

Single Sign On Instructions

Step 1 - First Time Users

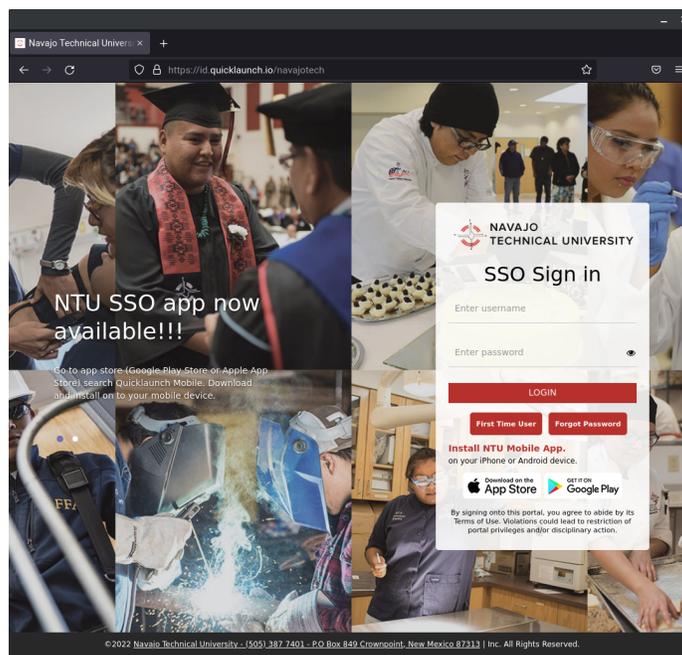
For First Time Users go to <https://sso.navajotech.edu> or www.navajotech.edu >> click SSO Login. At the login screen choose First Time Users button (under username and password area)

All students of NTU must use the `{firstname.lastname}` format for username. If you have any questions please contact NTU IT department.

Next, enter your username then click Next, then enter your First Name Click Next, then enter your last name Click Next.

Lastly, Create a password for your SSO account. Passwords must be at least more than 8 characters, also must have Capital letters, Lowercase letters, Numbers and symbols (optional). DO NOT use any part of your name in your password.

Then login normally, when taken back to the login page.



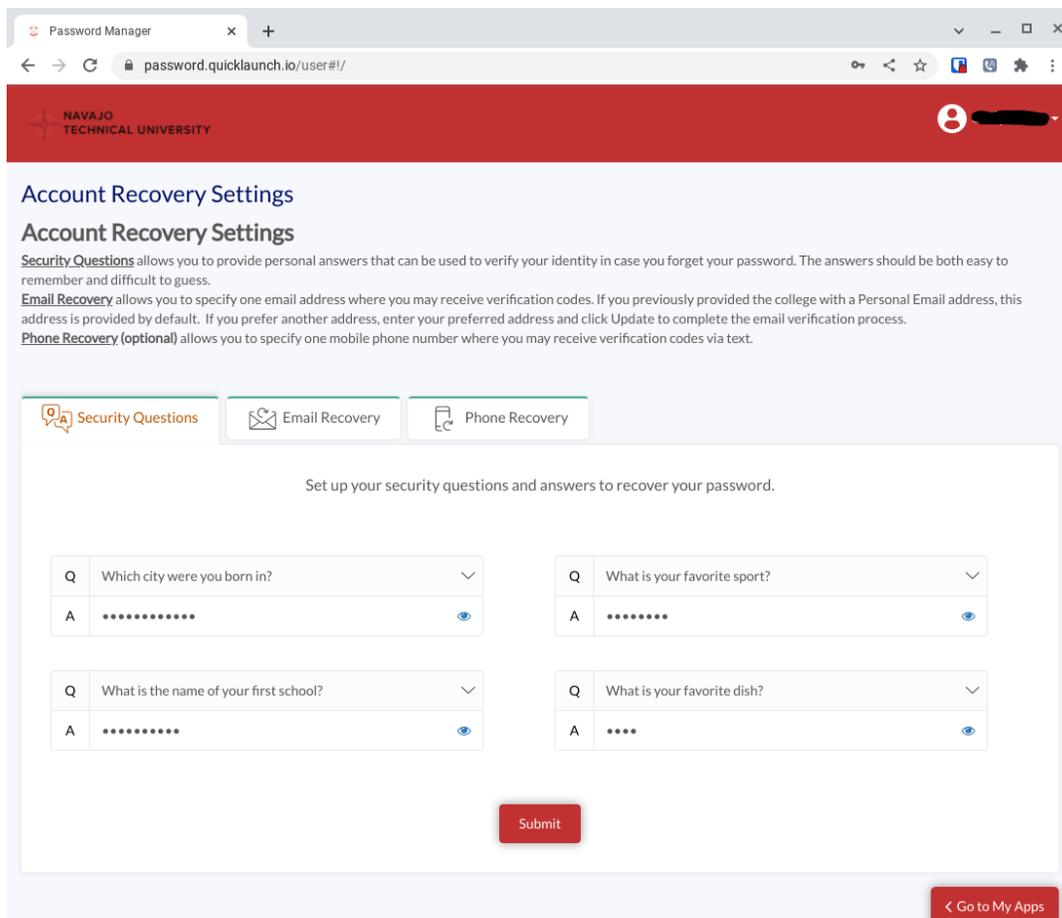
Step 2 - Setting your SSO account

After logging in for the first time, the user will need to complete the Account Recovery Settings before accessing their NTU accounts. This feature is to help you reset your SSO account password in the future.

