



Hosted Voice Single Sign-On



Smart City
SMARTCITYVOICE.COM |



Table of Contents

Introduction..... 3

Setting Up SSO on User Accounts 4

Sign in with SSO 6

Introduction

In this security focused age we live in, Single Sign-On is just one of the many ways Smart City is providing a proactive security solution to ensure your data stays secure, safe, and confidential. Single Sign-On (SSO) allows Hosted Voice users to remember the credentials of another account to access the power of the Administrator/User Portal. With the click of a single button, users will automatically be launched into their account.

When users use a separate password for each application, they usually use the same password repeatedly. This means if one account is breached, the passwords on all accounts are compromised.

SSO enhances the enterprise-level security by reducing the number of user logins to one set of credentials and limiting the number of times the user logs in.

Benefits of Single Sign-On:

- Limits the number of credentials.
- Limits the number of times a user logs in a day.
- Reduces chances of passwords being captured.
- Ensures proper password protocol.
- Users are less likely to write passwords down or repeat passwords.
- Steps users from creating simple or commonly used passwords.
- Prevents other poor password practices.

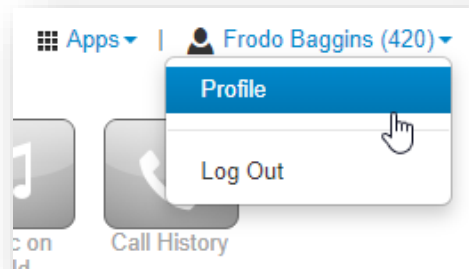
Setting Up SSO on User Accounts

This section outlines how to configure Single Sign-On for your user account. Logging in with SSO bypasses any Multi-Factor Authentication configured.

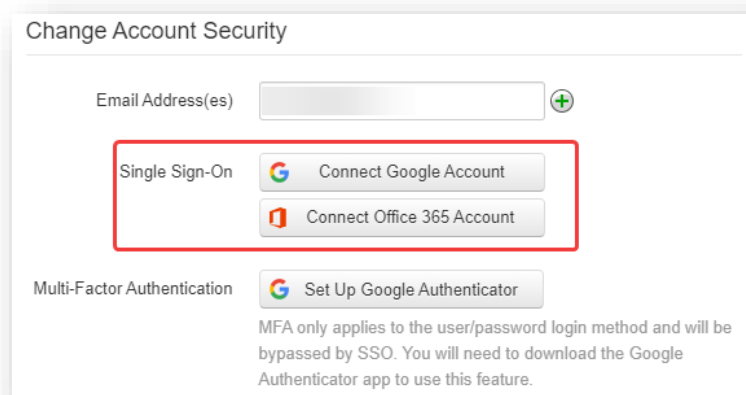
Note: Users must be on their own account and cannot be done with impersonation. SSO must be enabled on your domain by your Hosted Voice Administrator.

1. Log in to User Portal.
2. Select **Profile** under your name.

Note: Administrators must select **My Account** under their name first.

