

ACCESSING THE WAVE

STEP 1 – SINGLE SIGN ON

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

Sign In If you are having trouble signing in please click the link below to recover your username or password. If you need assistance please contact the OMES Help Desk at (405) 521-2444 or at (866) 521-2444. Username: Password: Sign In Sign In	Sign In If you are having trouble signing in please click the link below to recover your username or pass you need assistance please contact the OMES Help Desk at (405) 521-2444 or at (866) 521-2444. Username: Enter username and password here.	word. If
Username: Enter username and password here.	Username: Enter username and password: password here.	
Sign In		
	Sign in	

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.

Enter your username to sign in. Username: Sign in
Powered by Czscaler

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

➔ Enter your username to s	ign in.
Username:	
@affiliates.ok.gov	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.

_		
Pick an account		
Å	:	
+ Use another account		
		D.

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.

iign in	
@affiliates.ok.gov	_
an't access your account?	
ign-in options 🕞	
Back Next	

Figure 6: Picture of signing in through Microsoft

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



STEP 5 – CREATING A SECURE PASSWORD

← 10.01	@affiliates.ok.gov	
Enter pass	word	
Password		
Forgot my passwol	d	
		Sign in

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"

Microsoft
Get back into your account
Who are you?
To recover your account, begin by entering your email or username and the characters in the picture or audio below.
Email or Username: *
@affiliates.ok.gov
NDA FB
Enter the characters in the picture or the words in the audio.* Next Cancel

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"



Get back into y	our account
verification step 1 > choose	a new password
Please choose the contact method w	ve should use for verification:
• Email my alternate email	You will receive an email containing a verification code at your alternate email address (

Figure 9: Picture of Resetting Microsoft Password Step 2

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

Get back into yo	our account
verification step 1 > choose	a new password
Please choose the contact method we	should use for verification:
Email my alternate email	We've sent an email message containing a verification code to your inbox. Enter your verification code 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.

@affiliat	es.ok.gov
Update you	r password
You need to update the first time you ar	your password because this is e signing in, or because your
	ed.
current password	ed.
Current password	<u>I</u>

Figure 11: Picture of changing Microsoft password

STEP 6 – LOGGING IN AFTER INITIAL SETUP

- When logging into the Wave on subsequent visits:
 - Log in to SSO
 - $\circ \quad \text{Click the Wave} \\$
 - 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.