

## GA@WORK Single Sign On (SSO) (Microsoft Azure)

### DESCRIPTION

This guide will assist *End Users* with the steps to *Log In to GA@WORK* for User Acceptance Testing using *Single Sign On for Microsoft Azure*.

**Note:** Select the appropriate agency specific URL and follow the navigational steps to log in via SSO to access GA@WORK.

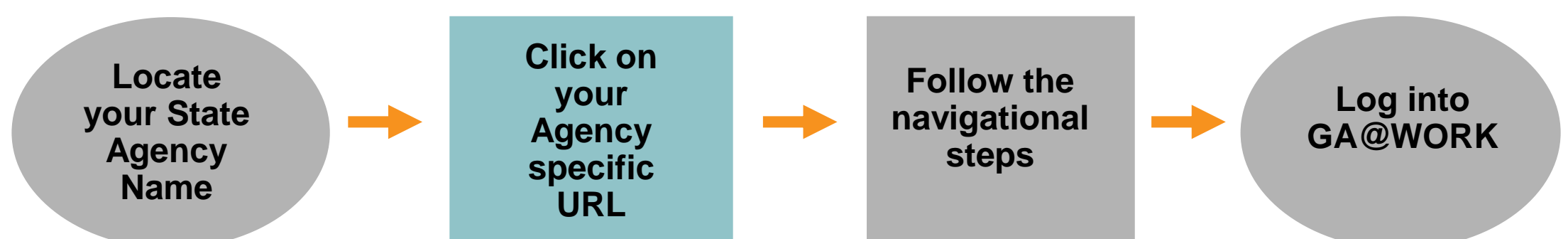
### OVERVIEW

The key steps in the process are below:

Use the chart to sign in using SSO to log into GA@WORK using your agency specific URL:

1. Open a new tab in your preferred browser.
2. Locate your **State Agency Name**.
3. Click on the appropriate **Agency Specific URL**.
4. Follow the **Navigational Steps**.
5. Log into **GA@WORK**.

### Business Process:



# GA@WORK Single Sign On (SSO) on via Microsoft Azure (Part 1 of 5)

## INSTRUCTIONS

State Agency Name	Agency Specific URL	Microsoft Azure - SSO Navigational Steps
Office of Inspector General – 42260  Department of Education-41400  Office of Planning and Budget-42200	<a href="https://office.com">https://office.com</a>	<ol style="list-style-type: none"> <li>1. Use your email account credentials to login.</li> <li>2. Click the GA@Work app.</li> <li>3. If you don't see the Workday App, click on all apps.</li> <li>4. Scroll to the bottom of the page and select the GA@Work app to access the system.</li> </ol>
View Point Health-36900  Georgia General Assembly-44400	<a href="https://office.com">https://office.com</a>	<ol style="list-style-type: none"> <li>1. Login with your email account.</li> <li>2. Select App Launcher from the menu on the left.</li> <li>3. Click GA@Work.</li> </ol>
Vocational Rehabilitation-41200	<a href="https://m365.cloud.microsoft/apps">https://m365.cloud.microsoft/apps</a>	<ol style="list-style-type: none"> <li>1. Login with your email account.</li> <li>2. Select "Other Apps."</li> <li>3. Click GA@Work.</li> </ol>
Criminal Justice Coordinating Council-23400	<a href="https://m365.cloud.microsoft/apps">https://m365.cloud.microsoft/apps</a>	<ol style="list-style-type: none"> <li>1. Select "More apps" from the menu.</li> <li>2. On the right side, click "All apps" (with the arrow icon pointing out).</li> <li>3. Scroll down until you find GA@Work with the Workday logo.</li> <li>4. Click on GA@Work to open Workday in a new tab.</li> </ol>

