

TAMUS Single Sign On (SSO) Website

Access Using TFS Login and DUO



Texas A&M Forest Service (TFS) – Information Resources Department (IR)
How to access SSO using your TFS login and setup two-factor authentication (DUO)

Version 1.0, 11/10/2017

© Texas A&M Forest Service
Information Resources
support@tfs.tamu.edu
<http://tfsweb.tamu.edu>

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<http://tfsweb.tamu.edu>

Version 1.0, November 10, 2017

Mission: We strive to make our systems reliable, available, and secure for the facilitation and support of the Texas A&M Forest Service's mission in public service.

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1.0 Getting Started

This document shows you how to access the Texas A&M University System (TAMUS) Single Sign On (SSO) website using your TFS login and how to protect your account using DUO two-factor authentication.

Before you begin, you'll need a computer, tablet, or smart phone with internet access. You'll also need to know your TFS Password (the same one you use to access your e-mail) and a two-factor device such as a smart phone, cell phone, land line, or U2F token.

If you have any trouble getting through this guide, the IR Help Desk is just around the corner: Call: (979) 458-7309, Chat: <https://tfshelp.tamu.edu> or E-mail: support@tfs.tamu.edu

2.0 First Login & DUO Setup

If you have never signed into SSO using your TFS login, start here. We recommend performing these steps from your laptop or desktop computer.

1. First, go to <https://sso.tamus.edu>
2. Click on the TFS logo under the “Campus or Agency Logon”.

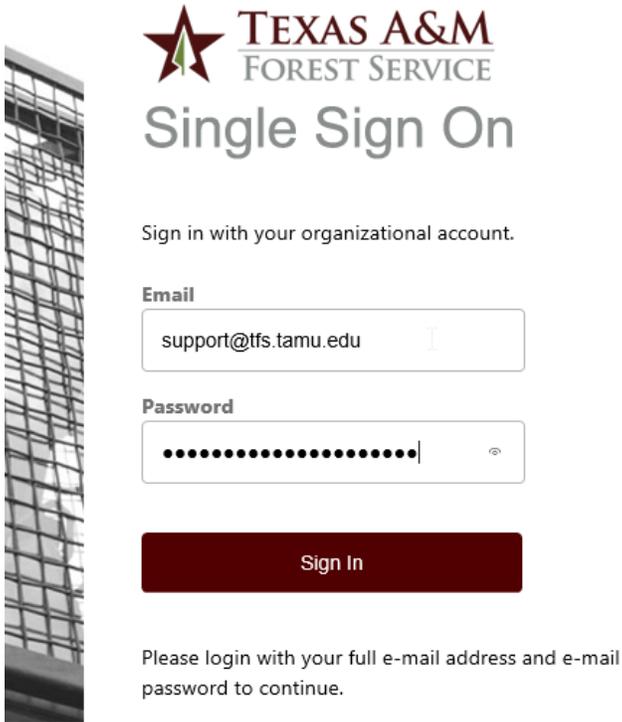
The screenshot displays the SSO login interface. At the top, there is a security warning: "Don't be a victim! Employees of The Texas A&M University System continue to be targeted in 'phishing' schemes by parties wishing to gain access to the A&M System's secure applications and your personal information. herefore, verify the address and the certificate of the site before entering your userid and password. Sites authorized to collect your SSO userid/password sit the SSO news page for updates, to protect yourself from phishing, or to view a phishing email and another." Below this is a blue banner: "You're going to need a bigger recycling bin! With Workday our HR, payroll, and benefits paper-based processing will be minimized. Learn More".

The main login area is divided into two sections:

- UIN Logon:** Includes a "UIN:" label, a text input field, a "Password:" label, another text input field, a "Submit" button, and links for "Trouble Logging In?", "New Employees – Set up your password", "I forgot my password", and "Use your one-time (temporary) password". A note at the bottom states "All logon attempts are logged."
- Campus or Agency Logon:** Includes the text "You can now logon using a Campus or Agency Logon like NetID or Island ID. More information...". It features a grid of logos for various entities: TAMU NetID, Island ID, TAMUCT, Tarleton, AgriLife, TTI, Qatar, and TFS. The TFS logo (Texas A&M Forest Service) is circled in red.

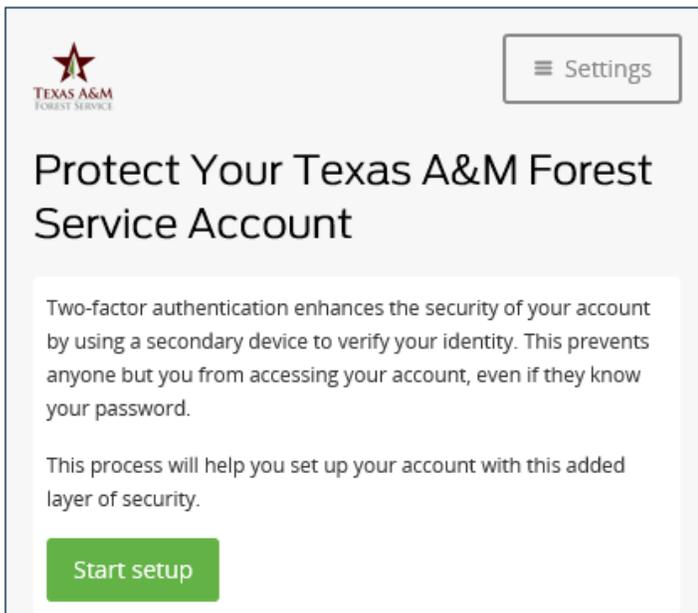
Single Sign-On is the system which handles your logon access to web based applications which have chosen to use Single Sign-On as their authentication method.

3. Enter your full e-mail address and e-mail password. Click “Sign In”.



The screenshot shows the login interface for the Texas A&M Forest Service. On the left is a vertical image of a building's glass facade. The main content area features the Texas A&M Forest Service logo at the top, followed by the heading "Single Sign On". Below this is the instruction "Sign in with your organizational account." There are two input fields: "Email" containing "support@tfs.tamu.edu" and "Password" which is masked with dots. A dark red "Sign In" button is positioned below the fields. At the bottom, a note reads: "Please login with your full e-mail address and e-mail password to continue."

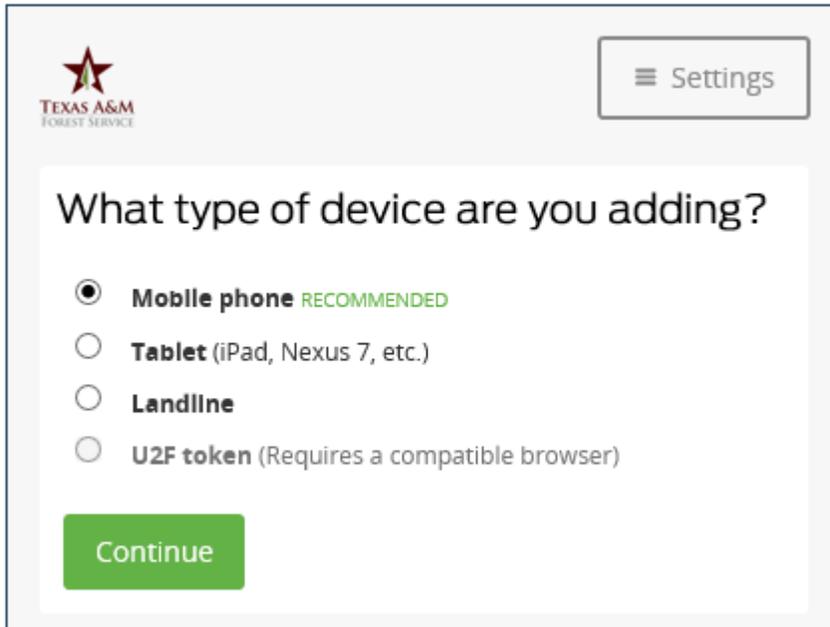
4. Click “Start setup” to protect your account with DUO.



