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# **IAM DE-SSO Documentation (New User Registration)**

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**November 28, 2017**

[https://deldotportal/Tech-Innovation/DTC-Tech/HR/HR Projects \(Completed\)/92 HCM Upgrade/IAM SSO/Ready for Web Deployment](https://deldotportal/Tech-Innovation/DTC-Tech/HR/HR Projects (Completed)/92 HCM Upgrade/IAM SSO/Ready for Web Deployment)

# New User Registration

## DE-SSO page

1. Enter <https://sso.delaware.gov/> in the browser address bar.
2. Click the [New User Registration](#) link (see below).



**Delaware.gov**  
The Official Website of the First State

**Welcome to State of Delaware Single Sign-On (DE-SSO)**

**Please Sign In With Your DE-SSO User Id**

\* User Id:

\* Password:

[New User Registration](#)

[Forgot User Id?](#)

[Forgot Password?](#)

[Contact Us](#)

[Help](#)



### WARNING

Access to the requested resource is protected.  
Use of this system is monitored in compliance with the State and Federal Law.  
Unauthorized use or misconduct will be forwarded to the appropriate authorities.  
By progressing past this point you accept the conditions listed above.

# New User Registration

## DTC Employee Access Page

3. Select the **DTC Employee Services** [Click Here](#) option



**Delaware.gov**  
The Official Website of the First State

Active State of Delaware Employee Services [Click Here](#)

**DTC Employee Services [Click Here](#)**

Public Services [Click Here](#)

# New User Registration

## New User Sign in Page

4. Enter **User Id** (see below User Id instructions).
5. Enter **Password** (see example for **Default Password** instructions).
6. Click **Sign In**.

# New User Registration

## Setup Password

7. Enter **Old Password**
8. Enter **New Password** (Using strong password criteria)
9. **Re-Type New Password**

The screenshot shows the 'Password Management' section of the Delaware.gov website. At the top right, there are links for 'User Guides', 'Display Settings', and 'Sign Out'. The page title is 'Password Management'. Below the title, there are three required input fields: 'Old Password', 'New Password', and 'Re-Type New Password'. A 'Submit' button is located to the right of the fields. A yellow callout box points to the 'Old Password' field with the text: 'The Old Password is the Default Password (DE\$mmyyXXXX) that you entered on the previous page'. Another yellow callout box points to an information icon (a lowercase 'i' in a circle) next to the 'New Password' field with the text: 'When creating a new password, follow the **Password Policy Rules** by clicking the **i** icon'. A small asterisk and the text '\* Required field' are visible to the right of the 'Submit' button.

# New User Registration

## Setup Challenge Questions

### 10. Create or select **Challenge Questions** and **Answers**

- You may create your own Challenge Questions and Answers by typing in the question and answers field

**OR**

- Click the  to choose a delivered question

***Each question and answer must be unique!***

Enter your challenge questions for password resets. You may use a delivered question, modify a delivered question, or key your own question(s).

* Question1	<input type="text"/>	<input type="button" value="▼"/>	* Answer1	<input type="text"/>
* Question2	<input type="text"/>	<input type="button" value="▼"/>	* Answer2	<input type="text"/>
* Question3	<input type="text"/>	<input type="button" value="▼"/>	* Answer3	<input type="text"/>

# New User Registration

## Submission Page

- 11. Verify confirmation message.
- 12. Click **Submit**.

### 👤 Password Management

**Submit**

\* Required field

✔ Password has been changed successfully

\* Old Password

\* New Password  ⓘ

\* Re-Type New Password

A confirmation message will display at the top of the screen after selecting **Submit**

Enter your challenge questions for password resets. You may use a delivered question, modify a delivered question, or key your own question(s).