# GA@WORK Single Sign On (SSO) on via Microsoft Azure (Part 2 of 5)

## INSTRUCTIONS

State Agency Name	Agency Specific URL	Microsoft Azure - SSO Navigational Steps
Georgia Public Service Commission-47000  State Treasurer-48600  Employee Retirement System-41600  Department of Community Affairs-42800  Prosecuting Attorneys Council-41800  Georgia Department of Audits and Accounts-40400	<a href="https://m365.cloud.microsoft/">https://m365.cloud.microsoft/</a>	<ol style="list-style-type: none"> <li>1. Use your email account credentials to login.</li> <li>2. Click on 'App Launcher' in the top left corner of the page (just above the 'Home' button).</li> <li>3. On the flyout menu find and click on GA@Work app to access the system.</li> </ol>
Georgia Public Broadcasting-97700  State Road and Toll Authority-92700	<a href="https://office.com/apps">office.com/apps</a>	<ol style="list-style-type: none"> <li>1. Sign in with your email and password.</li> <li>2. Scroll down and/or click "Other Apps".</li> <li>3. Click on GA@WORK to access the system.</li> </ol>

# GA@WORK Single Sign On (SSO) on via Microsoft Azure (Part 3 of 5)

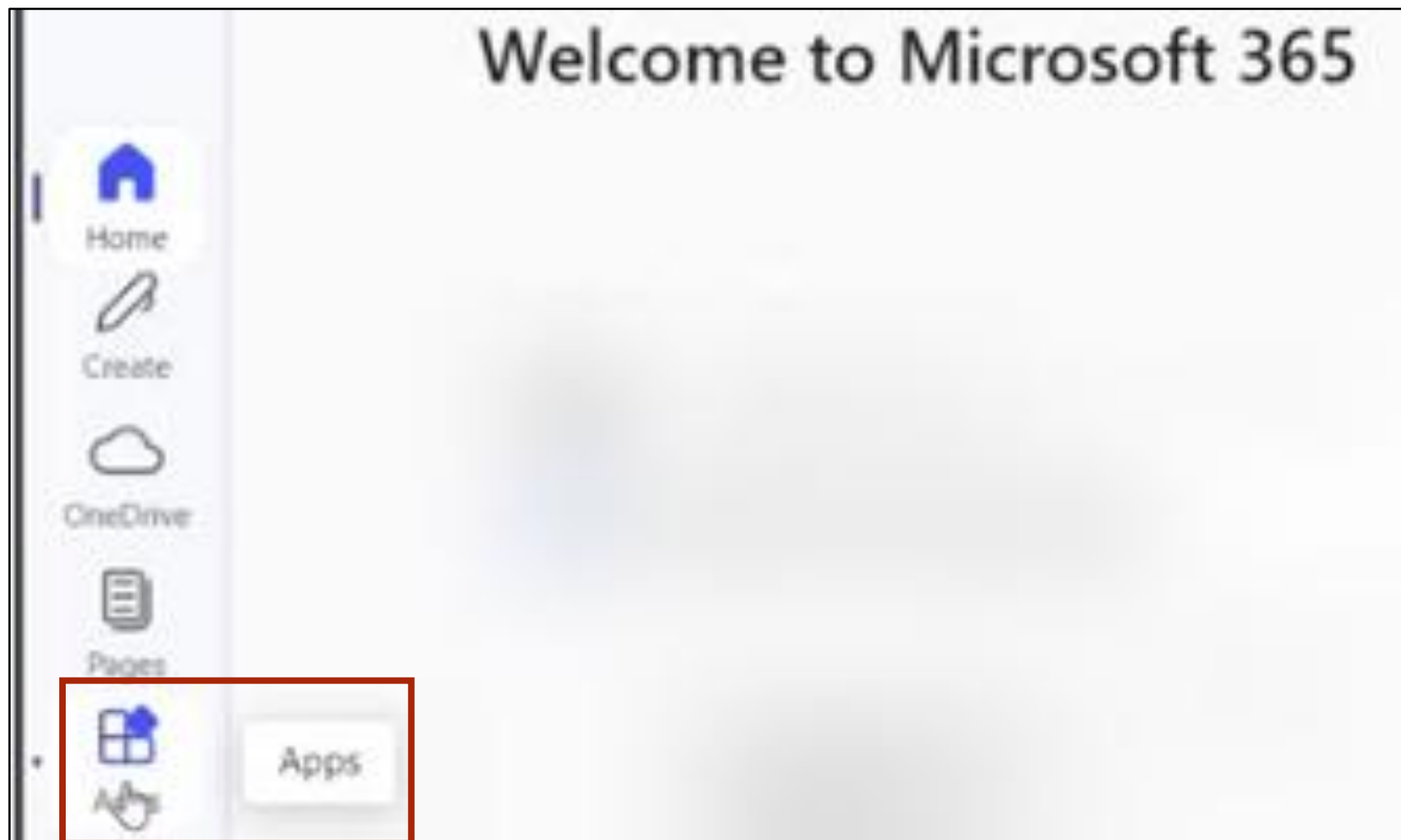
## INSTRUCTIONS

State Agency Name	Agency Specific URL	Microsoft Azure - SSO Navigational Steps
