## Introduction to Single Sign On (SSO).



Once SSO is launched, the first time you open an application, this will pop up:

Pick the desired account or select to add a new one.

Users will need to enter their B2B logins, their dealer account e-mail (<u>DYXXXX@navistar.com</u>), or their internal Navistar e-mail (your.name@navistar.com)

D | localhost:62219 🗙 🚦 Sign in to your account 🛛 🗙 🕂 σ× C 🗟 https://login.microsoftonline.com/b5a920d6-7d3c-44fe-ba 0 A Q G E G E G E G ... Microsoft dy62207@navistar.com Permissions requested lesktopservicetools pp info This application is not published by Microsoft. This app would like to: User\_read (desktopser View your basic profile Maintain access to data u have given it access to vill also have access to epting these permissions me loes this app look suspicious? Report it here Cancel Accept o A 👯 📇 💽 💿 🗐 🔽 🦸 🗄 🔎 Type here to search 55°F 5

Accept the following windows, if they appear:

A Two Factor Authentication prompt may show up next.

Follow all requests for E-Mail addresses, Calls or Texts. There may be multiple Two Factor Authentication requests.

NAVISTAR®								
cyy8w31@navistar.com								
Verify your identity								
Call +X XXXXXX76								
Text + X XXXXXXX76								
Are your verification methods current? Check at https://aka.ms/mfasetup								
Cancel								
Welcome to Navistar's Office 365 Login Page								

Enter any Two Factor Authentication codes that are provided and respond to any other requests.

After a successful login, the application will open in the background and the following window will open:



Close this browser tab and allow the application to finish opening.

Go back to the application. It may take a few minutes for it to completely open the application will open.

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When clicking on the X to close the application, you will be presented with a screen where you can select to "Exit and stay signed in" or to "Exit and sign out".



If you click on "Exit and stay signed in", you will not be prompted for a "sign in" the next time you open an application.

To keep someone else from opening an application and being signed in with your credentials, ensure that you click on "Exit and sign out".

A different user can login in by entering a different User ID or by using the Sign In Options



Follow any subsequent prompts to launch the application.

If you are having problems logging in try clicking on "Can't access your account?"

Select one of the options below to get help with your account.



## Which type of account do you need help with?

Work or school account Created by your IT department

8

à

Personal account Created by you

Back