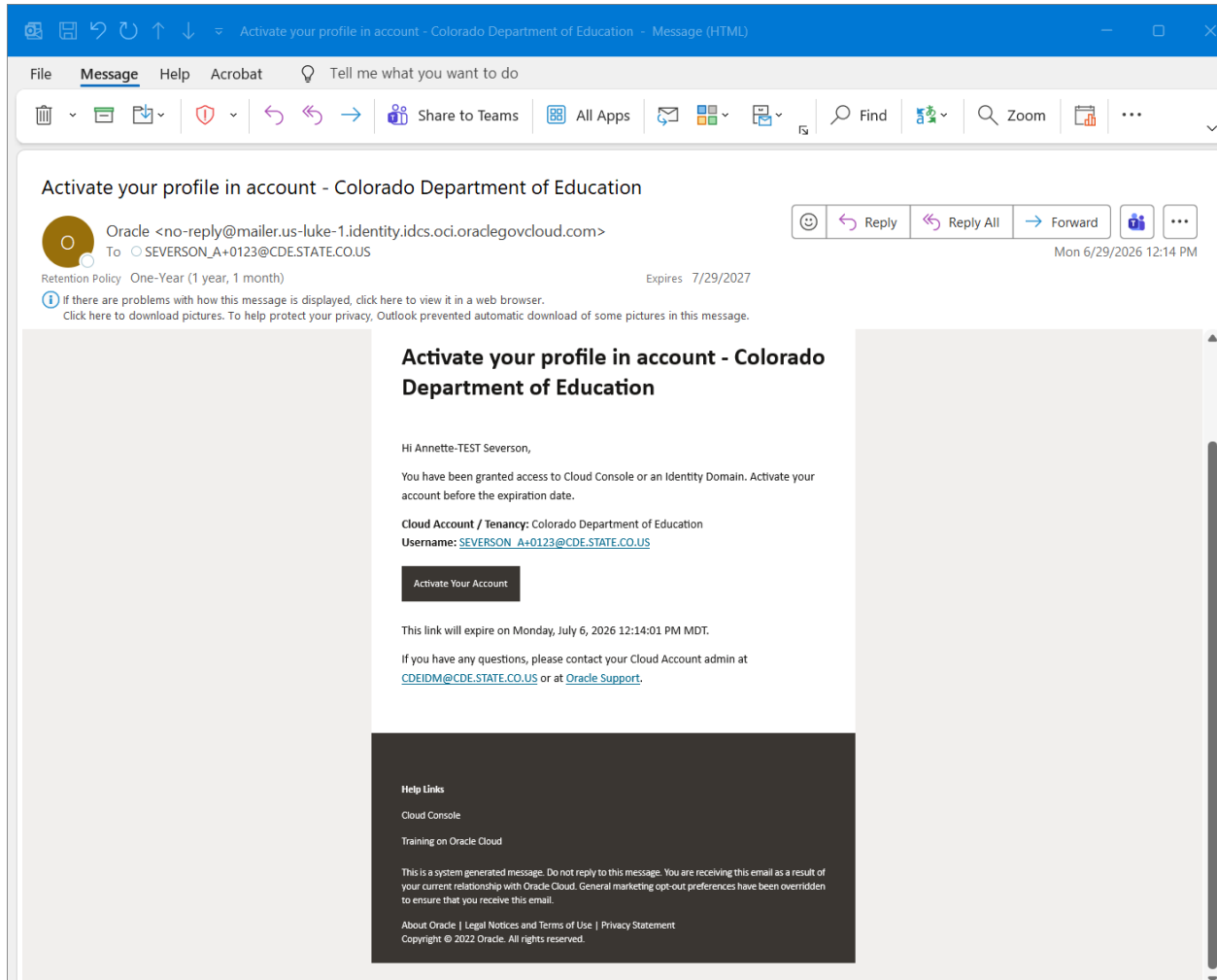


NEW Identity Management (IdM) User Guide

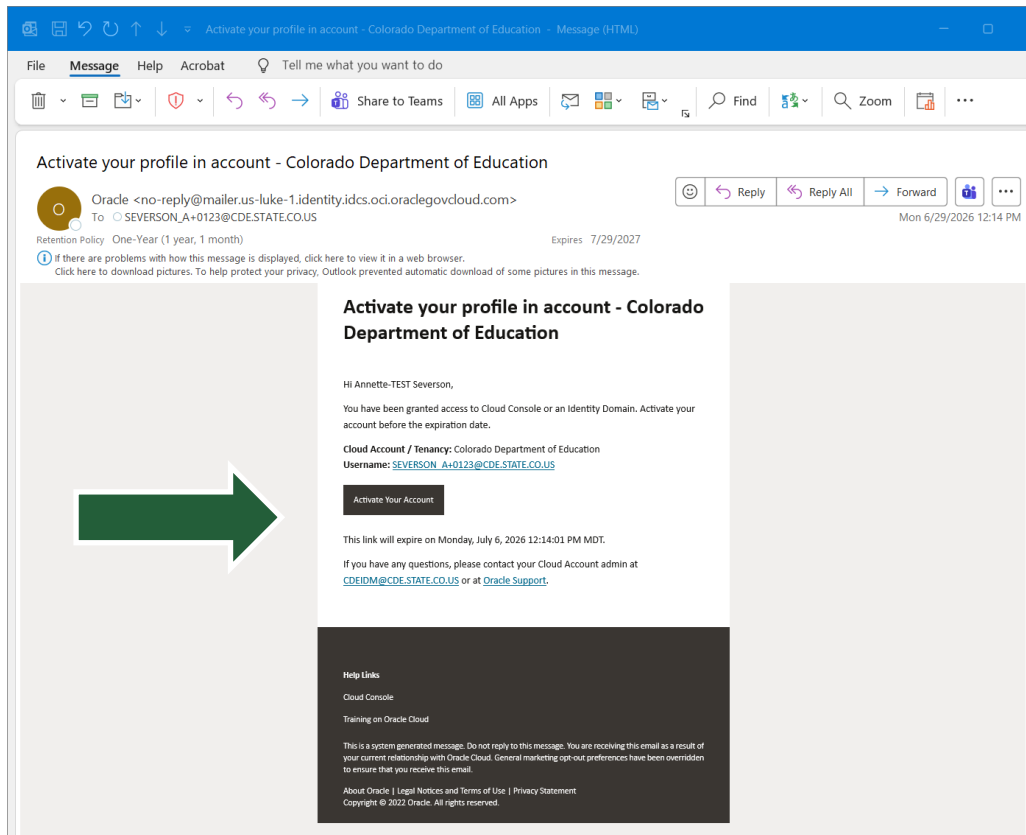
Access Account

When your Local Access Manager (LAM) sets up your Identity Management (IdM) account, the following steps are needed:

