

Single Sign On (SSO)

- [Overview](#)
- [Periodic Sign In Requests](#)

Overview

Single sign-on (SSO) has been configured to reduce the number of sign-ins staff need to make throughout their day. SSO is a technology that allows you to sign into multiple services without entering a username or password. SSO authenticates you via a token created on your laptop during sign-in that allows you to sign-in and access other services without any prompts.

The following services currently support SSO:

- Accessing Microsoft 365 via Google Chrome or Microsoft Edge.
- Logging onto LiquidFiles through the web browser.
- IT Support documentation.

Below are instructions on using SSO.

Microsoft 365 via Web Browser

When working off your assigned laptop, open Google Chrome and browse to <https://portal.office.com>. You'll be automatically logged into your Microsoft 365 account.

LiquidFiles

Browse to <https://transfer.georgeandbell.com> using the Google Chrome web browser. Rather than sign-in using your username and password, press the **SSO Login** button. You will be automatically signed into your account.



LiquidFiles
YOUR FILES IN YOUR CONTROL

 Remember me for two weeks

Periodic Sign In Requests

Due to the interaction between Microsoft and Duo, you'll be periodically prompted to re-sign into your Microsoft 365 account. This is occurring when a window appears in the middle of your screen (uninitiated) asking that you complete a Duo Push Request.

Completing this Duo Push Request will complete the process, after which you will not be prompted for another few months.