



State of Michigan Single Sign-On (SSO) Migration

Training Guide

For the
Public Transportation Management System (PTMS)

September 14, 2012



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At least 126 applications will eventually be migrated to the Single Sign On (SSO) system. This document is intended to be used with multiple applications. Consequently, screen shots may be somewhat "generic."

Whenever you see *<Your Desired Application>* or *<Your Application>* or *<Your App>* in a screen shot, you should mentally replace those words with the name of the Public Transportation Management System (PTMS) application to which you are migrating.

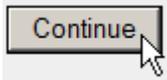
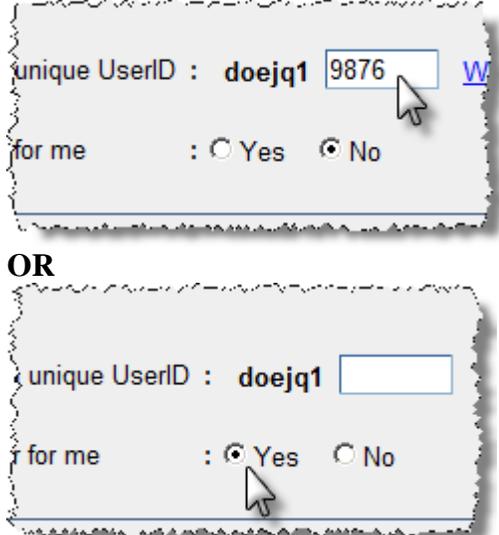
Register in Single Sign On (SSO)

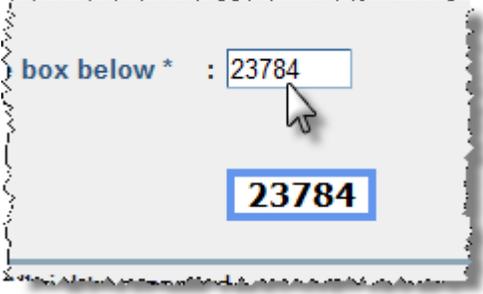
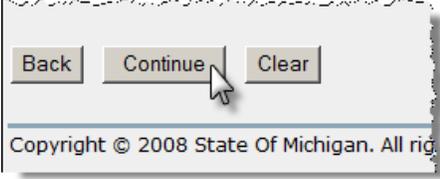


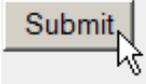
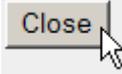
The Web browser requirement is Internet Explorer version 8.x, or higher.

Registering for Single Sign On	
Step	Action
1	<p>Go to the following address (URL): https://sso.state.mi.us/. The Single Sign On screen is displayed.</p>  <p>* If you do not have a User ID, please click <input type="button" value="Register"/> I forgot my Password</p> <p style="text-align: right;">See Next Page ⇒</p>