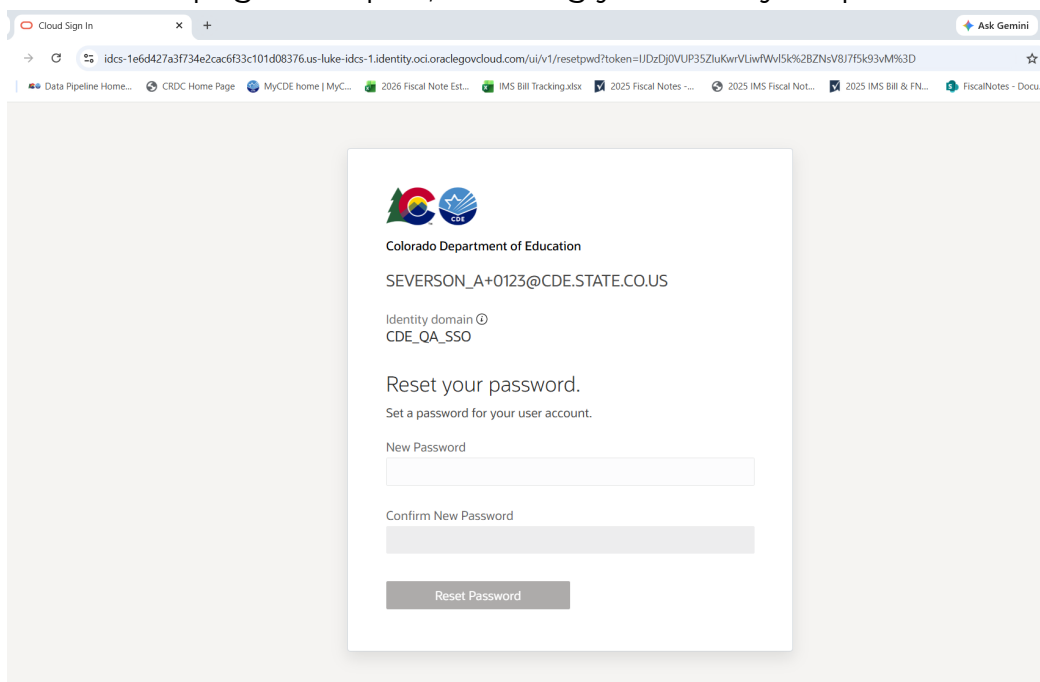
1. An email is sent by 'Oracle' - no-reply@mailers.us-luke-1.identity.ics.oci.oraclegovcloud.com. If you don't see this in your inbox, you may need to search for it and/or check the junk or spam folders. You will have 30 days to activate your account.



