# Single Sign On (SSO)

Guide

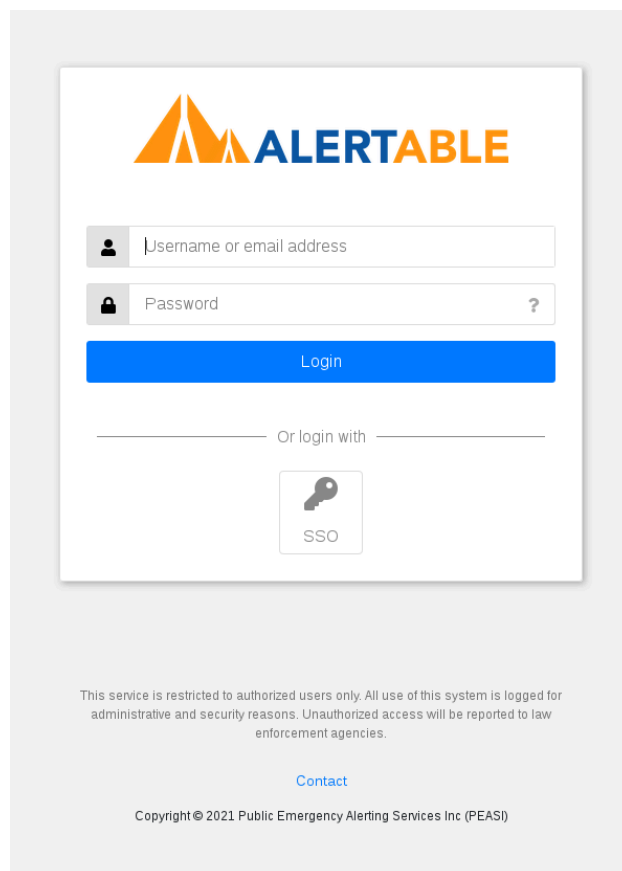**PEASI**

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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.
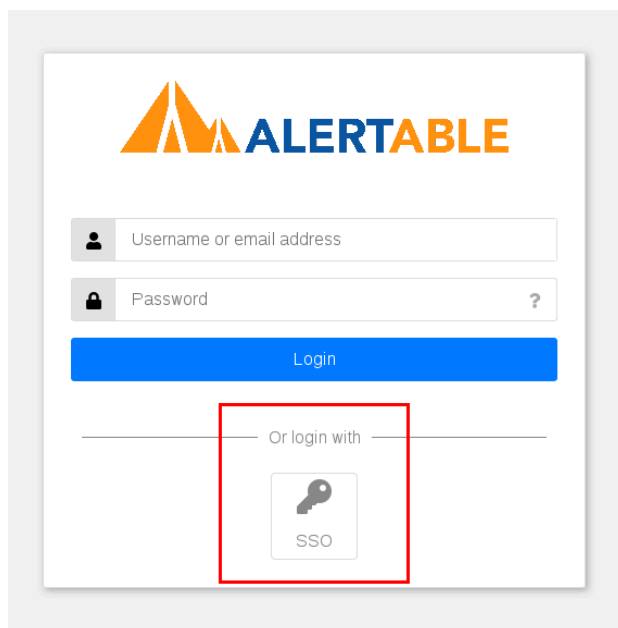
# Normal Login Process

The normal login process that you are already familiar with, is to login with your Alertable specific Username and Password.
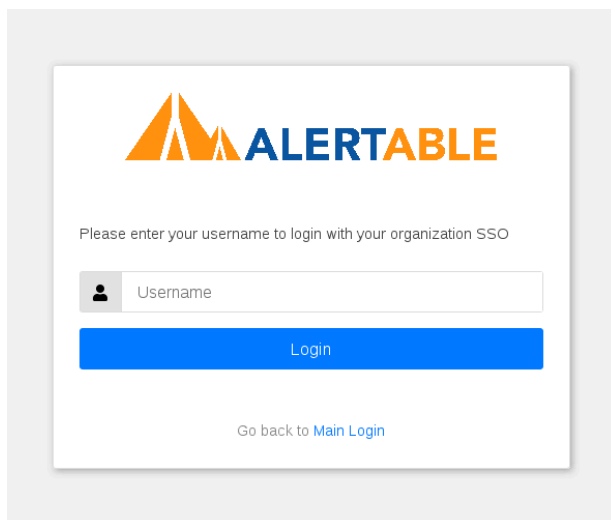
Normal Login - **https://portal.alertable.ca**

