

Beginners IT: Making the most of your SSO



1

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2

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



3

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

4

What is SSO?



The screenshot shows the 'Webauth' login page for the University of Oxford. At the top left is the University of Oxford crest and name. The title 'Webauth' is centered. Below it is the text 'Manage your Oxford Single Sign-On account'. There are four numbered steps in a 2x2 grid:

- 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

At the bottom, the URL <http://www.it.ox.ac.uk/welcome> is displayed in blue text.

5

SSO rescue code



6

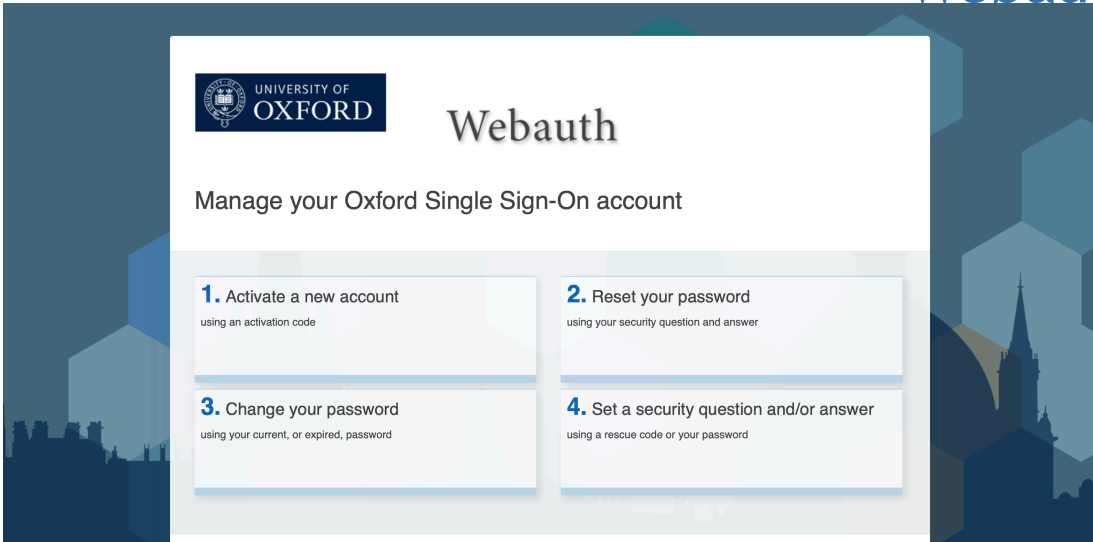


SSO security question & answer

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>

7



Webauth

UNIVERSITY OF OXFORD

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

<https://webauth.ox.ac.uk>

8

Activity



- Set up your security question and answer

<https://webauth.ox.ac.uk>

9

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>

10

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>

11

Password security



- Long passwords = Strong passwords
- Each account needs a different password

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

12

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>

13

Security - LastPass



- Consider using a password manager

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

14

Activity



- Check that you have Sophos installed on your computer

15

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>

16

Activity



Log into LinkedIn Learning and browse courses

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

17

HR Self-Service - requires VPN

UNIVERSITY OF OXFORD

ADMISSIONS RESEARCH NEWS & EVENTS ABOUT

STAFF WORKING AT OXFORD STRUCTURE & ORGANISATION STAFF COMMS RESEARCH & TEACHING SERVICES & TOOLS A TO ZS

SHARE THIS

HR Self-Service

HR Self-Service gives University employees access to view and update some personal details, see current contract and pay information, and view payslips and P60s online. If you have been designated as a Self-Service Manager, you can also see limited information about your team members.

HR SELF-SERVICE

LOG IN TO SELF-SERVICE
(University network and VPN only)

