

LES Single Sign-On First Time User Setup Guide

Follow the instructions below if this is your first time to log in to the seminary's Single Sign-On system, Quick Launch. From now on, your Student ID or your LES email address (without the @les.edu extension) will be your **ONLY** username to access all the seminary's online software applications available to you.

You will need to know your Student ID or your LES email address (without the @les.edu extension) and the associate password to set up your account. If you forgot the password of your LES account or had trouble logging with your LES credential, please contact the helpdesk support at (626)571-5110 Ext 173 or 145 or logosithelp@les.edu.

After a successful login, the system will force you to set up your account recovery options: security questions/answers, secondary email address, and phone number(s). This step is critical to ensure that you can recover your password on your own without any human intervention.

To access the system, please open a browser of your choice and go to <https://sso.les.edu>.

1. When you log into the Single Sign-On (SSO) portal at <https://sso.les.edu> for the first time, you will be redirected to the following page and prompted to **Re-enter** your password.

Please re-enter your password



t1all

Sign in

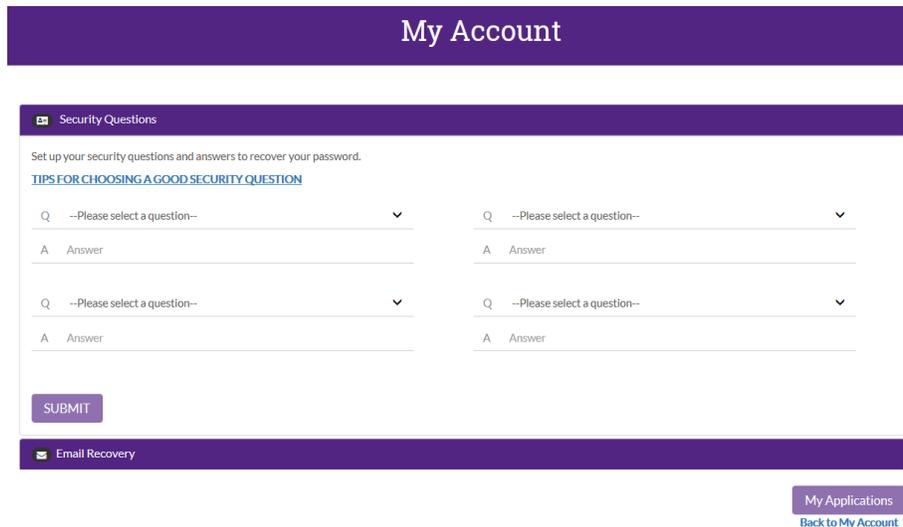
2. Once you enter your password, it will direct you to the **My Account** page where you will setup the password manager profile. The profile setup will use verification methods to ensure it is really you signing in or to reach you if suspicious activity is detected in your account.

Please complete the **Security Questions** and **Email Recovery** sections to setup your password manager profile.

3. In the **Security Questions** section, setup your security questions and answers to recover your password.

TIPS FOR CHOOSING A GOOD SECURITY QUESTION

- Don't pick a question that someone could easily guess or find out the answer to by looking at your resume or social networking profile
- Pick a question with an answer that is easy for you to remember
- Don't write your security question down where someone could find it

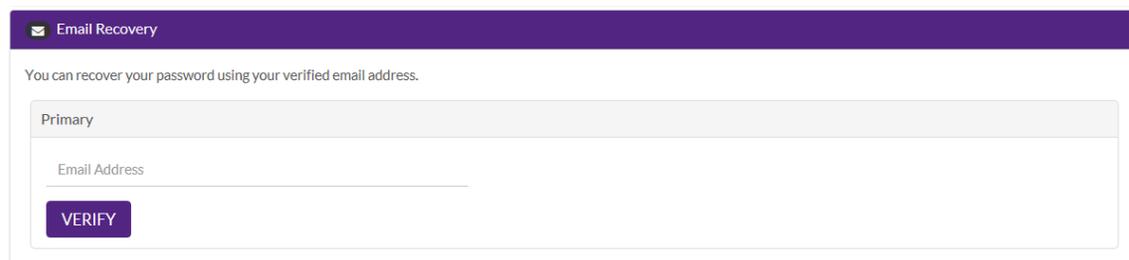


4. Click on **Email Recovery** to open up the **Email Recovery** section

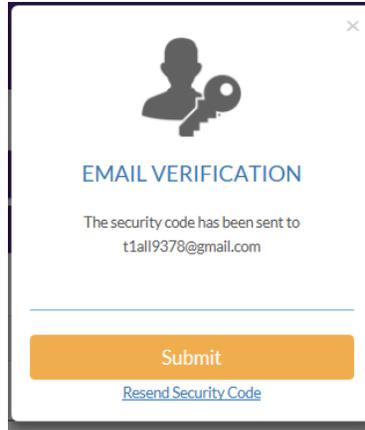
The **Email Recovery** section will use multi-factor authentication (MFA) to provide greater protection in your password management. MFA, also referred to as two-factor authentication (2FA), is a method of system access control in which a user is only granted authorization after successfully providing a second authentication method beyond the basic username/password. LES will use a personal email as the second authentication method. The personal email will contain a code (Second Factor) used to complete the password manager profile setup or password reset.