The screenshot displays a page titled "Protect Your Texas A&M Forest Service Account". It includes the Texas A&M Forest Service logo in the top left and a "Settings" button in the top right. The main text explains that two-factor authentication enhances account security by using a secondary device for identity verification. A green "Start setup" button is located at the bottom of the text area.

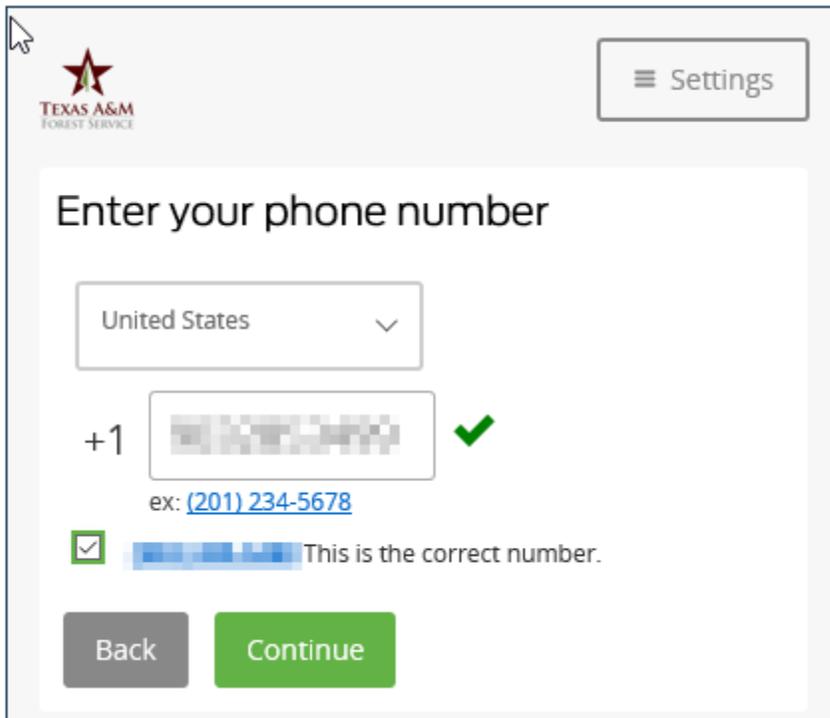
Note: You are required to enable two-factor authentication to use the TFS login to access SSO.

5. Choose what type of device you want to use for your two-factor authentication. A smart or mobile phone is recommended. Then click “Continue”.



The screenshot shows the Texas A&M Forest Service logo in the top left and a 'Settings' button in the top right. The main heading is 'What type of device are you adding?'. There are four radio button options: 'Mobile phone' (with 'RECOMMENDED' in green text), 'Tablet (iPad, Nexus 7, etc.)', 'Landline', and 'U2F token (Requires a compatible browser)'. A green 'Continue' button is at the bottom left.

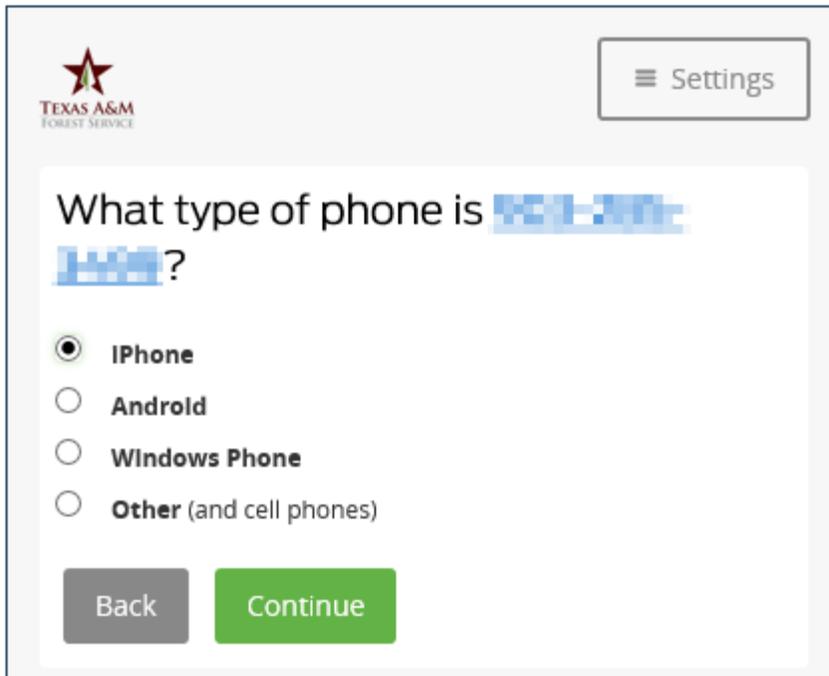
6. Enter your phone number. Be sure to include the area code.



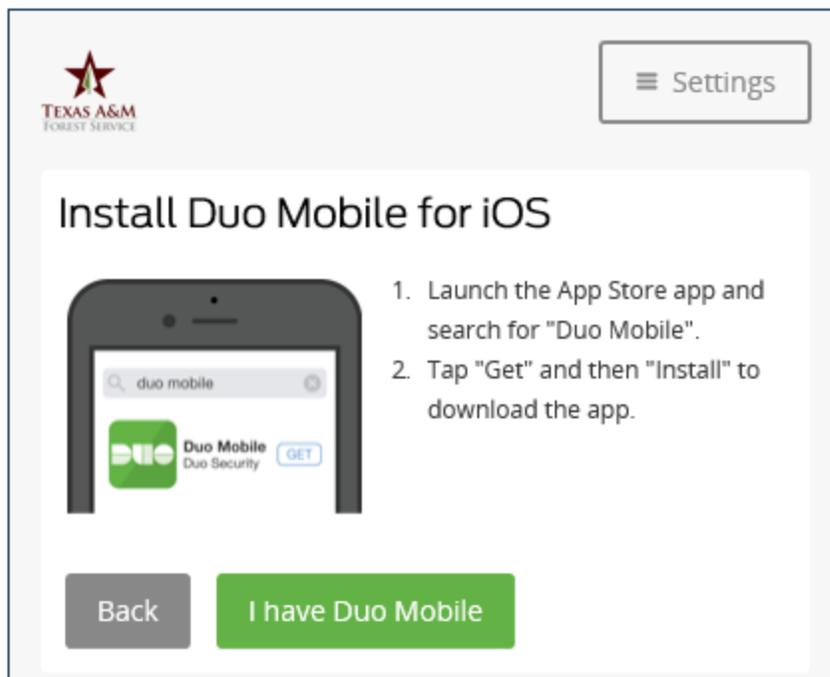
The screenshot shows the Texas A&M Forest Service logo in the top left and a 'Settings' button in the top right. The main heading is 'Enter your phone number'. There is a dropdown menu for 'United States'. Below it is a text input field for the phone number, starting with '+1', followed by a green checkmark. Below the input field is an example: 'ex: (201) 234-5678'. There is a checked checkbox and the text 'This is the correct number.' At the bottom are 'Back' and 'Continue' buttons.