Emma Procter-Legg
IT Teacher, IT Services

00% **My Profile**

My Appointments

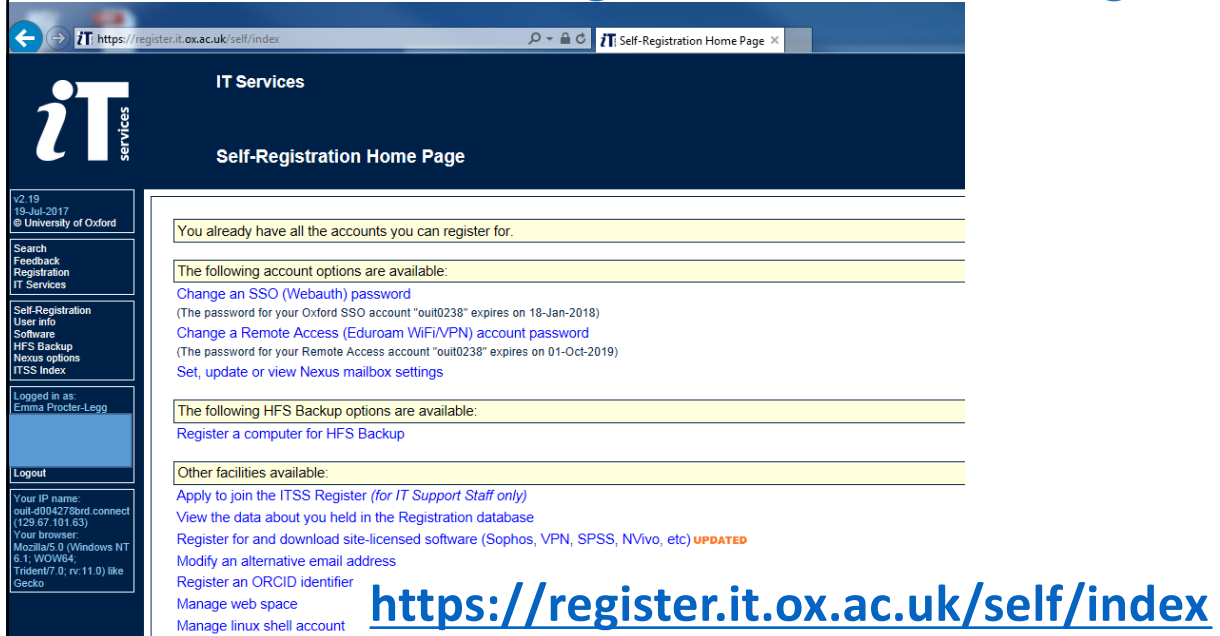
My Payslips

Important Dates

Service Details

18

Self-Registration Home Page



The screenshot shows the 'Self-Registration Home Page' of the University of Oxford IT Services. The page has a dark blue header with the 'iT services' logo and the title 'Self-Registration Home Page'. A left sidebar contains navigation links: Search, Feedback, Registration, IT Services, Self-Registration, User info, Software, HFS Backup, Nexus options, and ITSS Index. It also shows the user is logged in as Emma Procter-Legg and provides system information like IP name, browser, and OS. The main content area lists available account options (SSO, Remote Access, Nexus mailbox settings), HFS Backup options (Register a computer), and other facilities (ITSS Register, Registration database, site-licensed software, alternative email address, ORCID identifier, web space, linux shell account). A large blue URL is displayed at the bottom right of the page content.

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

19

Activity



Set/modify an alternative email address

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

20

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)

21

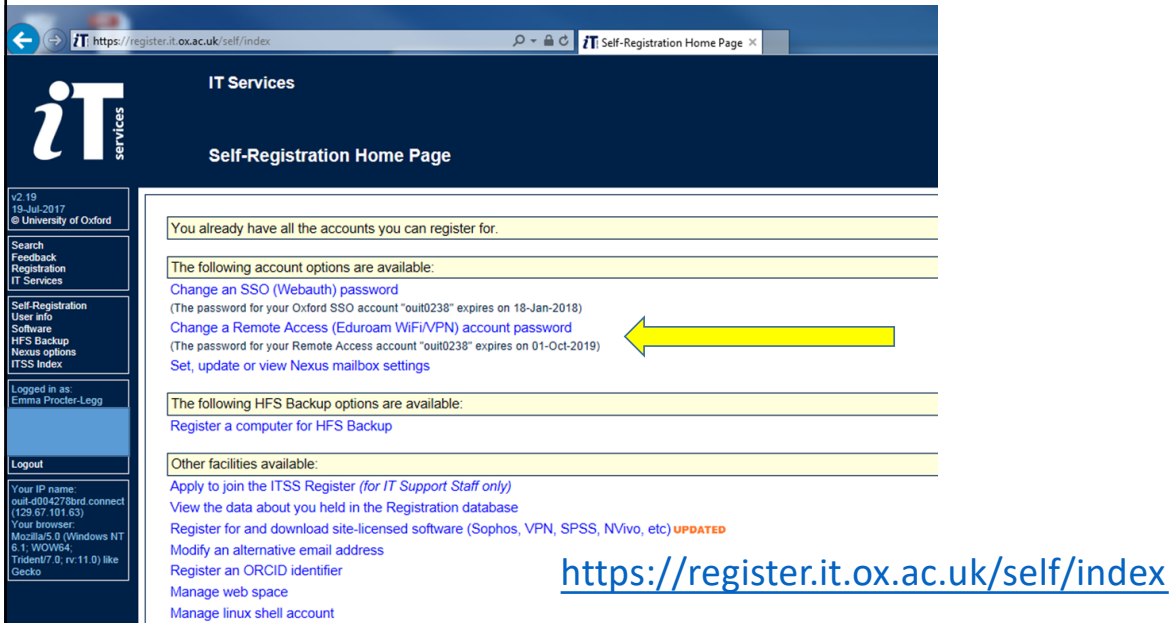
Activity



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

22

Remote Access Account



IT Services

Self-Registration Home Page

You already have all the accounts you can register for.

The following account options are available:

- [Change an SSO \(Webauth\) password](#)
(The password for your Oxford SSO account "ouit0238" expires on 18-Jan-2018)
- [Change a Remote Access \(Eduroam WiFi/VPN\) account password](#) ← (The password for your Remote Access account "ouit0238" expires on 01-Oct-2019)
- [Set, update or view Nexus mailbox settings](#)

The following HFS Backup options are available:

- [Register a computer for HFS Backup](#)

Other facilities available:

- [Apply to join the ITSS Register \(for IT Support Staff only\)](#)
- [View the data about you held in the Registration database](#)
- [Register for and download site-licensed software \(Sophos, VPN, SPSS, NVivo, etc\) **UPDATED**](#)
- [Modify an alternative email address](#)
- [Register an ORCID identifier](#)
- [Manage web space](#)
- [Manage linux shell account](#)

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

23

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>

24

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).



25

Free or cheap software



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

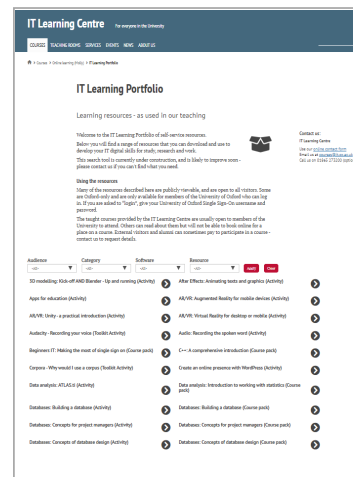
<https://www.it.ox.ac.uk/get-software>

26

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



27

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28