Account Recovery Options

1. Security questions - answer questions before resetting your password
2. Email recovery - use your personal email to reset your password
3. Phone recovery - use your cell phone to reset your password.

When finished click on Go to my Apps (bottom right corner).



The screenshot shows a web browser window with the URL `password.quicklaunch.io/user#/?`. The page title is "Account Recovery Settings" and the Navajo Technical University logo is visible in the top left. The page content includes instructions for setting up security questions, email recovery, and phone recovery. The "Security Questions" tab is selected, showing four questions with dropdown menus and text input fields for answers. A "Submit" button is located at the bottom center of the form area. A "Go to My Apps" button is located in the bottom right corner of the page.

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Account Recovery Settings

Account Recovery Settings

Security Questions allows you to provide personal answers that can be used to verify your identity in case you forget your password. The answers should be both easy to remember and difficult to guess.

Email Recovery allows you to specify one email address where you may receive verification codes. If you previously provided the college with a Personal Email address, this address is provided by default. If you prefer another address, enter your preferred address and click Update to complete the email verification process.

Phone Recovery (optional) allows you to specify one mobile phone number where you may receive verification codes via text.

Set up your security questions and answers to recover your password.

Q	Which city were you born in?	▼	Q	What is your favorite sport?	▼
A	👁	A	👁
Q	What is the name of your first school?	▼	Q	What is your favorite dish?	▼
A	👁	A	👁

Submit

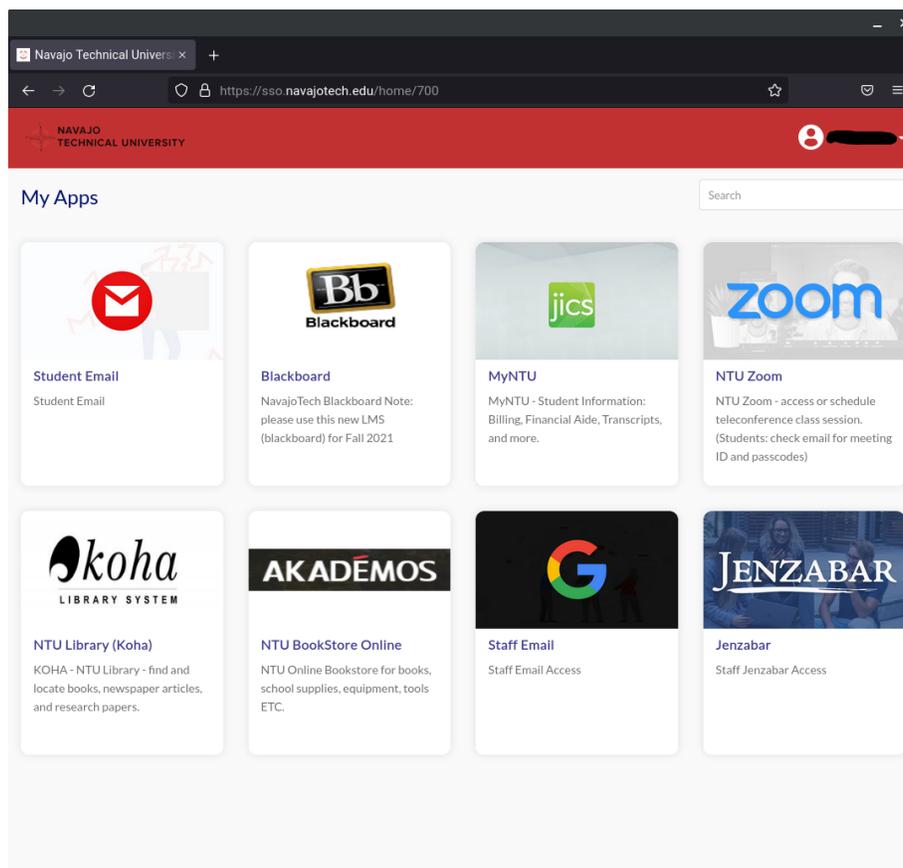
< Go to My Apps

Step 3 - Accessing your SSO apps

After you have completed the SSO account setup you can now access your apps. These apps help students, staff and faculty access their accounts with different websites. With Single Sign On you can access these sites with one username and one password. All users will just need to select the app they wish to access and they will automatically be logged into those accounts.

