

## How to log-in to CPOMS Single Sign On (SSO) User

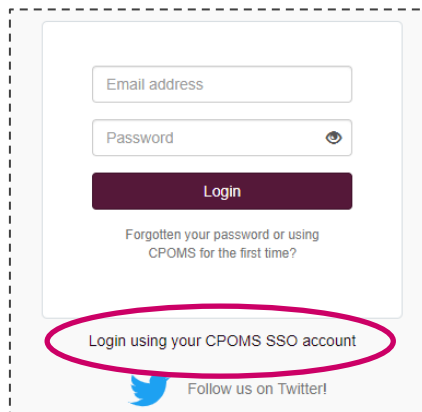
**Single Sign On (SSO)** allows you to maintain one email address, password and key, to gain access to multiple CPOMS sites without having to sign out. You can simply switch between systems using a drop-down menu.

Single Sign On is available on request to those who have access to more than one CPOMS system, or StaffSafe. If you haven't requested this already, please email [helpdesk@cpoms.co.uk](mailto:helpdesk@cpoms.co.uk) to arrange including your preferred email address and a list of school names and post codes you have access to.

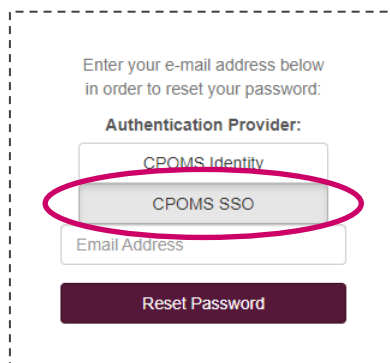
We will only be able to create SSO access for the schools that you are already a user at. Therefore, please arrange this with the CPOMS Administrator at the given school before requesting.

### Step 1:- How to log-in as a Single Sign On user for the first time

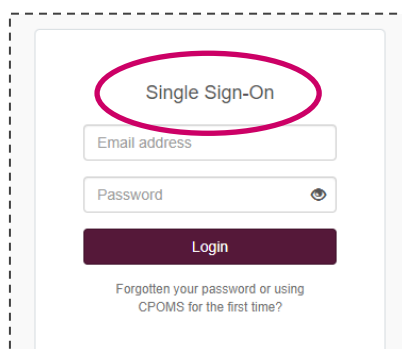
1. Go to one of your CPOMS login pages and click '**Login using your CPOMS SSO account**' (Located just above 'Follow us on twitter'). Your browser should then remember this setting in the future.



2. Reset your password using the '**Forgotten your password or using CPOMS for the first time?**' link (Located just below the 'Login' button). When prompted, select 'CPOMS SSO' as your authentication provider.



3. Follow the steps in the automated reset password email you receive next to create a new password. *This will be used to log in to all CPOMS systems you have access to going forward.*
4. Go back to the login page of your CPOMS system and log in with your new password, being sure to check you are on the 'SSO' login page (it should now say '**Single Sign-On**' beneath the school name).




**If you are a higher access user, you will have basic access only until the remaining steps are complete.**

## Step 2:- Configure your CPOMS Authenticator app

You will now need to re-configure your CPOMS Authenticator app:-

1. If you have created a soft key previously, open the app on your device, tap the menu button in the top right corner and select **Scan new QR code** (Android) or **Delete configuration** (iOS), or install the app from your device's app store if you don't already have it.
2. To scan a new QR code, please access your CPOMS '**Account Settings**' > '**Security keys**' tab. Here you will see a sub-heading for the 'CPOMS Authenticator', click on '**Add new device**'.
3. This will then bring up a QR code for you to scan within your CPOMS Authenticator App, by simply pointing the camera at the on screen QR code.
4. Once you have scanned the QR code and it begins generating numbers, enter a '**Name**' for your device, *i.e. iPad/ My phone*.
5. Next, type in the current 6 digit code appearing on your device into the '**Code**' box.
6. Click '**Save this device**'.
7. **Log out of CPOMS and log in again.** It will now ask you to authenticate your login using the app, please follow the on-screen instructions.



Please note:- You will need to log-in using your new SSO login details at each schools log-in page once. Once this is done, going forward you will be able to log in at any log-in page you have access to and switch between the schools by clicking on the school name to the top-left corner, where a drop-down list of schools available to you will appear.

For further assistance on any of the above please do not hesitate to contact us on

**01756 797766** or **[helpdesk@cpoms.co.uk](mailto:helpdesk@cpoms.co.uk)**.

