Accessing the WAVE

STEP 1 – SINGLE SIGN ON

- Navigate to the Single Sign On (SSO) Website, https://sdeweb01.sde.ok.gov/SSO2/Signin.aspx
- Enter your username and password and press the sign in button.

Figure 1: Picture of Signing in to SSO

STEP 2 – THE WAVE

- Once logged in scroll to The Wave Portal and click to select.

Figure 2: Picture of Accessing the Wave's Portal

STEP 3 – ZSCALER SECONDARY LOGIN

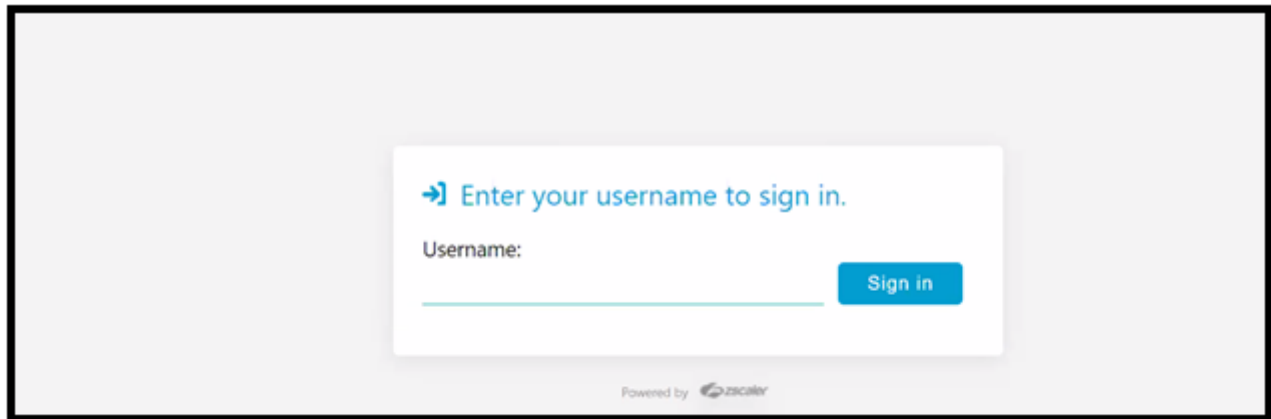- You will be prompted to log in through ZScaler.

Figure 3: Picture of ZScaler login in screen

- You will enter your Username@affiliates.ok.gov email address that you received from the service desk.
- NOTE: We will try and make your username the same as your SSO login, but in some instances that will not be possible.

- Also, If your SSO username contains any characters other than **. _ - +** they will be removed.
  - Examples:
    - SSO Username is John Doe, you will enter johndoe@affiliates.ok.gov
    - SSO Username is John/Doe, you will enter johndoe@affiliates.ok.gov
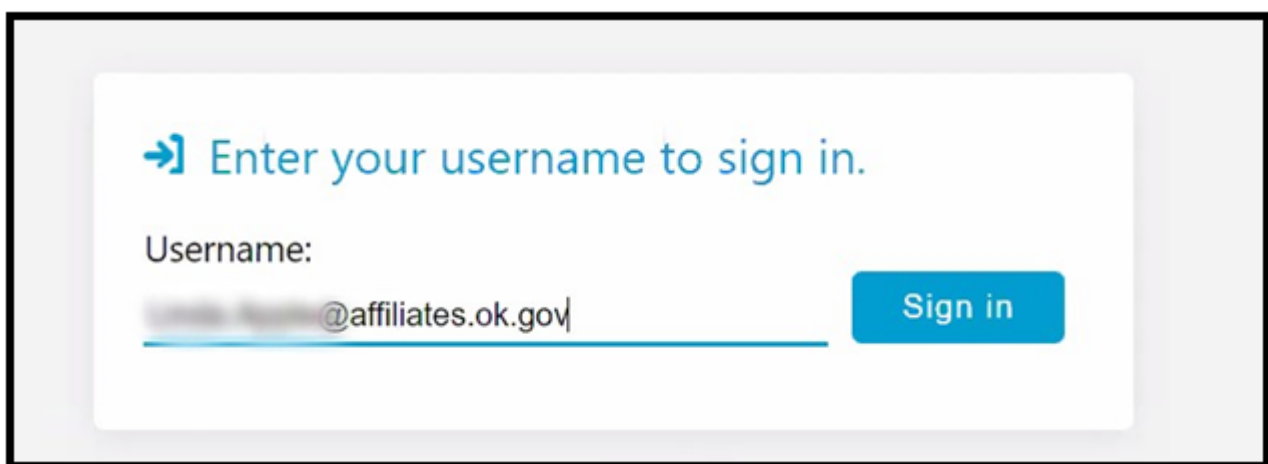   - SSO Username is John.Doe, you will enter john.doe@affiliates.ok.gov
- Click Sign in