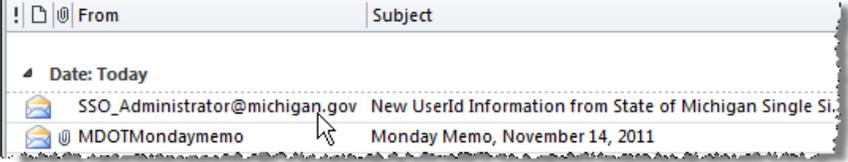
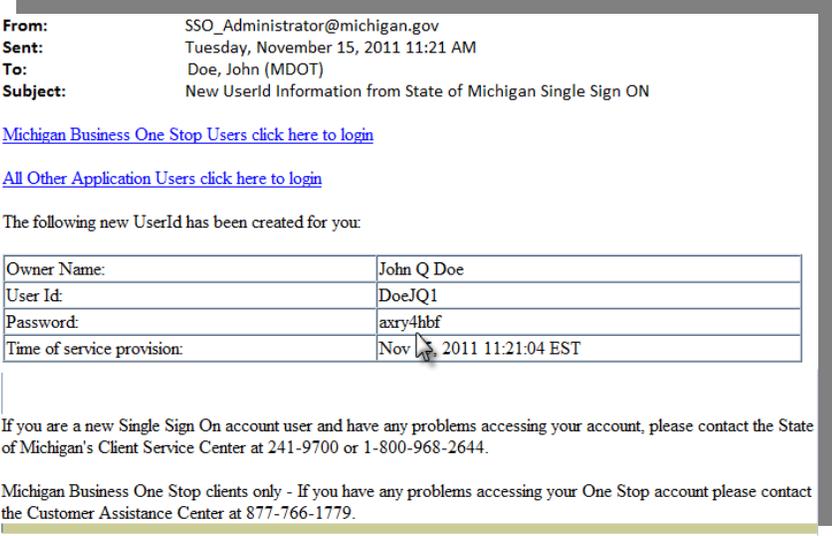
Registering for Single Sign On	
Step	Action
2	<p>Click the Register button. “The REGISTRATION - Step 1” screen is displayed.</p> 
3	<p>Follow the instructions on the screen, entering at least your first and last name along with your email address (all required). You may also enter your middle initial (optional).</p>  <p>Note: Enter your State of Michigan email address if you have one. If not, your personal or business email address will also work.</p> <p style="text-align: right;">See Next Page ⇒</p>

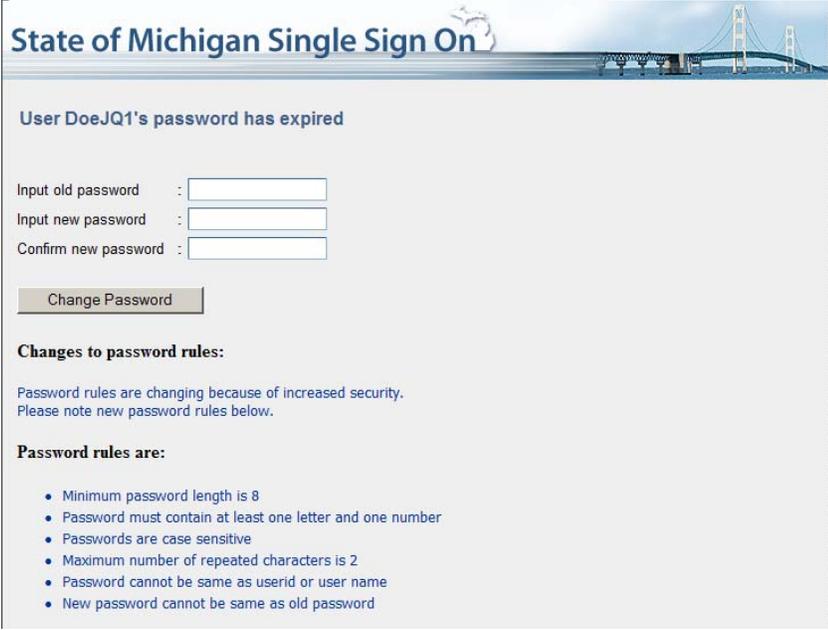
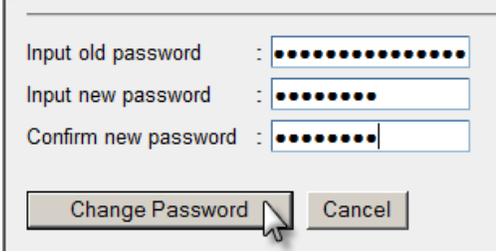
Registering for Single Sign On	
Step	Action
4	<p>Click the Continue button on the “REGISTRATION - Step 1” screen.</p> 
5	<p>A Registration - Step 2 screen appears,</p> 
6	<p>In the top part of the screen EITHER enter a four digit number of your choosing in the box provided, OR click the Yes radio button to have a random four-digit number assigned to you automatically.</p>  <p style="text-align: right;">See Next Page ⇒</p>