Department of Early Care and Learning-46900	<a href="https://myapps.microsoft.com/">https://myapps.microsoft.com/</a>	<ol style="list-style-type: none"> <li>1. Login using your DECAL Email/PW if requested.</li> <li>2. Click 'DECAL GA@WORK' Tile.</li> <li>3. You will be redirected to GA@Work.</li> </ol>
Judicial Council/Administrative Office of the Courts-43600	<a href="https://portal.office.com">https://portal.office.com</a>	<ol style="list-style-type: none"> <li>1. Use your email account credentials to login.</li> <li>2. Click on 'App Launcher' in the top left corner of the page (just above the 'Home' button).</li> <li>3. On the flyout menu find and click on GAWork_V3 app to access the system.</li> </ol>
Department of Law-44200	<a href="https://m365.cloud.microsoft/?auth=2">https://m365.cloud.microsoft/?auth=2</a>	<ol style="list-style-type: none"> <li>1. Log in to O365 with your "username@galaw.gov"</li> <li>2. Click the tiles in the upper left-hand side</li> <li>3. Click the "GAWORK SSO" tile</li> </ol>
Department of Transportation-48400	<a href="https://myapps.microsoft.com">https://myapps.microsoft.com</a>	<ol style="list-style-type: none"> <li>1. If prompted, sign in using your username in this format: <i>username@dot.ga.gov</i> Under the "Apps. dashboard", select Apps.</li> <li>2. In the "Apps" section, search for the icon named WorkDay.</li> <li>3. Click the WorkDay icon</li> <li>4. You will be logged in automatically.</li> </ol>

