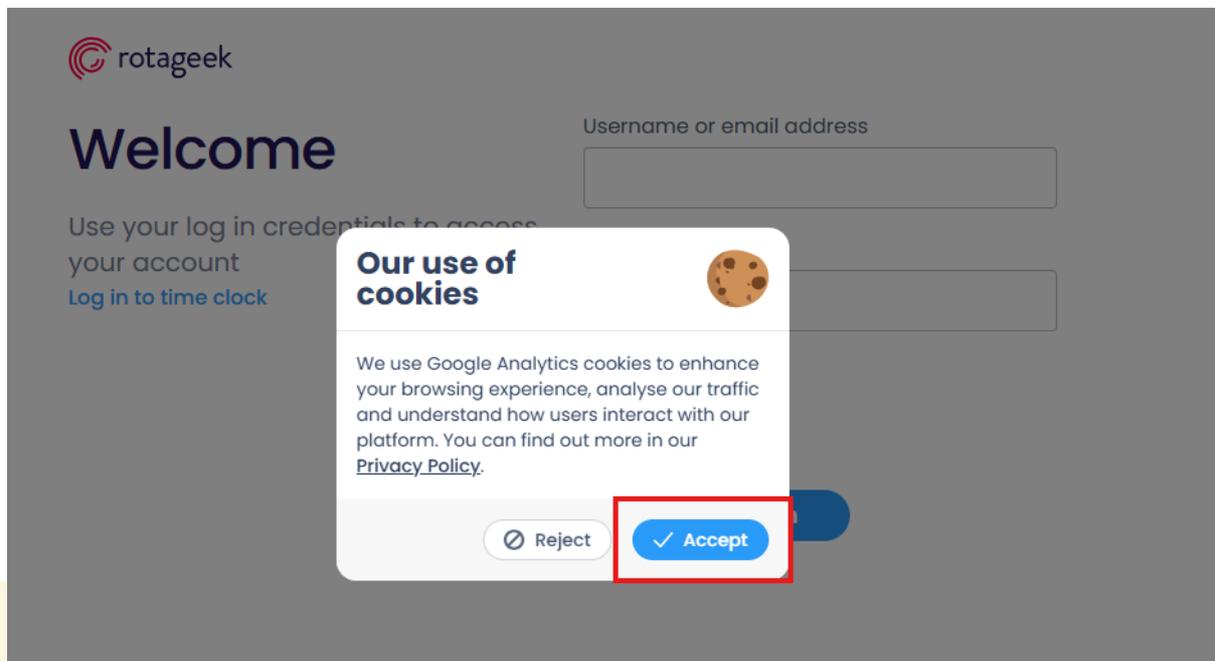


Signing in using SSO – Desktop

You will need to have Microsoft authenticator installed on your mobile device to use SSO

You can access rotageek by using the link on Colleagues Connect or by clicking [here](#)

Once the webpage loads, accept cookies by clicking the “Accept” button





Doing good together

You will now see the below screen

Enter your email address then click on the “Single sign on” button



Welcome

Use your log in credentials to access
your account
[Log in to time clock](#)

Username or email address

Password ([Forgot?](#))

[Log in](#)