Now read the number and check the box if it is correct. Click “Continue”.

-
7. Tell DUO what type of device you have, then click “Continue”.



8. At this point, if you are adding a smart phone, go to your phone’s app store and download “Duo Mobile”. If you are registering a landline, skip this step.

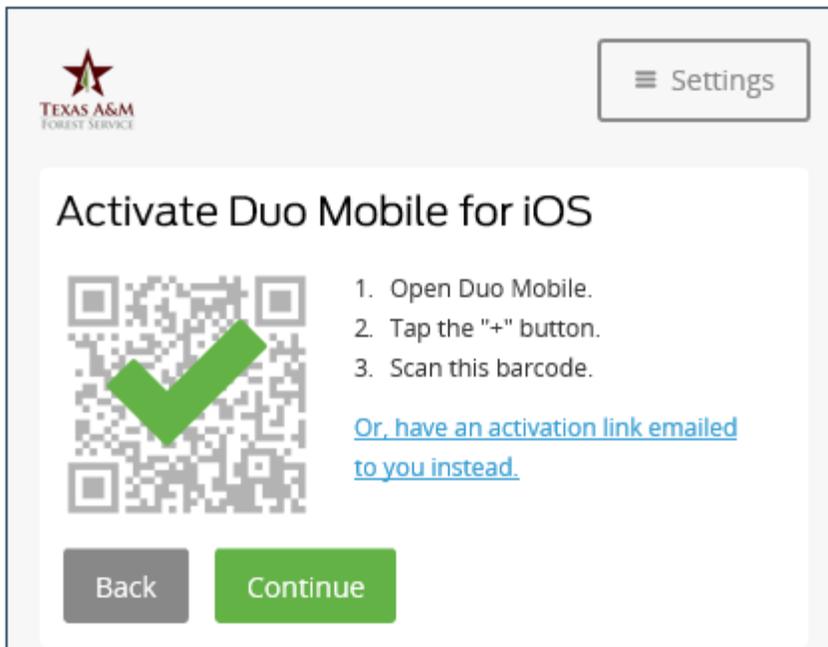


Once you have the DUO app installed, open it and then click “I have Duo Mobile”.

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9. Open the DUO app on your phone then activate DUO mobile by holding your phone's camera up to the barcode. If you registered a landline, click "Call Me".

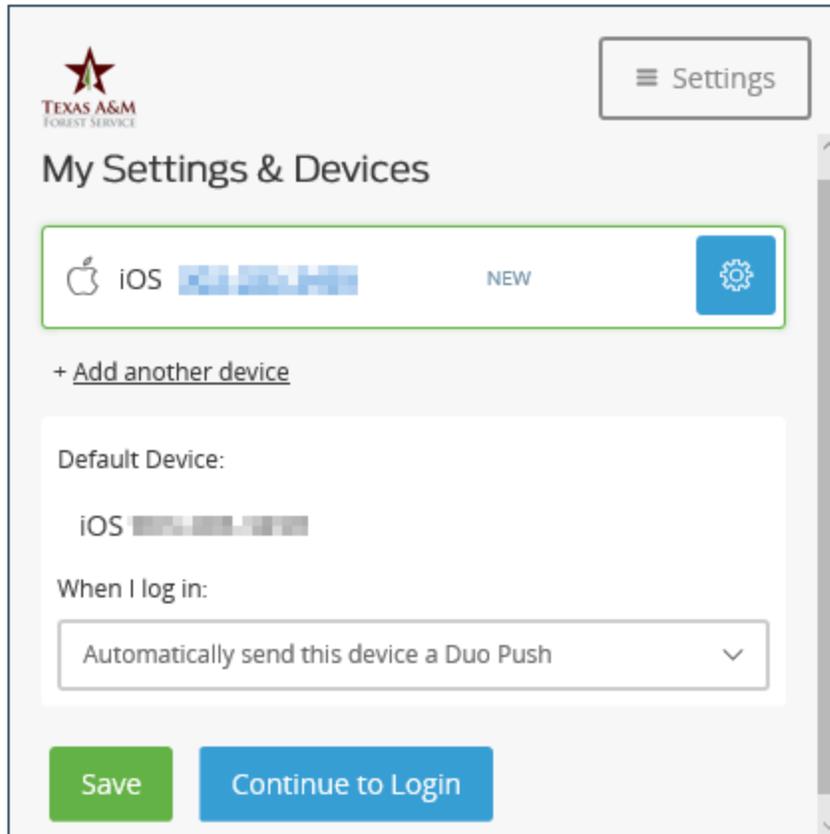


If successful, you will see a green checkmark. Then click "Continue".



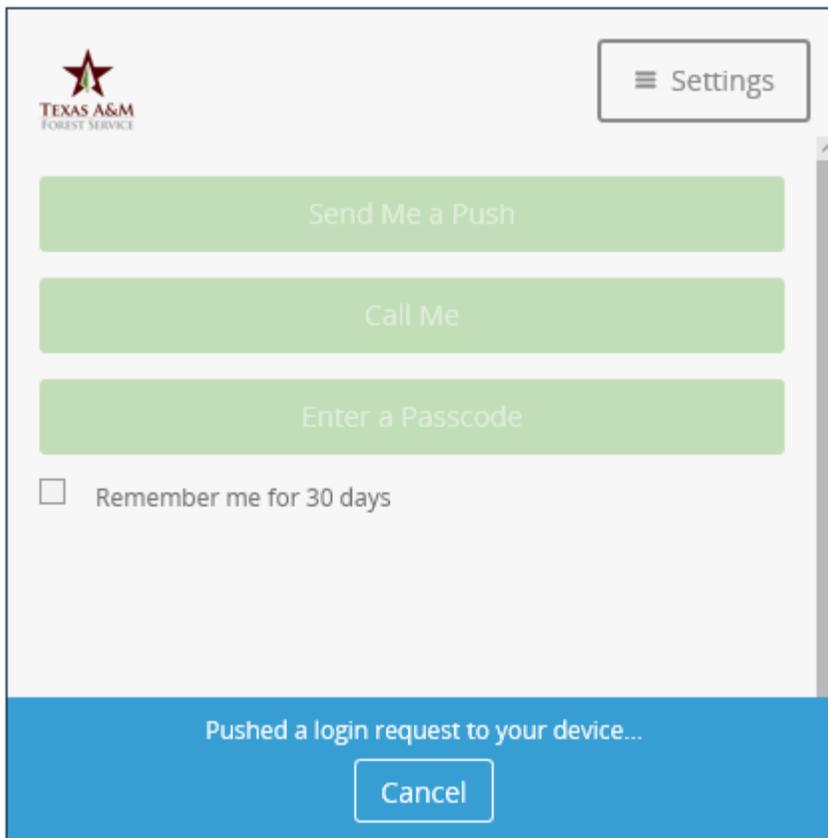
10. Your two-factor device has been added to your account!

Now you can add another device if you want or set your login preferences. For less clicks, we recommend setting this to “Automatically send this device a Duo Push”.



Click “Save” and then “Continue to Login”.

-
11. Now you will be prompted for your two-factor device. Click “Send Me a Push” or if you opted in for auto push, this area will be greyed out.



Pro Tip: If you want DUO not to prompt you for 30 days, click “Cancel”, check the “Remember me for 30 days” box and then hit “Send Me a Push”. If you added a landline, click “Call Me”.

