Beginners IT: Making the most of your SSO

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Beginners IT: Making the most of your SSO

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Ready To Learn?

- Today's session takes place in a video-call using *Teams*

- Can you see and hear the teacher?

- Please tell us if anything doesn't work

- Don't plan to multi-task

This session will cover …

- Understanding Single Sign On (SSO)
- SSO recovery code, password reset and security questions
- Password reset rules and MFA
- Oxford services accessible via SSO
- Remote access account

Webauth

Manage your Oxford Single Sign-On account

1. Activate a new account
using an activation code

2. Reset your password
using your security question and answer

3. Change your password
using your current, or expired, password

4. Set a security question and/or answer
using a rescue code or your password

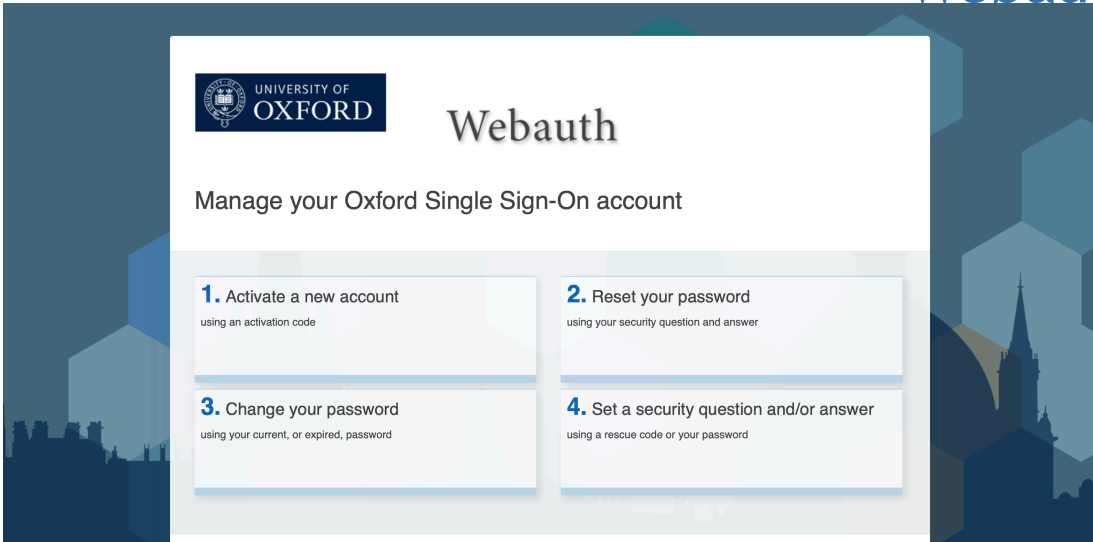http://www.it.ox.ac.uk/welcome

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SSO rescue code

HELP

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SSO security question & answer

You have 3 chances to answer your security question correctly before you are locked out

If you cannot answer your security question please contact your local IT or the IT Services Help Desk (01865) 612345

https://help.it.ox.ac.uk/managing-your-sso-password

Webauth

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Webauth

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https://webauth.ox.ac.uk

Activity

- Set up your security question and answer

https://webauth.ox.ac.uk

Password security

- Don't tell anyone your password
- Don't write it down
- Don't write it in an email
- Make sure it can't be guessed
- Don't recycle passwords
- If you think someone else knows it, change it immediately!

https://webauth.ox.ac.uk

Multi Factor Authentication (MFA)

- New Oxford-branded Microsoft login page
- Second step rolling out from January 2021
- You will be required to enter a code to authenticate your account

https://itservicesprojects.web.ox.ac.uk/multi-factor-authentication-project

Password security

- Long passwords = Strong passwords

- Each account needs a different password

https://www.infosec.ox.ac.uk/create-strong-passwords

Password reset rules

- Must pass the minimum password strength value
- Minimum of 16 characters
- Not a dictionary word or name
- Not based on your username
- Must be a new password
- Must be at least 3 characters different from previous password
- Must contain at least 5 different characters
  https://www.infosec.ox.ac.uk/create-strong-passwords

Security – LastPass

- Consider using a password manager

 https://www.lastpass.com/how-lastpass-works

Activity

- Check that you have Sophos installed on your computer

SSO provides access to...

- Nexus365 email
- Office365 online software (including Teams, Word, Excel etc)
- Course bookings
- Self-registration
- LinkedIn Learning
- Canvas and Weblearn
- SharePoint
- SOLO
- HR Self-Service (Only via VPN)
- Plus many more

