Procedure to move application to MyPortal Log In (SSO)

- Implementing Single Sign On (SSO) improves security and simplifies where users can access multiple applications using a single log in credential - the MyPortal log in.
- 'Application' refers to the system or website that will move to only use the MyPortal log in.
  - Current applications using MyPortal Log In: DegreeWorks, DSPS (Accommodate), etc.
  - Canvas is not currently scheduled to move into the MyPortal log in.
- ITS Contact: Kristen Whittaker, Application Services Manager
- Procedure to move an application to MyPortal Log In:

TASK	PURPOSE	ASSIGNED TO
1. INTRODUCTION Conversation with functional area key point(s) of contact for the application that will switch to the MyPortal log in.	- ITS outlines the change to the log in process with the key point(s) of contact. - Discuss impacts, security of a single log in credential, feasibility, application details, MyPortal card, etc. - Create stakeholder list for Kick-Off meeting: to include functional users, ITS, and the Application/Account contact(s).	✓ OPTION 1: ITS can initiate the conversation with functional area key point(s) of contact, to gather information and stakeholder list to include in the Kick-Off meeting. ✓ OPTION 2: Functional Areas can also initiate the conversation with ITS to explore if an application can/should be moved to the MyPortal log in.
2. KICK-OFF MEETING Meeting with stakeholders associated with the application moving to MyPortal log in.	- Welcome - Review moving the application/services to MyPortal Log in - Determine if the change in process will require a MyPortal card or not. - Impacts on users: - Population impacted - Website content and Instructions - Communication - Timing to make the switch - MyPortal Support, resources Helpzone, Helpdesk, Password reset, etc. - Timeline & Next Steps	✓ ITS
3. GATHERING MATERIALS Collect procedure documentation from Application /Account contact for SSO.	- ITS connects with the Application/Account contact to determine SSO set up for system connections (SAML, Okta, CAS, etc.) - Requirements for access, API keys/tokens, etc. - Okta Roles - Timing for move to PROD.	✓ ITS

4. CONFIGURATION Integrate and federate to Okta.	▪ Okta ▪ OCI	✓ ITS ✓ Application Contact(s) Support
5. MYPORTAL CARD Configure and/or design a MyPortal Card. Not all changes to the MyPortal log in require a MyPortal card. The switch can be supported through existing links. Example: Library resources and Maxient.	▪ Some MyPortal cards come as a 'delivered card,' already designed to activate. ▪ Other MyPortal cards may need to be created and designed to elevate the application and 'access system' link and images. ▪ ITS will work with functional users to design and activate the card.	✓ ITS
6. TESTING Test the log in process with the MyPortal log in to ensure the new configuration is working properly and as expected.	▪ Testing of the links and access to the MyPortal log in. ▪ Application in Okta assigned correct roles. ▪ MyPortal Test card configured. ▪ Functional areas coordinate testing with group of users.	✓ ITS ✓ Functional Areas
7. COMMUNICATIONS Notifications and information shared regarding changes to MyPortal log in.	▪ Notification to population impacted by the change is strongly encouraged. ▪ Websites updated to correct information. ▪ Other content and messaging updated. ▪ Communication can include if there is a new card to locate in MyPortal, timing of change, how to reset password, support/help available, etc.	✓ **Functional Areas are responsible to communicate to their college, students, and employees regarding the log in change, process, and timing.** ✓ PRMG / College Director of Marketing are available to assist. ✓ ITS: at the request from functional users, ITS can assist with coordinating communications.
8. GO LIVE Switch and launch to MyPortal log in.	▪ Confirm with Application/Account team for the switch/go live. ▪ Enable the MyPortal Card ▪ Confirm application is assigned to correct Okta roles. ▪ Troubleshoot any issues.	✓ ITS ✓ Application/Account Team ✓ Functional Users
9. SIGN OFF Acceptance the MyPortal log in process has been successfully implement.	▪ Sign off received from functional user point(s) of contact.	✓ ITS ✓ Functional User