Now you'll get a DUO Push to your smart phone. If you opted for DUO to call you, answer your phone and follow the instructions.

A DUO Push will look something like this:



Texas A&M Forest Service
Single-Sign-On (SSO)



support



50.24.50.52
College Station, TX, US



9:40:55 PM CST
November 8, 2017



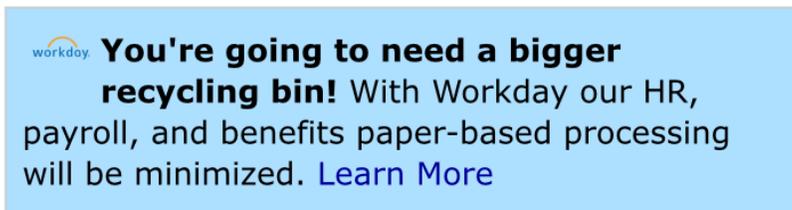
Tap "Approve" or if your phone does the push notification style, swipe and approve.

Once you approve the login, your browser will automatically redirect you to the SSO menu. You're in!

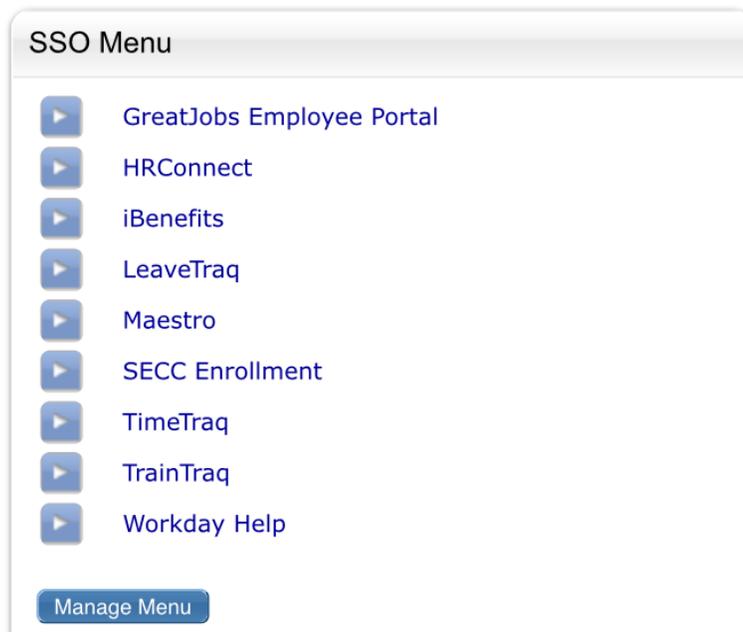


TEXAS A&M UNIVERSITY SYSTEM
SINGLE SIGN ON HELP SSO Logoff

Name : Bryan, Casey F UIN : 4016000100
ADLOC : 41000100 Last Logon : 11/09/2017 12:48 PM



You're going to need a bigger recycling bin! With Workday our HR, payroll, and benefits paper-based processing will be minimized. [Learn More](#)



SSO Menu

- ▶ GreatJobs Employee Portal
- ▶ HRConnect
- ▶ iBenefits
- ▶ LeaveTraq
- ▶ Maestro
- ▶ SECC Enrollment
- ▶ TimeTraq
- ▶ TrainTraq
- ▶ Workday Help

Manage Menu

Be sure to log off and close your browser window when you are finished.

3.0 Log into SSO using your TFS Login

If you have already set up DUO for use with your TFS Login while accessing SSO, here are the normal sets you can expect to see when accessing SSO:

1. Go to <https://sso.tamus.edu>
2. Click on the TFS logo under the “Campus or Agency Logon”.

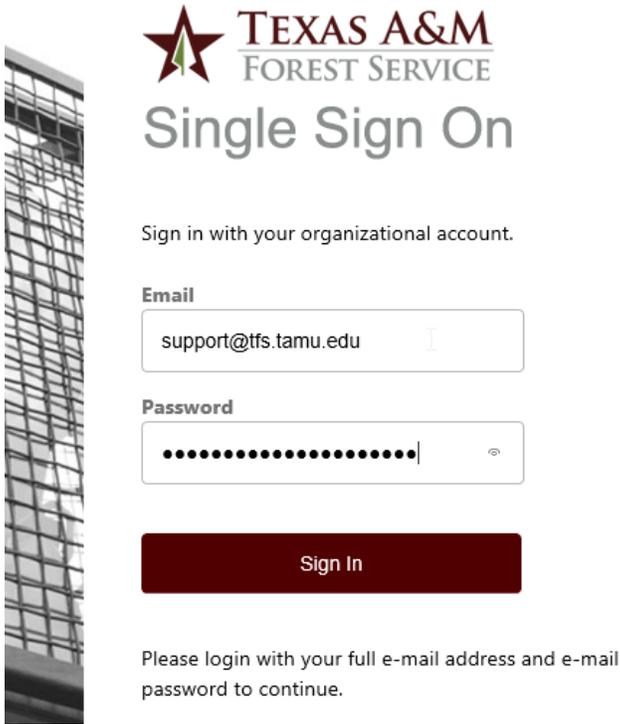
The screenshot shows the SSO login interface. At the top, there is a security warning: "Don't be a victim! Employees of The Texas A&M University System continue to be targeted in 'phishing' schemes by parties wishing to gain access to the A&M System's secure applications and your personal information. herefore, verify the address and the certificate of the site before entering your userid and password. Sites authorized to collect your SSO userid/password sit the SSO news page for updates, to protect yourself from phishing, or to view a phishing email and another." Below this is a blue banner: "You're going to need a bigger recycling bin! With Workday our HR, payroll, and benefits paper-based processing will be minimized. Learn More".

The main login area is divided into two sections:

- UIN Logon:** Includes fields for "UIN:" and "Password:", a "Submit" button, and links for "Trouble Logging In?", "New Employees - Set up your password", "I forgot my password", and "Use your one-time (temporary) password".
- Campus or Agency Logon:** Includes the text "You can now logon using a Campus or Agency Logon like NetID or Island ID. More information...". It features a grid of logos for various entities: TAMU NetID, Island ID, TAMUCT, Tarleton, AgriLife, TTI, Qatar, WTAMU, TEEX, TAMU, and TFS. The TFS logo, which features a star and the text "TEXAS A&M FOREST SERVICE", is circled in red.

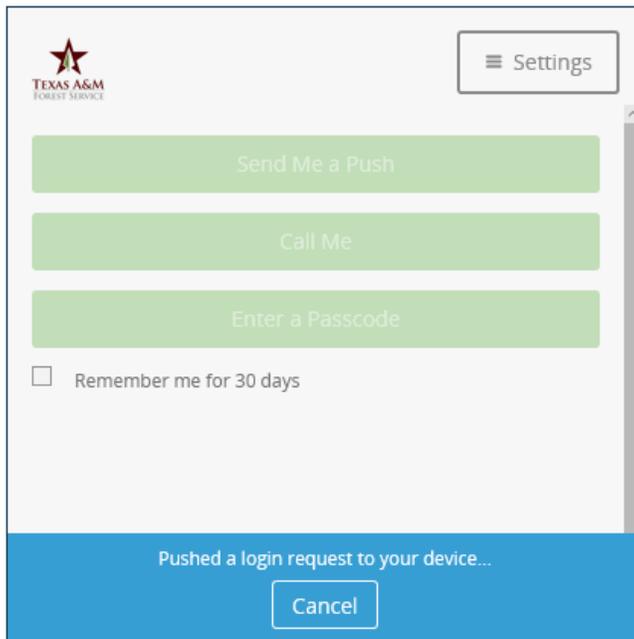
Single Sign-On is the system which handles your logon access to web based applications which have chosen to use Single Sign-On as their authentication method.

