



**Single Sign On (Orion)
User Guide**

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Revision History

Version	Revision Date	Description of Change	Author
1.0	04/03/2019	Creation of Document	Jon Young

How to Log In to SSO (Orion)

General Notes

The log in process for SSO is a two-step process that requires the user's password and Multi-Factor Authentication (MFA) credentials. The MFA credentials are typically a user's alternate email and/or mobile phone number. MFA requirements are only needed the first time a user logs in, and every 90 days thereafter OR when the user clears the cookies on their local machine.

If a user has two Microsoft based SSO accounts (typically one personal and one with TDOE), then in order to log in to SSO V2.0 (Orion V2.0), the user will need to use the approved TDOE username and password to log in to the SSO platform. Use of a personal email affiliated with a Microsoft SSO account to log into the TDOE SSO platform will receive an error.

Log In to SSO

- 1) Navigate to <https://www.tneducation.net> OR <https://orion.tneducation.net> to access the SSO login page.
- 2) Enter your username and password as provided by the TDOE and select the "Next" button
 - a. IF this is the user's first time logging in to SSO ever, then the user will need to enter MFA credentials in Microsoft's Azure Active Directory. Upon completing Step 1, the user will be prompted to do the following:
 - i. Enter the Microsoft credentials requested, including MFA requirements for Microsoft.
 - ii. Upon completion of the entry of data, select "Finish" to open the Orion MFA credentials page
 - b. IF this is not the user's first time logging in, proceed to Step 3.
- 3) Within the Orion MFA credentials page, enter a mobile phone number into the phone number field and select "Send" to receive an authorization code. **Remember: Entering a phone number is done ONCE, so be sure the information is correct!**
 - a. Note: The email populated within the email portion of MFA is sourced from the Ed-Fi data submitted to the SIS vendor
 - b. Note: Reception of a code to a mobile device or email takes up to five minutes for reception.
 - c. Note: If the user attempted to log in prior and came back after a period of time, the system will request re-entry of the MFA credentials and the user will need to follow the on-screen prompts to be sent a new code, or use the code already sent to the user
- 4) Upon completion of Step 3, the system will move to the authorization code entry window. Enter the code received to your mobile device OR email and select "Submit"
- 5) IF credentials are correct, the system will open the default section of Orion, which is the Application Launcher. IF credentials are incorrect, the system will prompt to enter in the correct code.
 - a. Note: If the user needs to receive a new code due to the one currently available being invalid, the user may use the "Back" button and repeat Steps 3-4

How to Open a Tile

General Notes

Opening a tile is a simple process, however user authentication within a tile is not. User authentication is managed by the application administrator and access and/or use rights within a tile/application are determined and/or given by the application administrator. For assistance with tile/application access, contact your local District EIS Supervisor.

Opening a Tile

- 1) First, if not logged in, follow the process for logging in to SSO by referencing the *How to Log In to SSO* section of this document
- 2) After logging in to SSO, the system will display the Application Launcher, which is the first icon within the navigation toolbar.
 - a. Note: All tiles the user has access to will be displayed. If there is a tile the user believes should be present, but is not, contact your local District EIS Supervisor.
- 3) Within the main window of the Application Launcher, select a tile.
 - a. Upon selection, a prompt may appear requesting the appropriate application role to launch the application. Select the role from the dropdown list and select the "Launch Application" button.
- 4) A new tab will open in the user's browser, and the application will launch within the new tab.
 - a. IF the user is not set up within the application provided access to, the application will prompt for appropriate credentials to log in to the system. If no credentials are available, contact your local District EIS Supervisor.
 - b. IF the user has never used Orion to open a tile before, there will be display on the application log in page a button with verbiage similar to "Log in with Orion". Select this button to pair the application with the user's Orion account.

How to Reset a Password

General Notes

Resetting a password may be done in two ways. The first is by receiving a new welcome email that suspends a user's account and sends a temporary password to the user's email in order to reset the password and reactivate the user's accounts. The second is by following the password reset features upon attempting to log in to the system.

Resetting a Password with Log-In Password Reset Feature

- 1) Navigate to <https://www.tneducation.net> OR <https://orion.tneducation.net> to access the SSO login page.
- 2) Enter your username and password as provided by the TDOE and select the "Next" button.
- 3) The system will prompt the user that the account or password credentials are incorrect and allow the user to use the "reset it now" or "Forgot my password" options to reset the password.
- 4) Select either "reset it now" or "Forgot my password". The system will take the user to the Microsoft Azure Active Directory "Get back into your account" page. Utilizing the following process will update the Active Directory database, which SSO (Orion) uses to authenticate users.
- 5) Follow the on-screen prompts to validate who you are. Select "Next" upon completion.
- 6) Follow the onscreen prompts to proceed through "verification step 1". Select the button on screen to proceed to "verification step 2".
- 7) Follow the onscreen prompts to complete "verification step 2". Select the button on screen to proceed to "choose a new password"
- 8) Follow the on-screen prompts to update the password within the Microsoft Azure Active Directory. Select the button on screen to complete the process and be navigated back to the SSO log in page.
- 9) Follow the steps as listed within the *How to Log In to SSO* portion of this document

How to Access the SSO User Report

General Notes

The SSO User Report is accessed through the SSO User Report icon within the navigation toolbar of the platform. This report is exclusive to state users and District Admins that have DST_AA access.

Accessing the SSO User Report

- 1) After following the steps listed within the *How to Log In to SSO* portion of this document, navigate to the “SSO User Report” icon and select it to open the SSO User Report page.
 - a. IF the user is a district user, the user will only be able to see their respective district data
 - b. IF the user is a state user, the user will see all data available within the system
- 2) Select a district/LEA from the “Local Education Organization” dropdown and select “Search”.
- 3) The system populates all users within the respective selection with the following data points: username, name, application, role, email, domain/LEA, and status.
 - a. There is a count limit of 500 records the system is able to display. To see all records after the list populates on screen, select the “Download” button to download an excel file containing all data to the user’s local machine.
 - b. IF the user desires to reset the information displayed, select the “Reset” button to clear the information entered and to go back to the original state of the window.