

How to Set Up Single Sign-On

The portal gives you the capability to access different district resources from within the portal without having to enter multiple account names and passwords each time you want to access those resources. In its current configuration the portal allows you to access district email, Meeting Maker, the De Anza Library catalog system, and the Reports web site (for getting your pay stub information) automatically from inside the portal. (More systems will be added later.) You only need to enter your account name and password once for each resource and the portal will “remember” it for you from then on.

To set up your accounts in the portal, click on the “My Workplace” tab.



When you click on the “My Workplace” tab the page will be updated to display the content available on the “My Workplace” page (shown below):

External Applications [Customize](#)

[DA Library Catalog](#)
[FHDA Reports](#)
[FHDA Webmail](#)
[MeetingMaker](#)

The first time you click the links above, you will be asked to enter your account name and password for the application. Subsequently, when you click on an application here **it will open in a new window**. You will have to move or close that window to see the portal page.

The links above will allow you to go directly to an application that runs "outside of the portal" using a single sign-on. For now you can access the district's web-based email application, Meeting Maker and the FHDA Reports web site (MERS, pay stubs). Detailed instructions about using the [External Applications Portlet](#) are available on the ETS Call Center portal help pages.

We will integrate other applications into the portal as they become available, including tools like electronic forms and the timesheet.

District Resources

- [Foothill-De Anza District](#)
- [Business Services](#)
- [Human Resources](#)
- [Facilities](#)
- [Purchasing](#)
- [Foothill-De Anza Foundation](#)
- [Educational Technology Services](#)
- [Institutional Research](#)

De Anza Faculty Websites

- [De Anza Faculty Manila Website Index](#)

Use the “External Applications” portlet to set up single sign-on. A link to help and information for using for the “External Applications” portlet is in the text directly below the list of applications that are available. However, this “cheat sheet” will also explain how to set up single sign-on for all four applications.

Click on the “Customize” link in the title bar for the External Applications portlet. The portal will update the page to display the following:

In the column below “Display” check the applications you want to display in the “External Applications” portlet, which would make them available for single sign-on.

For each application you have checked, click on the corresponding “pencil” icon and enter the account name and password on the subsequent page.

If you do not want to have the application accessible for single sign-on (and thus, not visible in the “External Applications” portlet), make sure the check box for that application is not checked. If a new window opens displaying the application then you have been successful. If you are prompted for a username and password then you need to enter that information. If you don’t have that information contact the Call Center (ext. TECH or 8324)

Test the single sign-on capability by clicking on the link for each application in the “Application Name” column. After the portal logs you in the application should appear in another window (or tab, depending on how your browser is set) in your browser. If you get a login prompt then you may have entered incorrect information.

When you have finished entering all of your account information, click on the OK button. In the future, you will no longer need to enter any account or password information. The portal will automatically log you in!