Single Sign-On (SSO) User Guide

Office of Technology Services (OTS) is excited to announce Single Sign-On (SSO) as your new "MyHornetsAccess" campus portal. Gaining access to Blackboard, Peoplesoft/Hornetsweb, and CampusEsp under one Username and Password.

Step 1: Click the "MyHornetsAccess" link located on the ALASU homepage.

Step 2: You will be directed to the SSO Login Page

Set Up Account Recovery Options

Step 1a: Enter your Username and Current Password

 (Students Username: 1ˢᵗ initial of first name + full last name + last 4 # of Student ID) ex. jsmith1234

*Returning Students: Current Password is the same password you use to access Blackboard.

*New Students: Default Password is Password20

(Faculty/Staff Username: 1st initial of first name + full last name) ex. jdoe

*Some Faculty/Staff Usernames maybe different from the scheme above, therefore please use the assigned username to your Campus/Work Computer.

*Faculty/Staff: Current Password is the same as your Campus/Work Computer and/or Blackboard.
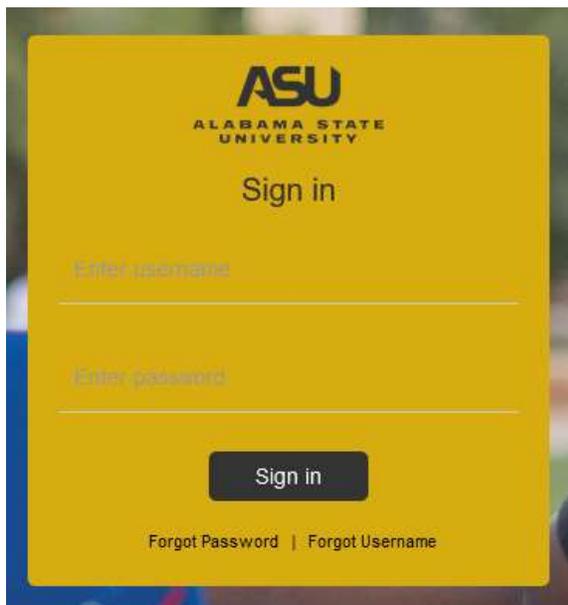
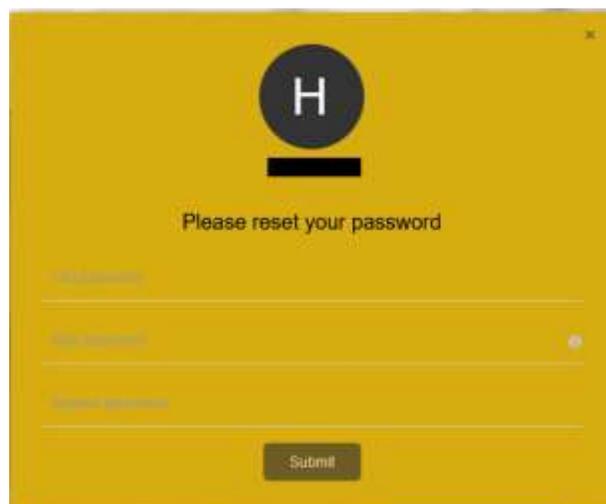**Step 1b:** Change Your Password (If prompted, please change your password)

You cannot reuse your last 5 passwords

Password must be 8 to 20 characters in length
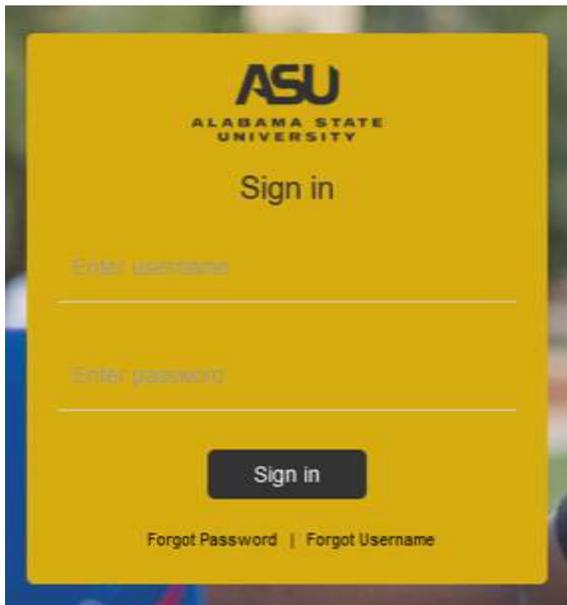
Must include at least:

- 1 upper case

- 1 letter

- 1 number

- 1 special character (!@#$%^&*)

- No Spaces

Step 1c: Once You've Successfully Changed Your Password; You Will Be Re-Directed Back To Log-in

If You Are Not Automatically Re-Directed, Simply Refresh the Browser or Click The Back Arrow Button


Step 2a: Access your Account to set up your Account Recovery Details.

Submitting information through Account Recovery allows you to recover your account by answering security questions, accessing your secondary email address, or allowing text messages to be sent to your primary or secondary cell phone number(s). You must set up at least two of these account recovery options to continue. We strongly suggest you set up all 3 options: security questions, secondary email, and phone number(s).

Step 2b: Account Recovery via Security Questions. Select Questions that you can answer easily.

Please remember that when you try to recover your password, the answers must match EXACTLY how you enter them here (case and whitespace sensitive). For example, the 4th answer is Hot wings. If this question is selected, you must capitalize the first 'H' in 'Hot', use a single space before the next word, and use a lowercase 'w' in 'wings'.
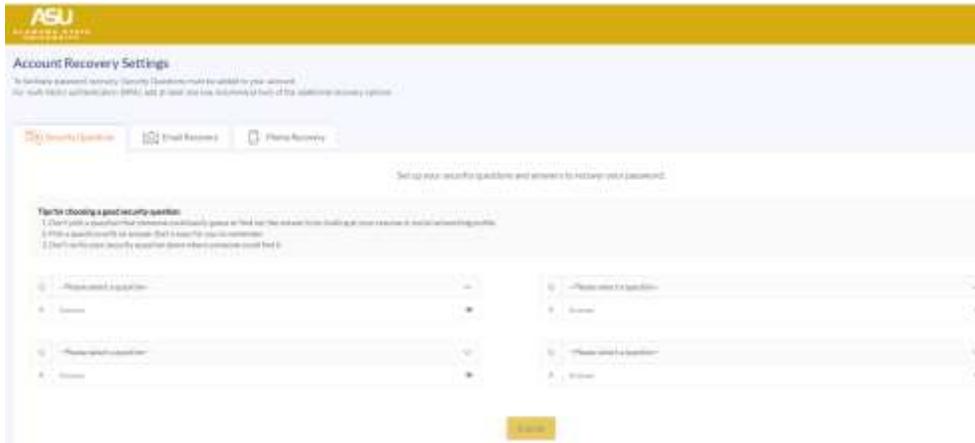
Step 3: Account Recovery via Email. Select a non-ALASU email address.

