



Single Sign On (SSO)

Guide

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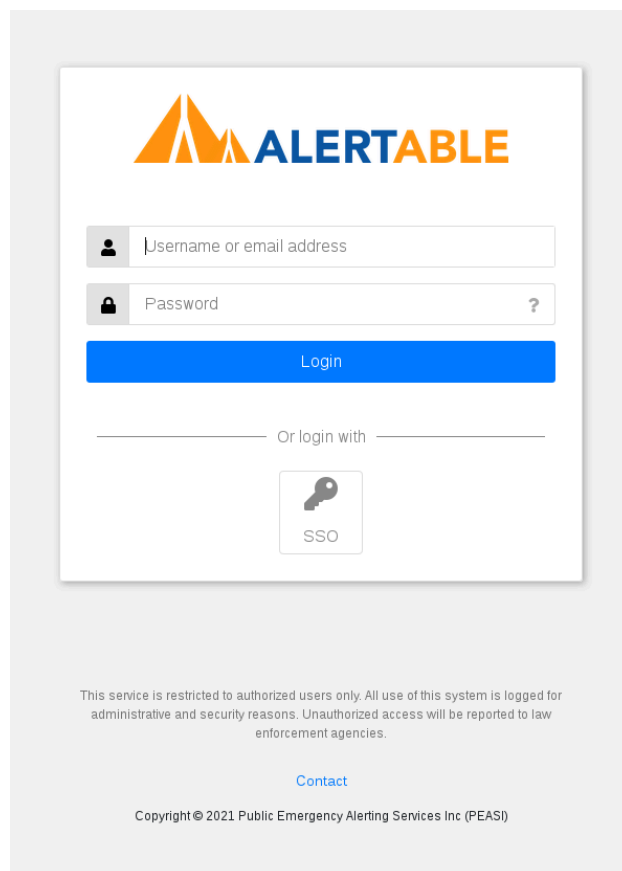
Introduction

PEASI has introduced a new way to sign in to Alertable that leverages your existing login credentials from your own organization's authentication system. Using our Single Sign On (SSO) option makes it easier and more secure for you to login, with one less password that you have to remember.

Normal Login Process

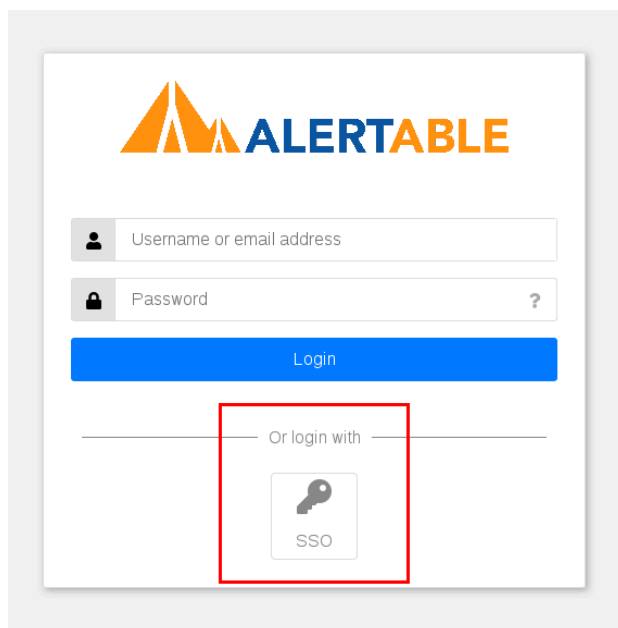
The normal login process that you are already familiar with, is to login with your Alertable specific Username and Password.

Normal Login - <https://portal.alertable.ca>

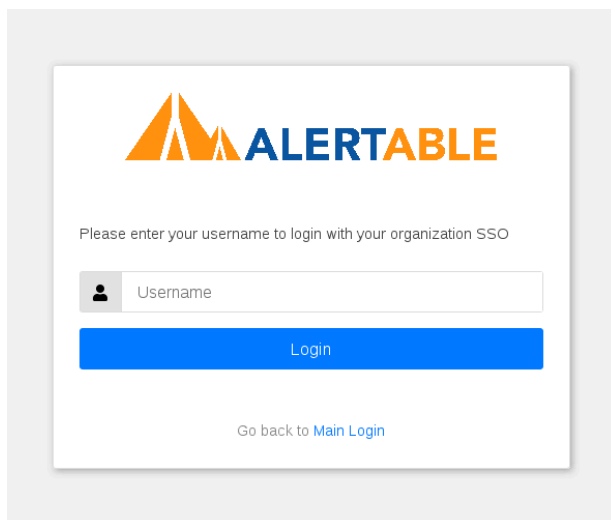
A screenshot of the Alertable login interface. At the top is the Alertable logo. Below it are two input fields: the first is labeled "Username or email address" with a person icon, and the second is labeled "Password" with a lock icon and a question mark icon. A blue "Login" button is positioned below these fields. Underneath the button is a horizontal line with the text "Or login with" in the center. Below this line is a button with a key icon and the text "SSO". At the bottom of the form, there is a small disclaimer: "This service is restricted to authorized users only. All use of this system is logged for administrative and security reasons. Unauthorized access will be reported to law enforcement agencies." Below the disclaimer is a "Contact" link. At the very bottom is the copyright notice: "Copyright © 2021 Public Emergency Alerting Services Inc (PEASI)".

