

# DSF



Division of School Facilities

Single Sign-On  
DSF Applications

NYC  
Department of  
Education  
Office of the Chancellor

User: JGuerra

## SINGLE SIGN-ON DSF APPLICATIONS

Help Guidelines February 2014



## Table of Contents

Table of Contents .....	i
Note to Users .....	1
Login/Single Sign-On .....	1
Login From Home.....	2
New User .....	3
Security Questions and Answers .....	3
Password Change .....	4
Security Questions Setup.....	5
Application Links .....	6
Pop-ups Blocker .....	7
Timeout Feature .....	10
Contact Supervisor Dialog Box .....	11



# Single Sign-On DSF Applications Note to Users/Login SSO

## Note to Users

To help you navigate entry into the Division of School Facilities (DSF) applications you use at DSF, the Office of Enterprise Development and Support has created the Single Sign-on application (SSO).

## Login/Single Sign-On

- SSO enables users to access DSF applications via their DOE network ID (domain account).
- Users can access the Division of School Facilities web page at <http://www.opt-osfns.org/nycdsf/> to find a link for the Single Sign-On screen.

The screenshot shows the Division of School Facilities website. At the top left is the DSF logo and the text 'Division of School Facilities'. To the right is a navigation menu with links for 'Parents & Community', 'Principals & Teachers', 'Vendors / Contractors', 'Custodian Engineers', and 'DSF Staff'. Further right is the NYC Department of Education logo and a search bar labeled 'Search DSF...'. The main content area features a large orange banner for 'P.S. 18 Gets Renovated Library' with a 'Read more...' link. Below this is a 'PROGRAMS & INITIATIVES' sidebar with icons for 'Sustainability Initiative', 'Healthy GREEN NYC', 'Health & Safety', 'SchoolStat', 'Improvement Projects', and 'Building Operator Certification'. The central 'NEWS' section contains three articles: 'US v. BOE - 2013 Settlement Agreement', 'The Office of Sustainability has released the 2012-2013 Annual Sustainability Report.', and 'Sustainability efforts by the DOE are changing the way we recycle'. A red arrow points from the 'Single Sign-on' link in the 'CLICK & GO' sidebar to the 'Sustainability Report' article. The 'CLICK & GO' sidebar also includes links for 'About DSF', 'DSF Applications', 'Contact DSF', 'Emergency Contact System', 'Passport - Portal J', 'LCGMS', 'NYC DOE Home', 'DOE Intranet', 'DOE Calendar', 'DOE Email Help', 'DOE Email', 'School Construction Authority', 'DOE Mapping System', and 'Directory of DOE Offices'. At the bottom, there is a footer with 'Office Of the Mayor | Residents | Business | Visitor | Government | NYC.gov' and a copyright notice: 'Copyright © 2012 Division of School Facilities. All rights reserved. 44-36 Vernon Boulevard, Long Island City, NY 11101'.



## Login from Home

Users who are not on the DSF Network will be directed to the login entry screen below. Users should type in their Domain Username (e.g. DSFNT4\Network ID and Network password).

The Screen below can be used to Login from home.

Sign In

SSO.OPT-OSFNS.ORG

Type your user name and password.

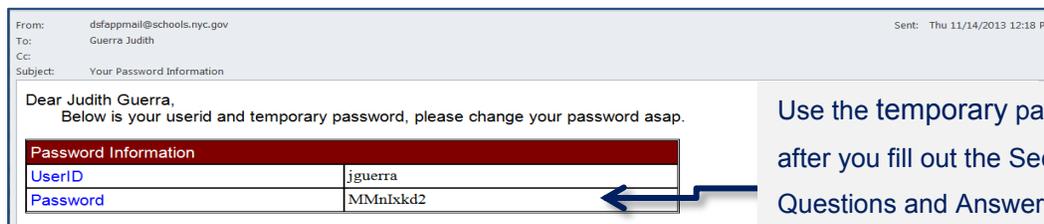
User name:  Example: Domain\username

Password:



## New User

- Users who are new to DSF Applications, and have been notified by email what ID and temporary password to use, must follow the steps below to access the SSO application for the first time.
  - Click the temporary login credential link in the email you received.



