

NetIQ Single Sign-on Application Guide

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Contents

About This Book	5
1 Welcome to Single Sign-on	7
How to Log in.	7
How to Sign out.	7
2 Managing Applications	9
Make an Application as a Favorite.	9
Sort the Applications	9
Change the Tile Size of Applications	9
Change the Settings for the Application Portal.	10

About This Book

The *NetIQ Single Sign-on User Guide* provides information about how to use and navigate the Application Portal for Single Sign-on. This allows you to access all of the applications and services that you use for your job from a single location and use one user name and password to access these resources.

Intended Audience

This book provides information for individuals that log in and use applications or services as part of their daily jobs.

Additional Documentation

For the most recent version of this guide and other Single Sign-on documentation resources, visit the [Single Sign-on Documentation website \(https://www.microfocus.com/documentation/single-sign-on/help/\)](https://www.microfocus.com/documentation/single-sign-on/help/).

Contact Information

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1 Welcome to Single Sign-on

Single Sign-on is a comprehensive access management solution that provides single sign-on and secure access to web-based applications, SaaS services, and federated business-to-business interactions. Single Sign-on provides you with adaptive, context-aware secure access to web, API, and cloud applications from anywhere and from any device.

- ♦ [“How to Log in” on page 7](#)
- ♦ [“How to Sign out” on page 7](#)

How to Log in

You receive information from your IT department that contains a URL of where you log in to the Application Portal. You can select the option to create your account. This process walks you through setting up your passwords and any additional requirements your organization might have.

How to Sign out

You can sign out of the Application Portal at any time. To sign out, in the title bar, select the down arrow, then select **Sign Out**.

2 Managing Applications

Single Sign-on provides an Application Portal that lists all of the applications and services with only one user name and one password. The Applications Portal provides you with the ability to make applications as favorites, sort the applications, and change the look of the page.

The Application Portal displays appmarks by category for the applications, tasks, and system tasks that you might need for your job.

NOTE: The categories might not appear if you administrator has not created tasks or systems tasks for you. There is always an **Applications** categories.

- ♦ [“Make an Application as a Favorite” on page 9](#)
- ♦ [“Sort the Applications” on page 9](#)
- ♦ [“Change the Tile Size of Applications” on page 9](#)
- ♦ [“Change the Settings for the Application Portal” on page 10](#)

Make an Application as a Favorite

You can make applications as a favorite so that you can sort by them. To mark an application as a favorite, hover over the application, then select **Make Favorite**. Favorite applications have a blue star on the upper left corner.

Sort the Applications

The Application Portal lists the applications alphabetically by default. You can sort the applications by favorites and most recently accessed to speed up finding an application. To sort the applications:

- 1 To sort by the favorite applications, select **View Favorite Applications**.
- 2 To sort by the mostly recently accessed applications, select **View Recent Applications**.

Change the Tile Size of Applications

You can change the tile size of the applications to fit what works best for you. You can change the tile size for each category. To change the tile size:

- 1 In the upper right corner of each category, select **More View Options**.
- 2 Select the appropriate tile size of **Large Tile**, **Medium Tile**, or **Small Tile**.

Change the Settings for the Application Portal

The Application Portal displays 100 applications by default. You can change the number of applications that the Application Portal displays.

- 1 In the upper right corner, select **More View Options > Settings**.
- 2 Change the number of applications the Application Portal displays. The value range is from 1-1000.
- 3 Select **Save**.