NOTE: Please enter a personal (non-LES) email as the Secondary email. The Secondary non-LES email is used for password recovery.

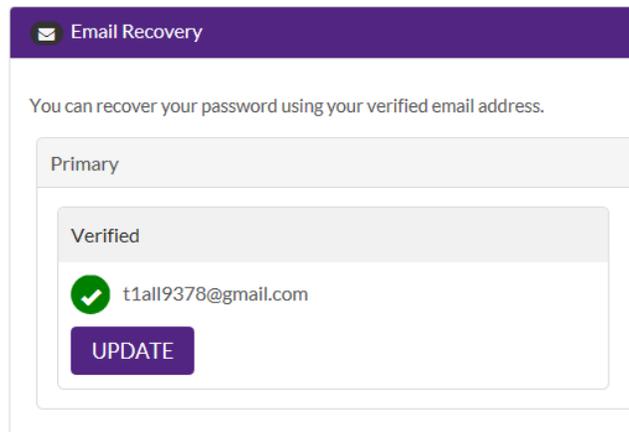
5. Enter a personal non-LES email and click Verify.



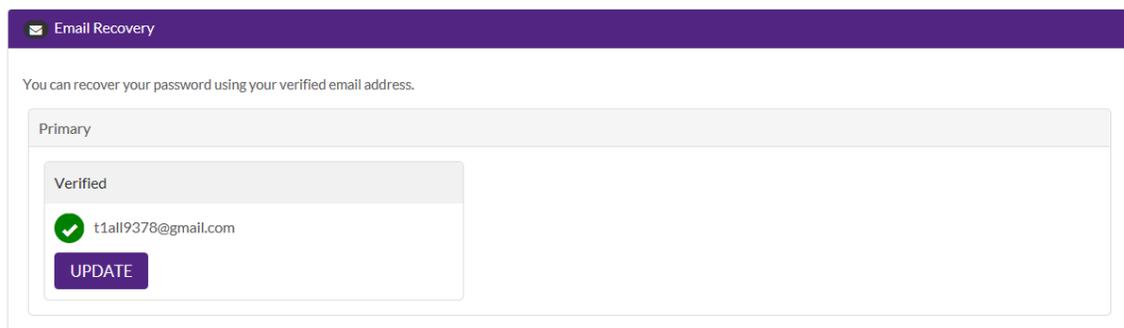
6. An email containing your verification code is sent to your personal non-LES email. Please enter the code and submit.



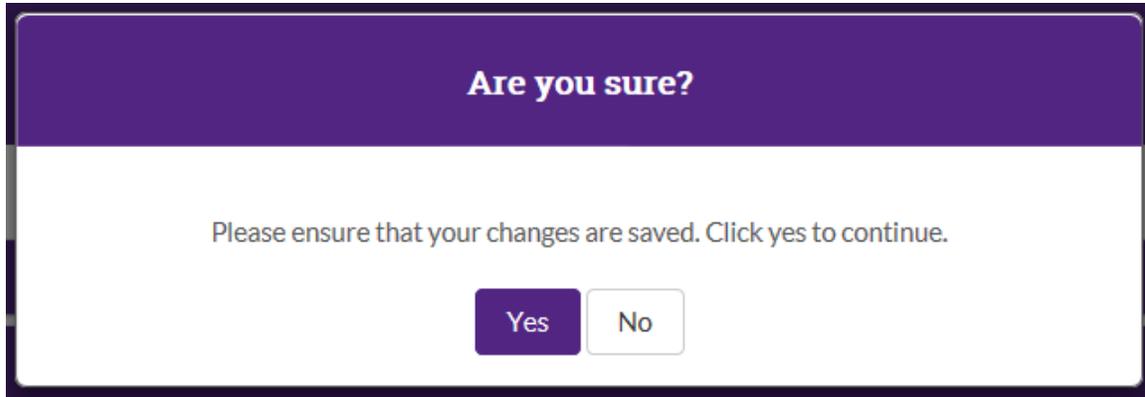
A check mark will verify your personal non-LES email is valid.



7. Once you have completed the password manager profile, please click on My Applications to confirm your changes.



8. Please click on Yes. Once you have successfully completed the Password Manager profile you will be logged into the application portal.

A confirmation dialog box with a purple header bar containing the text "Are you sure?". Below the header, the main area is white and contains the text "Please ensure that your changes are saved. Click yes to continue." At the bottom of the dialog, there are two buttons: a purple "Yes" button and a white "No" button with a grey border.

Are you sure?

Please ensure that your changes are saved. Click yes to continue.

Yes No

After setting up your Password Manager profile, you will login as normal.

If there are any issues, kindly contact the IT Help Desk at your earliest convenience.

Tel : (626) 571-5110 Ext. 173 or 145

Email : logosithelp@les.edu