2. Click on 'Activate Your Account'



3. A new web page will open; directing you to set your password



4. Create a new password, enter it in both 'New Password' and 'Confirm New Password', ensuring it meets all criteria listed
 - a. Must have between 12 and 40 characters
 - b. Cannot contain the First Name, Last Name or username of the user
 - c. Must have at least 1 lowercase character
 - d. Must have at least 1 uppercase character
 - e. Must have at least 1 numeric character
 - f. Cannot repeat last 4 passwords



Colorado Department of Education

SEVERSON_A+0123@CDE.STATE.CO.US

Identity domain ⓘ
CDE_QA_SSO

Reset your password.

Set a password for your user account.

New Password

.....

- The password must have at least 12 characters.
- The password cannot exceed 40 characters.
- The password cannot contain the First Name of the user.
- The password cannot contain the Last Name of the user.
- The password cannot contain the user name.
- The password must have at least 1 lowercase characters.
- The password must have at least 1 uppercase characters.
- The password must have at least 1 numeric characters.
- Cannot repeat last 4 passwords

Confirm New Password



5. Once you have created a password and entered it in “New Password” and “Confirm New Password” boxes, click ‘Reset Password’

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Identity domain ⓘ
CDE_QA_SSO

Reset your password.

Set a password for your user account.

New Password

.....

- The password must have at least 12 characters.
- The password cannot exceed 40 characters.
- The password cannot contain the First Name of the user.
- The password cannot contain the Last Name of the user.
- The password cannot contain the user name.
- The password must have at least 1 lowercase characters.
- The password must have at least 1 uppercase characters.
- The password must have at least 1 numeric characters.
- Cannot repeat last 4 passwords

Confirm New Password

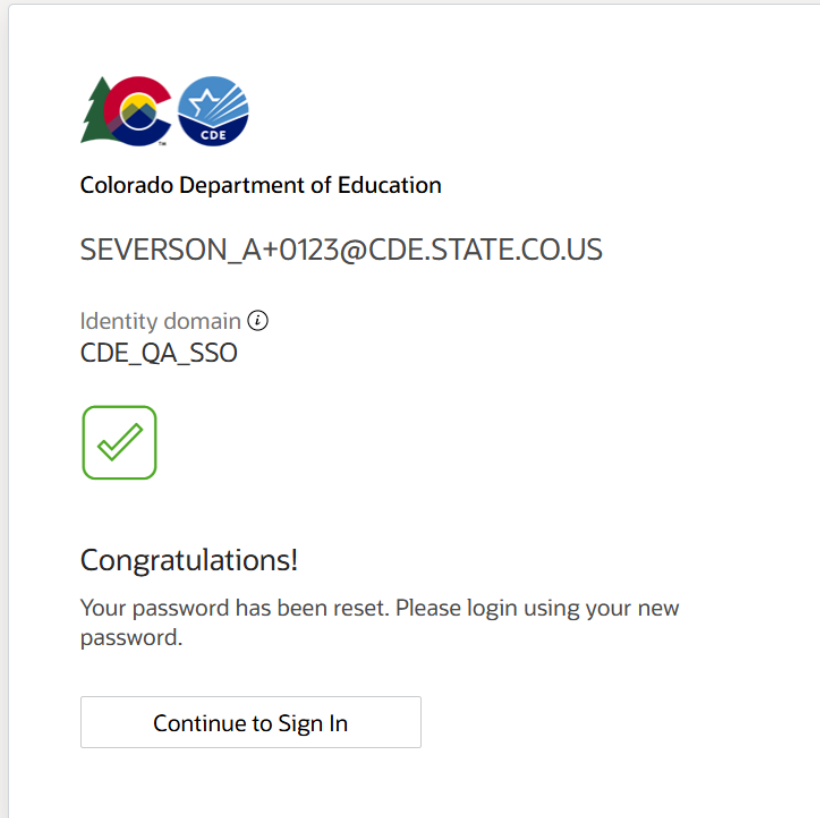
.....



