

SINGLE SIGN-ON (SSO)

How to complete the initial setup

Single Sign-On allows you to quickly and easily access the programs and applications you use the most. The goal is to eliminate the need for multiple usernames/passwords.

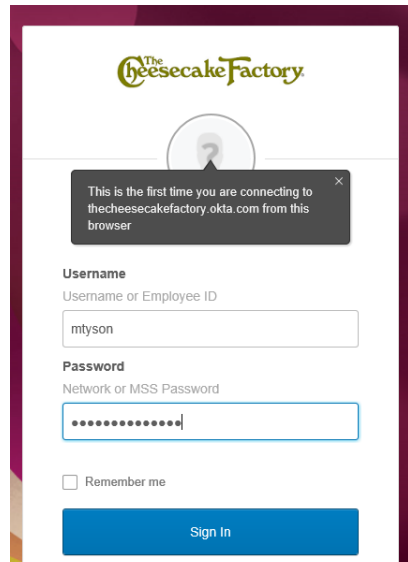
Logging in the first time

1. Click on the Single Sign-On button in the top left corner of the portal home page.



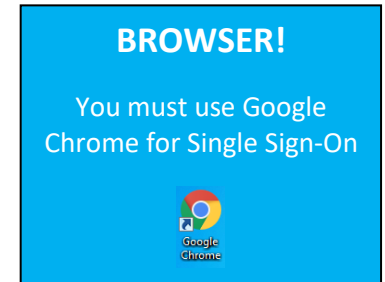
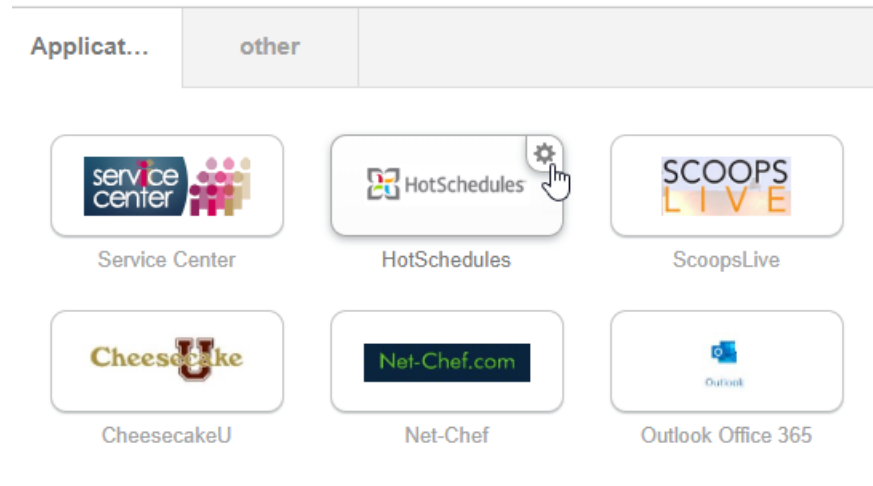
OR enter <https://thecheesecakefactory.okta.com/> into your browser address bar.

2. Enter your Network Logon, which is your Employee ID and password (formerly known as your MSS ID). If you have forgotten it, use Password Central if you have registered; otherwise send a ticket to *IT Service Desk.



Accessing your apps

Click on the application icon. On first use, it may prompt you for your current username and password for that application. Going forward, the system will log you into these programs automatically with your supplied credentials. If your username or password changes or you change restaurants, simply click the gear on the icon in the top right corner, go to "Update Credentials" and update your login information.



Logging in after initial setup

Click on the blue circle icon in the top right corner of your web browser. You can click "Web Version" to go to the SSO login page, or you can just click on the app you want.

