



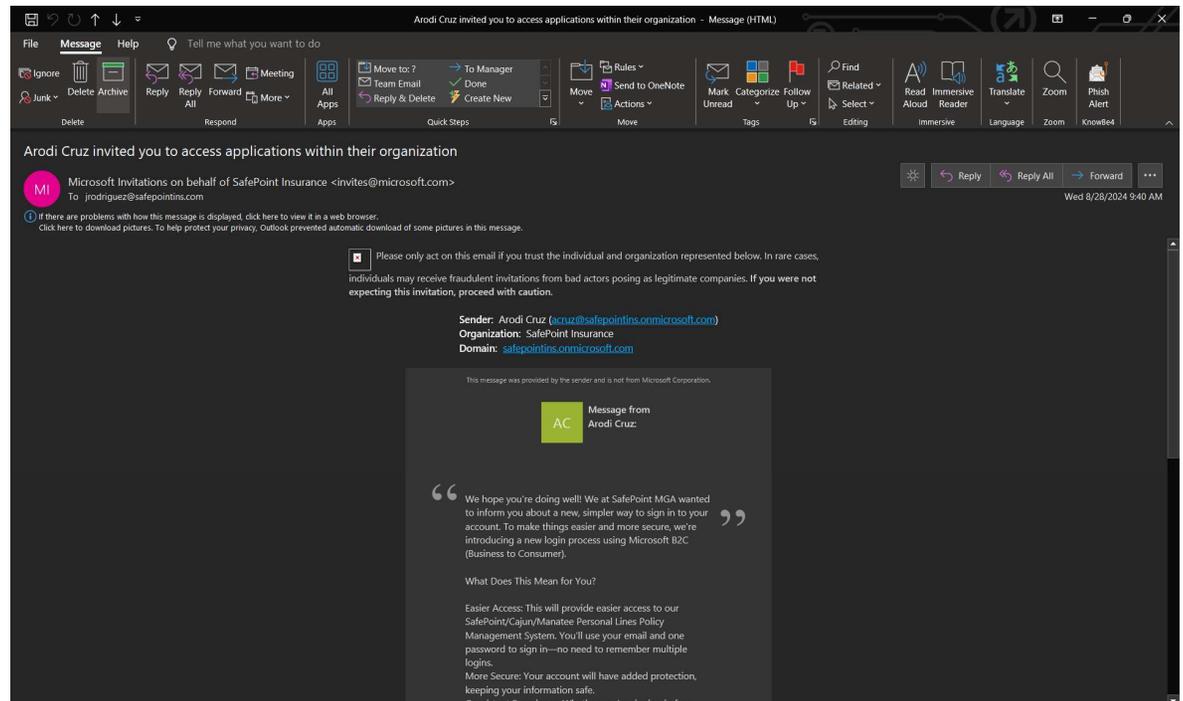
# Single Sign-on Walkthrough

**LOGIN METHOD WILL TAKE EFFECT ON 10-7-2024**

Proprietary and Confidential

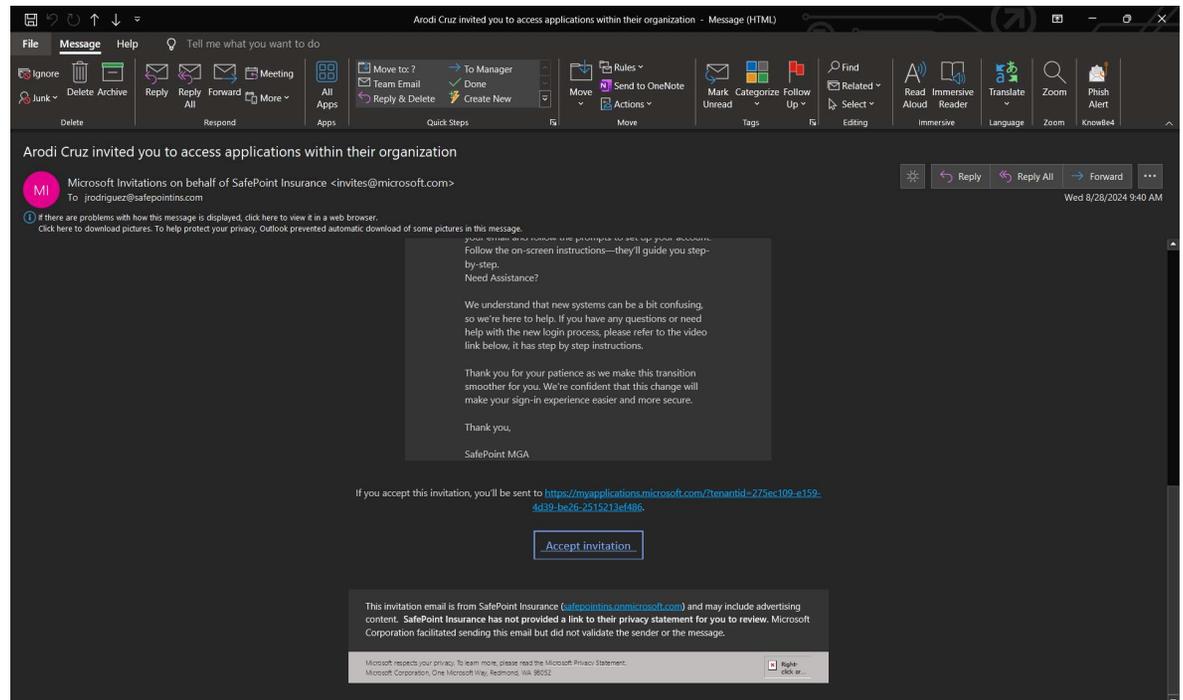
\*This walkthrough contains screen captures in the order you should be seeing them\*