## Security Questions and Answers

- After users click the login credential link, a form will be provided with four (4) questions. The first question is: *“What is your mother’s maiden name?”* The next three questions can be selected by the user.
  - Fill out the answers to **all** the questions.
  - Click the **Submit** button.
  - Click the **Close Application** button.

Division of School Facilities

Security Questions and Answers

Please select one question from each list:

1. Questions: What is your mother's maiden name?  
Answer: \_\_\_\_\_

2. Questions: Please select question ...  
Answer: \_\_\_\_\_

3. Questions: Please select question ...  
Answer: \_\_\_\_\_

4. Questions: Please select question ...  
Answer: \_\_\_\_\_

2 Submit 3 Close Application Clear



## Password Change

- After the Close Application button is clicked, users will be redirected to the Change User Password Screen. Your UserID will appear in the dialog box.

- Type the password you received in the email in the old/temp password field.
- Type your new password in the field below.
- Click the Submit button.
- After you get the password changed successfully, click the Close Application button.

**Note:** The 'Resend temporary password' button can be used if a user cannot find the original temporary password email.



## Security Questions Setup

- Users attempting to login to the SSO for the first time and do not know their password may encounter a dialog box, which instructs them to contact the Help Desk at 718-349-5783 in order to setup security questions.

**Please choose security questions:**

You do not have any security questions setup.  
Please call helpdesk at 718-349-5783 to have your password reset.

User ID:

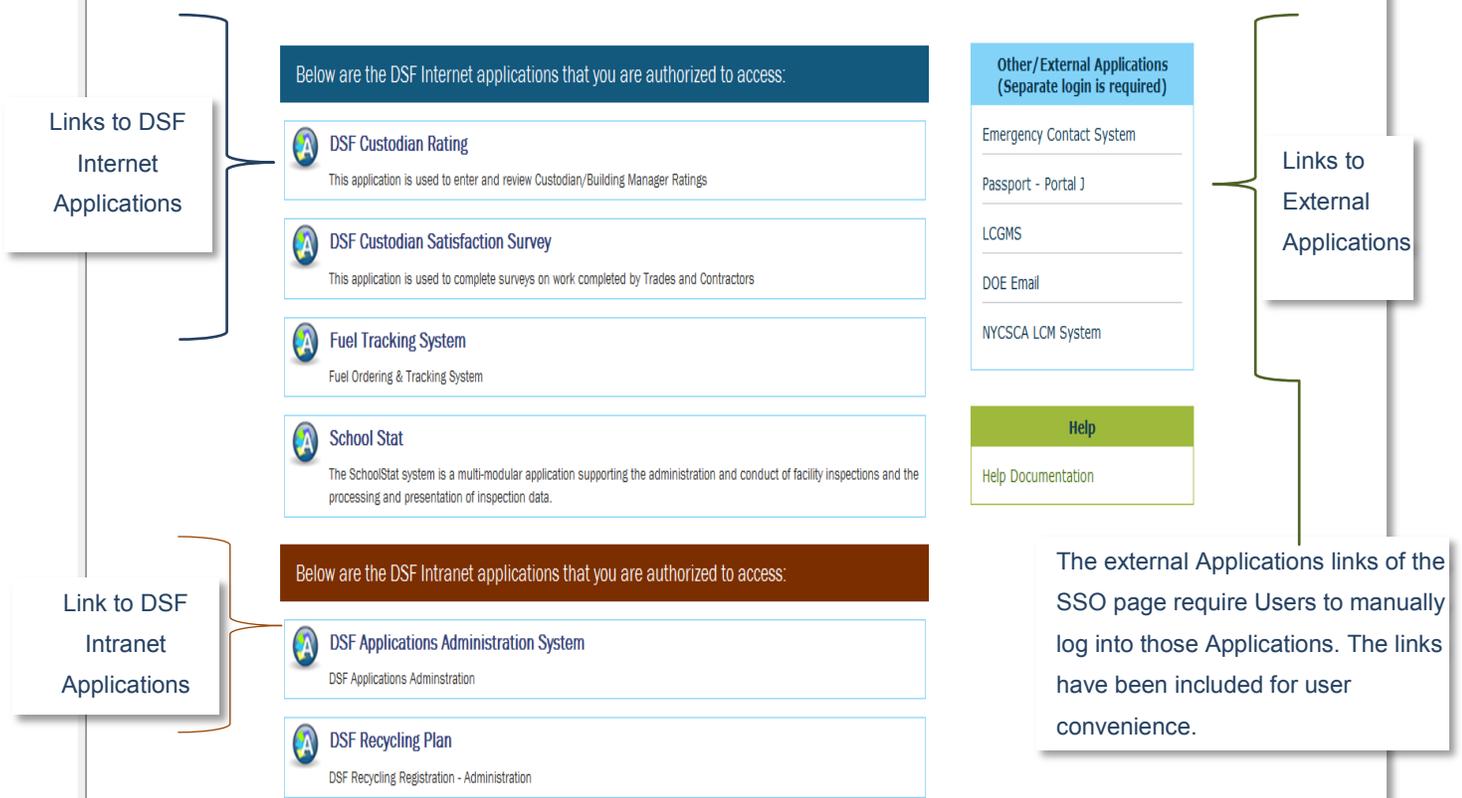
Click link for guidelines ➡ [Refer to Security Questions and Answers section](#)



