Click on the SSO link

Click on the first time user
Enter the first part of your email user name. For example test.2@navajotech.edu
Just the first part and hit submit.

You should now see this screen and you can create your login password for the SSO.
The password needs to be 8 character lengths long, includes the (a-z), (A-Z), (1-0), (!@#...)

So an example is:

P@s5WORD

Not:
password1

The info bubble will have more information on password complexity.

Enter your new password and re-enter it and press submit.
Your password should be accepted and you will return to the SSO login page to login.

Now enter your user name and password and login.
Please re-enter your password.

Password

Sign in

This is a confirmation page for your password. Re-enter password.

Now choose any 4 security questions from drop list, and enter answers.
EXAMPLE FOR QUESTION AND ANSWERS.
Once finished with this, press submit.

Optional email recovery:
Enter a personal Email, DO NOT USE SCHOOL EMAIL FOR RECOVERY.
Once you are done with it all, click yes to continue to SSO page.
You have successfully entered your account info and you can access your email (staff and student), Moodle (staff and student). If you have any problems, contact IT dept at:

its@navajotech.edu

Please include first and last name, student ID number.