

Single Sign On (SSO)

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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

Email

Password

Login

☐ Remember me for two weeks

Password Reset

SSO Login

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.