# SSO Login Process

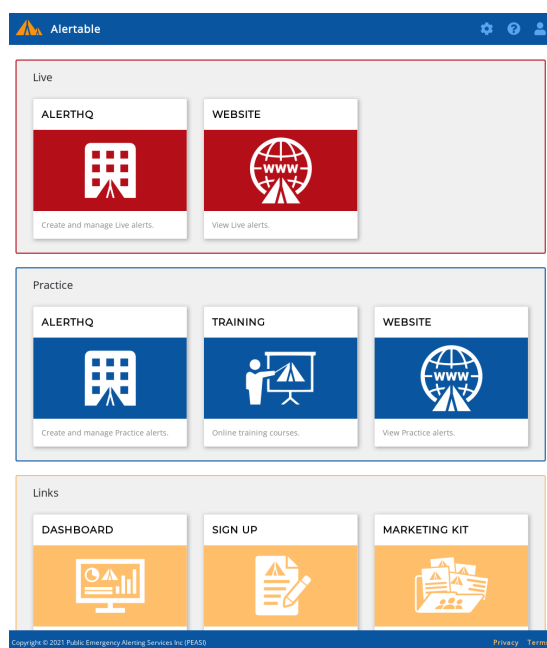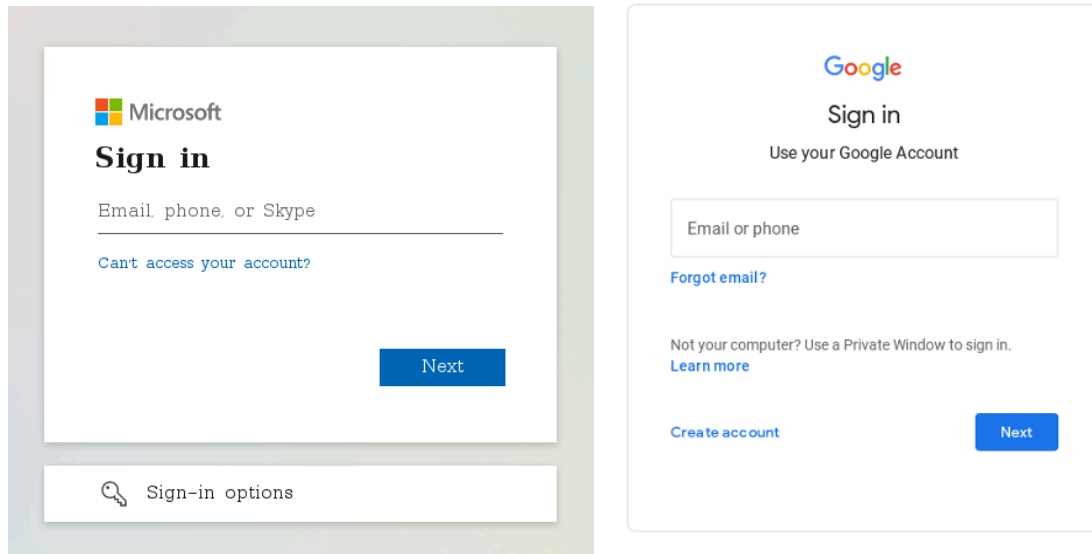In order to use the SSO login process, please select the SSO option from the Normal Login page.



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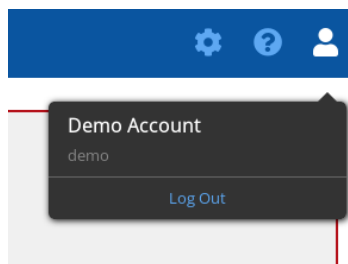
You will now be automatically forwarded to your organization's authentication system to verify your username and credentials.  If you are already logged into your organization, then you will be verified and automatically returned back to the Portal home page.



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