Reset Password



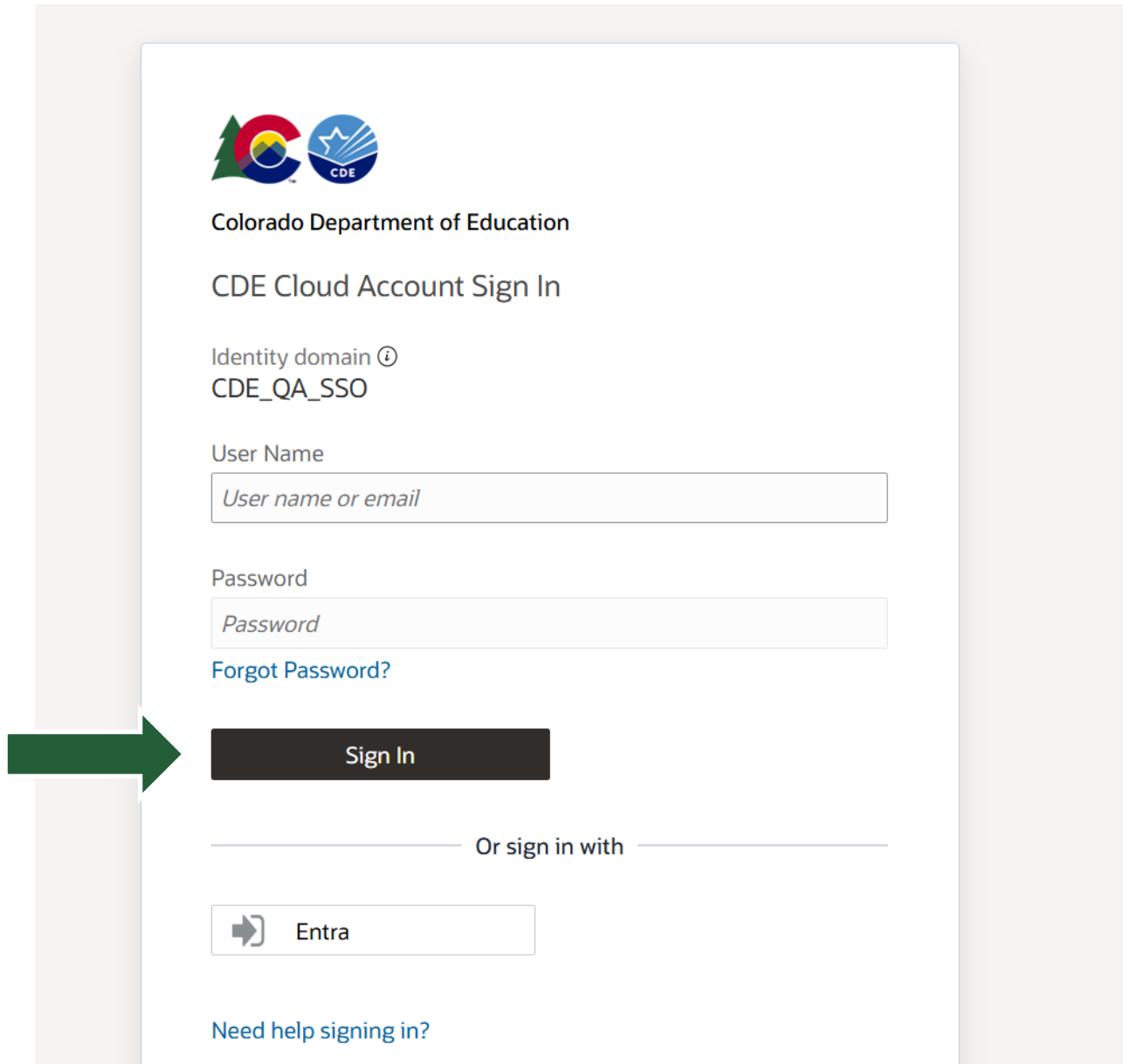
6. A message will show, and you now have an account



