Single Sign-on with stone Ware



Visit the district home page. In the main menu, hover over **LCS Employees** and choose *Stoneware (SSO)*.



Scroll to the bottom of the page and click *Login Here* under **Stoneware SSO Login**.



Enter your user name and password and click *log in*. Your Stoneware user name and password is the same as your computer user name and password. (No schools\ or @leonschools.net)



Stoneware is a web-based tool that securely stores your passwords and provides single-click access to each application you use (single sign-on). It also allows you to reset your school account password from any location.

Access Stoneware



Because Stoneware stores your password to virtually all of the online services you use, be careful not to allow your browser to store your Stoneware password.

Presented by:

Stoneware Overview



The *default* row of tiles has been configured by the school district. The *recent* row displays applications that you have recently accessed. You can customize which tiles show in the *favorites* row.

Stoneware Basic Features



Try Stoneware's single sign-on function by clicking the *TrueNorthLogic* tile.



A new tab opens and signs you in automatically. Close the tab to return to Stoneware.





The school district has created more than 150 app tiles. (Your techcon can give you access to missing tiles.) To search for an app, just start typing on the home screen.



In this example, the word *office* returns the link to Microsoft Office 365 and the web link to the OfficeMax website. Click the gray **X** to close your search and return to the home screen.



You can customize the way Stoneware looks and operates. Right-click (or press and hold) the background and choose *Options*.

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Click Settings.

Customizing Stoneware



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The *Settings* menu is divided into *Wallpaper*, *Tile Size*, *Default Menu*, and *Favorites*. Click *Default Wallpaper* to change your wallpaper.



Click a thumbnail to select it as your new wallpaper.



Choose *Tile Size* in the Settings menu to access the **Use Small Tiles** option. Enable this setting to show more apps on the screen, or leave it off for larger tiles that are easier to tap on a mobile device.



The *Default Menu* setting allows you to change which view appears when you first log in to Stoneware. Most users will want to leave this set to *Home*. Notice the small blue checkmark in the selected row.



The *Favorites* section lists apps that you can add to your home screen. Click to check off the apps you use most frequently. Remember to click the gray **X** to return to the home screen when you finish customizing your settings.

Stoneware Authentication Settings



Stoneware makes it possible to reset your computer/email account password, even if it is expired, from any computer. To set this up, click *Account* in the menu at the bottom of the home screen.

Stoneware Authentication Settings



Click Authentication.



If your password has not already expired, you can log in to Stoneware to change it, even outside of the school district network. Click the *Change Password* button.



Enter your current password in the *Old Password* box and a new password in each of the other boxes. To change your password now, click the *Change Password* button. Otherwise, use the gray **X** to close this screen.



Before you can reset an expired password, you must have your **password challenge** questions configured. Click **Password Challenge** to access these questions.



Choose a question from the drop-down list and enter your answer. Repeat for the second question; then click the *Update Configuration* button.

Stoneware Authentication Settings





You cannot update security settings such as your **Challenge Questions** without confirming your identity. Enter your current password to confirm your identity. Then click *Submit*.



Watch for the **Update Results** notification to confirm that your **Challenge Questions** have been saved. Then use the gray **X** to close and return to the Authentication screen.



The **Password Manager** stores passwords to all of your apps. If one of your passwords changes, you will need to update it in this section of Stoneware. Click the **Password Mgr** button.



You cannot access the **Password Manger** without confirming your identity. Enter your current password to confirm your identity. Then click *Submit*.



Watch for the **Update Results** notification to confirm that your settings have been saved. Then click the gray **X** to return to the Authentication screen.

Stoneware Authentication Settings



Each app will have its own section in the **Password Manager**. Click the blue eye icon to reveal a username. Retype any passwords that have changed; then click **Update Stored Passwords**.

Managing Tiles in Stoneware



You can add your favorite websites to Stoneware to use it as a bookmark repository. To get started, click **My Tiles** in the menu along the bottom.

Managing Tiles in Stoneware



By default, the **My Tiles** screen is empty. Right-click or press and hold anywhere on the background to open the My Tiles menu. Click **Add Tile**.



Complete each field in the **Add Tile** window and then click the *Save* button. Repeat these steps for each tile you want to add.



Some sites are already a part of **webNetwork**, which means they have a custom icon and may work with Single Sign-On. Choose **Yes** to use the existing tile for these sites.



To see an alphabetical list of all the apps you have been given access to, click *Applications* in the bottom menu. If you are missing a district-provided app that you need, ask your techcon to deploy that app to your school.



When you are finished accessing apps through Stoneware, click the *Exit* button to log out. Leaving Stoneware logged in and unattended is a <u>serious</u> breach of security.



Resetting an Expired Password



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Use Stoneware to reset your password if it has expired. On the Stoneware login screen, click *Reset Password* under Additional Links.

Resetting an Expired Password



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Enter your computer username in the *Identity* box (no schools\ or @leonschools required). Then click the *Next* button.



You will be prompted to answer each of the **Challenge Questions** you set previously. Enter your answers and click the **Next** button.



Choose a new password and enter it in each box. Then click the *Change Password* button.



Remember to click the *Exit* button to log out of Stoneware when you are finished.





Wait for the **Change Password Results** notification window to confirm that your new password has been saved. Click the **Continue** button to proceed to your Stoneware home page.