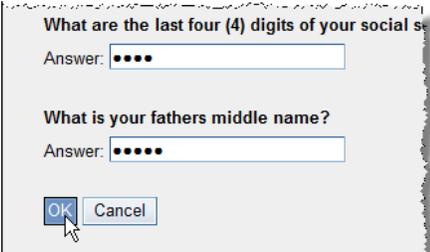
Registering for Single Sign On	
Step	Action
7	<p>In the bottom part of the screen, copy the number shown in the bottom bold blue box into the box just above it.</p>  <p> EXTRA INFORMATION: This security measure ensures that an actual person is completing the form.</p>
8	<p>Click Continue at the bottom of the screen.</p> 
9	<p>A confirmation screen appears so you can verify the accuracy of your entries.</p>  <p style="text-align: right;">See Next Page ⇒</p>

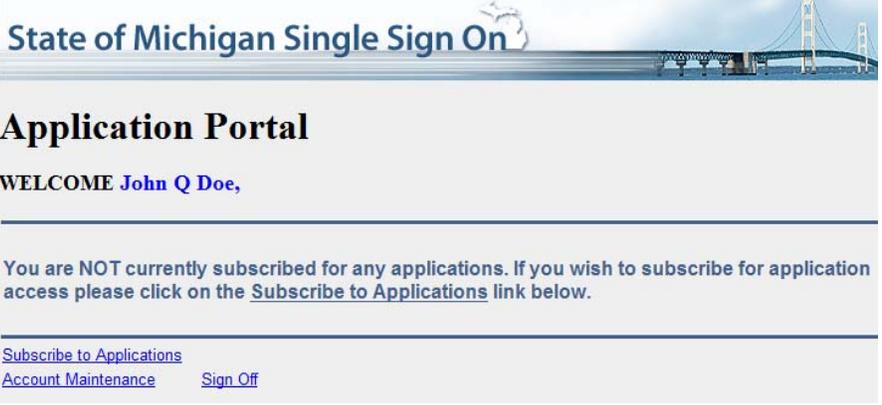
Registering for Single Sign On	
Step	Action
10	<p>Click Submit to send in your information. Or click Back if you need to return to the previous screen to make any corrections.</p>  <p>OR</p> 
11	<p>After you click Submit, you will be notified that your request is being processed.</p>  <p>The screenshot shows a notification window titled "State of Michigan Single Sign On" with a background image of a bridge. The text reads: "Your request to be registered to the Michigan Web Site is being processed. You will receive an Email within 24 hours with your User Id and password." There is a "Close" button at the bottom left and a copyright notice at the bottom: "Copyright © 2008 State Of Michigan. All rights reserved".</p>
12	<p>Click Close.</p> 
13	<p>Click Yes when you are asked to verify that it is okay for the application to close your browser window.</p>  <p>The screenshot shows a "Windows Internet Explorer" dialog box with a question mark icon. The text says: "The webpage you are viewing is trying to close the window. Do you want to close this window?" There are "Yes" and "No" buttons at the bottom, with a mouse cursor pointing to the "Yes" button.</p>