NTU SSO apps

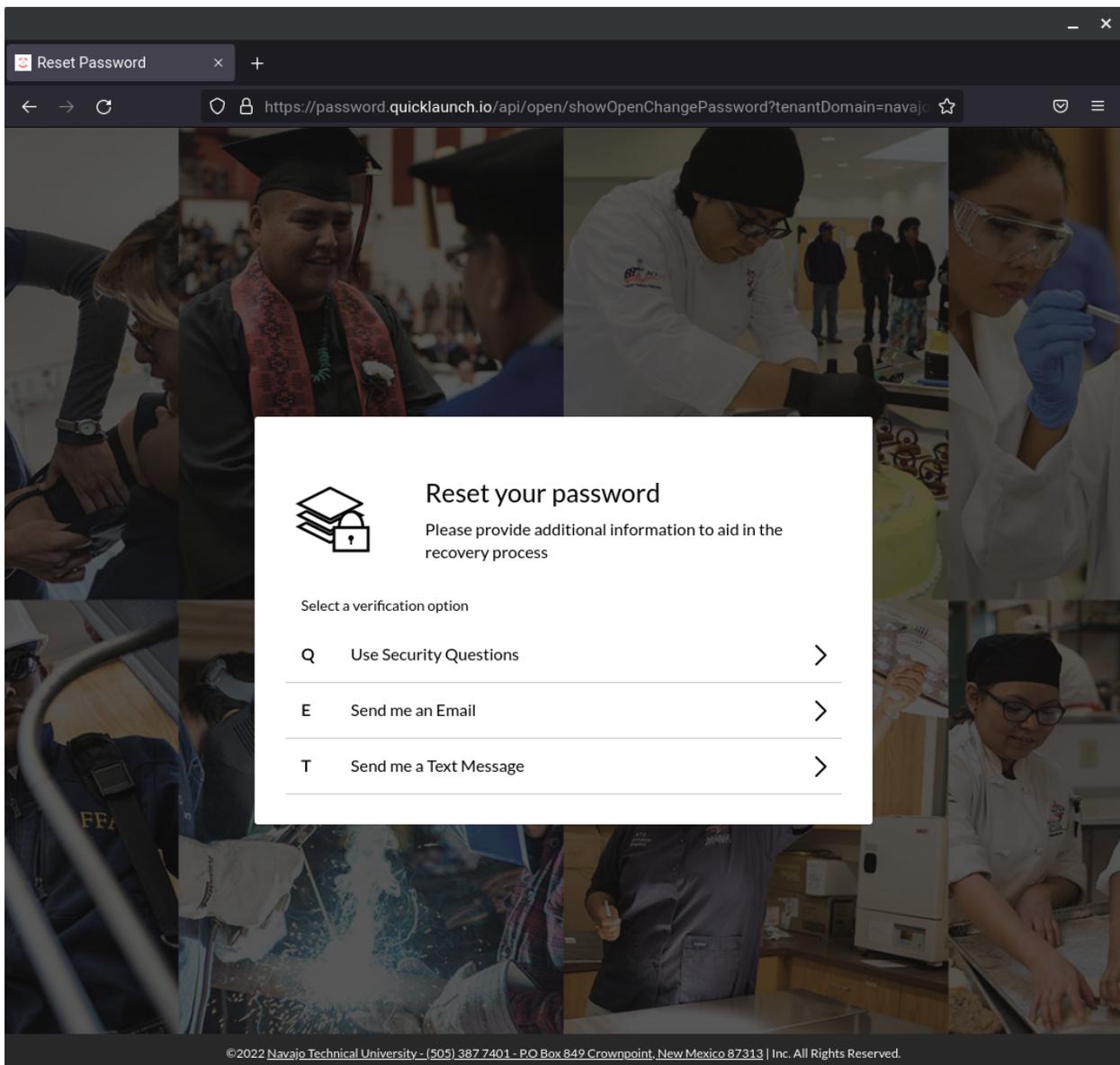
1. Student Email
2. Blackboard
3. MyNTU
4. Zoom
5. Online Library Database
6. Online Bookstore



Forgot password?

1. Click on Forgot password
2. Enter username
3. Choose Account Recovery Options (*security questions, email, or phone number*)

If you need help resetting your SSO password contact NTU IT Office.



Sign into Blackboard

Logging into Blackboard using SSO

- Login into your SSO account
<https://sso.navajotech.edu>
- Click the blackboard app



- Select Sign in with third-party account
- Click on Navajotech Single -Sign On

The image shows two screenshots of the Blackboard login interface. The first screenshot, labeled with a red '1', shows the main login page with fields for 'Username' and 'Password', a 'Sign In' button, and a 'Forgot Pas' link. A red circle highlights the 'Sign in with third-party account' button. A red arrow points from this button to the second screenshot. The second screenshot, labeled with a red '2', shows the 'Sign in with third-party account' dropdown menu. A red circle highlights the 'Navajotech Single-Sign On' option, which has a small icon next to it. A red arrow points from this option to the right.

Contact US

If you are having trouble logging in to the SSO portal. Please contact the NTU IT office.

Email: its@navajotech.edu - (include your full name and Student ID Number)

Phone: 505-387-7363