Please enter a secondary email address that you are able to access and that no one else is using. **We Do Not recommend that you use a family member's or friend's email address in this case as it needs to be unique in our system to work properly.** The system will send an email to this address with a code to use to complete the setup. If you use this method to recover your password, you will need to be able to access this email account to retrieve the code to verify you. This is for your security**. If you did not receive the verification code in your Inbox, please check your Junk and/or Spam folder(s).**
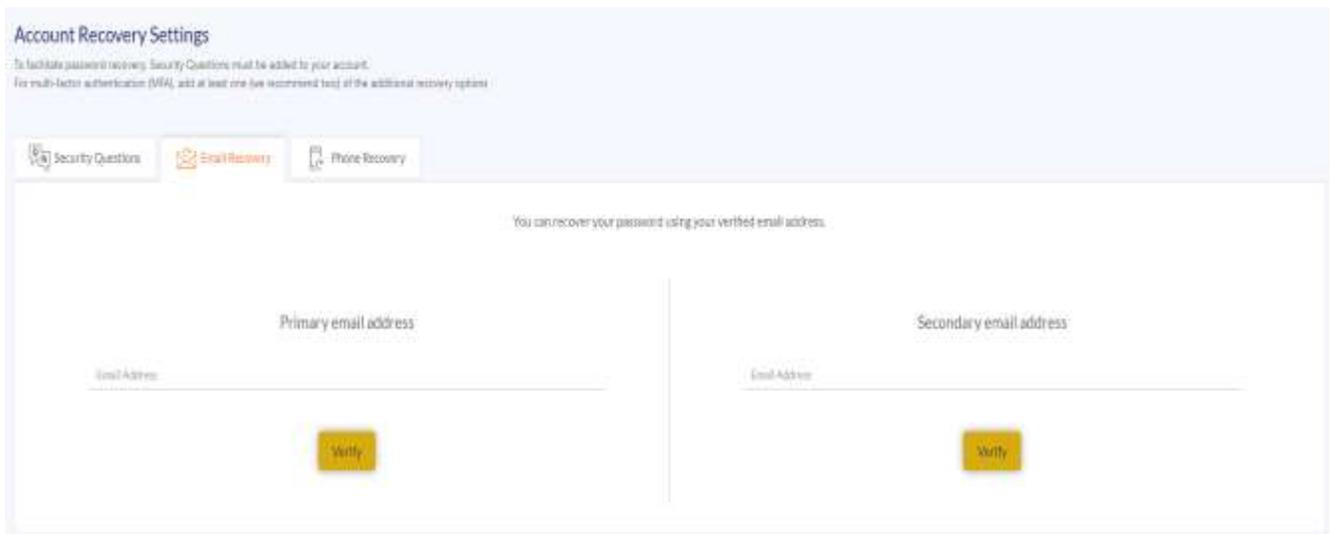
Step 4a: Account Recovery via mobile phone number. Enter a mobile number.

Please enter a primary cell phone number that you can access and will accept text messages. The system will send a text message to this phone number with a code to use to complete the setup. If you use this method to recover your password, you will need to be able to access cell phone numbers text message to retrieve the code to verify you. This is for your security. **Do not include a "1" before your area code.**

Account Recovery Settings

To facilitate password recovery, Security Questions must be added to your account.
For multi-factor authentication (MFA), add at least one (we recommend two) of the additional recovery options.

| Security Questions | Email Recovery | Phone Recovery |

You can recover your password using your verified mobile phone number. Use numbers with no special characters and no spaces.

Primary phone number

Select Country   Phone Number

Verify

Secondary phone number

Select Country   Phone Number

Verify

Step 4b: Check your mobile device, a verification code will be sent via text

Verify your phone number

Enter verification code

Submit

You can re-send new OTP after 56 second(s)

Resend security code

Step 5: Once you complete phone recovery and verification, Click My Apps

‹ Go to My Apps

Step 6a: You will be re-directed back to the login page; Enter Username and Password; Select your Verification Method