Change SSO Password

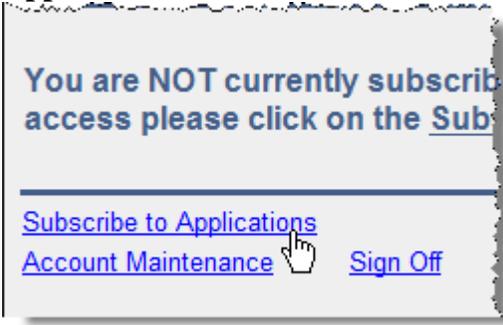
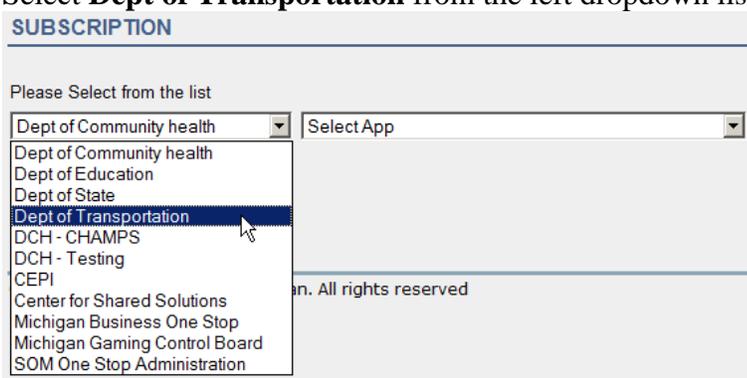
Change SSO Password									
Step	Action								
1	<p>You will receive an email from SSO_Administrator@michigan.gov. The email will contain your user ID and your temporary password.</p> 								
2	<p>Copy the temporary password from the email:</p>  <p>From: SSO_Administrator@michigan.gov Sent: Tuesday, November 15, 2011 11:21 AM To: Doe, John (MDOT) Subject: New UserId Information from State of Michigan Single Sign ON</p> <p>Michigan Business One Stop Users click here to login All Other Application Users click here to login</p> <p>The following new UserId has been created for you:</p> <table border="1"> <tr> <td>Owner Name:</td> <td>John Q Doe</td> </tr> <tr> <td>User Id:</td> <td>DoeJQ1</td> </tr> <tr> <td>Password:</td> <td>axy4hbf</td> </tr> <tr> <td>Time of service provision:</td> <td>Nov 15, 2011 11:21:04 EST</td> </tr> </table> <p>If you are a new Single Sign On account user and have any problems accessing your account, please contact the State of Michigan's Client Service Center at 241-9700 or 1-800-968-2644.</p> <p>Michigan Business One Stop clients only - If you have any problems accessing your One Stop account please contact the Customer Assistance Center at 877-766-1779.</p>	Owner Name:	John Q Doe	User Id:	DoeJQ1	Password:	axy4hbf	Time of service provision:	Nov 15, 2011 11:21:04 EST
Owner Name:	John Q Doe								
User Id:	DoeJQ1								
Password:	axy4hbf								
Time of service provision:	Nov 15, 2011 11:21:04 EST								
3	<p>Go to the same URL: https://sso.state.mi.us/.</p>  <p>State of Michigan Single Sign On</p> <p>User ID <input type="text"/></p> <p>Password <input type="password"/></p> <p><input type="button" value="Login"/></p> <p>* If you do not have a User ID, please click <input type="button" value="Register"/></p> <p>I forgot my Password</p> <p style="text-align: right;">See Next Page ⇒</p>								

