Seminole County Public Schools ePassport

Welcome to the SCPS ePassport Portal – Introduction

Purpose

Seminole County Public Schools' ePassport Portal is an easy and secure way to access commonly used applications via a Single Sign-On process for staff. In addition to accessing applications, employees will have access to important employee forms and information items.

So let's begin our exploration of the new SCPS ePassport – your ticket to SCPS employee and student information and applications!

1   HOW TO ACCESS THE SCPS EPASSPORT PORTAL

There are two options for accessing the ePassport:

1. The more direct approach is to open up your internet browser and enter the following address into the URL address field of your browser:

   epassport.scps.k12.fl.us

   The login page to the SCPS ePassport portal will be displayed.

2. An alternative option would be to open up your internet browser and go to the SCPS district website (http://www.scps.k12.fl.us/). Click on the "ePassport" link in the footer of the home page.
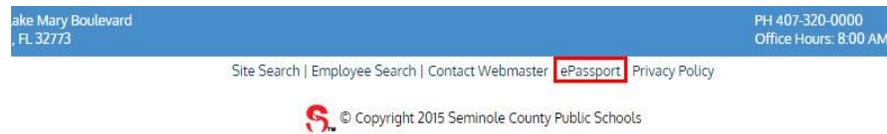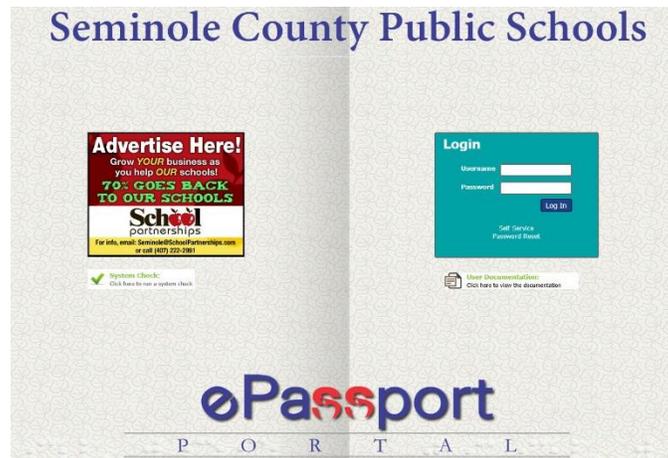

   The login page for the SCPS ePassport will be displayed.

2 LOGGING IN TO THE SCPS PORTAL

Your ePassport Username and Password is the same as the Username and Password you use to log in to the SCPS network each day.

Type in your Username and Password and click the "Log In" button, the ePassport Dashboard will appear.

Below is a screen shot of a user's ePassport Dashboard.

3 UNDERSTANDING THE PORTAL DASHBOARD

In the upper right portion of the ePassport Home Page you will see three icons listed next to your name.

- The ![menu icon] icon provides a link to a page which indicates the "Applications" you currently have open within ePassport.
- The ![help icon] icon displays the tutorial information available for the page you are currently viewing in ePassport.
- The ![logout icon] icon will log you out of ePassport.

On the left side of the ePassport Home Page you will see menu links for **Default**, **Recent**, and **Favorites**.

- The **Default** Menu is not currently used in ePassport.
- The **Recent** Menu will display the application tiles for the applications you have most recently accessed in ePassport. If this is your first visit to ePassport, this area may be blank.
- The **Favorites** Menu will display the application tiles for the applications you have set up as your Favorites. Section 9 in this document will provide instructions for how to set up Favorites.

Along the bottom of the ePassport Dashboard you will see menu links for **Home**, **My Tiles**, **Account**, **Applications**, **Forms-Information**, and **Library Links**. The use of the **Applications**, **Account**, and **My Tiles** menus is discussed in detail in Sections 4, 5, and 8, of this document. **Forms-Information** Menu provides links to various SCPS employee forms and information. The **Library Links** Menu contains links to **EBSCOHost** and **Horizon**.

4   ACCESSING APPLICATIONS

To access your system applications within ePassport, click on the "Applications" menu link in the center bottom area of the ePassport Dashboard. The Applications Menu will appear with tile links to each of the applications currently available in SCPS ePassport.

Click on the Application tile that you wish to access. If the application you selected uses your Network Username and Password as login credentials, you will be automatically logged into the application.

If this is the first time you are attempting to access an application and the application **does not** use your Network Username and Password as your login credentials, **you will be required to set up the Username and Password that should be used for accessing the application.** Follow the steps below to record your Username and Password for applications that do not use your network login credentials:

Click on the application tile of the application for which you need to set up username/password information.

For security purposes you will be prompted to confirm your identity by entering your Network Password. Enter your Network Password and click "Submit".

The Password Maintenance page for the application you selected will be displayed.

Enter the Username and Password that you would normally use to access the application you have selected. Click the "Update Stored Passwords" button. An "Update Results" message will briefly appear in the upper right portion of the page to confirm that your login information has been successfully stored and then you will be automatically logged into the application.