You should receive an email inviting you to join our organization.



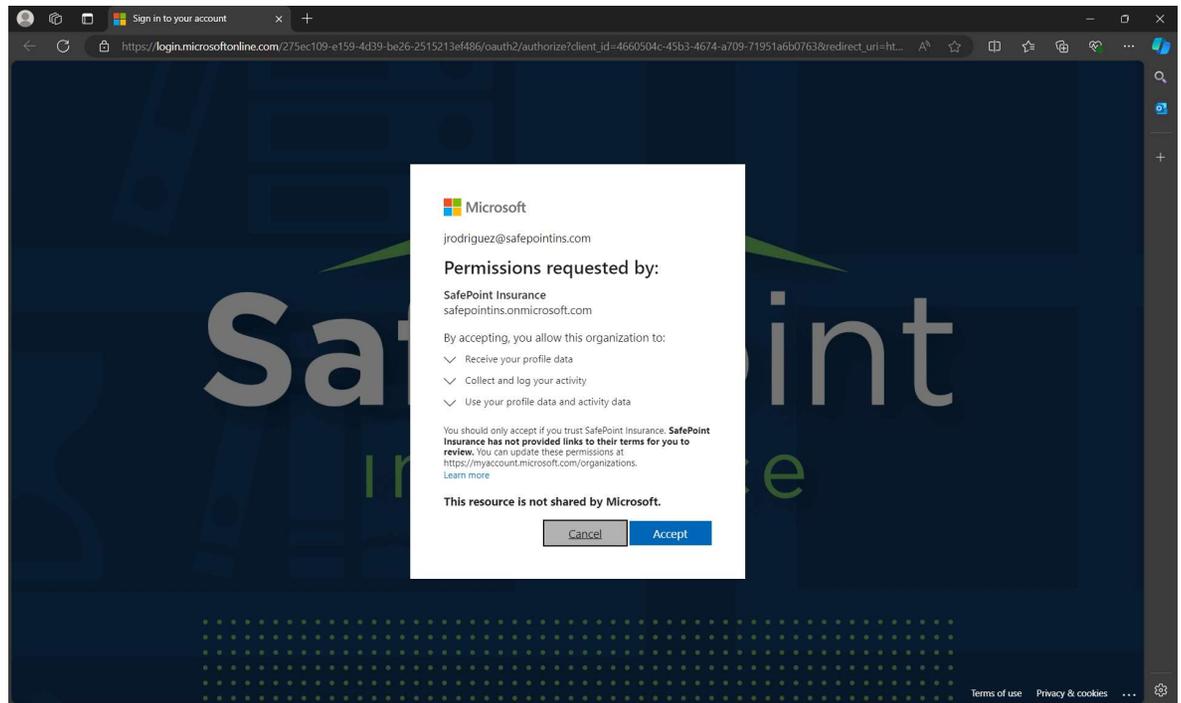
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Read the text in the email then scroll to the bottom and click on “Accept Invitation”

