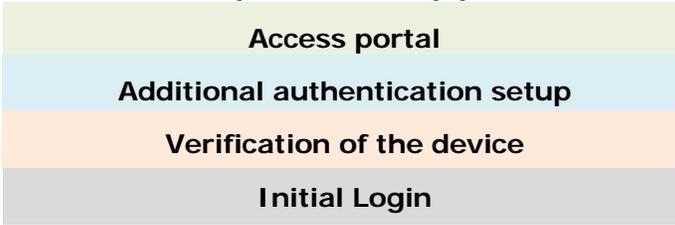
Set up Two-factor Authentication

1. Go to www.socccd.edu and click the **Quick Links** button, then **SSO Portal** in the drop-down menu.
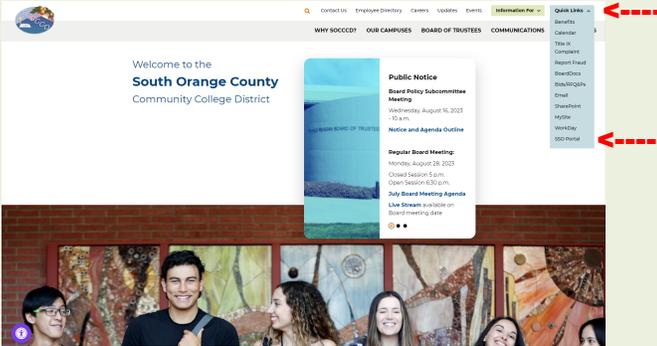
2. Enter your district email and password and click the **Login** button.
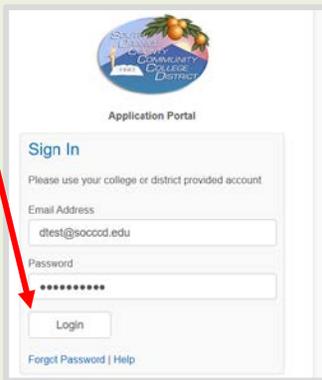
You will be redirected to another page for **Additional Authentication**.

1. Scroll down and click on Start setup.
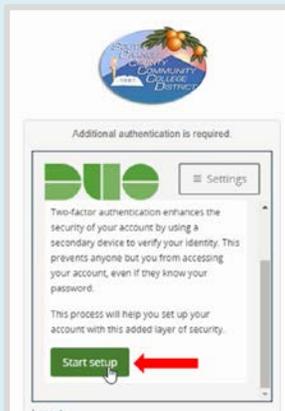
2. Select the type of device you are adding and click Continue.

3. Type the **phone number** associated with your device. Check the number displayed to confirm your phone number and click Continue.
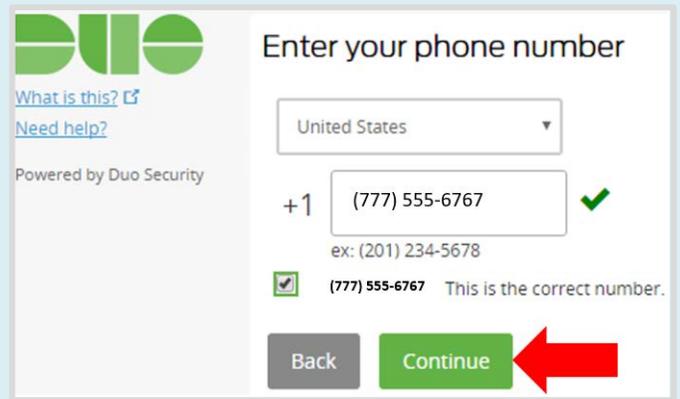
4. If you are using anything other than an iPhone, select **Other** for the type of the phone.
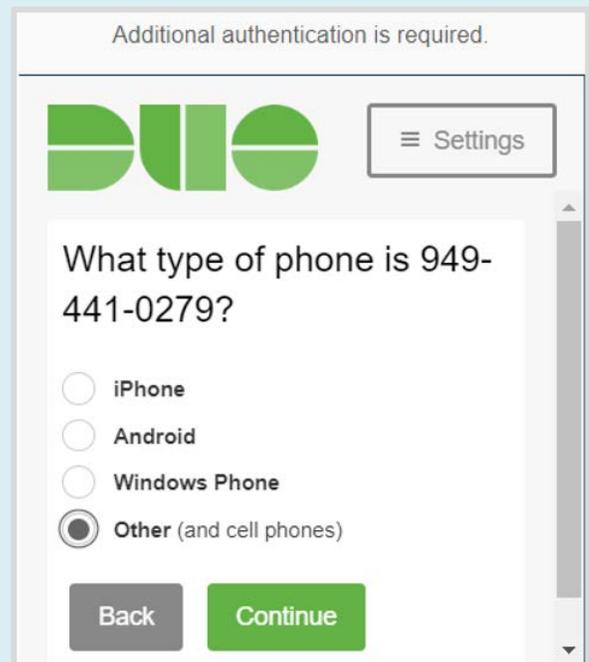
⌨ Access: Desktop SSO Portal Access Setup and Initial Login