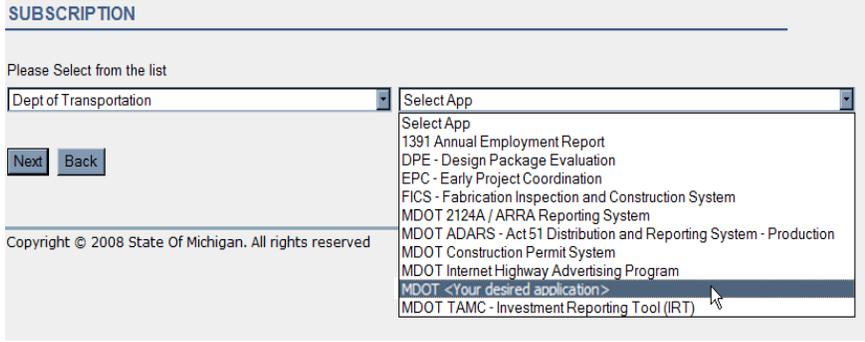
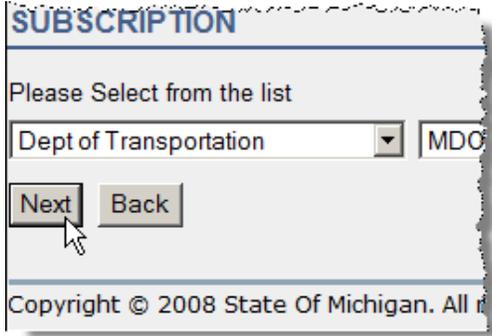
Change SSO Password	
Step	Action
4	<p>Enter your User ID and temporary Password. Click the Login button.</p> 
5	<p>The following screen is displayed, prompting you to change your password. Fill in the three boxes as indicated. Be sure to follow the password rules listed at the bottom of the screen.</p>  <p>Changes to password rules:</p> <p>Password rules are changing because of increased security. Please note new password rules below.</p> <p>Password rules are:</p> <ul style="list-style-type: none"> • Minimum password length is 8 • Password must contain at least one letter and one number • Passwords are case sensitive • Maximum number of repeated characters is 2 • Password cannot be same as userid or user name • New password cannot be same as old password
6	<p>Click the Change Password button.</p> 
7	<p>The Change Challenge/Response Answers screen is displayed. Answer and confirm each question in the boxes provided.</p> <p style="text-align: right;">See Next Page ⇒</p>

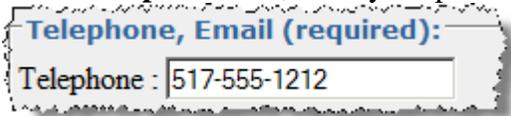
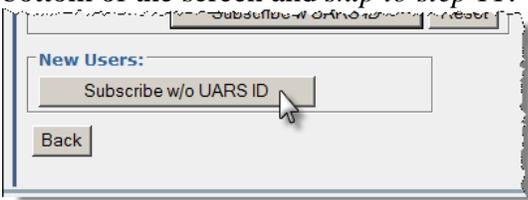
Change SSO Password	
Step	Action
	<p>Change Challenge/Response Answers Change your answers and click OK. You must provide an answer to each challenge. Answers are case sensitive.</p> <p>What is your mothers maiden name? Answer: <input type="text"/> Confirm Answer: <input type="text"/></p> <p>What is the name of the city in which you were born? Answer: <input type="text"/> Confirm Answer: <input type="text"/></p> <p>What are the last four (4) digits of your social security number? Answer: <input type="text"/> Confirm Answer: <input type="text"/></p> <p>What is your fathers middle name? Answer: <input type="text"/> Confirm Answer: <input type="text"/></p> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p> <p>! <i>Note: Be sure to remember your answers. They will be required if you ever need to get your password reset!</i></p>
8	<p>Click the OK button.</p> 
9	<p>A confirmation screen lets you know that your challenge answers have been updated. Click the OK button.</p> 
10	<p>The Account Maintenance screen is displayed. Click the Done button.</p> <p style="text-align: right;">See Next Page ⇒</p>

Change SSO Password	
Step	Action
	 <p>State of Michigan Single Sign On</p> <p>User ID: DoeJQ1</p> <p>Account Maintenance</p> <ul style="list-style-type: none"> • Change My Personal Information • Change My Password • Change My Challenge/Response Answers <p>Done</p>
11	<p>The SSO Application Portal screen is displayed.</p>  <p>State of Michigan Single Sign On</p> <p>Application Portal</p> <p>WELCOME John Q Doe,</p> <p>You are NOT currently subscribed for any applications. If you wish to subscribe for application access please click on the Subscribe to Applications link below.</p> <p>Subscribe to Applications Account Maintenance Sign Off</p>

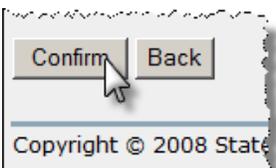
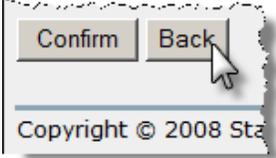
Subscribe to PTMS in SSO