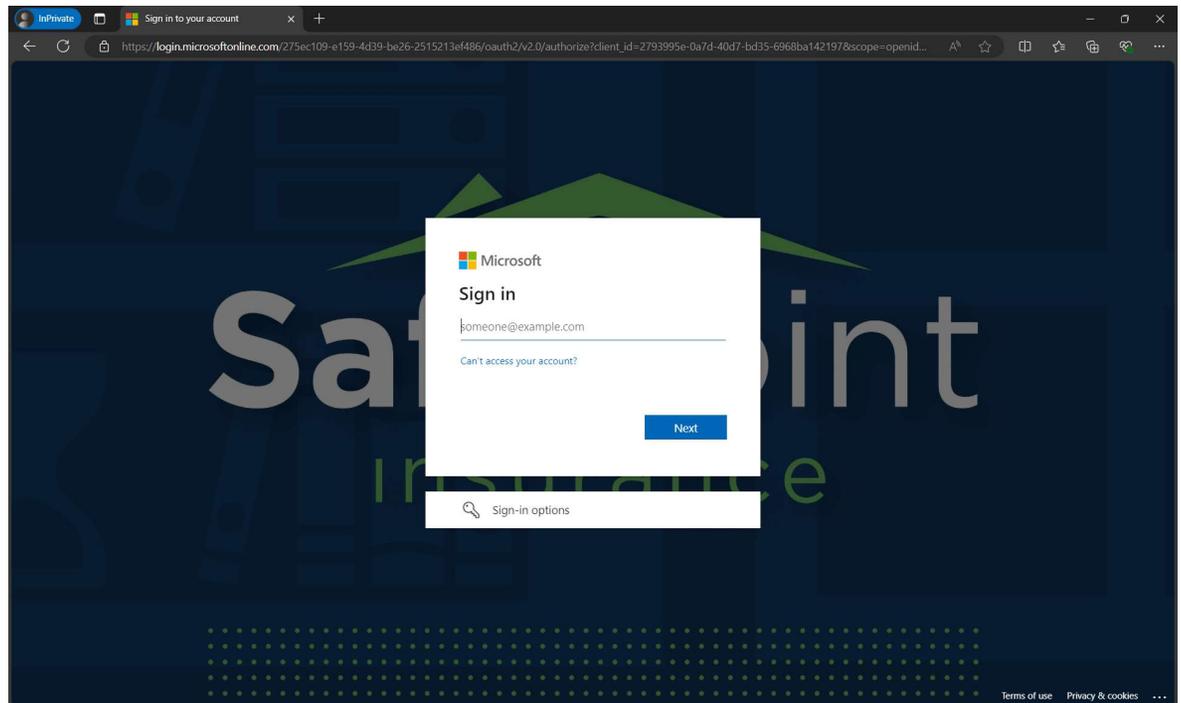


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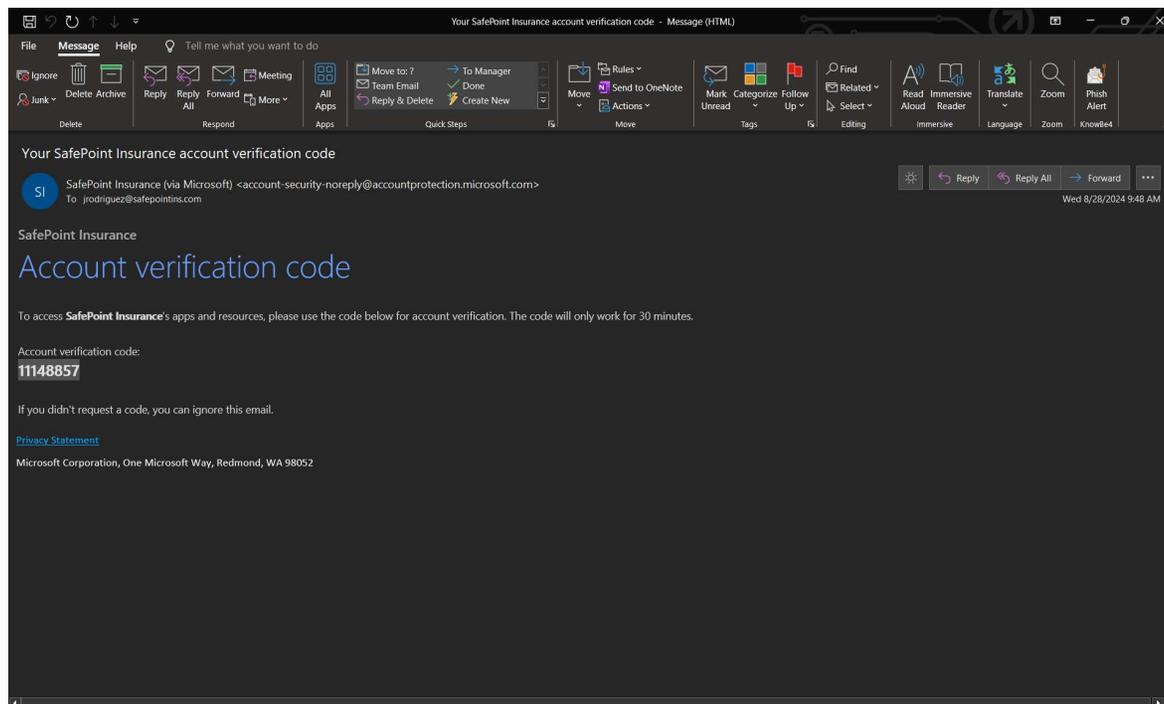
You should automatically be redirected to a page that looks similar to this one, read the permissions