

# IPSD Single Sign-On Quick Guide

## 1. Logging In

- a. Go to <https://sso.ipsd.org>
  - i. Be sure to include **https**
- b. Using your network/email credentials, login to the SSO
  - i. Username: *FirstName\_LastName*
  - ii. Password: *current email password*

IPSD Single Sign-On

INDIAN PRAIRIE SCHOOL DISTRICT 204

Login [Forgot Password](#)

Username **A**

Password **B**

**C** Go

If you are an IPSD204 District Staff Member or Student and have questions about logging into IPSD Single Sign-On, please contact the SSO Helpdesk at [sso-helpdesk@ipsd.org](mailto:sso-helpdesk@ipsd.org).

[District Website](#)

- c. After logging in the first time, you will be asked to answer a minimum of 6 challenge questions. These will be used when recovering forgotten passwords. After answering at least 6 questions (scroll for more options), click save at the bottom of the window.

Update Challenge Question Responses

Update Challenge Question Responses

- You must answer at least 6 of the pre-defined questions below.

Pre-Defined Questions

In what city were you born?  
Enter your answer

What famous person would you like to meet?  
Enter your answer

What is the name of your childhood best friend?  
Enter your answer

What is the name of your favorite pet?  
Enter your answer

What is the name of your first grade teacher?  
Enter your answer

What is the name of your first school?  
Enter your answer

Saving is only enabled after entering an adequate number of responses

Save Cancel

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### 2. Changing Passwords

- Click the “Account” button on the left
- Click the “Change Password” button at the top



- Enter your current password and your new password twice. (Note the updated password policy.)

### 3. Forgotten Password

- From the login page, click the “Forgot Password” link



- Click the “Forgot My Password” button
- Answer the 4 Challenge Questions
  - Note – If you miss any of your questions, you will be prompted to re-enter all four. This is for the safety and protection of your account.
- Reset your password (Note the updated password policy.)