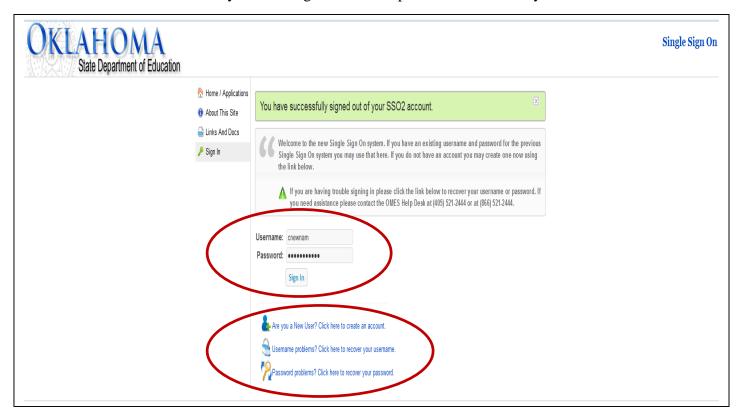


Single Sign On Linking

As part of the forthcoming quantitative components of the state TLE appraisal system, teachers are required to have a "Single Sign On" account with the Oklahoma State Department of Education which is linked to our school district. The instructions below demonstrate how to link your existing SSO account (or newly created account if you don't already have one) to our district.

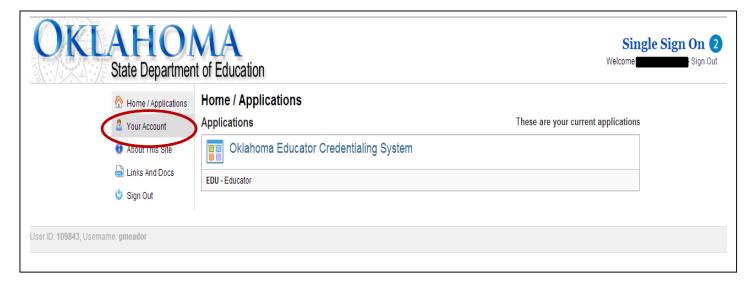
1. First you must login to the SSO system at https://sdeweb01.sde.ok.gov/SSO2/Signin.aspx by entering your existing username and password OR by clicking the appropriate option below the Sign In button to create an account or have your existing username or password emailed to you.



NEW USERS WILL BE ASKED TO FILL OUT A LIST OF QUESTIONS AND SECURITY INFORMATION. You are advised to enter your school email address as the primary address and your home/personal email address as the secondary address. Those addresses are crucial to resetting your account if you forget your username and/or password.

If during the set-up of a new account, you are not prompted to link your account to a school district, you must do so manually after the account is created!

2. After you have successfully logged in, click the "Your Account" link in the left hand column.



3. If you are NOT associated with the district yet, you will see "not set" below the "District(s)" field. If that is the case, click the "Add A District" link.



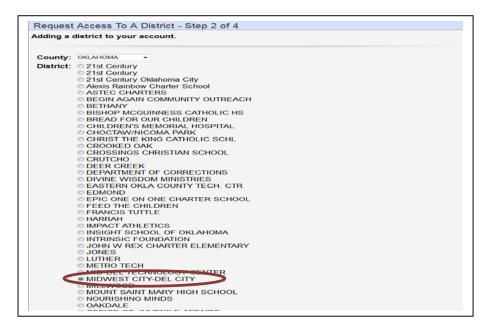
4. Click the "Yes – Let me select a district" button when prompted about being set up for reporting purposes.



menu.



6. After a short pause, the screen will update. When the District list appears, fill the button to the left of the Midwest City – Del City choice. Click the Next button on the lower right-hand portion of your screen.



7. Accept the default "No" on the next screen asking "Are you the superintendent of Midwest City – Del City?" and click the Next button on the lower right-hand portion of your screen.



8. Double-check that you have Midwest City – Del City as the district and are NOT the Superintendent. If everything is accurate, click the Submit button on the lower right-hand portion of your screen. You will see a message stating that "Your request has been submitted.". You may log out of your SSO account.