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# **IAM DE-SSO Documentation (Change Challenge Questions)**

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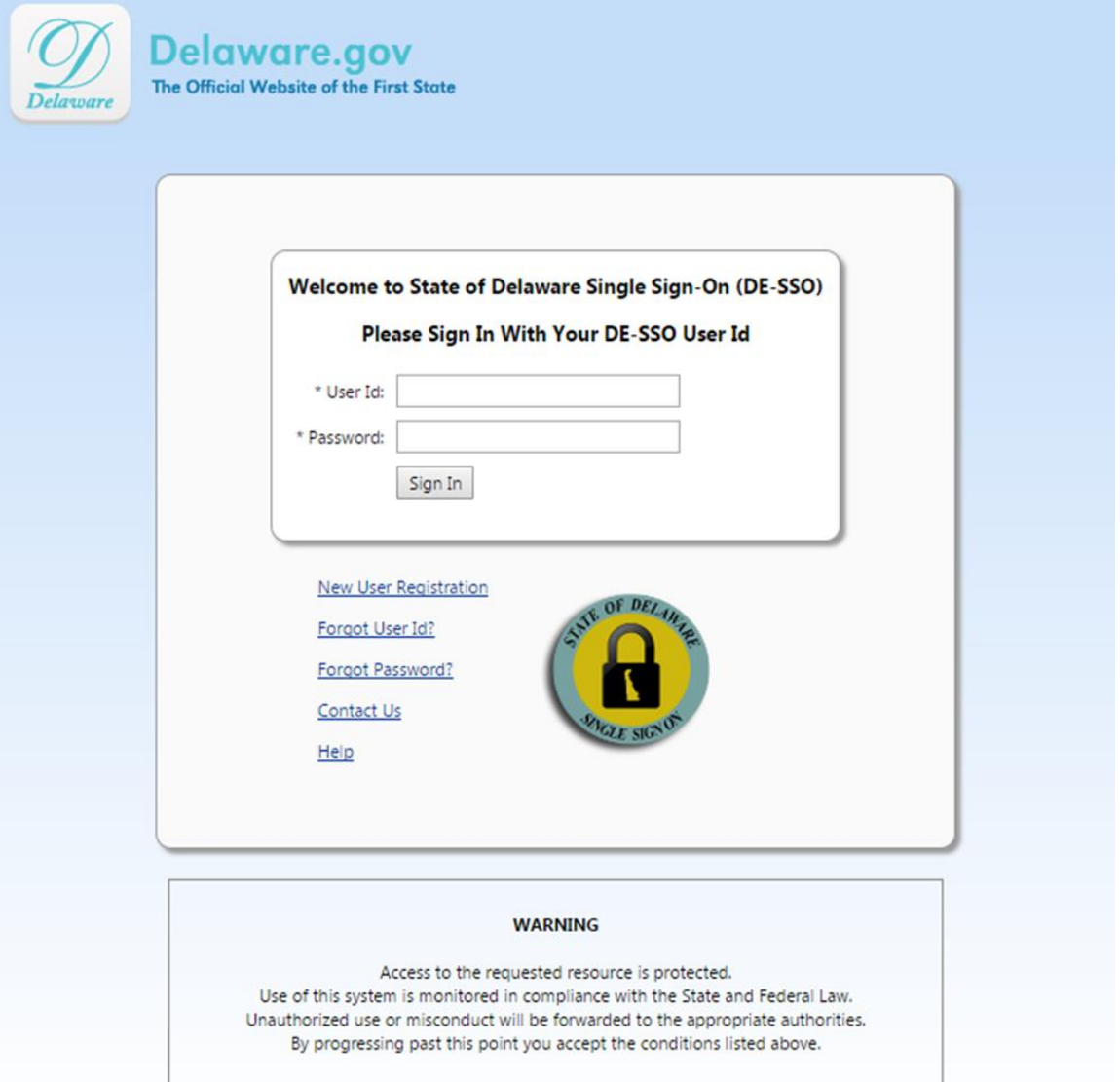
**November 28, 2017**

[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 Challenge Questions

## DE-SSO Page

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



The screenshot shows the Delaware.gov Single Sign-On (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, the text reads "Welcome to State of Delaware Single Sign-On (DE-SSO)" followed by "Please Sign In With Your DE-SSO User Id". Below this text 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 five links: "New User Registration", "Forgot User Id?", "Forgot Password?", "Contact Us", and "Help". To the right of these links is a circular logo for the State of Delaware Single Sign-On, featuring a yellow padlock on a black background with the text "STATE OF DELAWARE" and "SINGLE SIGN-ON" around the perimeter. Below the main content area 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 Challenge Questions

## My Information Tile

5. To access your **Challenge Questions**, click on the **My Information** tile.

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

The screenshot shows the Delaware.gov DE-SSO Account Management interface. At the top, there is a navigation bar with the Delaware.gov logo, the text "The Official Website of the First State", and links for "User Guides", "Display Settings", and "Sign Out". Below this, there are 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 active.
- 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 active.