Log In Information

Once you have created your account, you will be able to log in to the CDE system(s) needed. Choose the appropriate [system link needed](#). Below are the steps for logging in.

1. You first need to log in with the username and password you recently created and click 'Sign In'



The screenshot shows the CDE Cloud Account Sign In page. At the top, there is the Colorado Department of Education logo and the text "Colorado Department of Education". Below this is the heading "CDE Cloud Account Sign In". The page includes an "Identity domain" field with a help icon and the value "CDE_QA_SSO". There are two input fields: "User Name" with a placeholder "User name or email" and "Password" with a placeholder "Password". A link "Forgot Password?" is located below the password field. A large green arrow points to the "Sign In" button. Below the button is a section "Or sign in with" followed by a button with an "Entra" logo and the text "Entra". At the bottom, there is a link "Need help signing in?".



2. You will then need to Enable Secure Verification and follow the instructions to select your preferred form of multi-factor authentication

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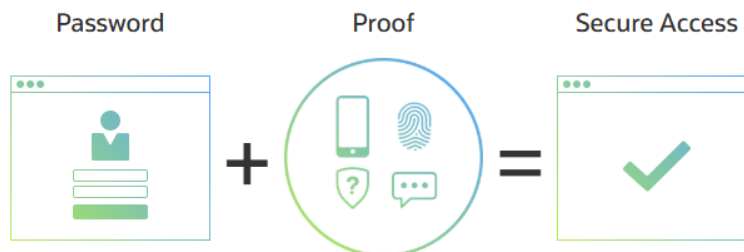
SEVERSON_A+0123@CDE.STATE.CO.US

Identity domain ⓘ

CDE_QA_SSO

Enable Secure Verification

Secure verification methods prove who you are. Two types of verification methods are passwordless and multi-factor authentication (MFA). Passwordless verification allows you to verify your identity without requiring you to remember a password. MFA is an extra security step to the authentication process. Your administrator might have set up one or both verification methods and require that you enroll in them before accessing your account.



Click below to enable secure verification methods for your account.

Enable Secure Verification

[What is Secure Verification?](#)

3. Select your preferred method for verification, below 'Email' is selected



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CDE_QA_SSO

Select Your Default Secure Verification Method

You have already set up one or more recovery methods. We will use these same methods for Secure Verification.



Email

Or, setup a new Secure Verification method to be added as a default method.



Phone Number

[What is Secure Verification?](#)



4. A verification screen will show which method was used; below an email verification confirms an email was sent to the appropriate email address. Keep this screen open to enter the passcode



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Identity domain ⓘ
CDE_QA_SSO