Figure 4: Picture of ZScaler login in screen

STEP 4 – MICROSOFT SIGN IN

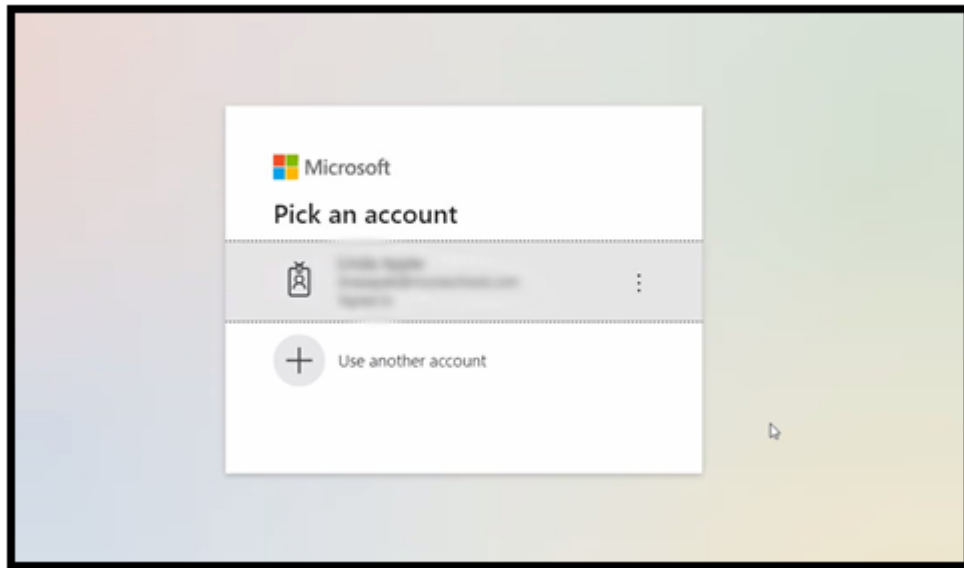- You will be redirected to a Microsoft Sign In page.