Subscribe to PTMS in SSO	
Step	Action
1	<p>On the SSO Application Portal screen, click the Subscribe to Applications link.</p> 
2	<p>The SUBSCRIPTION screen is displayed.</p> 
3	<p>Select Dept of Transportation from the left dropdown list.</p>  <p style="text-align: right;">See Next Page ⇒</p>

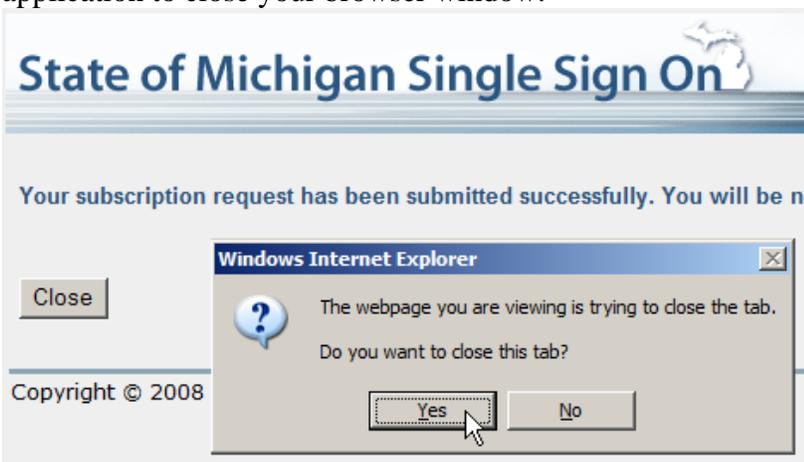
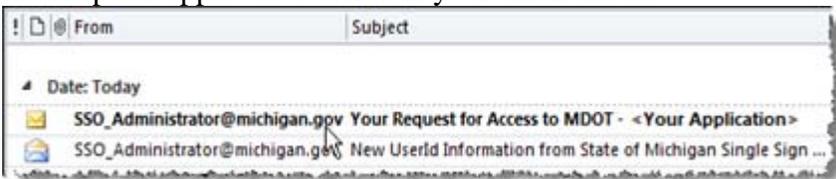
Subscribe to PTMS in SSO	
Step	Action
4	<p>Select the name of your desired application (MDOT Public Transportation Management System) from the right dropdown list.</p> 
5	<p>Click the Next button.</p> 
6	<p>An information request screen is displayed. Your email address is already filled in by default.</p> 

Subscribe to PTMS in SSO	
Step	Action
7	<p>In the Telephone box, enter your phone number.</p> 
8	<p>At this point, current PTMS users and new users will have slightly different instructions.</p> <p><u>Current users</u> of PTMS through UARS must complete steps 9 and 10.</p> <p><u>New users</u> can click the Subscribe w/o UARS ID button at the bottom of the screen and <i>skip to step 11</i>.</p> 
9	<p><u>Current users</u> must add their PTMS User ID and Password to the appropriately-labeled boxes in the center of the screen. This is the user ID you used to get into PTMS and the password you used with that user ID. If you have forgotten your User ID or password, please follow the instructions for a New user.</p> 
10	<p><u>Current users</u> click the Subscribe w UARS ID button after entering their UARS User ID and Password as shown in step 9.</p> 

See Next Page ⇒

Subscribe to PTMS in SSO	
Step	Action
11	<p>The User Enrollment Confirmation screen is displayed.</p> 
12	<p>If the information on the screen is correct, click the Confirm button.</p>  <p>OR</p> <p>If the information on the screen is not correct, click the Back button and correct the information on the previous screen.</p> 

