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## IAM DE-SSO Documentation (Change Password)

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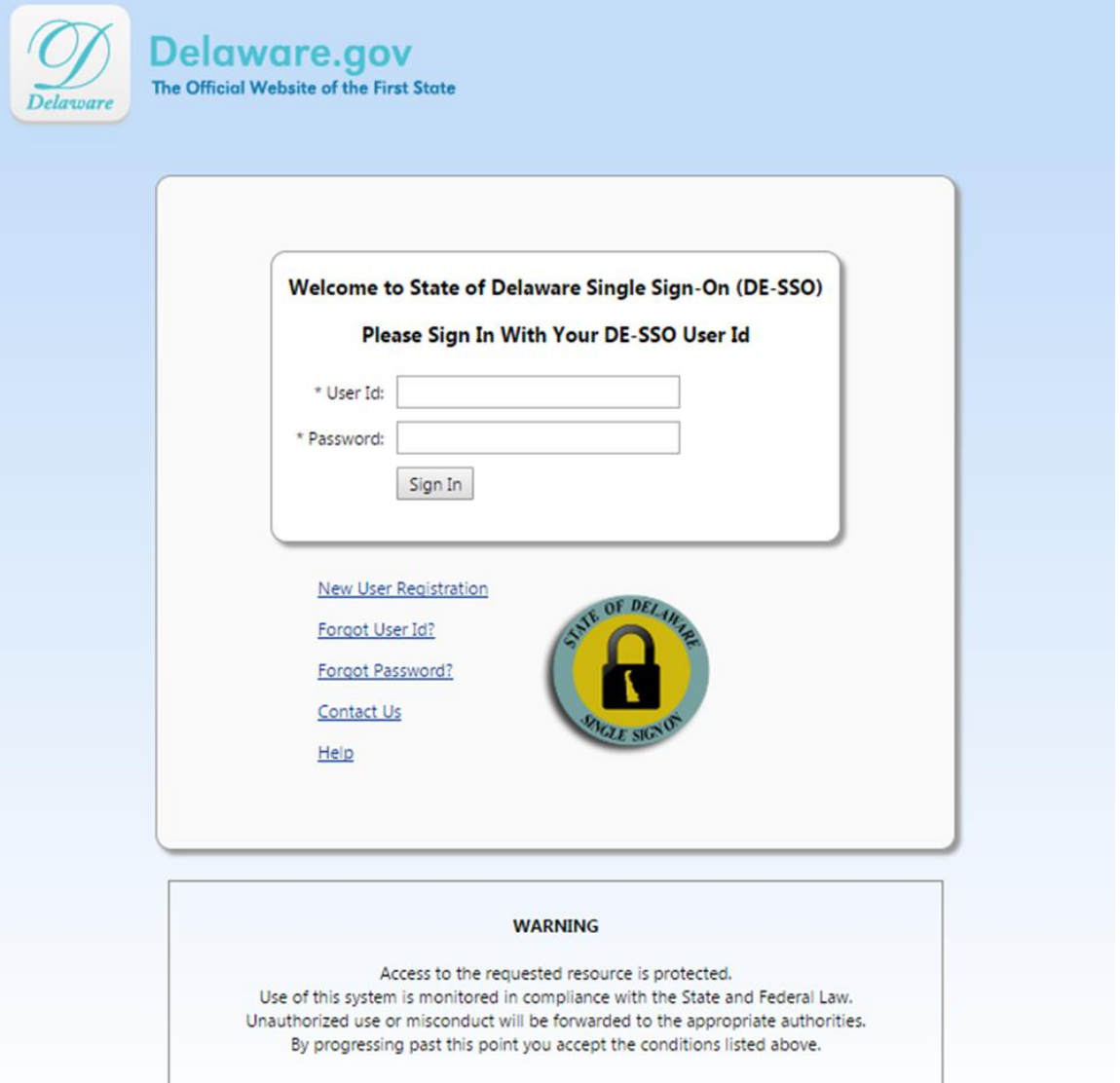
**November 28, 2017**

[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)

# Change Password

## DE-SSO page

1. Enter <https://sso.delaware.gov/> in the browser address bar
2. Enter your **User Id**.
3. Enter your **Current Password**.
4. Click **Sign In**.



The screenshot shows the Delaware.gov DE-SSO login page. At the top left is the Delaware logo, and to its right is the text "Delaware.gov The Official Website of the First State". The main content area is a white box with a light blue border. Inside this box, at the top, is the heading "Welcome to State of Delaware Single Sign-On (DE-SSO)" followed by "Please Sign In With Your DE-SSO User Id". Below this are two input fields: "\* User Id:" and "\* Password:". A "Sign In" button is positioned below the password field. To the left of the "Sign In" button are four links: "New User Registration", "Forgot User Id?", "Forgot Password?", and "Contact Us". Below these links is a "Help" link. To the right of the links is a circular logo for "STATE OF DELAWARE SINGLE SIGN-ON" featuring a padlock icon. At the bottom of the page is a "WARNING" box with the following text: "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."