* Question1	What is your eldest child's name?	▼	* Answer1	Petey
* Question2	What was your childhood nickname?	▼	* Answer2	Lizard
* Question3	What is your favorite hobby?	▼	* Answer3	Sleeping

# New User Registration

## Application Links Page

- There are two application links available on the Homepage.
- The **DART** tile allows you to access the **PeopleSoft Employee Self Service** page
- The **Mange My DE SSO** tile allows you to access the **DE-SSO Account Management** page

The screenshot shows the top portion of the Delaware.gov website. At the top right, there are links for "Application Links", "Sign Out", and the user name "James Woodruff". Below the navigation bar is a "Home" button. The main content area is titled "Application Links" and contains two tiles. The first tile is for "DTC Employee Self Service" and features a blue square with a green circle containing the "DART" logo. The second tile is for "Manage My DE-SSO Account" and features a blue square with a yellow circle containing a black padlock icon and the text "STATE OF DELAWARE SINGLE SIGN ON".



# New User Registration

[Return to Peoplesoft Home Page](#)

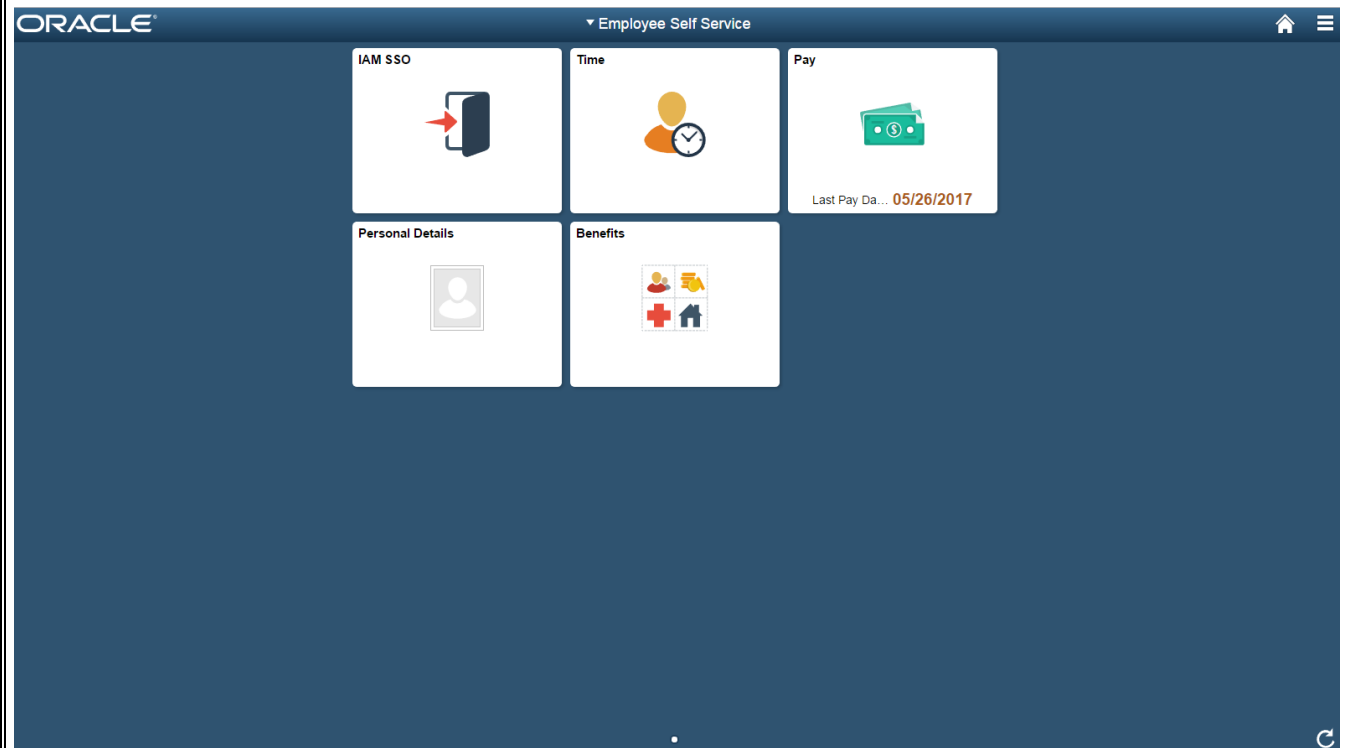
**13.** Click the **Dart** tile.



