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## Single Sign-On (SSOWatch) user guide

### Getting Started

Welcome to Single Sign-On!

Called "**SSOWatch**" on your computer, this new tool helps makes life easier by remembering your login information to some of the applications you use every day, eliminating the need to login every time.

Login to an application for the first time after the tool has been installed, and after entering your information for that application, with the help of SSOWatch, you won't have to login to that application again.

#### In order to get started, complete the following four steps:

1. Login to the tool using your NBFC Windows ID with the SSOWatch tool
2. Launch the application you want—provided that it's supported by SSOWatch—from the SSOWatch launchpad, or the way you normally launch it.
3. Enter your login information for that application in the SSOWatch pop-up window that will open.
4. Select the checkbox to confirm that you want this application enabled for SSOWatch going forward, so it remembers your login information.

This four-step process will be the same for every SSOWatch-enabled application you want to login to. For more details about this process, check out the "[Logging in to an SSOWatch-enabled application for the first time](#)" section.

**Currently, SSOWatch only works with certain applications—check out [Changing your password for an application](#) for instructions on opening the Account panel to see the current list of your supported applications. We'll continue to add more applications over time.**

If SSOWatch hasn't been installed on your computer yet, please contact IT Client Services.

#### In this guide, you can also learn how to:

- [Starting SSOWatch](#)
- [Logging in to SSOWatch](#)
- [Logging in to an SSOWatch-enabled application for the first time](#)
- [Changing your password for an application](#)


- [Logging in to SSOWatch](#)
- [Logging in to an SSOWatch-enabled application for the first time](#)
- [Changing your password for an application](#)
- [Changing an expired NBFC Windows password](#)
- [Need further assistance?](#)

### Starting SSOWatch

Usually, SSOWatch starts automatically when you login. However, you may need to start SSOWatch manually if:

- SSOWatch hasn't been configured to start automatically; or
- You manually quit SSOWatch and want to restart it.

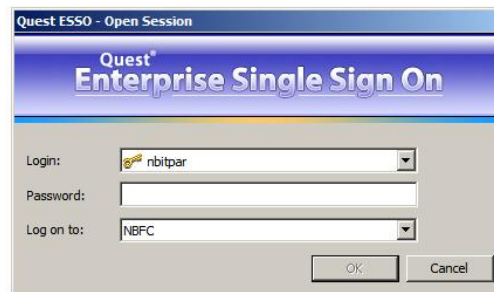
To manually start SSOWatch, do one of the following:

- Left-click the SSOWatch icon on desktop or taskbar (  ); or
- In the Start menu, click Programs>Quest Software>Enterprise SSO>Enterprise SSO

Once you take either of these steps, an authentication window should appear prompting you to login. Once you've logged in using your Windows (NBFC) login information, an SSOWatch window should appear with a welcome message on the bottom right-hand side of your screen.

### Logging in to SSOWatch

After SSOWatch has been installed and you login to your computer for the first time, you'll be prompted to login to the tool after you start-up. In the Single Sign-On login window (below), enter your **NBFC Windows ID** and click OK to continue.



Quest ESSO - Open Session

Quest®  
**Enterprise Single Sign On**

Login:

Password:

Log on to:

OK Cancel



Once you have successfully logged in, the SSOWatch icon—a little yellow checkmark—will be displayed in the Windows notification area, at the bottom-right corner of your screen.



When you right-click on the icon, the SSOWatch pop-up menu will appear; select Open. If you left-click on the icon, the SSOWatch window will open. From here, you can either:

1. Select the Account panel icon (  ) and launch your application from the SSOWatch window ; or
2. Launch your application as you have always done

### Logging in to an SSOWatch-enabled application for the first time

1. Start an SSOWatch-enabled application using the SSOWatch window, or the way you'd normally do so.
2. When the application requests your login information, SSOWatch will pop up and request for your user name and password for the application. Enter your login information for the application and click OK.




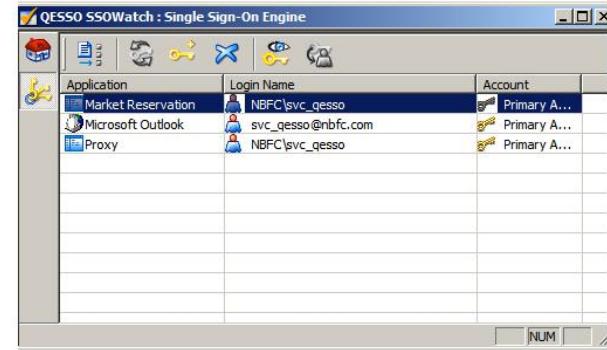
Your login information will be stored securely by SSOWatch so it will remember it every time thereafter, without requesting you to login again.

### Changing your password for an application

Your login information will be stored securely by SSOWatch so it will remember it every time thereafter, without requesting you to login again.

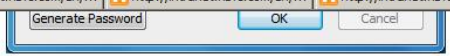
### Changing your password for an application

1. Open the SSOWatch window by left-clicking the icon and select the Account Panel button (  )
2. From the Account panel, right-click on the application you want and select Change Password.



3. Once the window below pops up, enter your new password and click OK. The SSOWatch tool will immediately recognize the change.

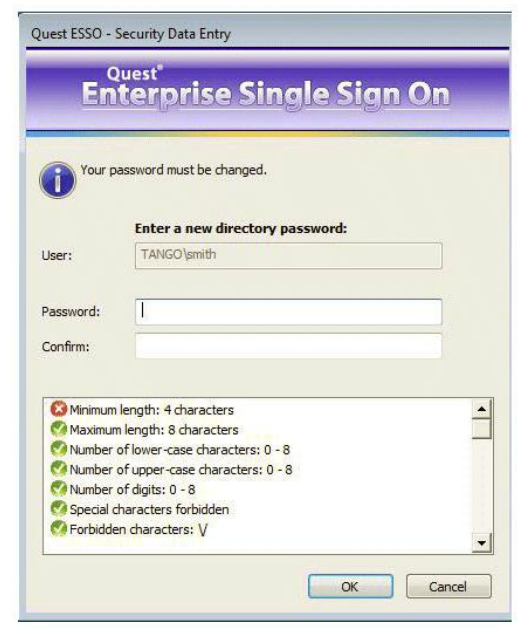




### Changing an expired NBFC Windows password

As you know, your Windows account (your NBFC login info) regularly requires you to change your password for security reasons. When this happens, you can follow the steps below or use Password Manager

1. When your Windows password is expired, the window below will appear.



2. Type in your new password in both fields and click OK.

**If you're offline when this password is about to expire, you'll be asked to change it the next time you login.**

### Need further assistance?

For technical assistance with the Single Sign-On tool, contact IT Client Services:

1. When your Windows password is expired, the window below will appear.



2. Type in your new password in both fields and click OK.

**If you're offline when this password is about to expire, you'll be asked to change it the next time you login.**

#### Need further assistance?

For technical assistance with the Single Sign-On tool, contact IT Client Services:

- From the office, dial: extension 6232
- If you're calling from home, the road or one of our remote offices, call: 1-866-383-5841