# Single Sign-On DSF Applications Application Links

## Application Links

- Once a user is *authenticated*, a list of authorized DSF SSO enabled applications will display as links in the SSO home page.
- The application links are divided into three (3) parts:
  - DSF Internet applications
  - DSF Intranet applications
  - Other/External Applications, which require a separate login (e.g. Emergency Contact System, PassPort-PortalJ, LCGMS)
- Users must click the link to gain access to the application.

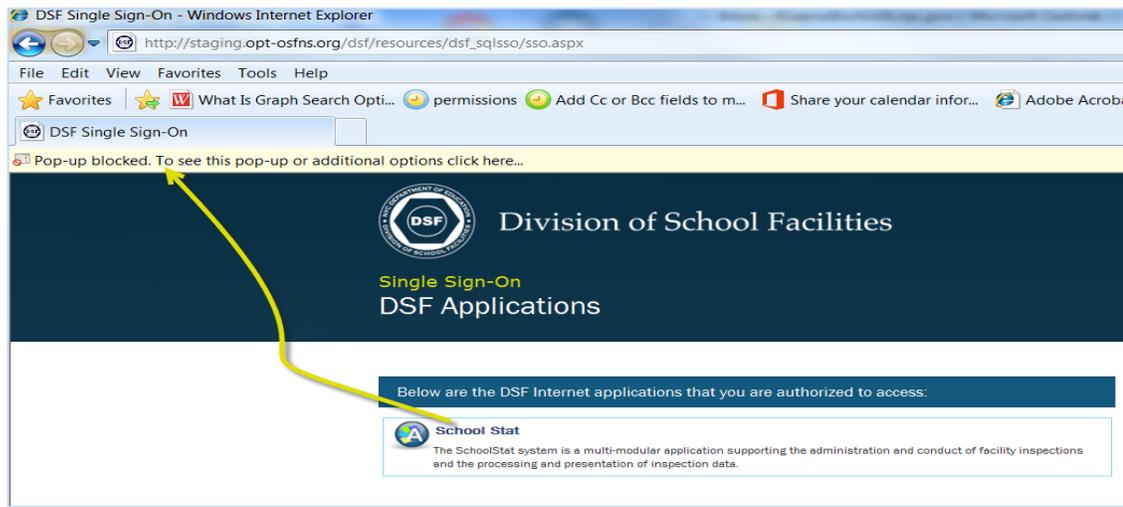




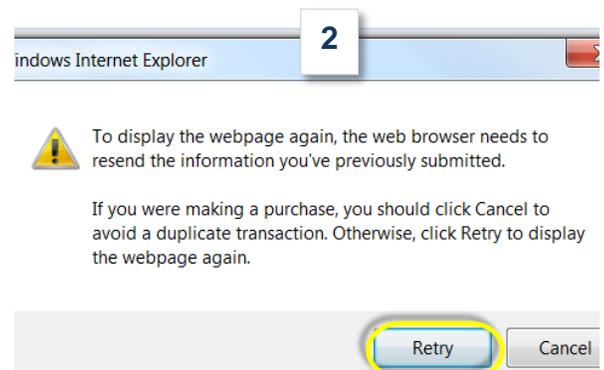
## Pop-ups Blocker

The Pop-ups Blocker is often used to avoid on-line advertising.