Email Verification

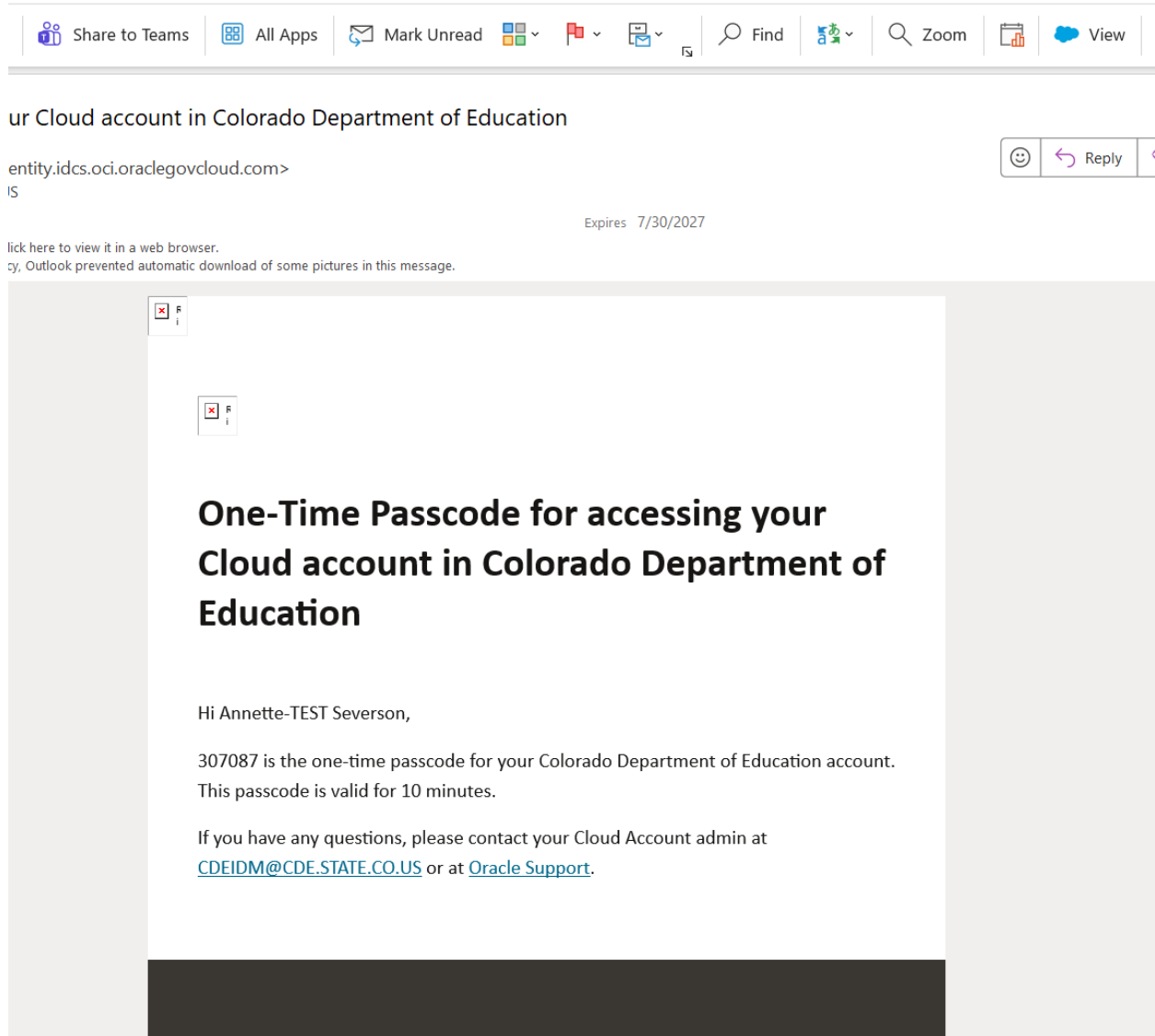
An email containing a passcode has been sent to
SEVXXXXX@CDE.STATE.CO.US.