See Next Page ⇒

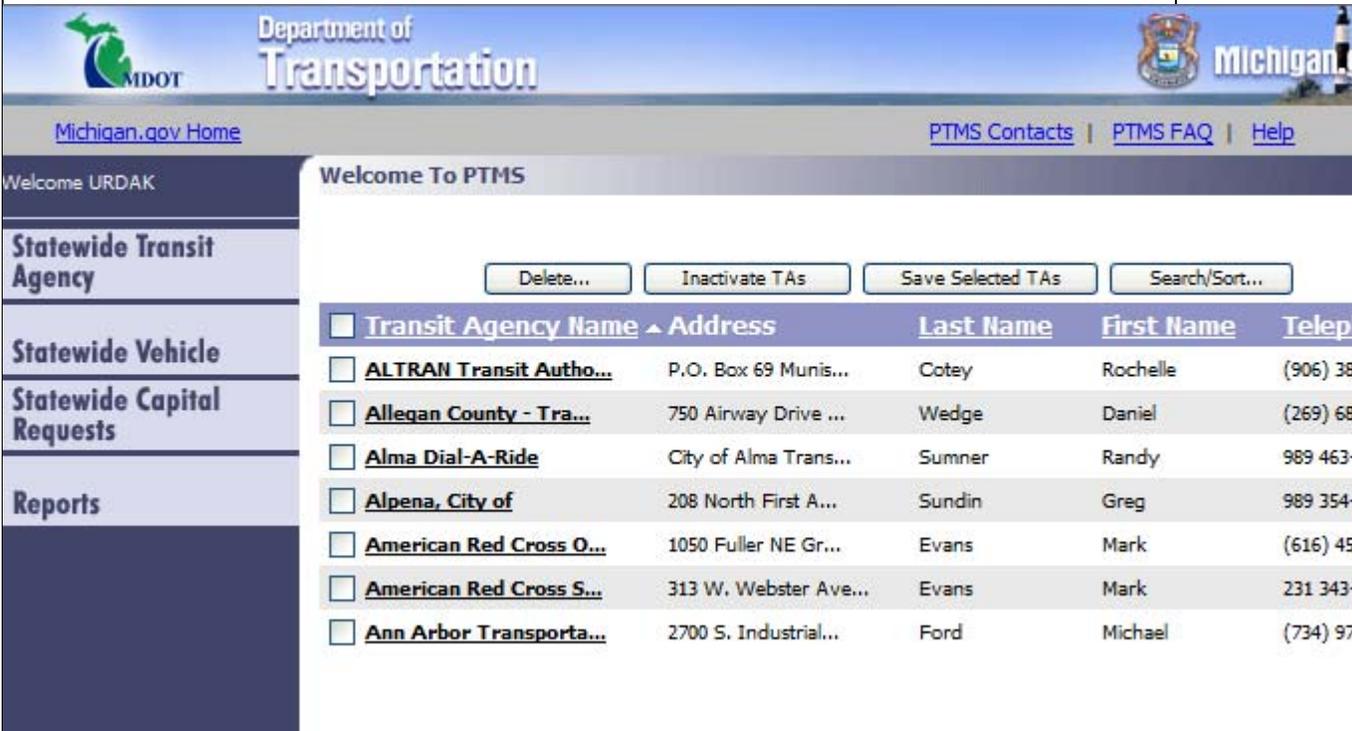
Subscribe to PTMS in SSO	
Step	Action
13	<p>After you click Confirm a message screen lets you know that your request has been submitted. Click the Close button.</p> 
14	<p>Click Yes when you are asked to verify that it is okay for the application to close your browser window.</p> 
15	<p>Close all Internet Explorer windows and wait for the subscription approval to arrive in your email inbox.</p> 

Access PTMS through SSO

Access PTMS through SSO	
Step	Action
1	<p>Go to https://sso.state.mi.us/. The Single Sign On screen is displayed.</p> 
2	<p>Enter your User ID and Password, and click the Login button.</p> 
3	<p>The SSO Application Portal screen is displayed. Please click on the Sign Off button which will take you back to the Single Sign On screen. After entering your user ID and password again, the screen will show that you are subscribed to the MDOT Public Transportation Management System application.</p> 