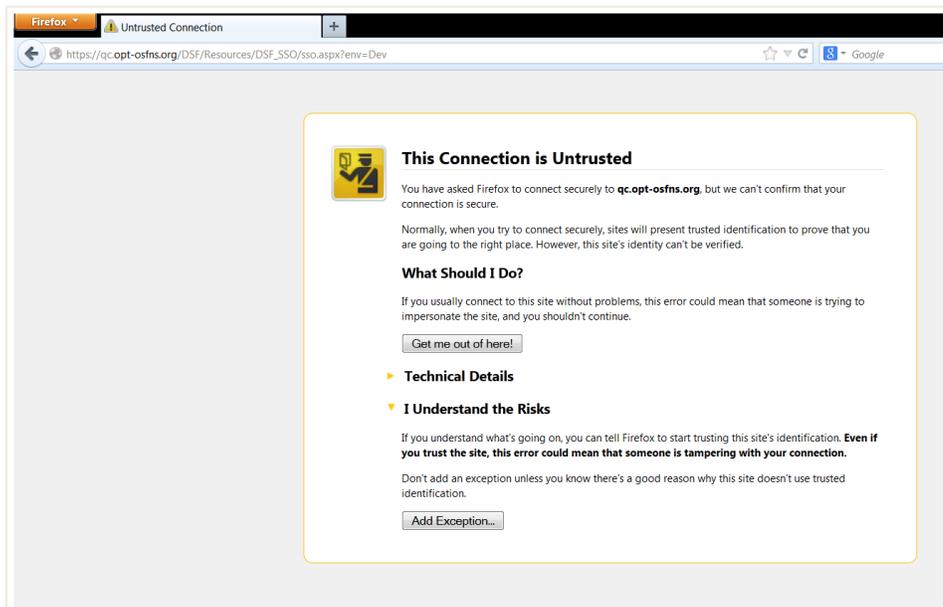
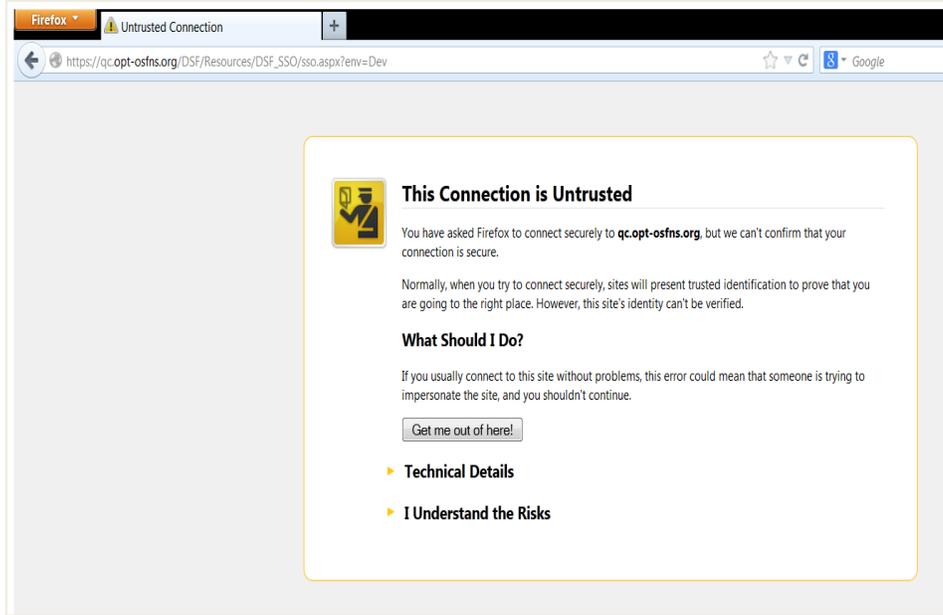
- When a user logs on to a DSF Application, it may trigger a Pop-up Blocker message after you click the application link.



- Internet Explorer** provides the option to change the pop-up setting.
  - Click the link to turn the pop-up blocker off temporarily or always from this site.
  - Click the Retry button to display the webpage again.



- **Firefox Browser.** FireFox requires the user to confirm a risk pop up before the actual login popup can be displayed.
- Sample of Pops up screens below, assist users in connecting to DSF Applications via single sign-on (SSO) securely.