3. Enter your full e-mail address and e-mail password. Click “Sign In”.



The screenshot shows the login interface for the Texas A&M Forest Service. At the top left is a vertical image of a building facade. To its right is the Texas A&M Forest Service logo, featuring a star with a tree inside, followed by the text "TEXAS A&M FOREST SERVICE" and "Single Sign On" in a large font. Below the logo, the text "Sign in with your organizational account." is displayed. There are two input fields: "Email" containing "support@tfs.tamu.edu" and "Password" with masked characters. A dark red "Sign In" button is positioned below the fields. At the bottom, a note reads: "Please login with your full e-mail address and e-mail password to continue."

4. Now you will be prompted to select your two-factor device. Click “Send Me a Push”. If you opted in for auto push, this area will be greyed out.



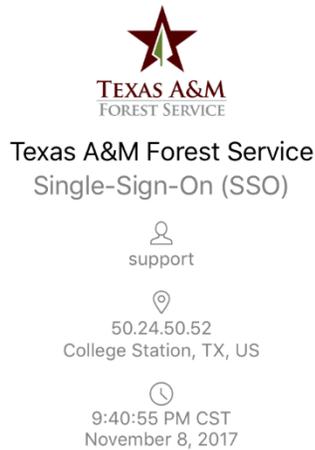
The screenshot shows a mobile-style interface for selecting a two-factor device. It features the Texas A&M Forest Service logo in the top left and a "Settings" button in the top right. Three large green buttons are stacked vertically: "Send Me a Push", "Call Me", and "Enter a Passcode". Below these buttons is a checkbox labeled "Remember me for 30 days". At the bottom, a blue banner contains the text "Pushed a login request to your device..." and a "Cancel" button.

Pro Tip: If you want DUO not to prompt you for 30 days, click “Cancel”, check the “Remember me for 30 days” box and then hit “Send Me a Push”. If you added a landline or regular cell phone, click “Call Me”.

5. Now you'll need to approve the login.

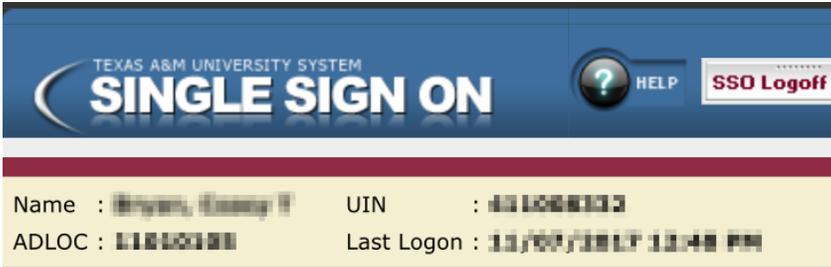
If you are on a smart phone, you'll simply tap "Approve". If you opted for DUO to call you, answer your phone and follow the instructions.

A smart phone DUO Push will look something like this:



Tap "Approve" or if your phone does the push notification style, swipe and approve.

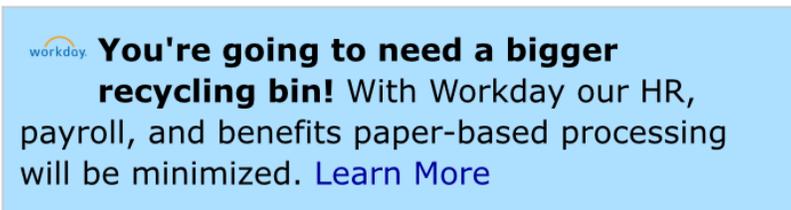
You're in! Once you approve the login, your browser will automatically redirect you to the SSO menu.



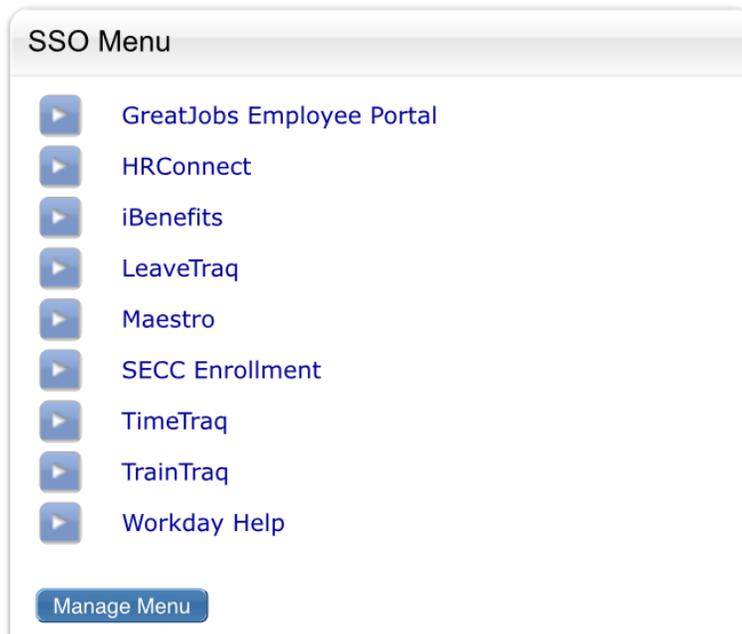
TEXAS A&M UNIVERSITY SYSTEM
SINGLE SIGN ON

HELP SSO Logoff

Name : Bryan, Casey F UIN : 4212000103
ADLOC : 11060100 Last Logon : 11/07/2017 11:48 AM



You're going to need a bigger recycling bin! With Workday our HR, payroll, and benefits paper-based processing will be minimized. [Learn More](#)



SSO Menu

- ▶ GreatJobs Employee Portal
- ▶ HRConnect
- ▶ iBenefits
- ▶ LeaveTraQ
- ▶ Maestro
- ▶ SECC Enrollment
- ▶ TimeTraQ
- ▶ TrainTraQ
- ▶ Workday Help

Manage Menu

Be sure to log off and close your browser window when you are finished.

4.0 Make Changes to your DUO Setup

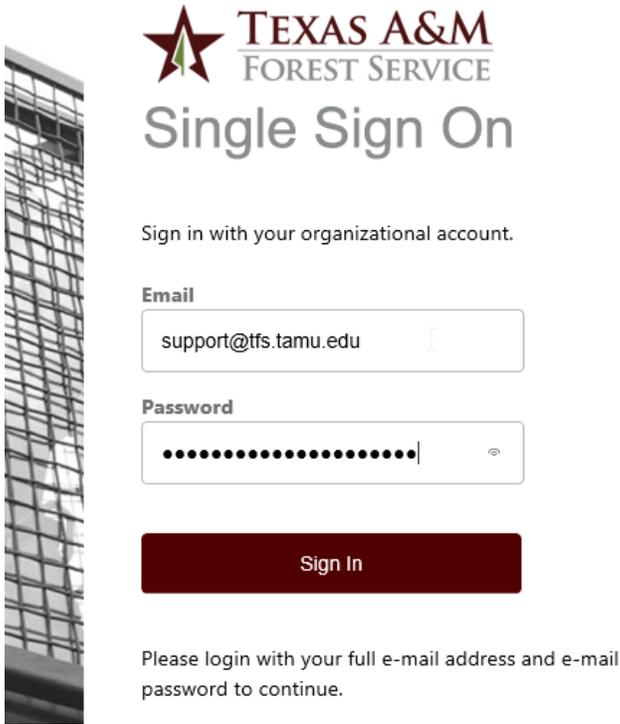
Once you are comfortable logging in with DUO, there will be times that you may need to make adjustments, add additional two-factor devices, or set device defaults. In any of these cases, here's how you get to your settings.

