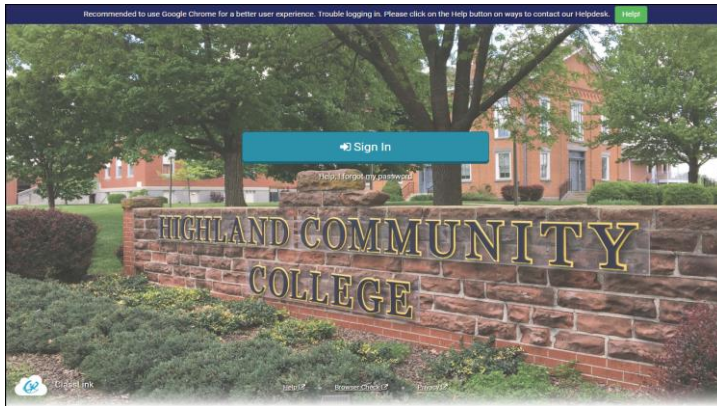# HCC SSO Quick Guide

1. Sign In

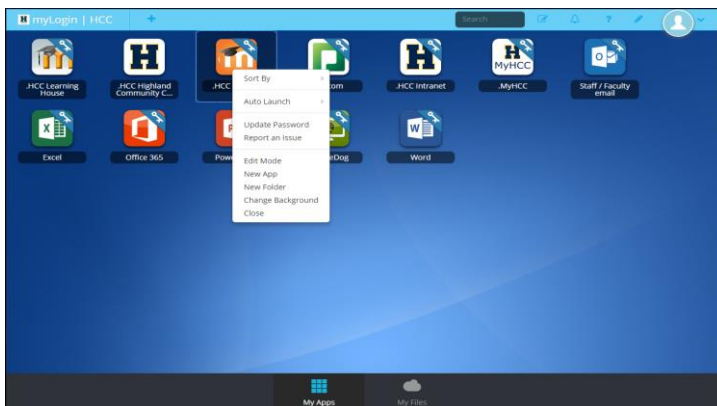Sign in by clicking the 'Sign in With ADFS' button.

2. My Apps

The My Apps screen is where all of your online resources will be located. Enter your username and password once (if prompted) and ClassLink will remember it for you!
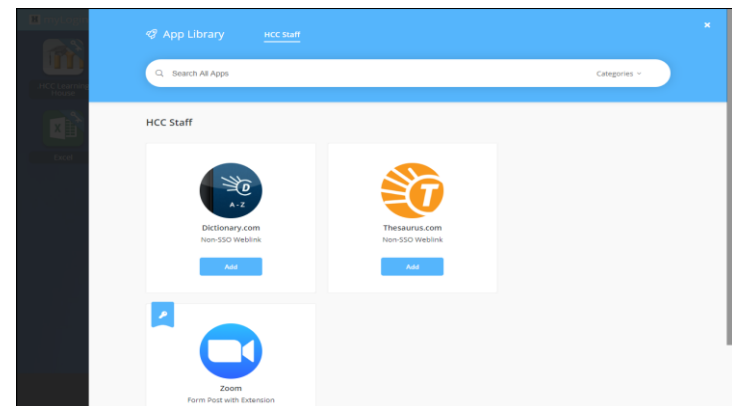

3. Update Password

Right click an app and choose 'Update Password' to update or change your stored username and passwords for your applications. Use this if you have entered your username or password incorrectly or if something has changed/updated.

4. App Library

The library contains many educational resources to choose from. Click the Plus **(+)** on the top left of the My Apps screen. Click Add on any app to place it on your My Apps screen.

5. Edit Mode

To go into Edit Mode, click the paper and pencil symbol on the top right of your screen. While in Edit Mode, you can create folders and customize your My Apps screen.
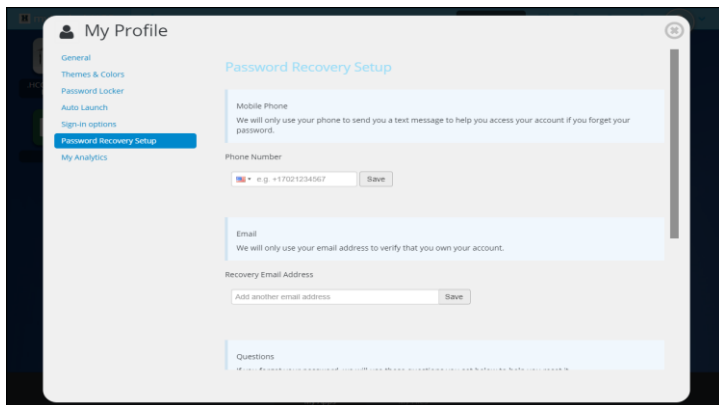

6. My Profile

Here is where you change your profile picture, themes & colors, configure sign-in options, access your password locker and password recovery options.

7. Password Reset

Profile Settings > Password Recovery Setup allows you to reset your password. You must set up your recovery options first before you can use the 'Help, I forgot my password.' button on the login page.

8. My Files

My Files > School Network allows you to access your school network drives from any device, any where, any time. **My Files > Manage Services > Connect** allows you to connect your Cloud Drives in ClassLink to access all of your files in one location!