

Enabling SSO for eProcurement or eFinancials Services

To complete this process, you will need the initial password received in the email from finance.systems@ucd.ie entitled 'Enable SSO for eProcurement/eFinancials'. Please note during this process you will use a combination of your UCD connect username & password and the temporary password provided by the system administrator. Read the below carefully before attempting to access the system.

Summary of steps are as follows:

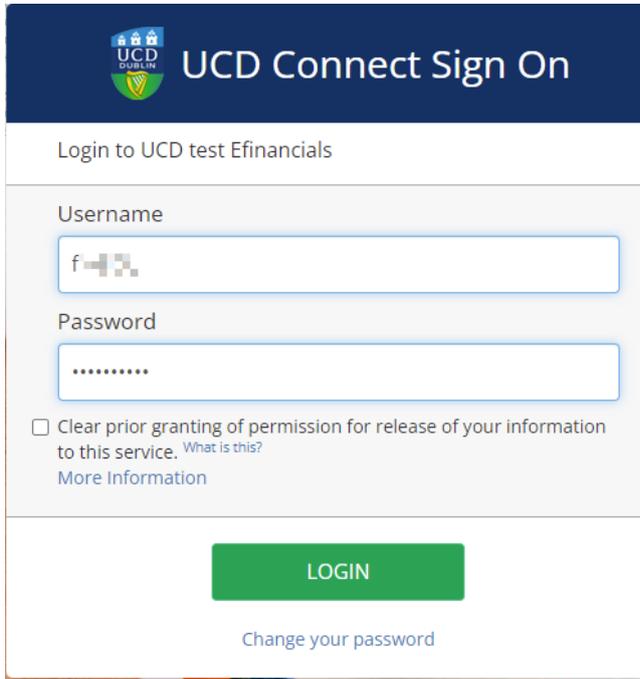
1. Click the icon for eProcurement/eFinancials on UCD Connect which will direct you to the **SSO screen**. Enter **UCD Connect username and password** and click "Login", authenticate your login with DUO
2. Confirm your information consent duration and click "Accept".
3. Re-enter UCD Connect details - **delete the text that generates in your UCD Connect username field** and replace it with your UCD Connect username. Continue with UCD Connect credentials.
 - a. Click "Add to existing account"
4. **Final screen*important - refer back to the email received from the finance.systems@ucd.ie entitled 'Enabling SSO for eProcurement/eFinancials' which includes a temporary password**. Enter:
 - a. **username:** your UCD Connect username,
 - b. **password:** then enter the **temporary password provided by the system email**.
 - c. **Update password:** new password you need to change to your **UCD Connect Password**.
 - d. SUBMIT

Please continue for screenshots and detailed instructions for regaining access to the Finance System.

Screenshots and detailed instructions are provided below:

Step 1:

To commence the process enter your UCD Connect username followed by you UCD Connect Password and click on 'Login'



UCD DUBLIN UCD Connect Sign On

Login to UCD test Efinancials

Username
f-43

Password

Clear prior granting of permission for release of your information to this service. [What is this?](#)
[More Information](#)

LOGIN

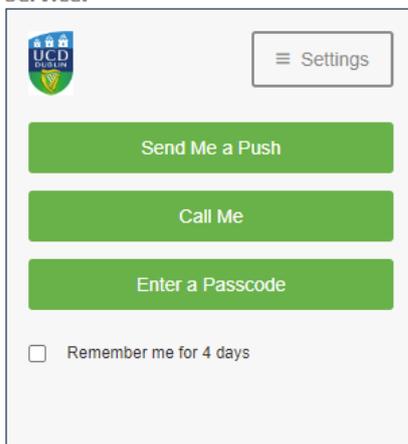
[Change your password](#)

This will trigger the Multi Factor Authentication page – select your normal method of Duo Authentication



Authentication with Duo is required for the requested service.

[> Need Help?](#)



UCD DUBLIN Settings

Send Me a Push

Call Me

Enter a Passcode

Remember me for 4 days

Cancel this Request

Step 2:

Once you authenticate you will be asked to share your profile with the eProcurement/eFinancial's service. Select your preferred option and click on 'Accept'

 You are about to access the service:
UCD test eFinancials of UCD Test eFinancials

Information to be Provided to Service	
persistentId	8GAcVTKcYOgbiqQGg7qNVtBDyo=
User ID	ftestac

The information above would be shared with the service if you proceed. Do you agree to release this information to the service every time you access it?

Select an information release consent duration:

- Ask me again at next login
 - I agree to send my information this time.
- Ask me again if information to be provided to this service changes
 - I agree that the same information will be sent automatically to this service in the future.
- Do not ask me again
 - I agree that **all** of my information will be released to **any** service.

This setting can be revoked at any time with the checkbox on the login page.

The next steps are essential to link your UCD Connect Credentials on eProcurement/eFinancials to the University's SSO which is powered by SAML

Step 3:

The below page will launch, enter details as noted below and click on 'Submit'



Username

Email

First name

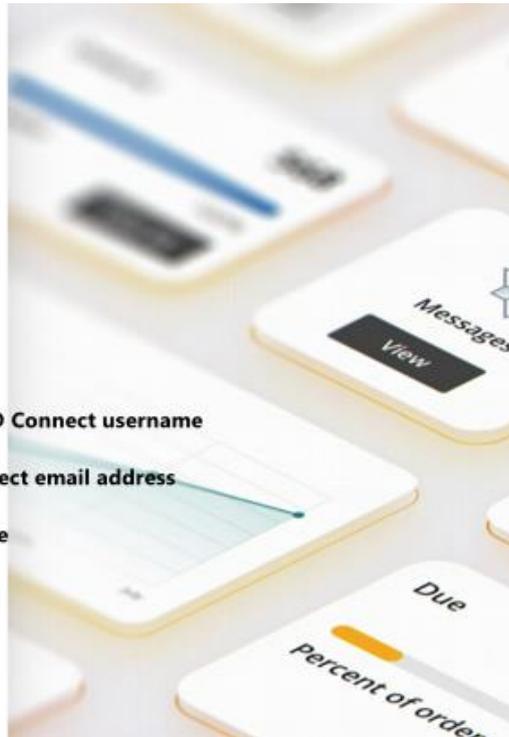
Last name

replace with your UCD Connect username

enter your UCD Connect email address

enter your given name

enter your Surname



You will receive a message noting your email address already exists. Select 'Add to existing account'

User with email **frimulm@ucd.ie** already exists. How do you want to continue?

Step 4:

The following screen will be returned.

Leave the UCD Connect username as populated in the 'Username or email' field

Enter the 'Initial password' from the Enable SSO for eProcurement/eFinancials' email in the password field. Click on 'Login'



Authenticate as ftestac to link your account with saml

Sign in

Username or email

Password

Login

The details in this field will be your UCD Connect Username
You do NOT need to update this field

You need to enter the 'Initial Password' received from finance.systems@ucd.ie
entitled 'Enable SSO for eProcurement/eFinancials'



You will be directed to another page which will ask you to re-set your password – **at this stage it is vital that you enter your existing UCD Connect password to activate your account.** Click on 'Submit'

You need to change your password to activate your account.

Update password

New Password

Enter your existing UCD Connect Password

Confirm password

Enter your existing UCD Connect Password



At this point you should be logged into either eProcurement/eFinancials and successfully completed the SSO enablement process.

All subsequent logins will be with your UCD Connect Username and Password credentials.