We'll use the SSO website to do this.

1. First, go to <https://sso.tamus.edu>.
2. Click on the TFS logo under the "Campus or Agency Logon".

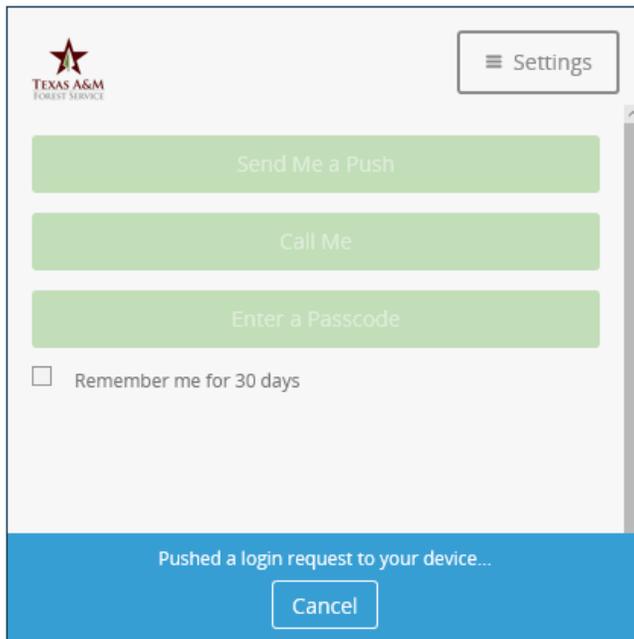
The screenshot shows the SSO website interface. At the top, there are two banners: a yellow one with a security warning about phishing and a blue one about recycling. Below these are two main login sections. The 'UIN Logon' section on the left has input fields for 'UIN:' and 'Password:', a 'Submit' button, and links for 'Trouble Logging In?', 'New Employees - Set up your password', 'I forgot my password', and 'Use your one-time (temporary) password'. The 'Campus or Agency Logon' section on the right features a grid of logos for various Texas A&M entities: TAMU NetID, Island ID, TAMUCT, Tarleton, AgriLife, TTI, Qatar, WTAMU, TEEX, TAMU, and TFS. The TFS logo is circled in red. At the bottom, a small note explains that Sign-On is the system for web-based applications using Single Sign-On.

3. Enter your full e-mail address and e-mail password. Click “Sign In”.



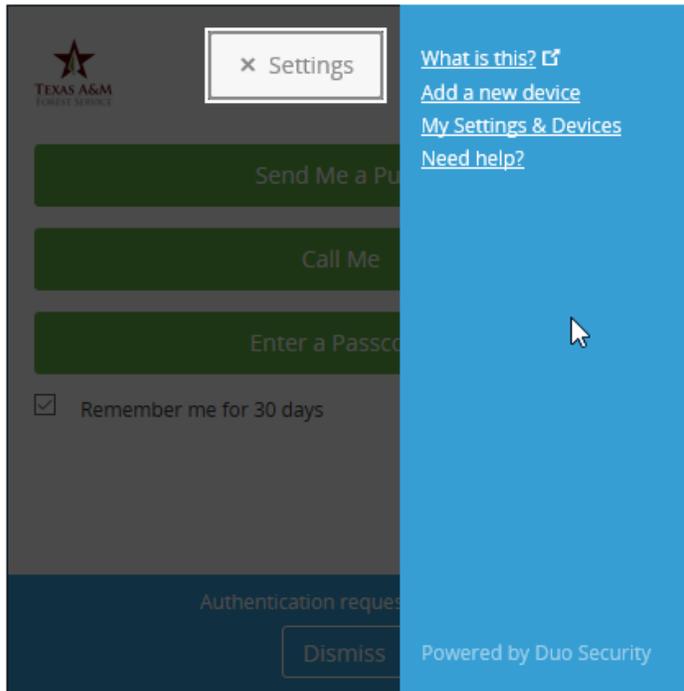
The screenshot shows the login interface for the Texas A&M Forest Service. On the left is a vertical image of a modern building with a glass facade. The main content area features the Texas A&M Forest Service logo at the top, followed by the text "Single Sign On". Below this is the instruction "Sign in with your organizational account." There are two input fields: "Email" containing "support@tfs.tamu.edu" and "Password" which is masked with dots. A dark red "Sign In" button is positioned below the fields. At the bottom, a note reads: "Please login with your full e-mail address and e-mail password to continue."

4. Now you will be prompted to select your two-factor device. Here is where the steps differ a little. Click “Cancel”.

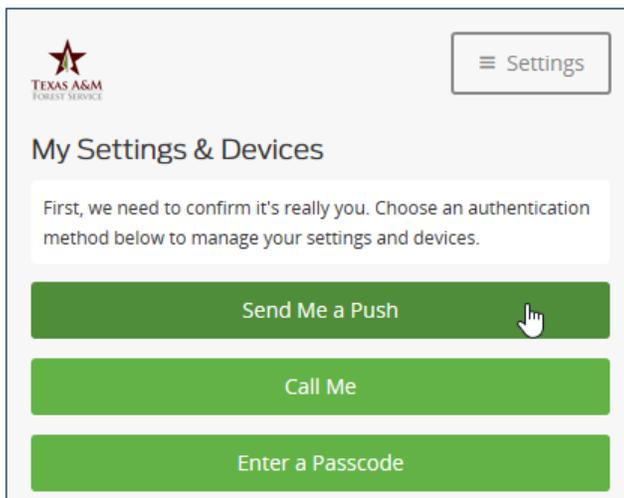


The screenshot shows a two-factor authentication selection screen. At the top left is the Texas A&M Forest Service logo. At the top right is a "Settings" button with a hamburger menu icon. The main area contains three large green buttons: "Send Me a Push", "Call Me", and "Enter a Passcode". Below these is a checkbox labeled "Remember me for 30 days". At the bottom, a blue banner contains the text "Pushed a login request to your device..." and a white "Cancel" button.