1. **Verify the ownership** of your device by selecting either `Call me` or `Text me` .

   a. If you selected `Call me`, you will receive a phone call with the verification code given to you in an automated voice.

   b. If you selected `Text me`, you will receive a text message with a code.

   mfeoktistova@socccd.edu

   From Messages
   836393

2. Enter the code you received and click `Verify`.

   2. Enter your 6-digit code:

   836393 `Verify`

3. Click `Continue`.

4. On the next page, verify the device type and operating system.

   Additional authentication is required.

   DUO ☰ Settings

   My Settings & Devices

   ⍾ iOS (777) 555-6767

   Default Device:
   iOS (777) 555-6767
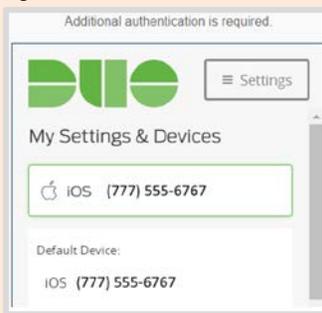
5. Leave the **When I Log in** as **Ask me to choose an authentication method.** Click `Continue to Login` .

   When I log in:

   Ask me to choose an authentication r ▼

   Enrollment successful! This is the Duo login prompt that you'll normally see when logging in.

   Dismiss
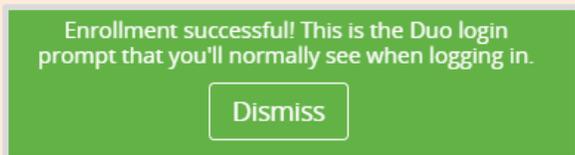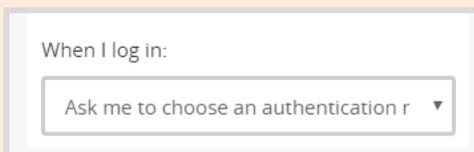
> 💡 If you change your phone number or your device, open a [service desk ticket](#) to request a reset of your account.

Initial Login to the SSO Portal to Access District Applications

1. For initial login, select either `Call Me` or `Enter a Passcode` on the next screen.

2. Check the box if you want your DUO login to be remembered for 12 hours.

   ☑ Remember me for 12 hours
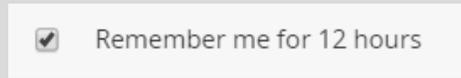
3. If you selected:

   a. `Call me` you will receive a phone call. Answer the call and press any key to login to the **sso portal**.

   ᵃⁱˡ AT&T Wi-Fi 🛜 🔒 9:35 AM   🖅 🔋 88% ▇

   uth Orange Count
   work
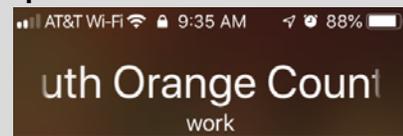
   b. `Enter a Passcode` you will receive a text message with two passcodes. *You will see a notification indicating a passcode to use.* Enter the passcode you received as a SMS text message on your cellphone device.

   💬 MESSAGES   now
   +1 (386) 267-6808
   SMS passcodes:
   1142898 2766121

   DUO ☰ Settings

   ex. 867539

   Log In

   ☑ Remember me for 12 hours
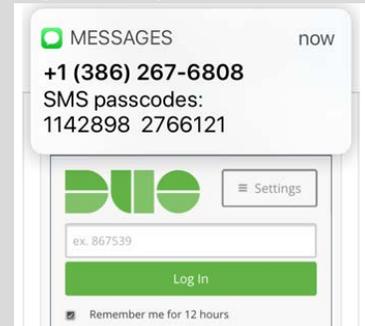
5. Click `Log In`. You will login to **sso portal** that gives you access to various district IT resources.

   Application Portal