Figure 5: Picture of signing in through Microsoft

- NOTE: if you are currently signed into a Microsoft account, please select "Use another Account" to continue.
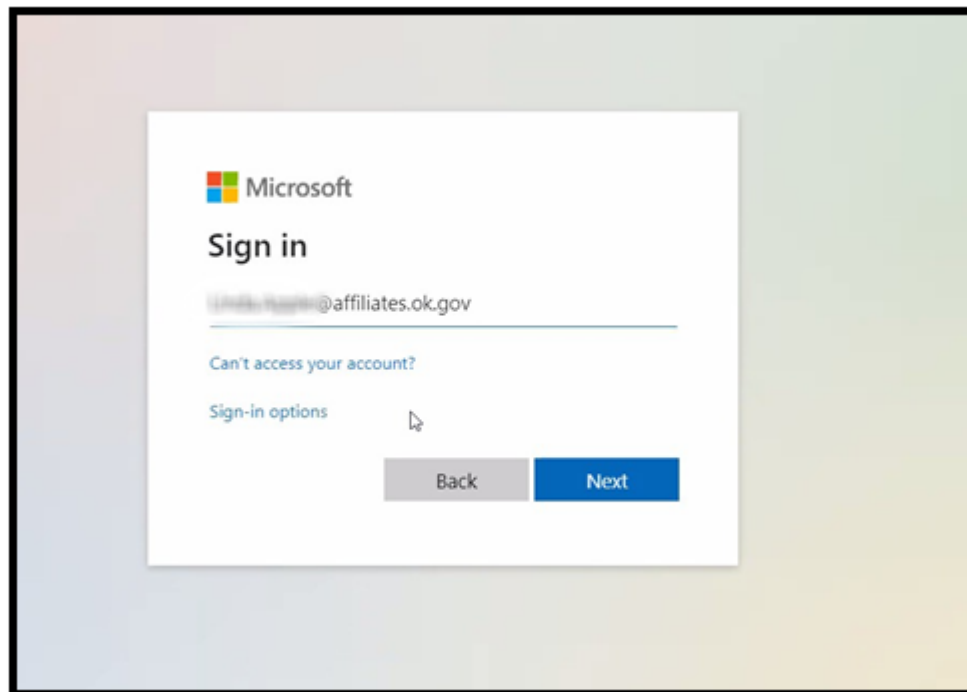

Figure 6: Picture of signing in through Microsoft

- Enter your affiliates.ok.gov email as established in Step 3.
- Click Next to continue

Last Updated 04/04/2022
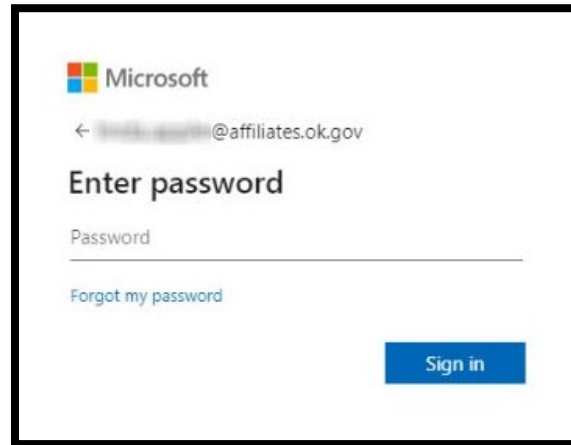
STEP 5 – CREATING A SECURE PASSWORD

Figure 7 Picture of Forgot my password

- When you reach the page requesting a password, click the "Forgot my password" button.
- A new screen will appear.
- Enter your affiliates.ok.gov email as established in Step 3.
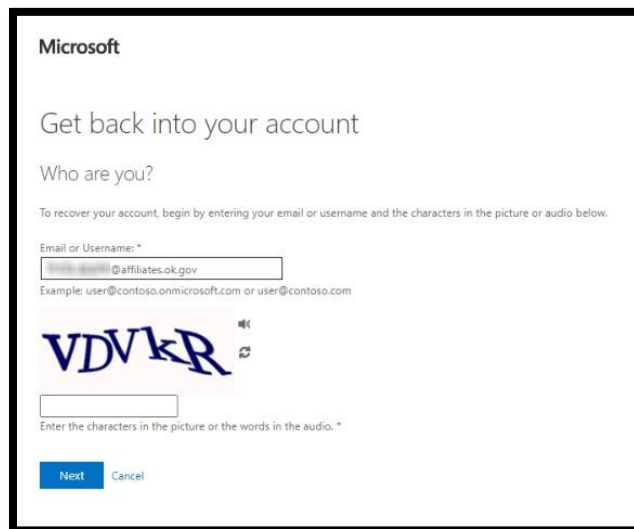- Enter the captcha letters as stated on the screen and click "Next"