## PeopleSoft Employee Self-Service Homepage


- Use the Employee Self-Service home page to access a variety of employee self-service transactions

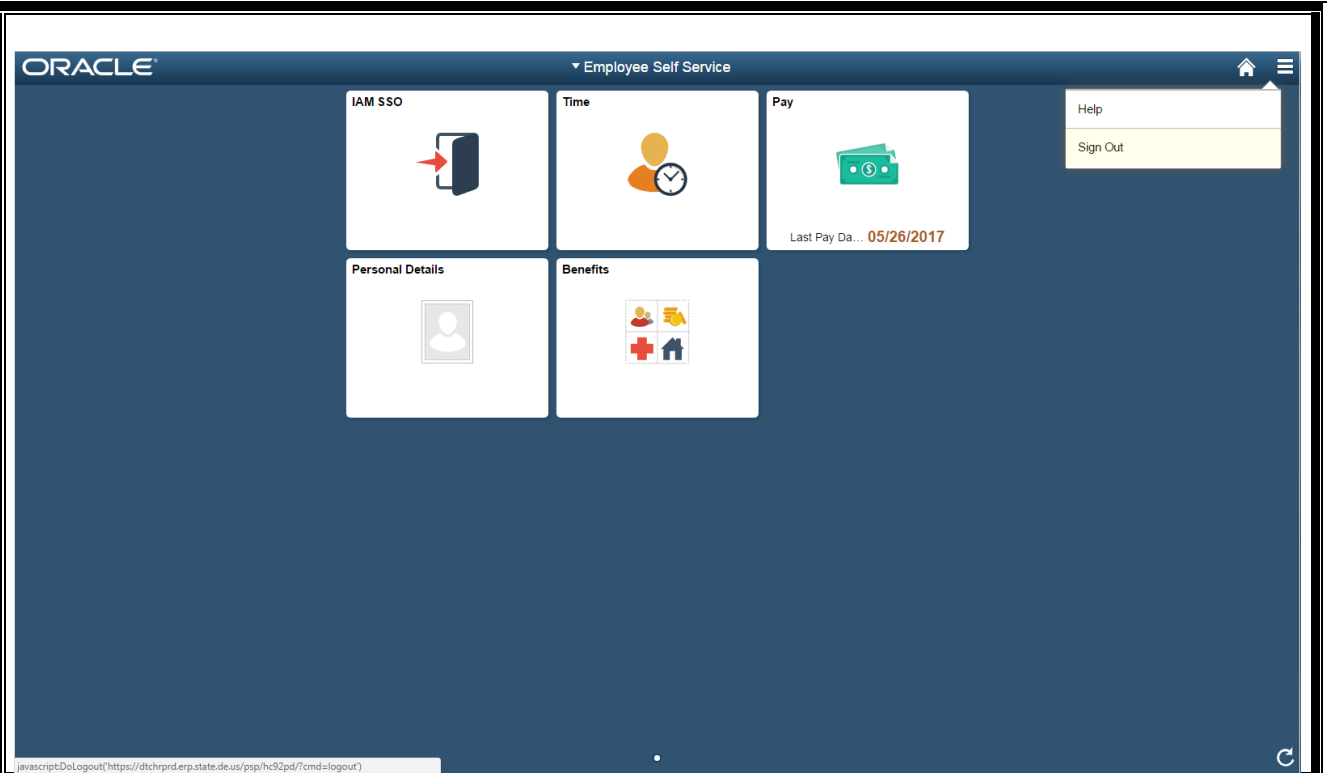
**14.** Click on any tile to access your information.



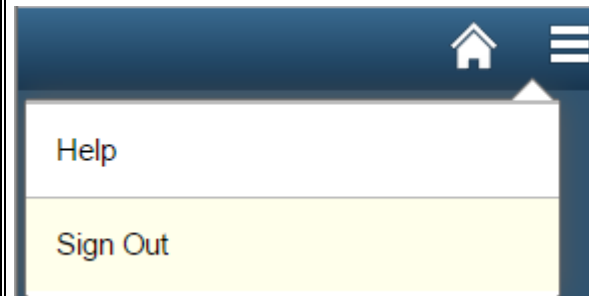
# New User Registration

## Signing out of Peoplesoft Home Page

15. Sign out of PeopleSoft by clicking the **Actions List**  (Ellipse).



16. Click **Sign Out**.



**END OF PROCEDURE**