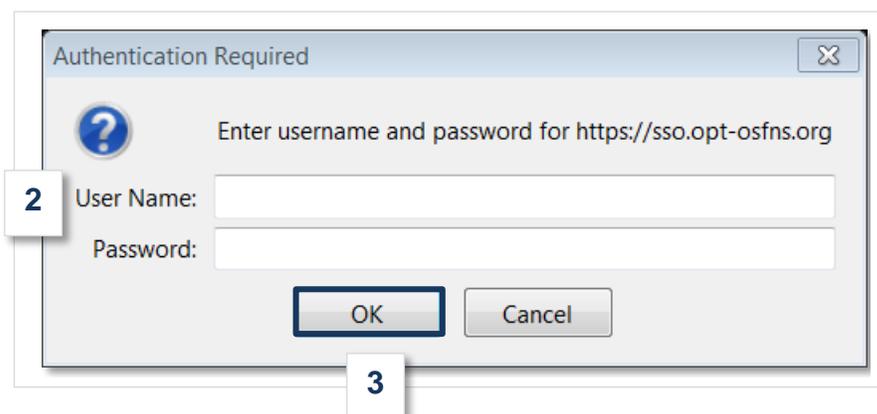


## Single Sign-On DSF Applications Pop-ups Blocker

### ▪ Firefox Browser – Authentication Login

Screens below, advise the user that they are overriding how Firefox identifies the DSF site.

1. Click the Confirm Security Exception button.
2. Type User Name and Password
3. Click OK

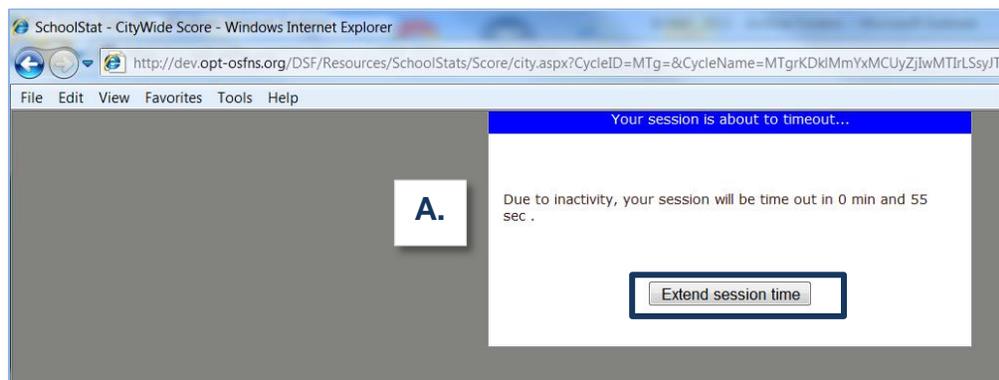




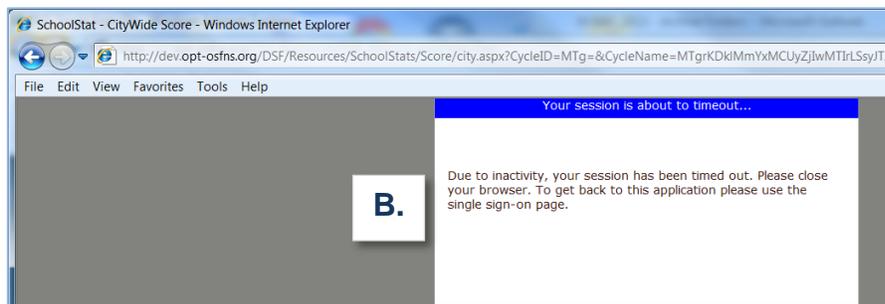
## Timeout Feature

- Each application has a timeout feature. One hour of inactivity will trigger the timeout per web page.
- If two web pages are displayed, then there will be two separate timeouts.
- The timeout feature is essential for SSO enabled applications.
- DSF has no control access to a users' computer outside of the Vernon Boulevard building.
- When the session is about to timeout a dialog box pops up.

A. Click the **Extend session time** button to continue.



B. To gain access to the application after timeout occurs, users can click the link in the SSO home page.



**Note:** In Firefox, a popup message displays informing users to close the browser with instructions on how to gain access to the application after timeout occurs.



## Contact Supervisor Dialog Box

- A message is given to DOE employees who do not have access to SSO applications. If you require access, please contact your supervisor who will forward the request.