Figure 8: Picture of Resetting Microsoft password Step 1

- When the screen appears with your recovery email address (it will be encrypted when displayed), click "Email"
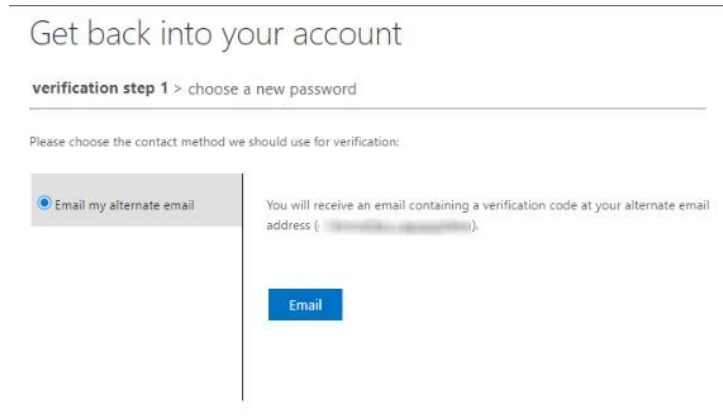
Figure 9: Picture of Resetting Microsoft Password Step 2

- Once you receive your recovery email, type in the verification code and click "Next"
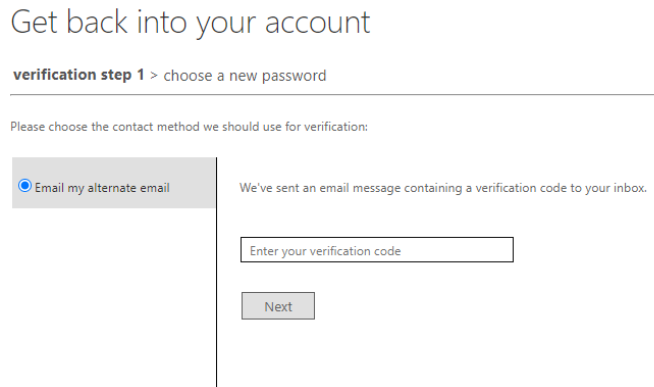

Figure 10: Picture of Verification Code

- Follow the on-screen instructions to complete the password reset process
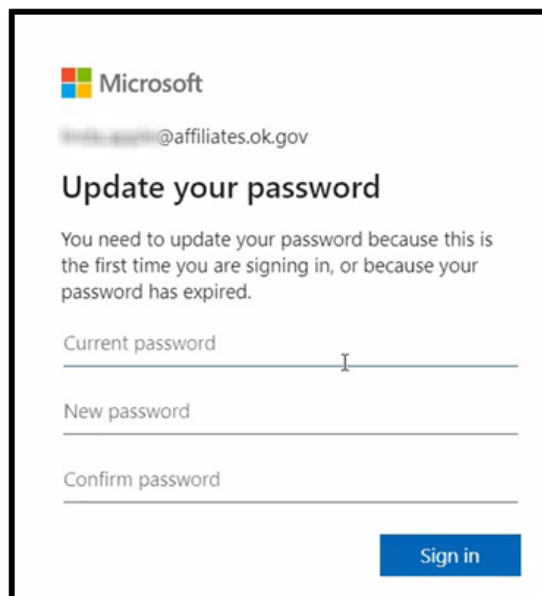- Click Sign In and you will be redirected to the Wave's Portal.

Figure 11: Picture of changing Microsoft password

Last Updated 04/04/2022

STEP 6 – LOGGING IN AFTER INITIAL SETUP

- When logging into the Wave on subsequent visits:
    - Log in to SSO
    - Click the Wave
    - You will be prompted to select a Microsoft Account, if you have more than one choose the @affiliates.ok.gov account, and log in with the password you created in Step 5.
    - You will need to do this each time you log in to The Wave after you've been away for more than one hour.