The next time you click on the application tile you will not have to enter a Username/Password as this information is now stored in the Password Manager.

IMPORTANT NOTE: If at any time you should change your Username and Password for an application that does not use your network credentials for login then you will need to update the Username and Password in your ePassport Password Manager. For example certain applications such as PeopleSoft require you to re-set your password on a regular cycle (i.e., every 60 days or every 90 days, etc.). When you are prompted to re-set your password for an application you will also need to re-set the password for this same application within SCPS ePassport. See Section 5 in this document for further details on how to update the Password Manager.

5   ACCOUNTS - PASSWORD MANAGER

The Password Manager is an easy way to manage the many different Usernames and Passwords you need to keep track of for those applications that do not use your Network Username/Password for access. Think of this as your online Password library!

To access the Password Manager, click on the "Account" menu link at the bottom of the ePassport Home Page. The Password Manager tile will appear.
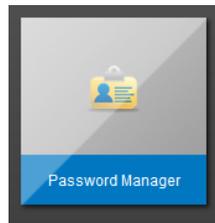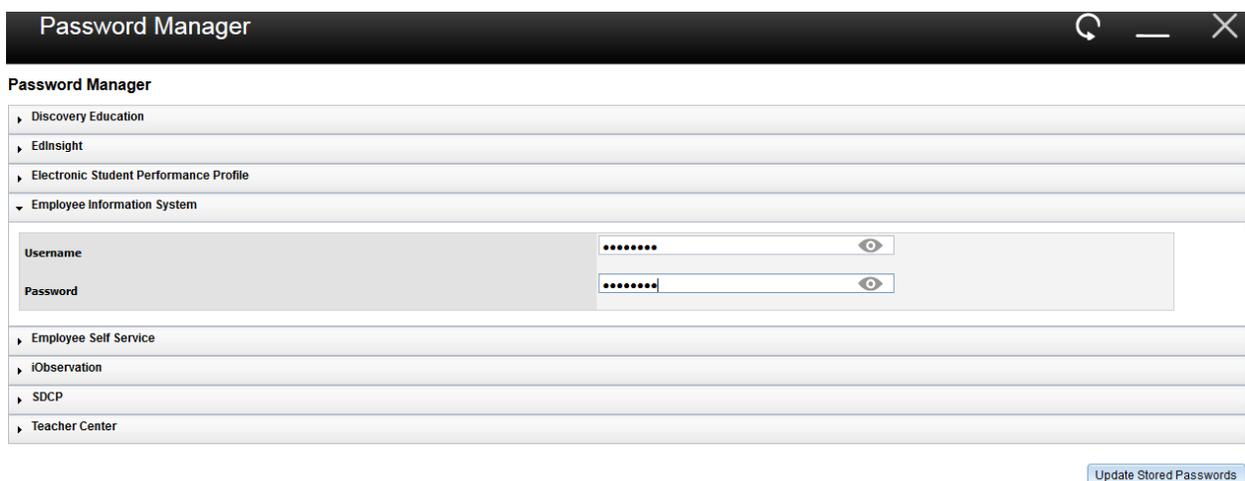

Click on the Password Manager tile.

For security purposes you will be prompted to confirm your identity by entering your Network Password. Enter your Network Password and click "Submit".

The Password Manager Screen will appear and display a list of the applications you have access to in ePassport.

To update your Username and Password for a specific application, click on the title of the application. The pane will open up beneath the application title to display a Username and a Password field. Enter your Username and Password for this application into the appropriate fields and click the "Update Stored Passwords" button.

An "Update Results" message will briefly appear in the upper right portion of the page to confirm that your login information has been successfully stored.

Click the large "X" in the upper right corner of the Password Manager screen to exit the Password Manager.

6   SETTING UP YOUR FAVORITES

If there are ePassport applications that you use on a regular basis, the SCPS ePassport will allow you to set up the application(s) as a "Favorite". Favorites will display under the Favorites Menu on the default ePassport Home page.

To set up an application as a Favorites, click on the Applications menu link, right-click on the application you wish to designate as a Favorites. Click on the "Add to Favorites" link.
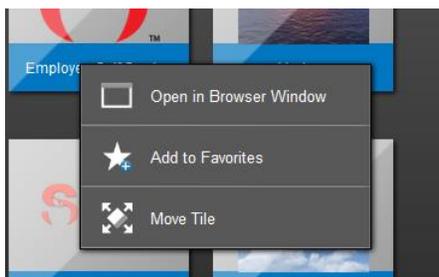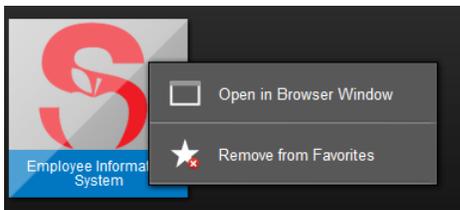

Go to your ePassport Home Page and you will now see the application tile displayed in your Favorites menu bar.