that are being requested and if you approve then click on "Accept"



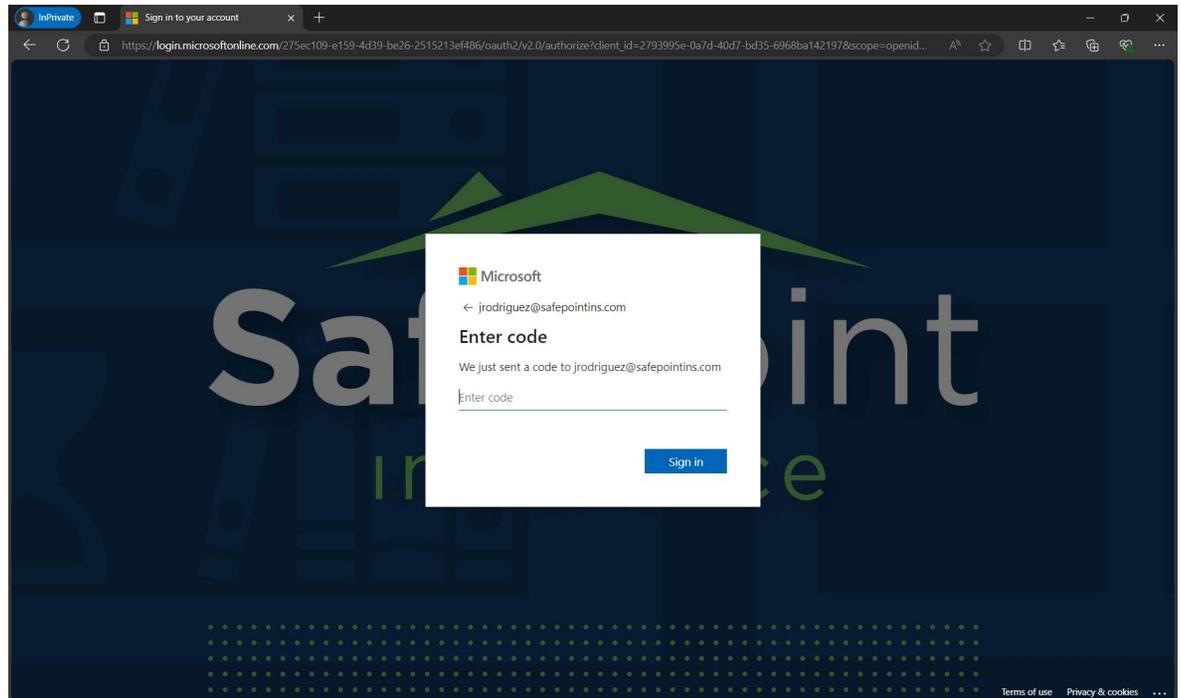
Afterward, you will be prompted to Sign in to your Microsoft account, enter your work email, and then click “Next”



