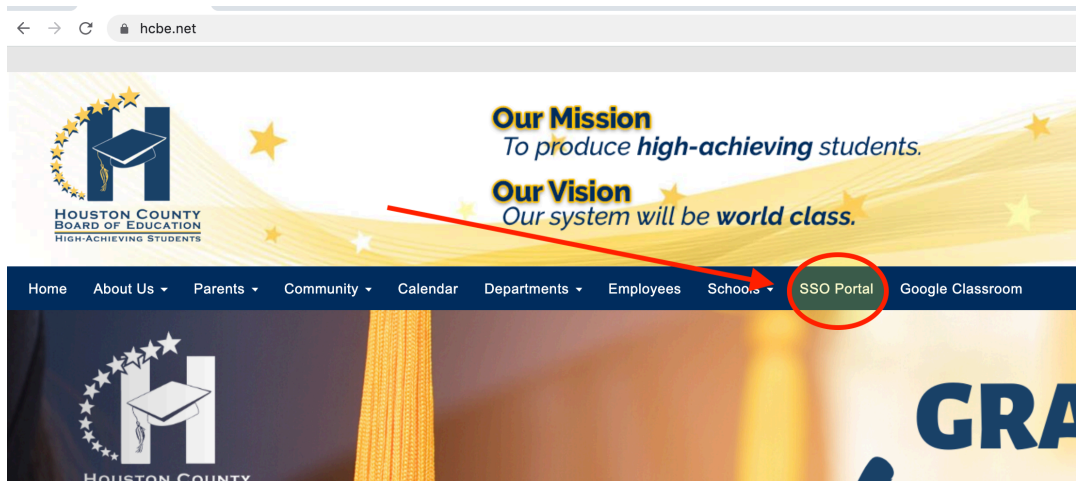


## Accessing your Single Sign On Portal

Our district utilizes a system that enables users to enter their username & password one time for multiple websites and applications.

*Go to the main website, and select the “SSO Portal”*



*Log in using your main account credentials*

A screenshot of the SSO Portal login page. The page has a blue header with the Houston County Board of Education logo and name. Below the header is a white login form with a blue 'Portal Login' title. The form contains two input fields: 'Username' with the placeholder text 'firstname.lastname' and 'Password' with the placeholder text 'current email password'. Below the password field is a link for 'Forgot Password?'. At the bottom of the form is a blue 'Login' button. Below the button, there are two lines of text: 'Please wait while we access your account...' and 'Please wait while we update your account...'. The background of the page is blue with yellow stars.

In most cases, this will be your name (first.last). If this account/email is already in use, then it will include your middle initial (first.initial.last)