5. Now click “Settings” in the upper right-hand corner.

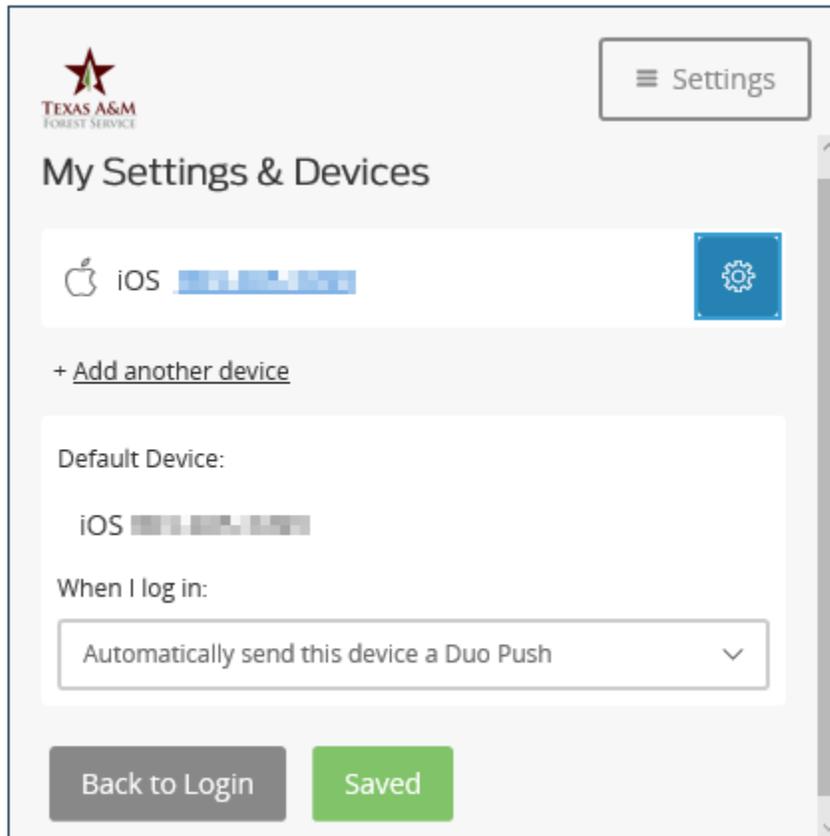


6. Now click “My Settings & Devices”. If you are adding a new device, click “Add a new device”.
7. You’ll need to two-factor to get into your settings. Choose your preferred two-factor device.



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- Now you can add another device or change your default settings on devices you already have.

Tip: Click the gear icon next to your existing devices to see settings specific to that device.

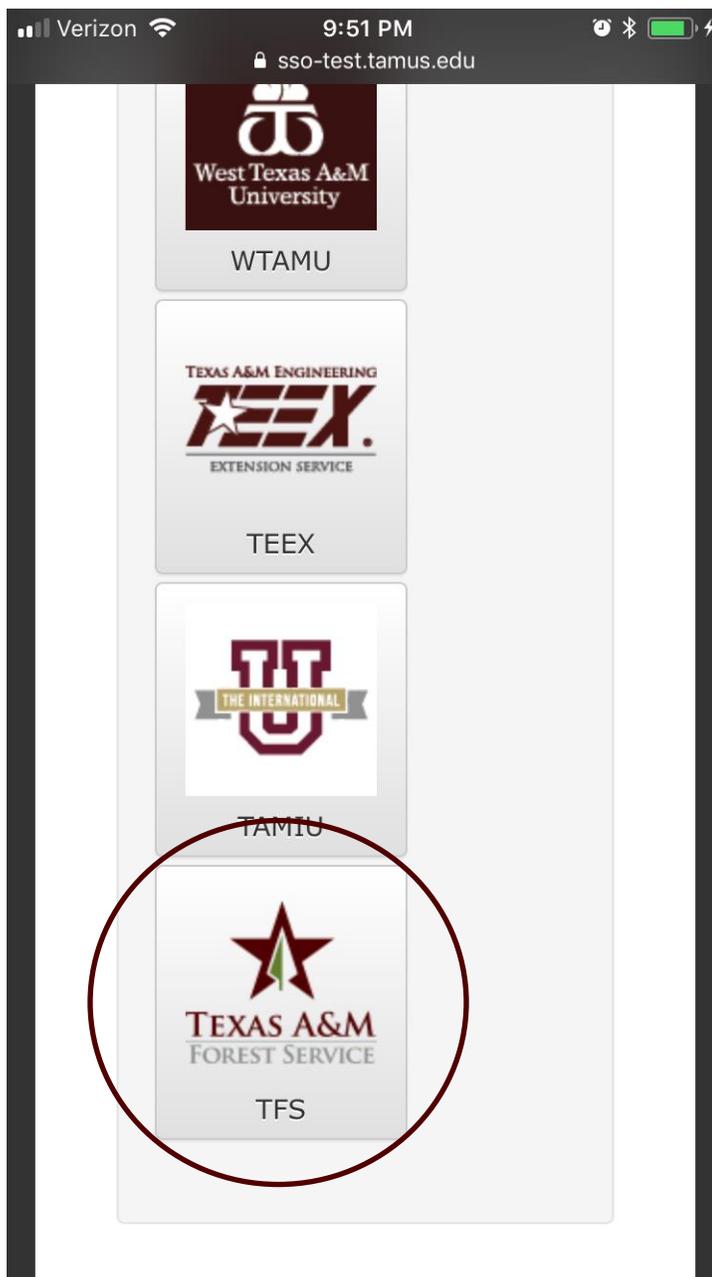


Once done editing, be sure to save your changes if not done automatically then click "Back to Login".

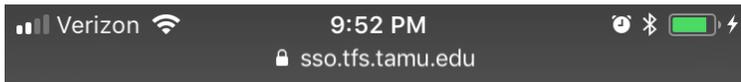
5.0 Login to SSO via Smart Phone

There will be times when you may want to login to SSO exclusively via your smart phone. Here's the steps:

1. Go to <https://sso.tamus.edu>
2. Scroll down the page until you find the TFS logo. Give it a tap.



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- Next, sign in with your TFS e-mail address and your e-mail password.



Sign in with your organizational account.

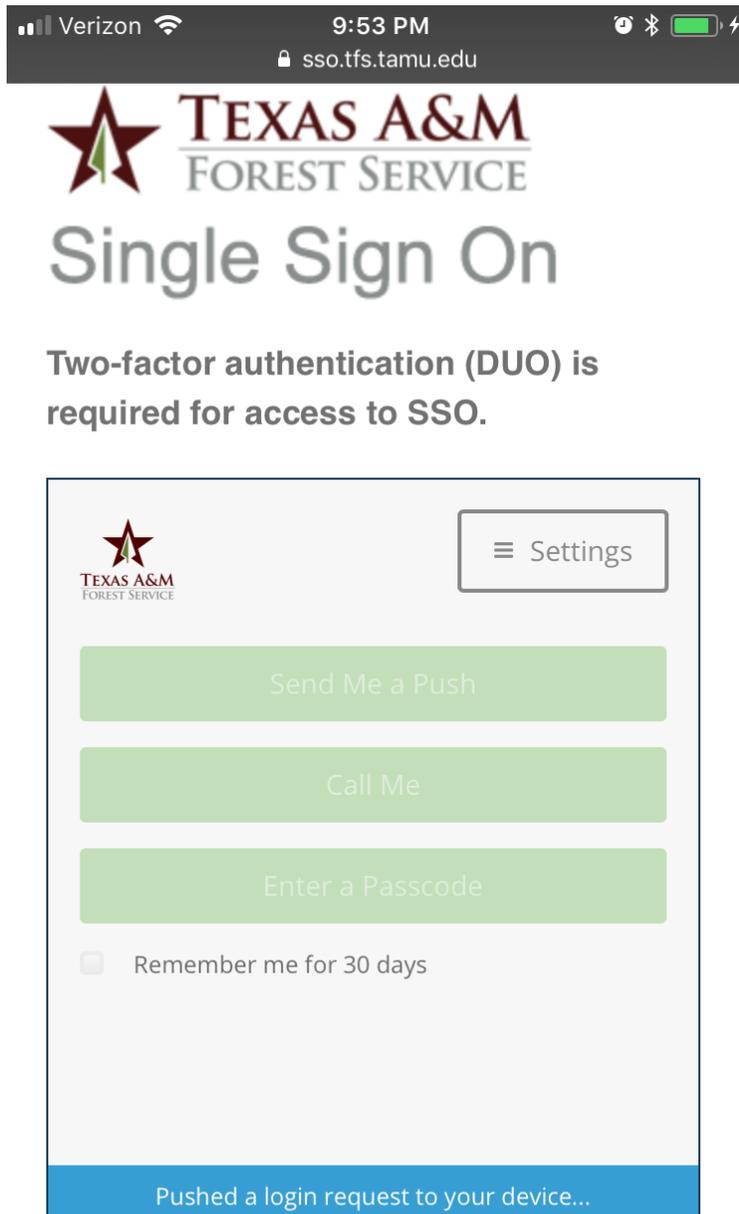
Email

Password

Please login with your full e-mail address and e-mail password to continue.