Passcode

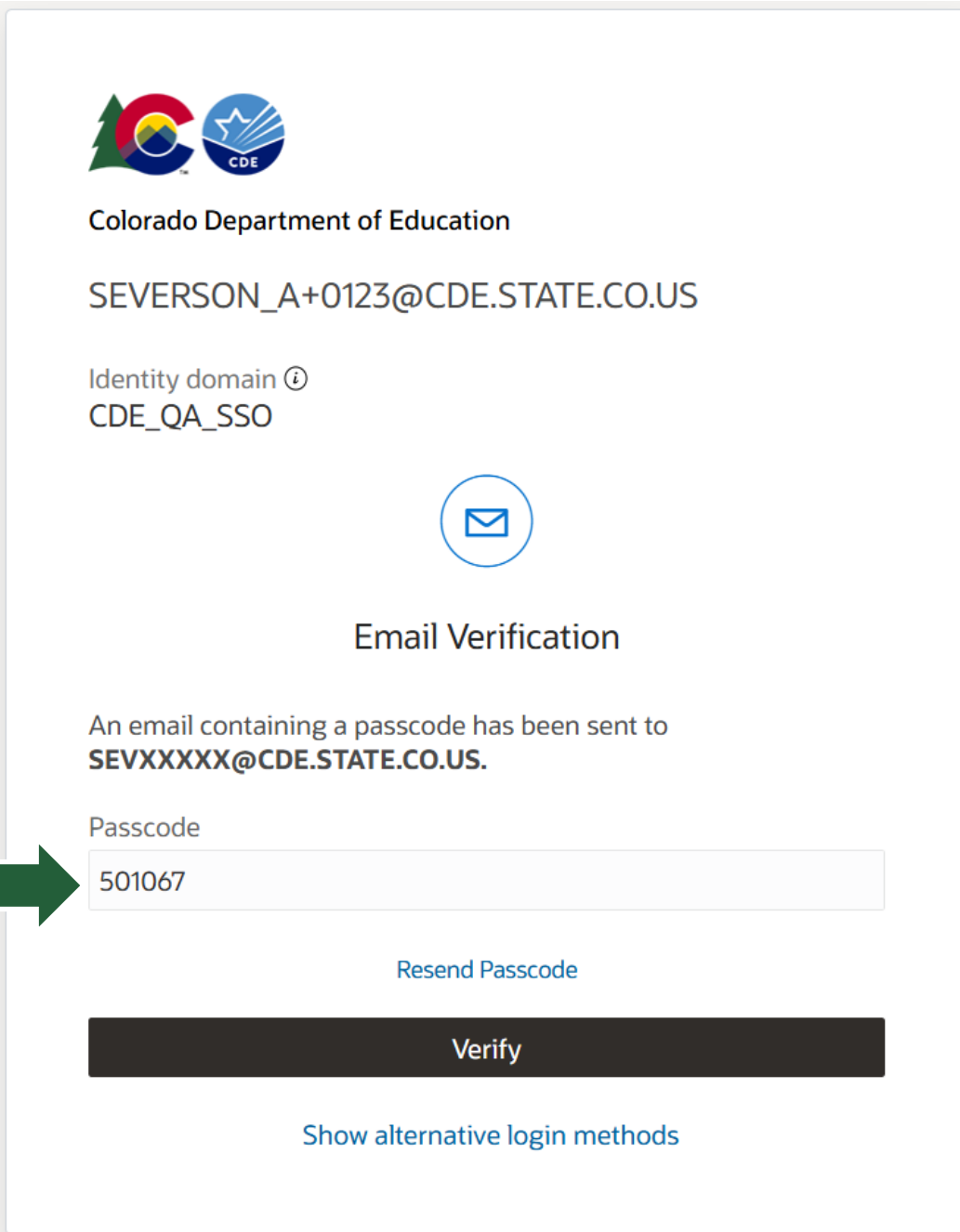
Verify

[Show alternative login methods](#)

- Retrieve the verification passcode, either in the email inbox or text message through the phone number provided. An example of the email verification sent is below



- Using the code provided, either in the email or text message, enter the code into the Email/Phone Verification screen



The screenshot shows the 'Email Verification' screen of the Colorado Department of Education. At the top, there are two logos: a stylized 'C' with a mountain and a sun, and the CDE logo. Below the logos, the text 'Colorado Department of Education' is displayed. The email address 'SEVERSON_A+0123@CDE.STATE.CO.US' is shown. Underneath, it says 'Identity domain ⓘ' followed by 'CDE_QA_SSO'. A blue circular icon with an envelope symbol is centered. Below this, the title 'Email Verification' is displayed. A message states: 'An email containing a passcode has been sent to SEVXXXXX@CDE.STATE.CO.US.' Below the message, the label 'Passcode' is followed by a text input field containing '501067'. A large green arrow points to this input field. Below the input field, there is a blue link 'Resend Passcode'. At the bottom, there is a dark grey button labeled 'Verify' and a blue link 'Show alternative login methods'.



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Identity domain ⓘ
CDE_QA_SSO



Email Verification

An email containing a passcode has been sent to
SEVXXXXX@CDE.STATE.CO.US.

