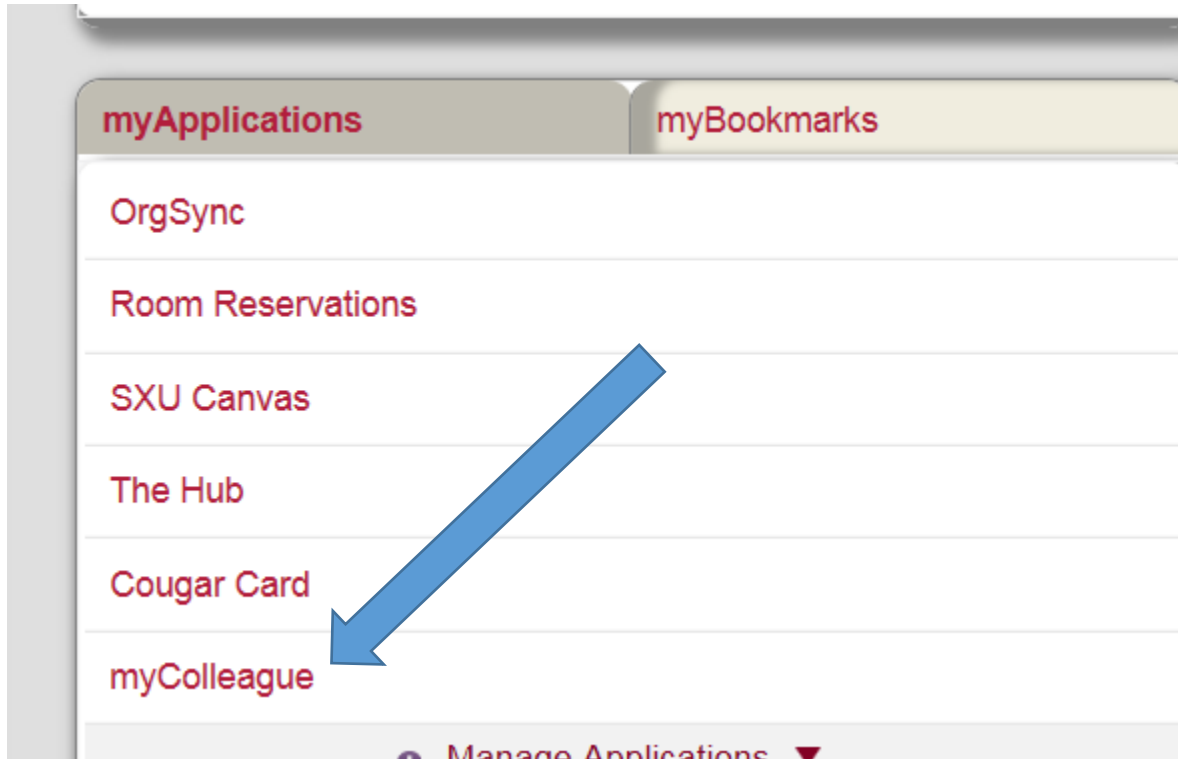


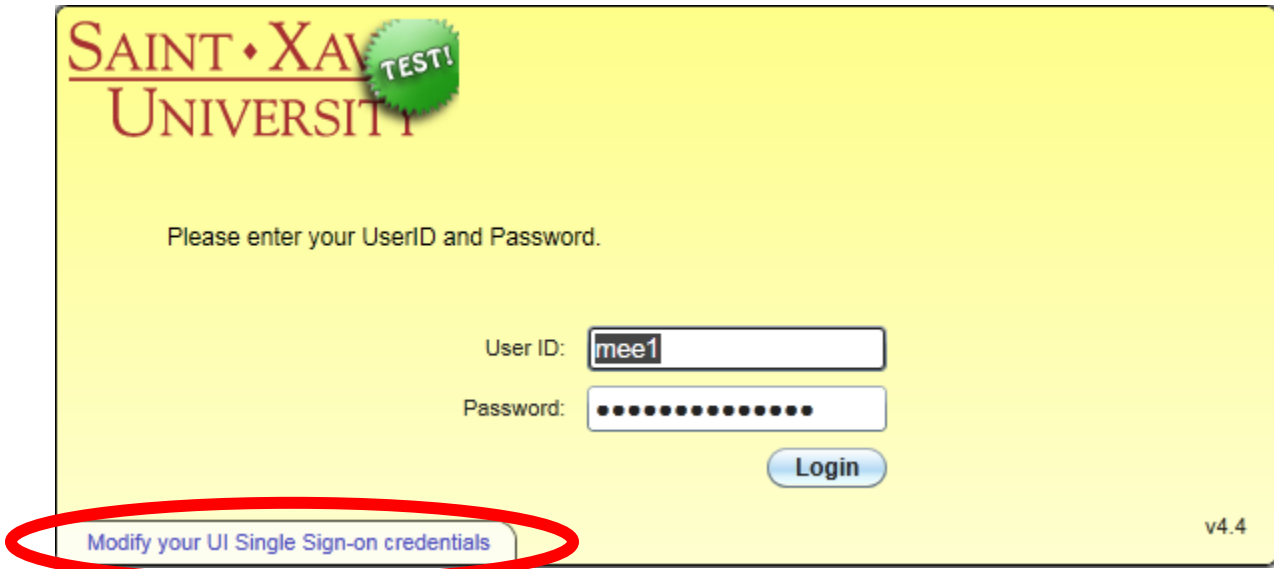
Colleague – Initial Access via mySXU

The first time you enter the portal, you will need to sync your Colleague password to allow for Single Sign On Access moving forward. To do this:

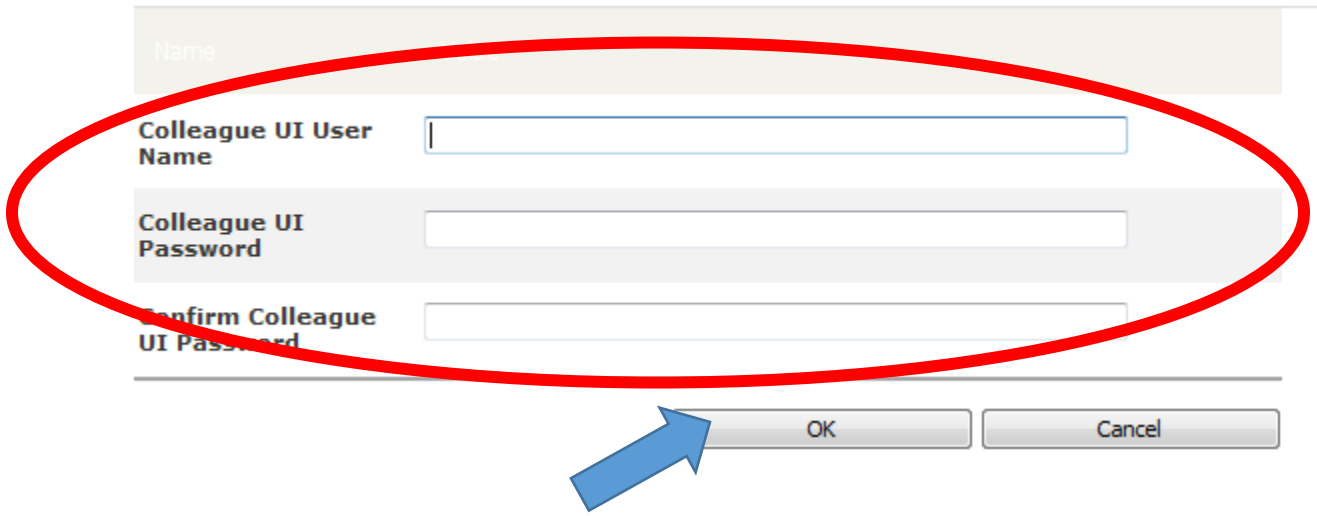
1. Click the myColleague link in the myApplications web part.



2. Then, click the “Modify your UI Single Sign on Credential” button in the lower portion of the dialog box.



3. Enter your netid and password accordingly, and click OK. The next time you sign into the portal you should not need to re-enter your credentials to access Colleague.



The image shows a login form with the following fields:

- Name
- Colleague UI User Name
- Colleague UI Password
- Confirm Colleague UI Password

At the bottom of the form are two buttons: "OK" and "Cancel". A red oval highlights the three input fields, and a blue arrow points to the "OK" button.

Note: You will need to repeat this process only when you have changed the password for your SXU credentials.