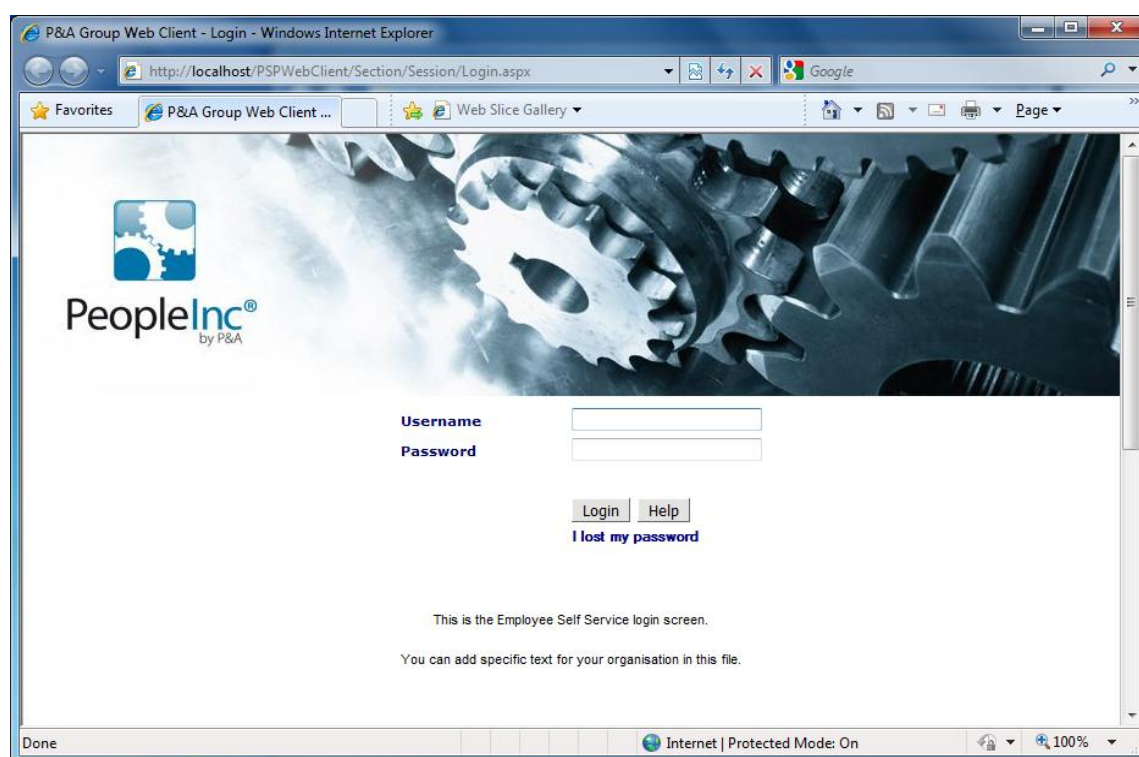# Employee Intranet – Single Sign-On

Introduction

Employee access to the Employee Intranet is achieved via individual user accounts. These accounts are created and managed by the People Inc. users (the HR team) from within the People Inc. system using configuration screens and a Wizard.

The standard Employee Intranet system uses the value of the employee-id field in the databases for user account names for employees and managers, and generates a random string of characters for each user's password. These details need to be distributed to employees and managers via e-mail (by the People Inc. users).

While the users can change their passwords to something that is more memorable, the user name cannot be changed and the still has to remember these details to enable them to access the Employee Intranet.