Please Ensure you click "Trust This Device" to bypass future verification prompts on your most commonly use devices.
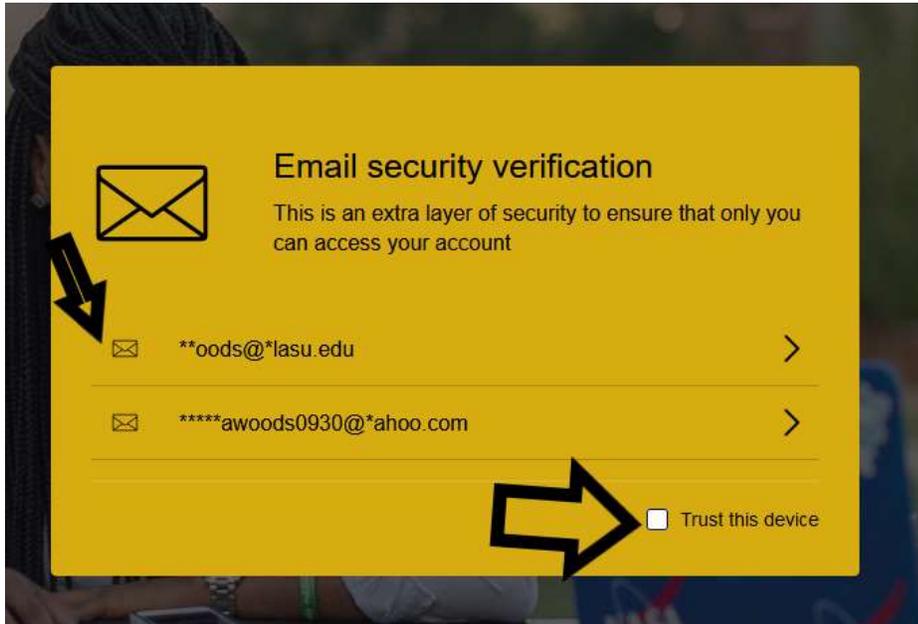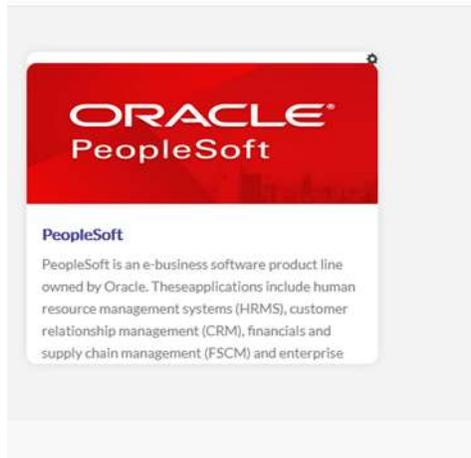