https://www.it.ox.ac.uk/work-remotely

Activity

Log into LinkedIn Learning and browse courses

https://skills.it.ox.ac.uk/linkedin-learning

HR Self-Service – requires VPN
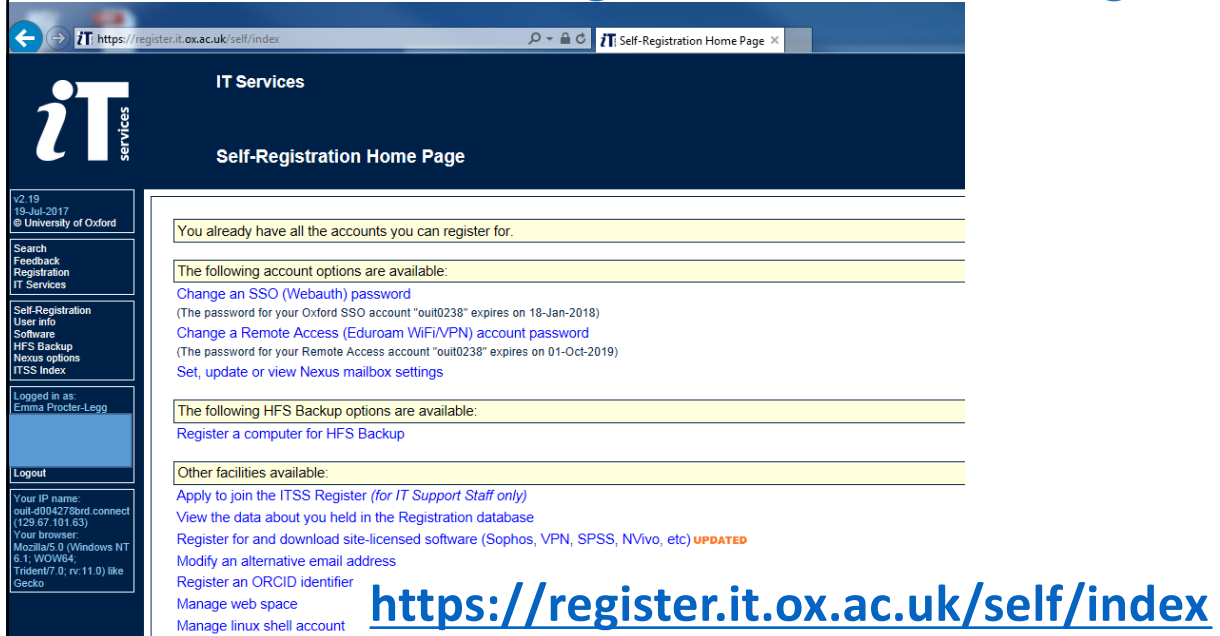
Self-Registration Home Page

https://register.it.ox.ac.uk/self/index

Activity

Set/modify an alternative email address

https://register.it.ox.ac.uk/self/index

Remote Access Account

Your remote access account is different from your SSO account. It provides access to the following services:

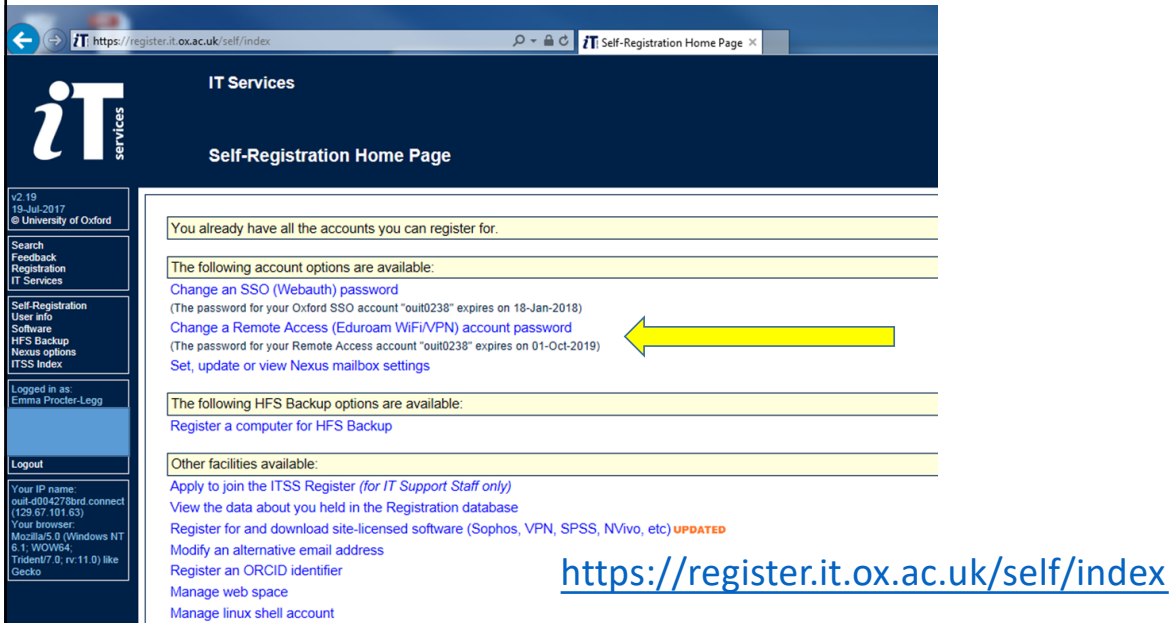- The eduroam wireless service
- The VPN Service (including OWL VPN)

Activity

Register for a Remote Access Account if you need to set up VPN access

Remote Access Account

https://register.it.ox.ac.uk/self/index

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Activity

Now: View how to register for and download site-licensed software (Sophos, VPN etc)

Later: Download Sophos onto your computer

https://register.it.ox.ac.uk/self/index

https://help.it.ox.ac.uk/security/endpoint

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Signing out of SSO

- To end your Single Sign-On session ("logout") you will need to close your web browser (that includes quitting all running copies of your web browser).

Free or cheap software

- Office 365
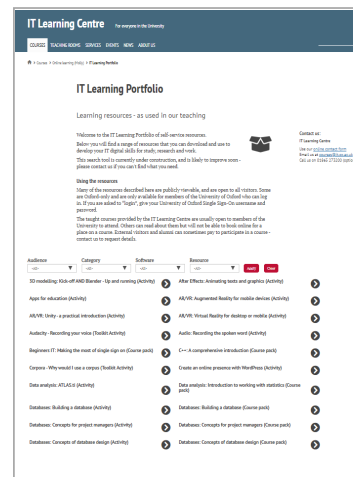- Sophos Anti-Virus
- VPN Client
- Mathematica
- EndNote

    https://www.it.ox.ac.uk/get-software

Find the resources for the workshop in our IT Learning Portfolio

Download the files (and more) from the IT Learning Portfolio at

https://skills.it.ox.ac.uk/it-learning-portfolio

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