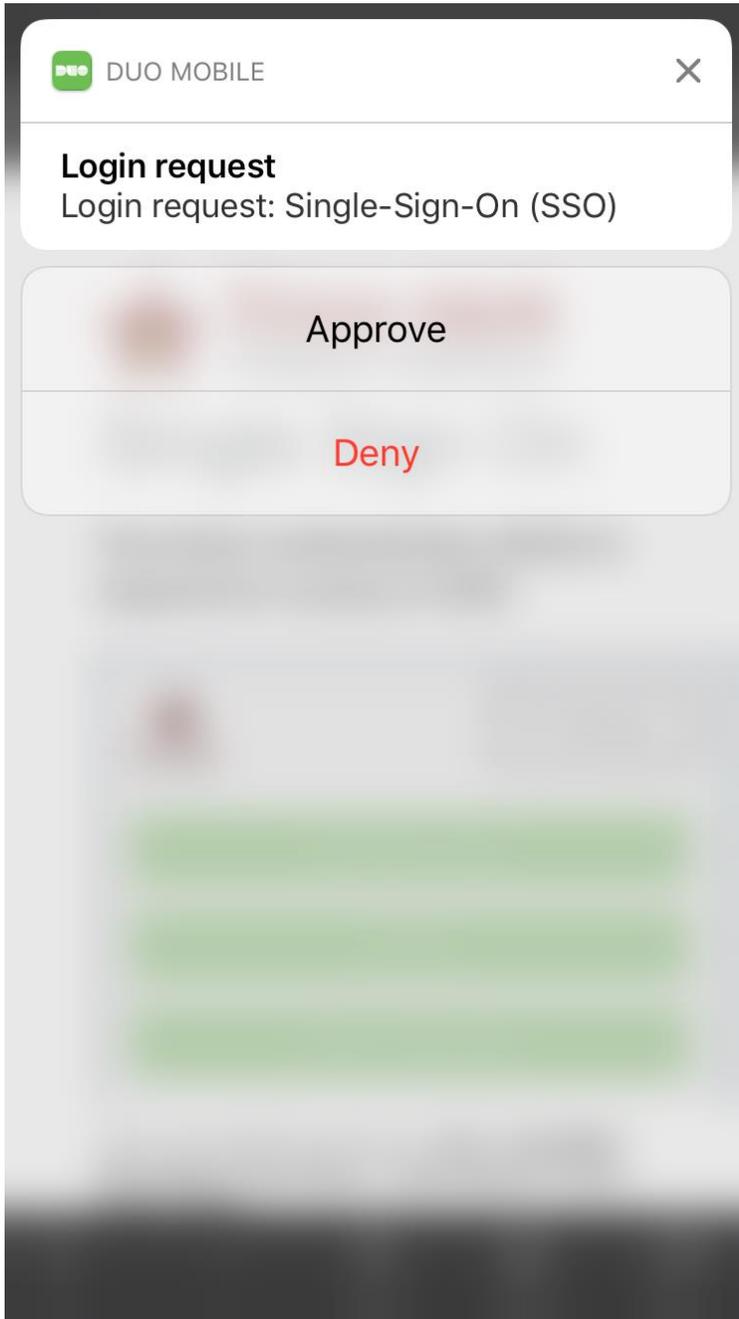
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4. Choose your preferred DUO two-factor authentication device. Note: If auto push is enabled, this will be greyed out.

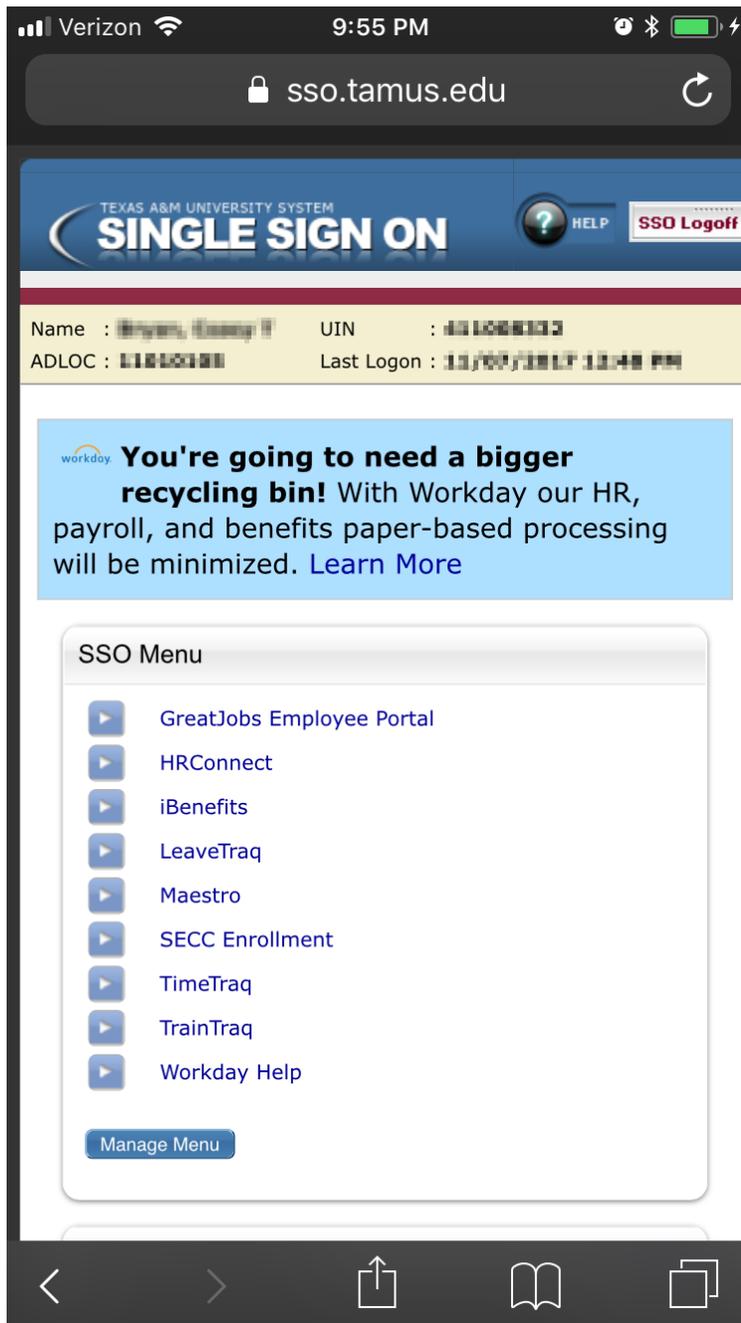


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[Site Policies & Public Notices](#) [Trouble signing in? Start a support session.](#)

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5. Approve your login. If you used DUO push, simply tap the notification and approve or deny the login.



6. Your in!



As always, don't forget to log out and close your browser window when you are done.