Step 6b: Once account is verified; You will now be directed to the Single Sign-On Portal Dashboard!
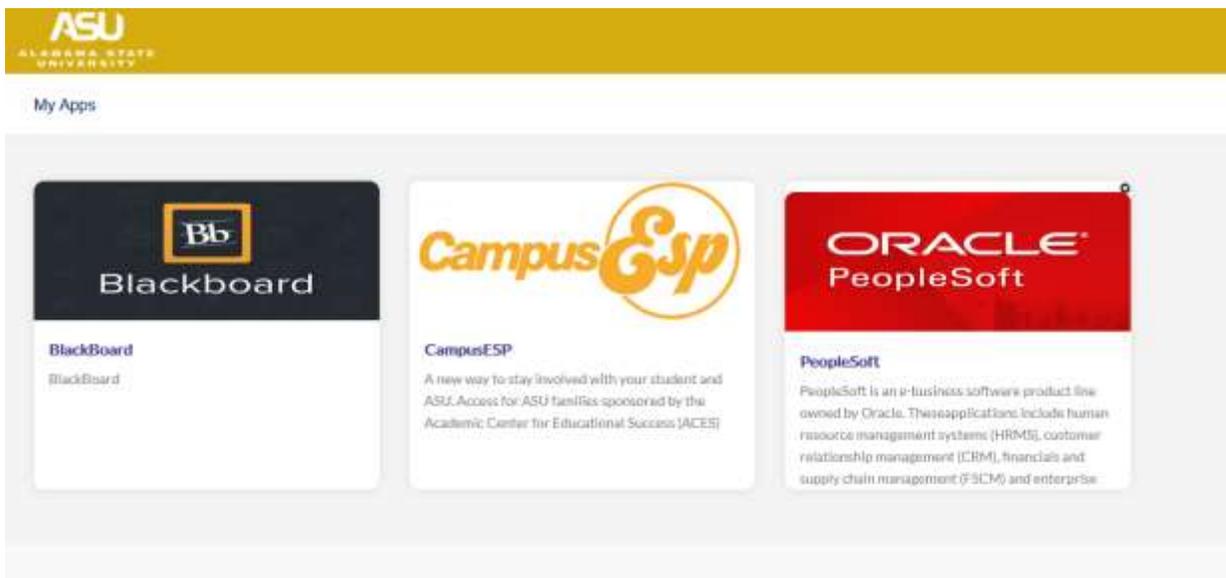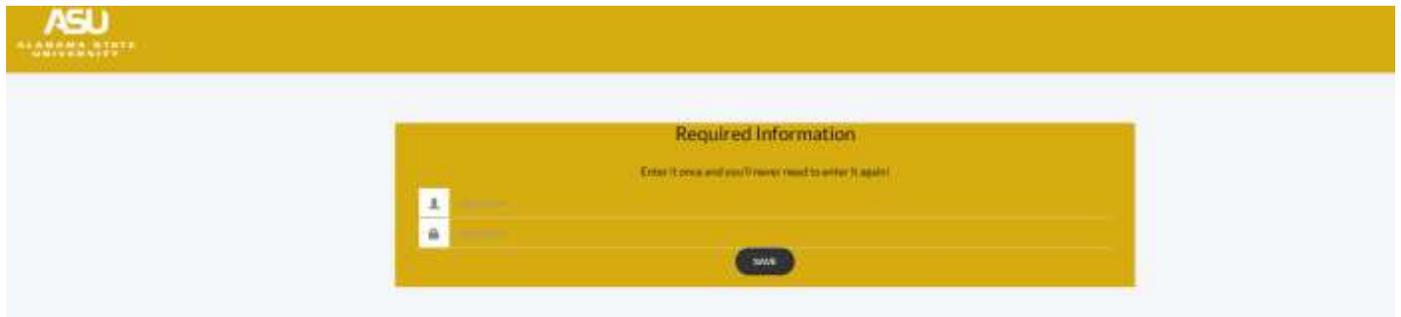
Accessing Peoplesoft/Hornetsweb

Step 1: Click the Designated Peoplesoft/Hornetsweb App.

ORACLE®
PeopleSoft

PeopleSoft

PeopleSoft is an e-business software product line owned by Oracle. Theseapplications include human resource management systems (HRMS), customer relationship management (CRM), financials and supply chain management (FSCM) and enterprise

Step 2a: Enter your Username & Peoplesoft Password, then Click Save.

**Username is your 9 Digit Student/Employee ID number.

**If you don't remember your Current Peoplesoft/Hornetsweb Password call 334-229-4560 or E-mail OTS@alasu.edu for a Password reset.

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Required Information

Enter it once and you'll never need to enter it again!

SAVE

Step 2b: Peoplesoft Password Reset or Expired

In the case that your Peoplesoft/Hornetsweb password has expired and/or was recently reset, click the Gear symbol to clear out the old password, the click Peoplesoft.

Step 3a: General Profile Information Page:

If this is your 1st time logging in you should encounter the General Profile Information page. When you get to the General profile page, set up your forgotten password help (2nd link at the top of the page).

Step 3b: Select Your Question and Type Your Response

*Do Not Bypass: Make Sure You Setup "Forgotten Password Help"

Select a security question, type a response, then click OK. It will give you a message, click OK then it will log you automatically out. Log back in with the same Username and password, you should now have full access.

Change or set up forgotten password help

Thank you for accessing Hornetsweb. Our system indicates that you have not set up a security question. Your security question will allow you to have your new password sent to your email address using the "Forgot Password?" link on the Hornetsweb homepage.

Please select a security question from the options below. This question will be used to verify your identity to complete future password resets.
You will have the opportunity to update your email address and save your changes once you select "OK."
If you forget your password, you can have a new password emailed to you.
Enter a question and your response below. These will be used to authenticate you.

Question: [▾]

Select from the list of questions.

Response: [   ]

[OK]   [Cancel]

Congratulations You Are Now In!