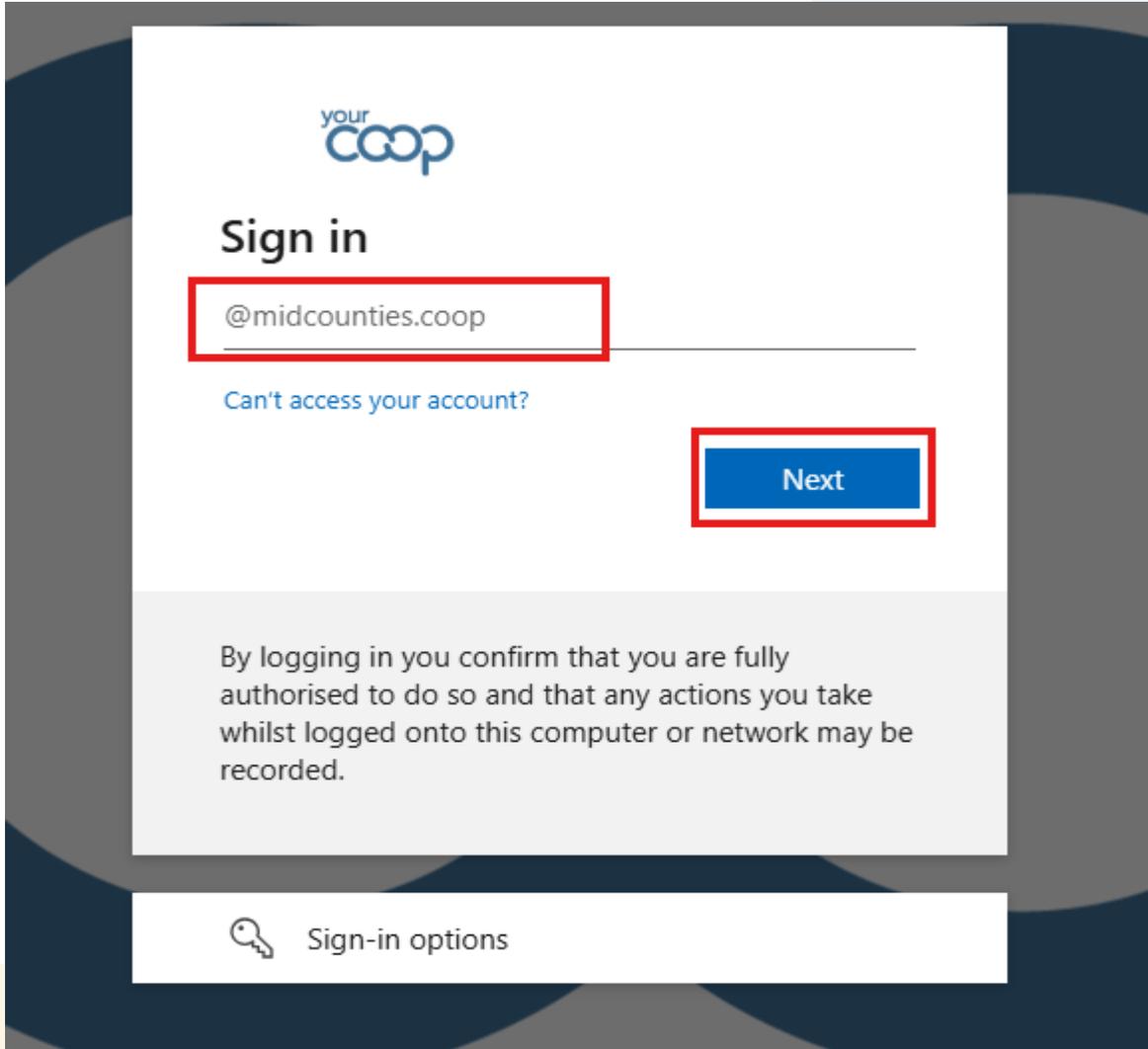
OR

[Single sign on](#)

