SSO Account Linking Instructions for HRM Users with a myKPAonline.com Training Account

Use the following instructions if you have a myKPAonline Training Account. Otherwise skip ahead to the section dedicated to myKPAonline user accounts.

- Login to <u>www.kpahrm.com</u> and click on the Environment & Safety Dashboard. If you do not know your kpahrm.com user name/password, please contact our HRM support team at <u>hrm@kpaonline.com</u> or at (866) 539-4718
- 2. Click the green "Continue" button

KPA	Dashboard	Logyo Calendar	Employees	Welcome, Art	tamis Byars	Sign Out
Dashboard	Dashbuard		Linployees	Q Search peop	ple	Support
HR Dashboard Environment & Safety Dashboard We see that you're a KPA Environment Health and Safety client. Click continue to system. Continue	Sales & Financ	e Dashboard PAonline	Change Need Help	Artamis Byars HRIS Analyst Ops Admin_HR CO Password / Update Acc Password / Update Acc Password / Update Acc	count Settin	gs

3. Click on "I login using the KPAMSDS Username"

	IKPA
Great News! KPA has implemented a single sign-on solution between our Human Resource Manag	gement and
myKPAonline platforms. It looks like you haven't yet synchronized your KPA Human Resource Management account with your myKPAonline login.	
I login using the KPAMSDS username I have myKPAonline login credentials Return to HR Managemen	E

4. Enter your KPAMSDS password. If you don't know your password, contact our Support Team at (800) 486-0400

Great Russell, this Single Sign-on solution was designed with you in mind.					
All we need to do now is link your accounts together and you'll be able to switch between both systems v What is the password you use when logging in with your KPAMSDS account?	with one click moving forward.				
Enter your KPAMSDS password:	I have myKPAonline login credentials				
Continue Cancel	Return to HR Management				

SSO Account Linking Instructions for HRM Users with a myKPAonline.com Training Account

5. Enter your last name only and click "search"

Great! We found your accound Search for your name below.	nt, Aacme Small Cars	I have myKPAonline login credentials Return to HR Management
Name: Search Name	Search	
Employee	Contact Info	
No users found.		
		Back

 Your name will appear if you have an account in myKPAonline.com. Click the Login button next to your name. If you name doesn't appear, please contact support at support@kpaonline.com or at (800) 486-0400

Great! We for Search for your n	und your account, Aacme Small ame below.	I have myKPAonline login credentials Return to HR Management
Name:	Last name here	Search
Employee		Contact Info
Zaidel, Peter - Pr	roduct Manager	pzaidel@gmail.com
		Back

 Enter your pin number and click the "Link" button. If you do not know your pin number or it doesn't accept your pin, please contact our support team <u>support@kpaonline.com</u> or at (800) 486-0400.

		Congratulations!
	×	Your account has been successfully linked.
Please Enter Your PIN Number		and your password will be the HRM password.
PIN Number:		In order for your changes to take effect, you must log out, and then log back in.
	Link Cancel	Logout

8. Once linked, you will get a "Congratulations" message, which will confirm your HRM user name. In order for the changes to finalize, you must log out/log back in to kpahrm.com. From now you will use your HRM login to access both systems.

SSO Account Linking Instructions for HRM Users with a myKPAonline.com User Account

Use this section if you have a myKPAonline User Account!

- 1. Login to <u>www.kpahrm.com</u> and click on the Environment & Safety Dashboard. If you do not know your kpahrm.com user name/password, please contact our HRM support team at <u>hrm@kpaonline.com</u> or at (866) 539-4718
- 2. Click the green "Continue" button

κρα						Sign Out
	Dashboard	Leave Calendar	Employees	Incident Reporting	Toolkit	Support
Dashboard				Q Search peo	ple	
HR Dashboard Environment & Safety Dashboard We see that you're a KPA Environment Health and Safety client. Click continue to system. Continue	Sales & Financ	e Dashboard 9Aonline	Change Need Hel	Artamis Byars HRIS Analyst Ops Admin_HR CO Password / Update Acr p? to Start Your Tour H	count Settin	gs

3. Click on "I have myKPAonline login credentials"

C n It	Creat News! KPA has implemented a single sign-on solution between our Human Resource Management and myKPAonline platforms. It looks like you haven't yet synchronized your KPA Human Resource Management account with your myKPAonline login. lease click below for the option that applies to you. I login using the KPAMSDS user ame I have myKPAonline login credentials Return to HR Management

4. Enter your myKPAonline.com user name and password and click the "Link Accounts" button. If you don't know your user name and/or password, please contact our team at (800) 486-0400.

Great Russell, this Single Sign-on s	solution was designed with you	u in mind.
All we need to do now is link your accounts tog Just login using your KPA MKO Credentials be MKO User Name. Password: Link Accounts	ether and you'll be able to switch between ow to link your accounts.	both systems with one click moving forward. I login using the KPAMSDS username Return to HR Management

SSO Account Linking Instructions for HRM Users with a myKPAonline.com User Account

5. Once linked, you will get a "Congratulations" message, which will confirm your HRM user name. In order for the changes to finalize, you must log out/log back in to kpahrm.com. **From now you will use your HRM login to access both systems.**

Congratulations!

Your account has been successfully linked.

Your username for both systems will now be: chave and your password will be the HRM password.

In order for your changes to take effect, you must log out, and then log back in.