To log in to the standard Employee Intranet system, the user uses the following screen.
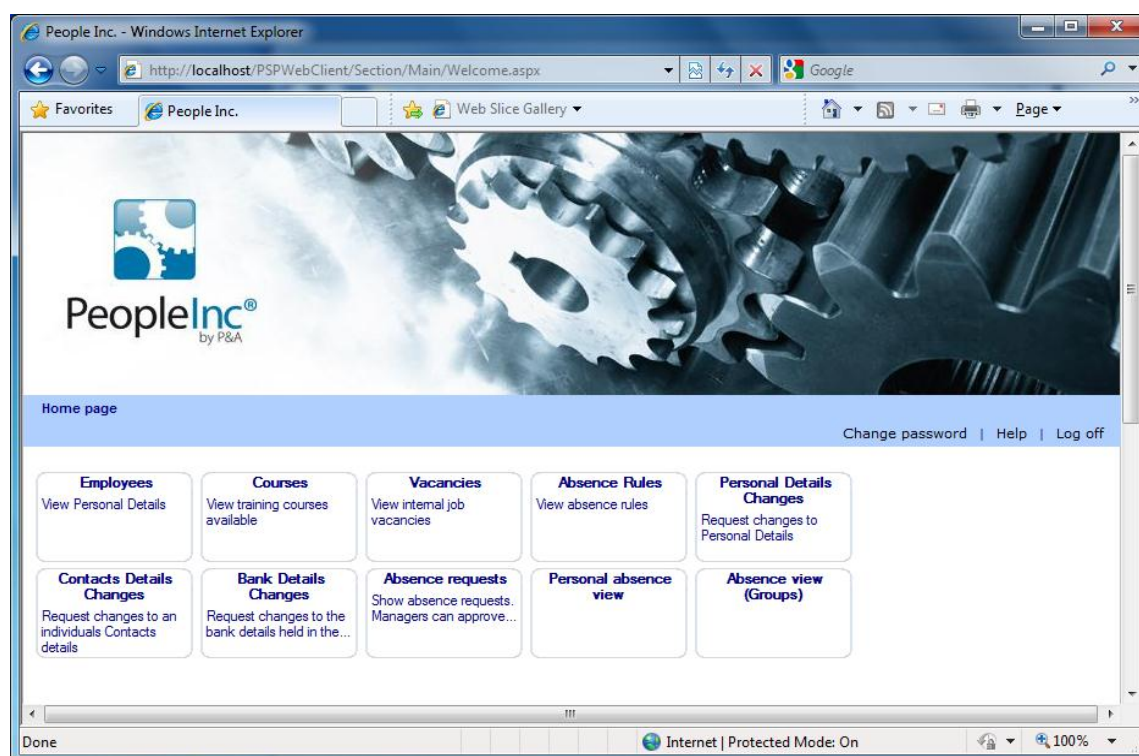
Employee Intranet Login Screen

Having provided their user account details, the system displays the Employee Intranet home page.

Employee Intranet Home Page

An Add-on is available that simplifies the login to the Employee Intranet. This Add-on is called the Single Sign-on. Using the Single-Sign-On add-on has the following benefits:

- HR users no longer need to distribute user account details to employees and managers; secure access is provided to the system using their existing Windows user account details.
- The Employee Intranet login page is no longer needed; employees do not need to type in a user account and password to gain access to the Employee Intranet
- Employees and managers do not have to remember a separate user-account and password to use with the Employee Intranet

When using this Add-on the system uses the account details associated with the current Windows user (instead of the user name and password configured within People Inc.) during the logon process. The Single sign-on Add-on also automates the login process (no login dialogue is displayed to users and users no longer need to type a user name or password); when a user opens the Employee Intranet they are directed straight to the home page.

Using the Single-Sign-on Add-on has a number of real benefits. As well as saving employees and managers the burden of remembering yet another login/password combination, it also saves the administrator (the HR team) a significant amount of time as they no longer need to create and distribute details of Employee Intranet user accounts or deal with login queries.

In the standard system (with no SSO) the value of the employee ID is used for the user accounts (which generally speaking is not something the employee will know; it is a new thing to remember) and the system records and manages a new password for each employee. Individuals already have to manage a long list of user-names and passwords, pin numbers, etc. (for various systems) and

People Inc. when used without the SSO will add to this burden (each employee will to remember yet another user account and a password).

If the SSO is implemented, during the log-in process the individual's Windows credentials are taken (automatically) from their current Windows session and this is used to log in to the ESS and select the correct account. The user has to do nothing; they do not see this login dialogue and do not have to type anything; all they do is open the ESS (via a link or a favourite) and they are logged in to the correct account automatically. This is a much nicer user-experience, but more importantly they do not need to remember a username/password combination.

In the standard configuration of the Employee Intranet, an administrator (normally a member of HR) needs to create ESS accounts within People Inc. and distribute details of these to employees so that they can log in. The administrator also has to deal with any queries or problems; inevitably there is a degree of frustration, difficulty and wasted time associated with employees not knowing or later forgetting their ESS account details (these issues are more significant within a larger organisation). Implementing the Single Sign-on Add-on irradiates these issues.

IMPORTANT: Note that the SSO will only work if all the employees within the organisation log into a single Windows domain. The Windows account name for each employee needs to be recorded within the People Inc. system.

More information

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