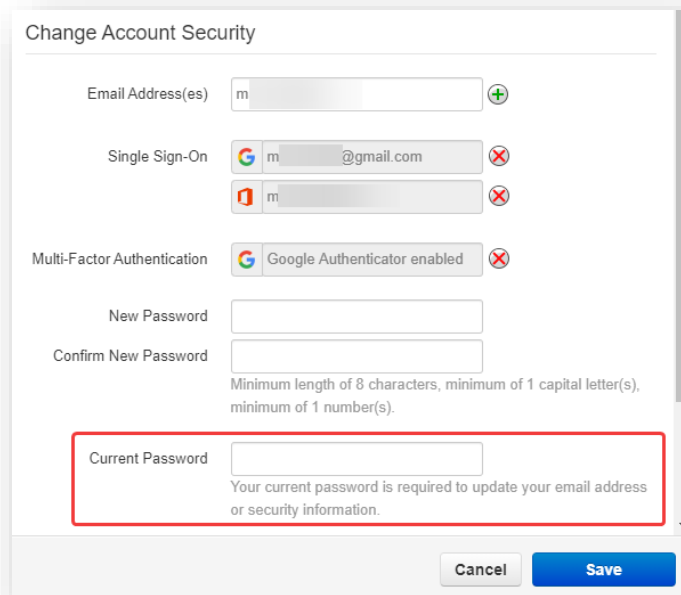


3. Scroll down to **Account Security** and select the type of **Single Sign-On** you want to enable.


 A screenshot of the 'Change Account Security' form. The form has a title 'Change Account Security' and a section for 'Email Address(es)' with a text input field and a green plus icon. Below this, there is a section for 'Single Sign-On' which is highlighted with a red rectangle. This section contains two buttons: 'Connect Google Account' (with a Google logo) and 'Connect Office 365 Account' (with an Office 365 logo). Below the 'Single Sign-On' section, there is a section for 'Multi-Factor Authentication' with a button 'Set Up Google Authenticator' (with a Google logo). At the bottom, there is a note: 'MFA only applies to the user/password login method and will be bypassed by SSO. You will need to download the Google Authenticator app to use this feature.'

4. When prompted, enter your login credentials.

5. Once you've logged in, the **Single Sign-On** field will update the reflect the email address of your account.
6. You will need to enter your **Current Password to Save**.



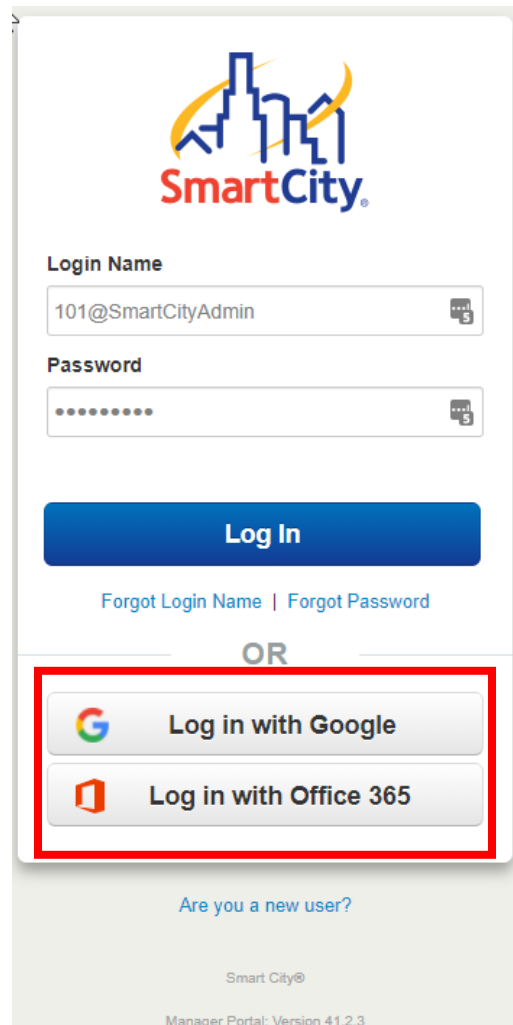
The image shows a 'Change Account Security' dialog box. It contains several fields and options:

- Email Address(es)**: A text field with 'm' and a plus icon.
- Single Sign-On**: Two rows, each with a Google icon, a text field with 'm', and a red 'X' icon. The first row also has '@gmail.com' in the text field.
- Multi-Factor Authentication**: A row with a Google icon, a text field with 'Google Authenticator enabled', and a red 'X' icon.
- New Password**: A text field.
- Confirm New Password**: A text field.
- Current Password**: A text field, highlighted with a red border. Below it is a message: 'Your current password is required to update your email address or security information.'

At the bottom right are 'Cancel' and 'Save' buttons.

Signing in with SSO

1. Navigate to the User Portal.
2. Log in with either Google or Office 365.

The image shows a web browser window displaying the SmartCity login page. At the top is the SmartCity logo. Below it are two input fields: "Login Name" with the text "101@SmartCityAdmin" and a small icon, and "Password" with a masked password "....." and a small icon. A blue "Log In" button is positioned below these fields. Under the button are links for "Forgot Login Name" and "Forgot Password". A horizontal separator with the word "OR" in the center follows. Below the separator are two buttons: "Log in with Google" (with the Google logo) and "Log in with Office 365" (with the Office 365 logo). These two buttons are enclosed in a red rectangular box. At the bottom of the page, there is a link "Are you a new user?", the text "Smart City®", and the footer "Manager Portal: Version 41.2.3".

3. After logging in, you should be directed to your home screen.