# Change Challenge Questions

## My Information Tab - Challenge Questions

6. Click the ▶ to expand the Challenge Questions section.
  7. Select a different **Question** or create your own
  8. Tab to **Answer 1** and type the answer.
  9. Repeat for **Questions 2 & 3**.
- *If you do not choose new questions for 2 & 3, you still have to type the answers to those questions – if not you will receive an error message*

The screenshot shows the 'My Information' page on Delaware.gov. The page has a header with the Delaware logo and 'Delaware.gov The Official Website of the First State'. Navigation links include 'User Guides', 'Display Settings', and 'Sign Out'. There are buttons for 'Self Service' and 'Manage'. The 'My Information' tab is active, showing a breadcrumb trail: Home > My Information x. A note indicates '\* Required fields'. The 'Challenge Questions' section is expanded, showing three questions with dropdown menus and corresponding answer input fields. The questions are: 'What is your oldest sibling's middle name?', 'What is the middle name of your oldest child?', and 'What is your oldest cousin's first and last name?'. There are 'Apply' and 'Cancel' buttons at the bottom right of the form.

Delaware.gov  
The Official Website of the First State

User Guides ▼ Display Settings ▼ Sign Out

Self Service Manage

Home My Information x

\* Required fields

▶ Basic User Information

▶ Change Password

▲ Challenge Questions

Your password reset challenge questions and answers are already set. However, you may overwrite/customize the questions as you wish by simply typing over them.

Apply Cancel

\* Question1 What is your oldest sibling's middle name? ▼ \* Answer1

\* Question2 What is the middle name of your oldest child? ▼ \* Answer2

\* Question3 What is your oldest cousin's first and last name? ▼ \* Answer3

# Change Challenge Questions

## Submission Page

10. Click the **Apply** Button once it has generated (appears green)

➤ A confirmation message will appear at the top

The screenshot shows the Delaware.gov user profile page. At the top right, there are links for 'User Guides', 'Display Settings', and 'Sign Out'. Below these are 'Self Service' and 'Manage' buttons. A green confirmation message at the top reads: 'Questions and answers are updated successfully'. The main content area has three sections: 'Basic User Information', 'Change Password', and 'Challenge Questions'. The 'Challenge Questions' section is expanded, showing three questions and their corresponding answers. A yellow callout box points to the 'Apply' button with the text 'Challenge Answers are Case Sensitive'. The 'Apply' button is green, and the 'Cancel' button is grey.

Question	Answer
* Question1 In what city or town was your first job?	* Answer1 Wilmington
* Question2 In what city or town did you meet your spouse?	* Answer2 Greenwood
* Question3 In what city or town does your nearest sibling live?	* Answer3 Hockessin

# Change Challenge Questions

## Home Tab

11. Sign Out of the application.

OR

12. Return to the Home tab.

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

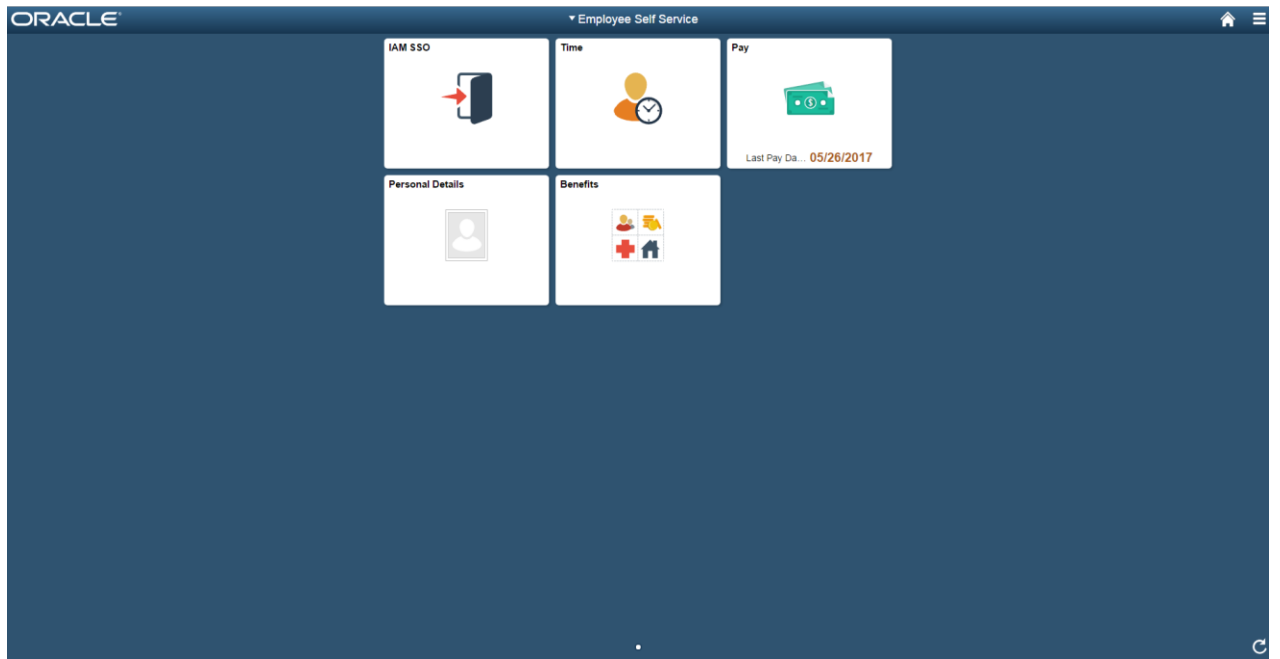
The screenshot displays the DE-SSO Account Management interface on Delaware.gov. At the top, there are navigation links for 'User Guides', 'Display Settings', and 'Sign Out', along with 'Self Service' and 'Manage' buttons. The main content area is titled 'DE-SSO Account Management' and contains five 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. (Marked with a red arrow from the instructions)

# Change Challenge Questions

## Signing Out of PeopleSoft Home Page

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



**END PROCEDURE**