SSO Login Process

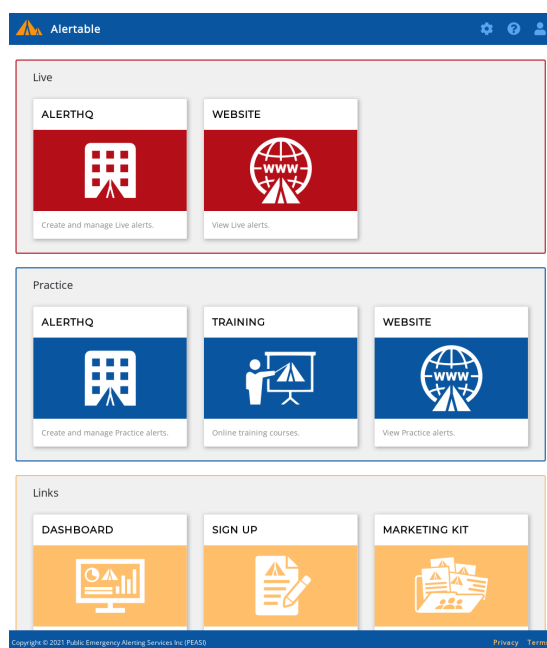
In order to use the SSO login process, please select the SSO option from the Normal Login page.

A screenshot of the Alertable login interface. At the top is the Alertable logo. Below it are two input fields: "Username or email address" with a person icon and "Password" with a lock icon and a question mark. A blue "Login" button is below the password field. Underneath the button is a horizontal line with the text "Or login with" in the center. Below this line is a button with a key icon and the text "SSO". This "SSO" button is highlighted with a red rectangular border.

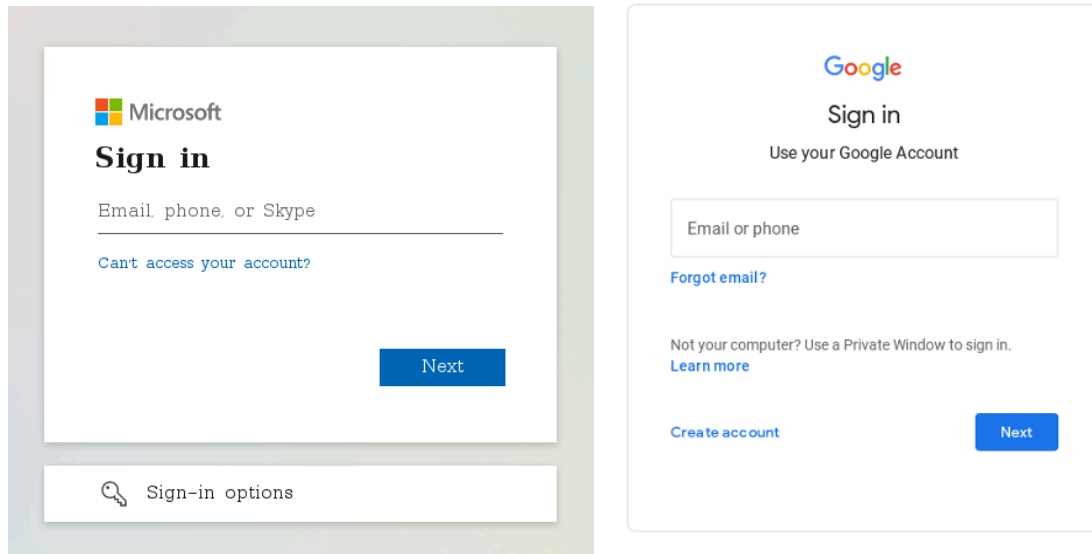
Enter your Alertable username and click “Login”. Typically your username is your email address and is already registered on your organization’s authentication system. However, if you are using a shared username for Alertable, or the username isn’t registered with your organization, you may not be able to use SSO.

A login form for the Alertable portal. At the top is the Alertable logo. Below it, a text prompt says "Please enter your username to login with your organization SSO". There is a text input field with a user icon and the placeholder text "Username". Below the input field is a blue "Login" button. At the bottom, there is a link that says "Go back to [Main Login](#)".

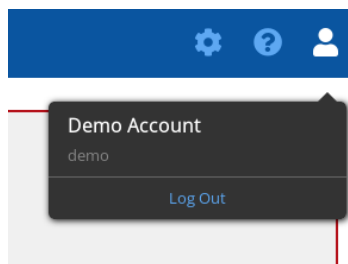
You will now be automatically forwarded to your organization's authentication system to verify your username and credentials. If you are already logged into your organization, then you will be verified and automatically returned back to the Portal home page.



If you aren't already logged in, you will be asked to log in to your organization first. Please use the username and password that you normally use to login to your own organization, after which you will be verified and directed to the Portal home page. In these examples, the user is being asked to log in to an organization's Azure Active Directory or Google Workspace account.



To log out of Alertable entirely, select the person icon and then select “Log Out”.



If you have any questions or need any assistance, please contact our customer support team at customer.service@peasi.com