

# HOW-TO: LOG IN

**FOR:** Public Users

**DESCRIPTION:** The log in process for all FACT SSO-enabled systems.

**PREREQUISITES:**

- The user must have a pre-existing user account in the FACT Accreditation Portal or the FACT Annual Compliance system.
- The user must have knowledge of their FACT SSO username and password. To obtain this information, refer to [How-To: Reset My Password](#), IT.GDE.8.002.

**PROCESS:**

1. Navigate to an SSO enabled FACT system:
  - [FACT Accreditation Portal](#)
  - FACT Annual Compliance
2. If this is your first-time logging in using Single Sign On (SSO), select **Forgot your Password?** and refer to [How-To: Reset My Password](#).

After initial set-up of SSO, enter your email address and password.

3. Select **Keep me signed in**, for the system to recall your email address and to log in to other systems.
4. Select **Login**.
5. After logging in, you are redirected to the original system URL accessed at step 1.

The screenshot shows a login interface with the following elements:

- Header: 'Login' with a logo.
- Instruction: 'Enter your credentials below to access your FACT account.'
- Form fields: 'Email Address' (with a red asterisk) and 'Password' (with a red asterisk).
- Links: 'Forgot your password?' next to the password field.
- Checkbox: 'Keep me signed in' with a red checkmark.
- Buttons: A large blue 'Login' button and a smaller blue 'FACT Staff Login' button at the bottom.
- Separator: A horizontal line with 'or' in the middle.

A red arrow points from the 'Keep me signed in' checkbox area down to the 'Login' button.

SSO Login Form