# GA@WORK Single Sign On (SSO) on via Microsoft Azure (Part 4 of 5)

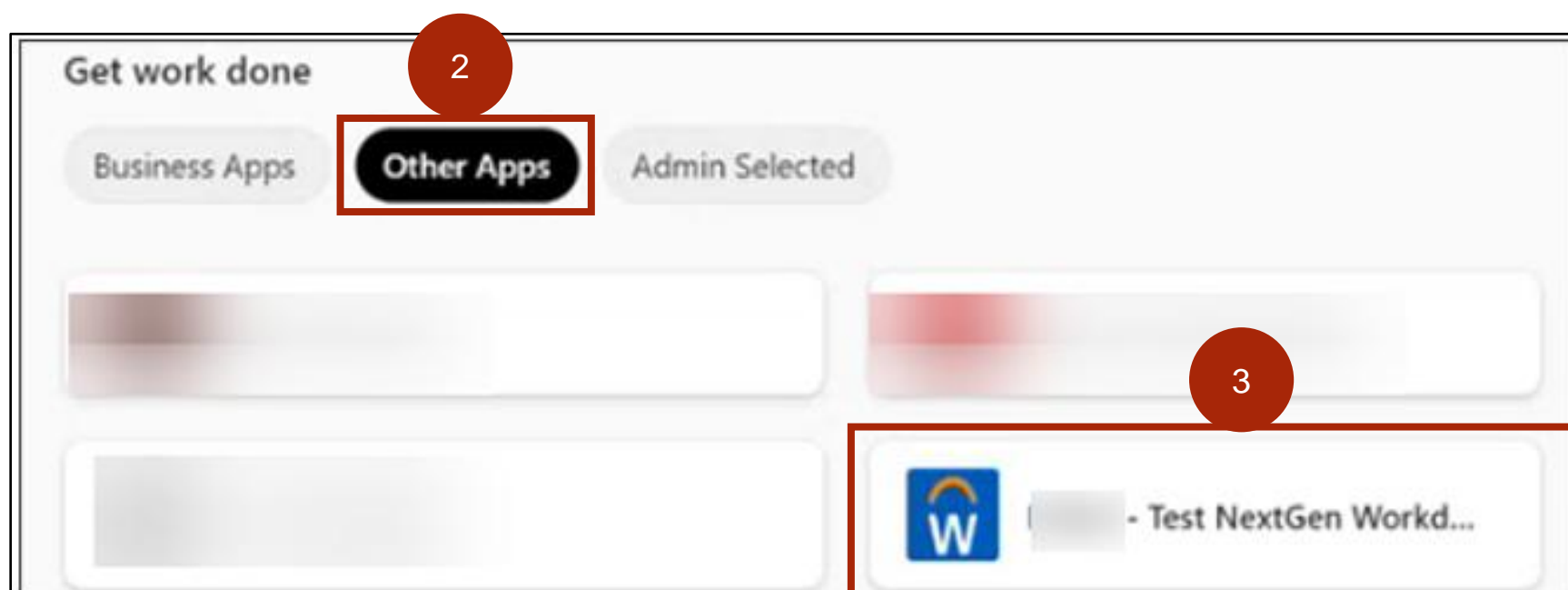
## INSTRUCTIONS

1. Click **Apps** in Microsoft 365.



2. Select **Other Apps**.
3. Click the **Workday** app.

**Note:** The location of the *Workday* app will vary depending on your personal configurations.

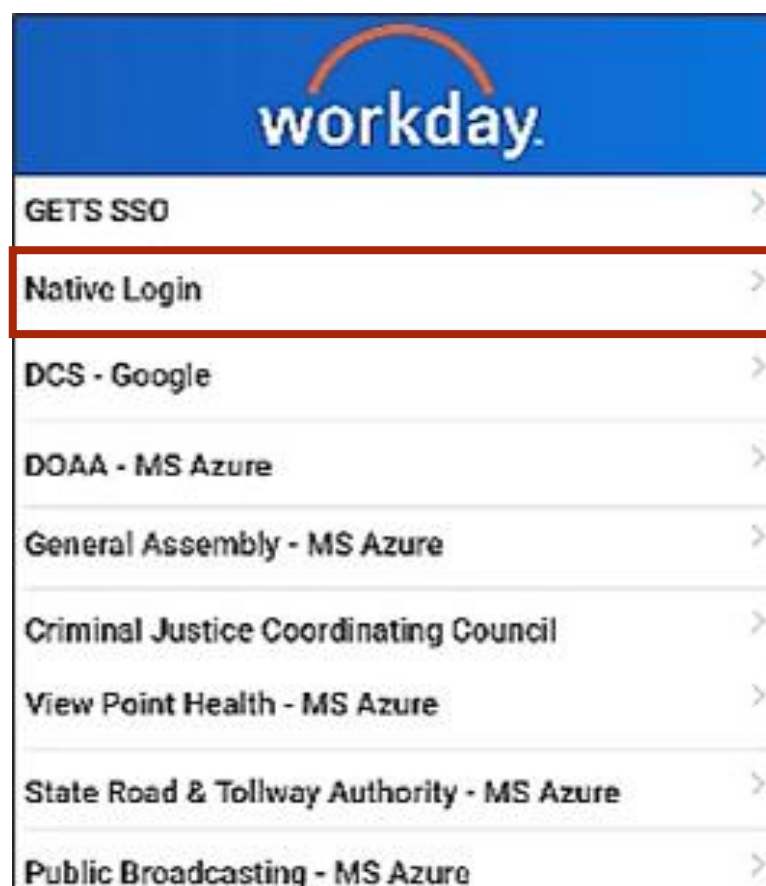


# GA@WORK Single Sign On (SSO) on via Microsoft Azure (Part 5 of 5)

## INSTRUCTIONS

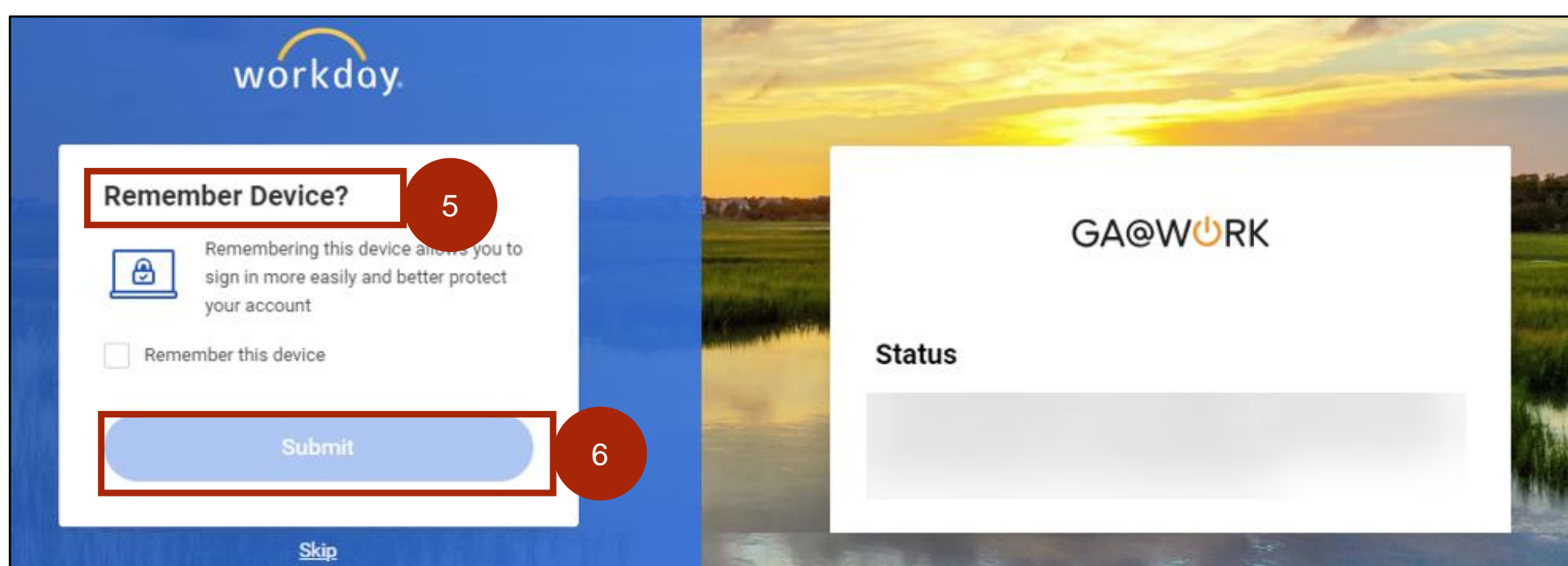
- Select the appropriate **Identity Provider (IdP)** provided for your agency, if applicable.

**Note:** If your agency is not in the list, select *Native Login*.



- Check **Remember this device**, this is optional.
- Click **Submit**.

**Note:** Click *Skip* to proceed without the device being remembered.



✓ You have successfully logged in to GA@WORK for Single Sign On (Microsoft Azure).