This will then load a new screen

Doing good together

Enter your email address then click on the “next” button





Doing good together

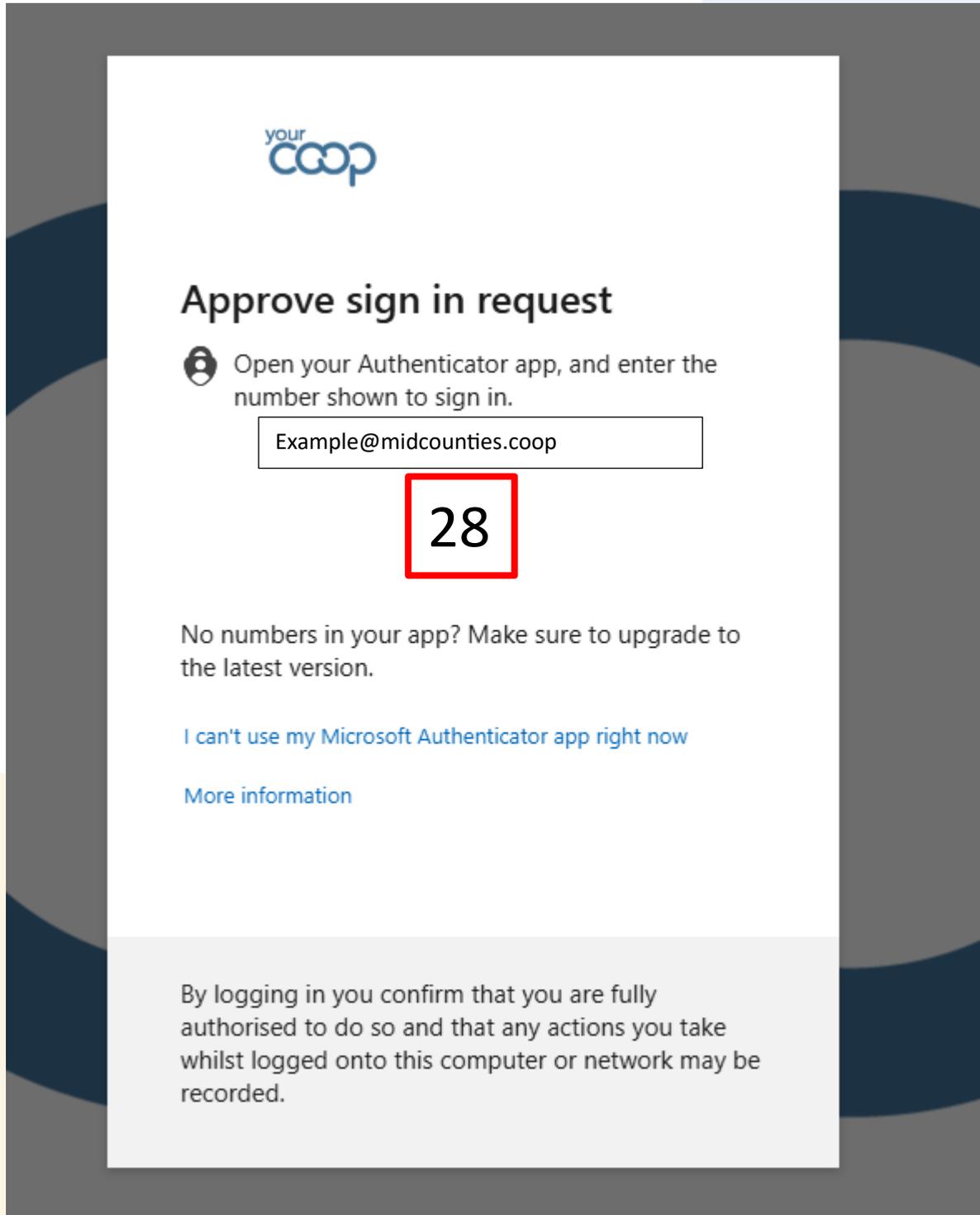
You will now see the screen below

Enter your email address and password and click on the sign in button

The screenshot shows a sign-in interface for 'your COOP'. At the top center is the 'your COOP' logo. Below it is the heading 'Sign in with your organizational account'. There are two input fields: the first contains the email address 'Example@midcounties.coop' and the second is labeled 'Password'. A blue 'Sign in' button is positioned below the password field. A red rectangular box highlights the 'Password' field and the 'Sign in' button. At the bottom of the form area, there is a note: 'Sign-in to Your Co-op may require device registration.'

Doing good together

Enter the number the authenticator generated as instructed on your Microsoft authenticator app on your mobile device



Doing good together

Click on the "Yes" button. This will then take you to the Rotageek website



The image shows a screenshot of a web application dialog box. At the top left is the 'your COOP' logo. The main heading is 'Stay signed in?'. Below this is the text 'Do this to reduce the number of times you are asked to sign in.' followed by a checkbox labeled 'Don't show this again'. At the bottom of the dialog are two buttons: a grey 'No' button and a blue 'Yes' button. The 'Yes' button is highlighted with a red rectangular border. Below the buttons, there is a grey footer area containing the text: 'By logging in you confirm that you are fully authorised to do so and that any actions you take whilst logged onto this computer or network may be recorded.'