# Change Password

## Home Tab

5. Click the **My Information** tile.

➤ The tiles that are blocked out do not apply to DTC

The screenshot shows the Delaware.gov website's DE-SSO Account Management page. The page header includes the Delaware.gov logo, the text "The Official Website of the First State", and navigation links for "User Guides", "Display Settings", and "Sign Out". There are also buttons for "Self Service" and "Manage". The main content area is titled "DE-SSO Account Management" and contains five tiles:

- My Information**: Manage your profile, passwords and challenge questions. This tile is not blocked.
- Request Access**: Subscribe to services. This tile is blocked out with a red circle and a diagonal slash.
- Track Requests**: Track the status of your pending requests. This tile is blocked out with a red circle and a diagonal slash.
- Pending Approvals**: Take action on requests assigned to you for approvals. This tile is blocked out with a red circle and a diagonal slash.
- Application Portal**: Access your systems. This tile is not blocked.

# Change Password

## My Information Tab

6. Click the ▶ to expand the Change Password section.
7. Enter your **Current Password**.
8. Enter your **New Password**.
9. **Confirm New Password** by entering it on the third line.

The screenshot shows the Delaware.gov website with the 'My Information' tab selected. The 'Change Password' section is expanded, revealing three input fields: 'Old Password', 'New Password', and 'Confirm New Password'. Each field is marked with an asterisk to indicate it is a required field. There are 'Apply' and 'Cancel' buttons to the right of the fields. The page also features a navigation bar with 'User Guides', 'Display Settings', and 'Sign Out' options, and a 'Self Service' button.

10. Click the **Apply** Button once it has Generated (Appears green).

- A confirmation message will appear at the top

This screenshot shows the same 'My Information' page as the previous one, but with a green confirmation message at the top: 'Password has been changed successfully'. The 'Apply' button is now highlighted in green, indicating it has been clicked. The 'Change Password' section is still expanded, and the input fields are now filled with dots, suggesting the user has entered their passwords. The 'Apply' and 'Cancel' buttons are still visible.

# Change Password

## Signing Out of DE-SSO

11. Click the **Sign Out** of the application link.

OR

12. Return to the **Peoplesoft** Home page.

13. Click on the Application Portal tile to return to the Application Links page.

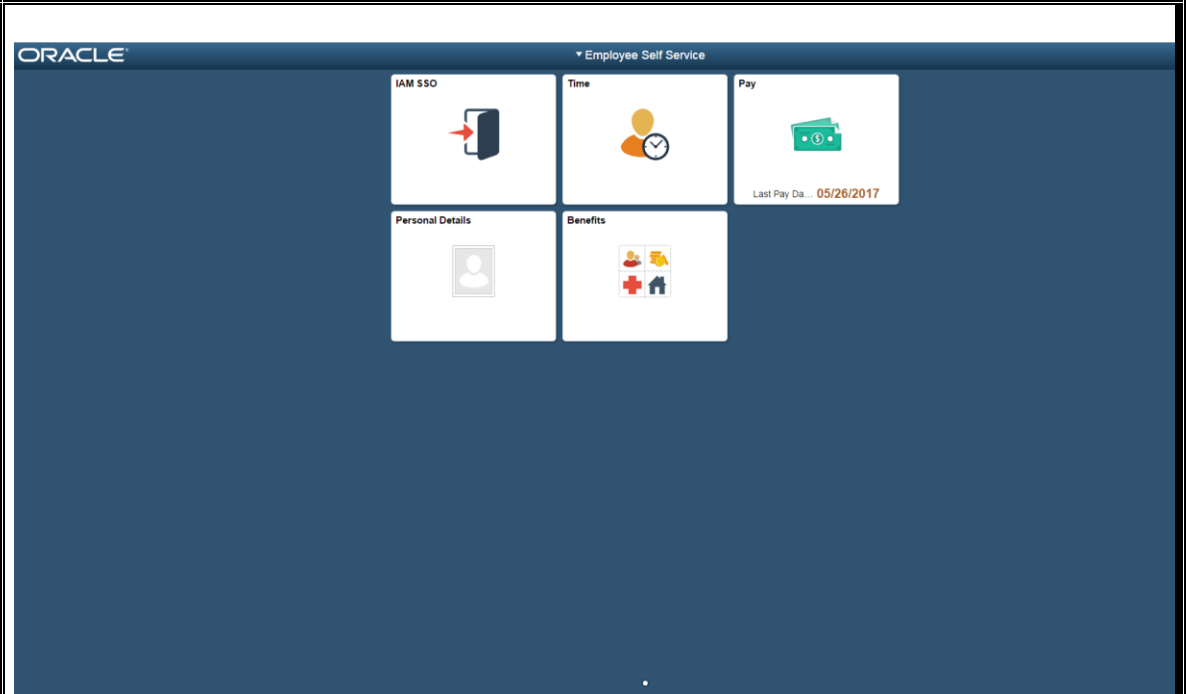
The screenshot shows the Delaware.gov DE-SSO Account Management page. The header includes the Delaware.gov logo, navigation links for User Guides, Display Settings, and Sign Out, and buttons for Self Service and Manage. The main content area is titled "DE-SSO Account Management" and contains five tiles:

- My Information**: Manage your profile, passwords and challenge questions.
- Request Access**: Subscribe to services. (Marked with a red prohibition sign.)
- Track Requests**: Track the status of your pending requests. (Marked with a red prohibition sign.)
- Pending Approvals**: Take action on requests assigned to you for approvals. (Marked with a red prohibition sign.)
- Application Portal**: Access your systems.

# Change Password

## PeopleSoft Home Page

14. Click on the **Dart** tile to be brought to the Peoplesoft Homepage.



END PROCEDURE