Access PTMS through SSO	
Step	Action
4	<p>Click the MDOT Public Transportation Management System link.</p> <p>You are currently subscribed to the following applications:</p> <hr/> <ul style="list-style-type: none"> • <Your Application> <hr/> <p> Subscribe to Applications Add new Roles to Existing Subscription Account Maintenance Sign Off </p>

5 The security system will migrate you to SSO. The PTMS home page will display.* (See notes below.)



The screenshot shows the PTMS home page with the following elements:

- Header: MDOT Department of Transportation Michigan
- Navigation: Michigan.gov Home, PTMS Contacts, PTMS FAQ, Help
- Left Sidebar: Welcome URDAK, Statewide Transit Agency, Statewide Vehicle, Statewide Capital Requests, Reports
- Main Content: Welcome To PTMS, buttons for Delete..., Inactivate TAs, Save Selected TAs, Search/Sort...
- Table of Transit Agencies:

<input type="checkbox"/>	Transit Agency Name	Address	Last Name	First Name	Telep
<input type="checkbox"/>	ALTRAN Transit Autho...	P.O. Box 69 Munis...	Cotey	Rochelle	(906) 38
<input type="checkbox"/>	Allegan County - Tra...	750 Airway Drive ...	Wedge	Daniel	(269) 68
<input type="checkbox"/>	Alma Dial-A-Ride	City of Alma Trans...	Sumner	Randy	989 463
<input type="checkbox"/>	Alpena, City of	208 North First A...	Sundin	Greg	989 354
<input type="checkbox"/>	American Red Cross O...	1050 Fuller NE Gr...	Evans	Mark	(616) 45
<input type="checkbox"/>	American Red Cross S...	313 W. Webster Ave...	Evans	Mark	231 343
<input type="checkbox"/>	Ann Arbor Transporta...	2700 S. Industrial...	Ford	Michael	(734) 97

! **NEW USERS will not see the above screen at first. Instead, the following screens will be displayed until PTMS administrator assigns roles and assigns an agency(ies) to the user.*

See Next Page ⇒

If you are a new user, you will need to select the agency(ies) you are associated with and wait for an authorization email before you can access PTMS. Any new user request will be verified with the agency manager before access is given.

Welcome To PTMS

If you are associated with one or more transit agencies, please choose from the list below.

Choose Transit Agency

- ALTRAN Transit Authority
- ARCH Inc.
- Adrian Dial-A-Ride
- Agency on Aging 1-B
- Alger-Marquette CAB
- Allegan County Resource Development Committee
- Alma Dial-A-Ride
- Alpena, City of
- American Red Cross Of Greater Grand Rapids

Department of Transportation
Michigan.gov Home | PTMS Contacts | PTMS FAQ | Help | Logout

Welcome DONK9999 | Welcome To PTMS
You will receive an email when your request for access to PTMS is approved, and you have the appropriate rights for access.

Statewide Transit Agency
Statewide Vehicle
Statewide Capital Requests
Reports

6 Congratulations! Your migration is now complete. You can begin using the new URL and the Single Sign On system to access PTMS—and other state applications migrated in the future.

You can continue to use www.michigan.gov/mdotptms as your bookmark for PTMS. This web address will be changed to the new SSO login screen. You can also use <https://sso.state.mi.us/> if you'd prefer.

<p>If you need to subscribe to another MDOT application (such as DBE), please repeat steps 1-5 in the “Subscribe to PTMS in SSO” section and choose MDOT -DBE Commitments/Awards and Payments – Public (or MDOT – DBE Commitments/Awards and Payments – Interchange, if you are a State employee).</p> <p>If you have encounter any problems subscribing to PTMS through SSO, or need assistance, please contact Kathy Urda at (517) 335-2575, urdak@michigan.gov.</p>