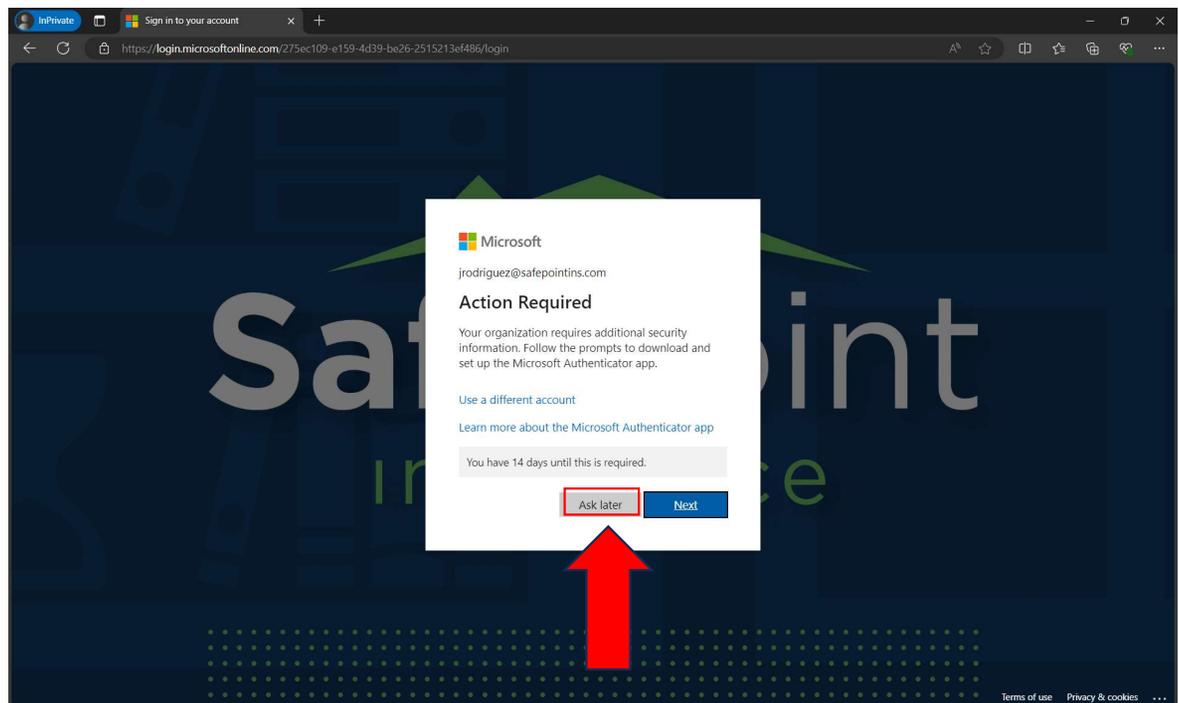
You will then receive an email with a Verification code, highlight it, right-click and copy this code



Paste that code  
in this screen  
where it says  
“Enter Code”,  
and click on sign  
in.



You will see  
this screen  
next, click on  
“Ask Later”



**SELECT “ASK LATER” OPTION**

You will see this screen next, you can now access the DuckCreek System.

