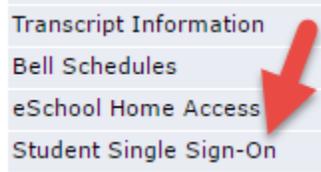


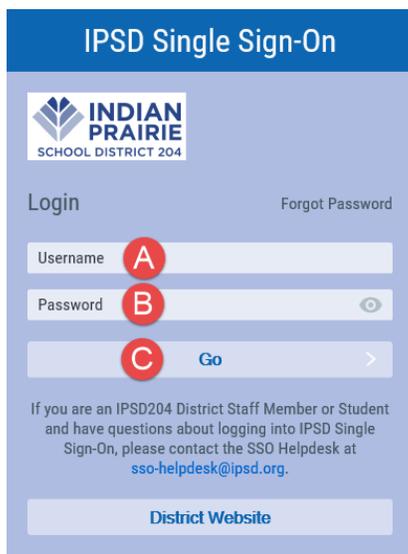
IPSD Single Sign-On Quick Guide

1. Logging In

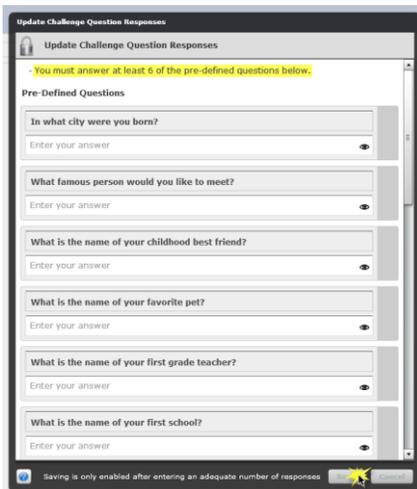
- a. Go to <https://sso.ipspd.org>
 - i. Be sure to include **https**
 - ii. Or follow the Student Single Sign-On link on your school's website



- b. Using your network/email credentials, login to the SSO
 - i. Username: *computer login (ex. mickeymou1234)*
 - ii. Password: *current computer/Google password*

A screenshot of the IPSD Single Sign-On login page. The page has a blue header with the text 'IPSD Single Sign-On'. Below the header is the Indian Prairie School District 204 logo. The main content area is light blue and contains a 'Login' section with a 'Forgot Password' link. There are three input fields: 'Username' (labeled 'A'), 'Password' (labeled 'B'), and a 'Go' button (labeled 'C'). Below the input fields is a message: '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.' At the bottom is a 'District Website' link.

- 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.

A screenshot of the 'Update Challenge Question Responses' form. The form has a title bar that says 'Update Challenge Question Responses'. Below the title bar is a message: 'Update Challenge Question Responses' and '- You must answer at least 6 of the pre-defined questions below.' The form contains six pre-defined questions, each with an input field and a 'Save' button. The questions are: 'In what city were you born?', 'What famous person would you like to meet?', 'What is the name of your childhood best friend?', 'What is the name of your favorite pet?', 'What is the name of your first grade teacher?', and 'What is the name of your first school?'. At the bottom of the form is a 'Save' button and a message: 'Saving is only enabled after entering an adequate number of responses'.

**** If you need any assistance with the SSO, please contact a teacher or staff member at your building. ****