7   DELETING A FAVORITE

To delete a "Favorite", right-click on the tile you wish to delete, then click "Remove from Favorites". The tile will be removed from your Favorites area of your ePassport Home Page.
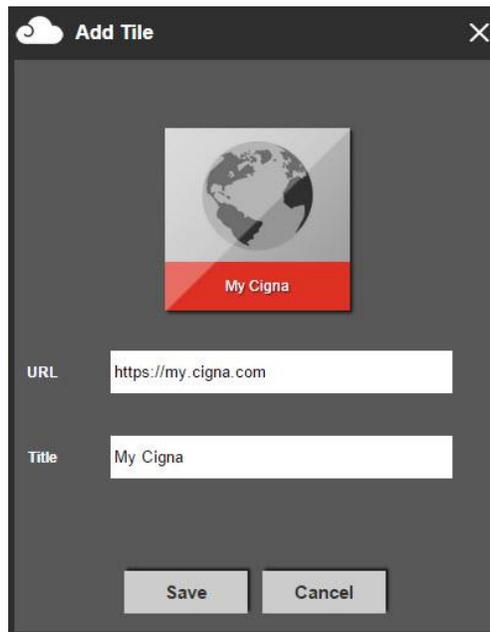
8   USING THE MY TILES MENU

Not all of the applications or websites you use will be listed in the ePassport. The My Tiles Menu allows you to set up your own personal tiles to be linked to a web address that you frequently use. To add a tile, right-click on the My Tiles Menu link and then click on Add Tile.
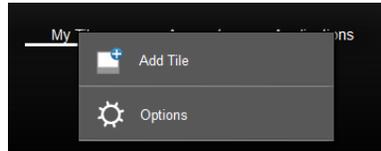

The Add Tile form box will appear.

Enter the web address of the desired website into the URL field of the form box. Enter a title for your Tile in the Title field of the form box. Click Save to create your new Tile. In the example above, the web address for the My Cigna website (https://my.cigna.com) has been entered into the URL field. The title "My Cigna" has been entered into the Title field.

Once the tile is saved the new tile will appear on the ePassport page in the "My Tiles" Menu.
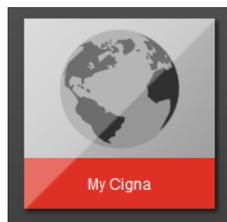
If you would like to add this new tile as a Favorites to your ePassport Home page then right-click on the tile and click the "Add to Favorites" link. Go to your ePassport Home page and you will now see the tile displayed in your Favorites menu bar.

You may also "Remove" a tile in the "My Tiles" Menu. Right-click on a tile then select "Remove from Desktop".
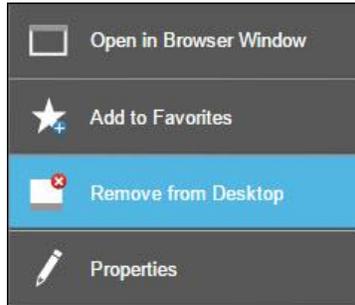
9 FREQUENTLY ASKED QUESTIONS

1. Q: Can I create a shortcut for the ePassport Portal on my computer desktop?
    A: Yes, simply create a new shortcut and type https://epassport.scps.k12.fl.us into the dialog box.
2. Q: Can I access Outlook through ePassport?
    A: No, ePassport does not have a link to Outlook; however there is a link to Office 365 or the "Outlook Web App".
3. Q: My password is expired. Will I be able to login to ePassport?
    A: Yes, log in as normal and ePassport will detect that the password is expired; allowing you to change the password as if you were on a network computer.
4. Q: Why is SDCP not accessible through ePassport?
    A: SDCP IS accessible through ePassport; however, you must use Internet Explorer as a web browser to access SDCP.
    Note: Internet Explorer is also the recommended browser for the Warehouse order system.
5. Q: I am a Substitute teacher. Will I be able to access ePassport? Where will I be able to login to Employee Self Service?
    A: Subs/OPS employees will not be able to access ePassport. There will be a link on the ePassport login page that leads users directly to Employee Self Service.
6. Q: PeopleSoft Finance does not let me sign in. I keep seeing a Username/Password invalid error. What could be the issue?
    A: PeopleSoft Finance, HR, and Employee Self Service require users to update their username/password in the Password Manager. Once the credentials are updated users can automatically login by clicking the tile.

7. Q: I cannot access PeopleSoft Finance, I click on the tile and a "this page cannot be displayed" error appears. What could be the issue?

A: If the user did not properly sign out of PeopleSoft Finance, the error will appear. Users must clear their internet cache, then close out the browser and open the browser again to resolve this issue.

Note: This issue can occur in PeopleSoft Finance, HR, and Employee Self Service. Additionally if the user is using Mozilla Firefox or Google Chrome, a "blank white" page will appear as opposed to the "this page cannot be displayed" error.