Passcode

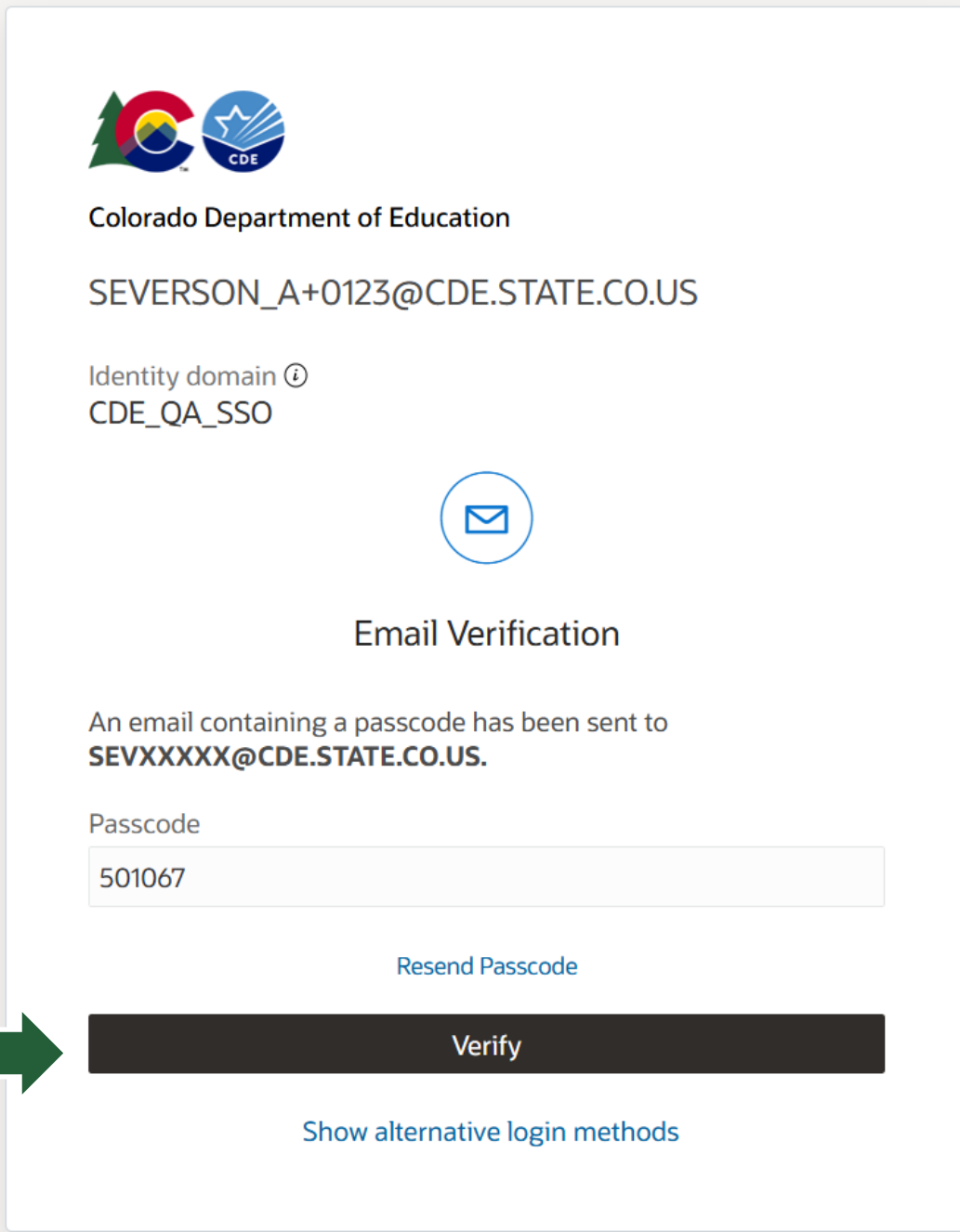
501067

[Resend Passcode](#)

Verify

[Show alternative login methods](#)

7. Click Verify and you will now have access to the system selected





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Identity domain ⓘ
CDE_QA_SSO



Email Verification

An email containing a passcode has been sent to
SEVXXXXX@CDE.STATE.CO.US.

Passcode

501067

[Resend Passcode](#)

Verify

[Show alternative login methods](#)