OCDE Apps Entra Portal

Logging into Entra Portal to Utilize OCDE Applications

WHO SHOULD REVIEW THIS

- OCDE Application Users
  - District Administrators
  - District Staff

TOPICS COVERED INSIDE

- Overview of accessing the OCDE Apps Entra Portal
  - OCDE Apps Entra Portal Login
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  - OCDE Apps Entra Portal Multi-Factor Reset
  - Requesting OCDE Apps Entra Access

ORANGE COUNTY DEPARTMENT OF EDUCATION

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OCDE Apps Entra Portal Login

1. Begin by navigating to https://myportal.ocdeapps.us/
2. Enter Username and Click Next:
   a. Username: (10-digit employee ID@ocdeapps.us)
   b. Example: 9400000000@ocdeapps.us

3. Enter Password and click Sign In:

4. Confirm the multi-factor code and click Verify to log in:

    a. **Please note: First-time login users will be prompted to set up multi-factor authentication to secure their account and login. Please see the section below on Multi-Factor Authenticator Setup for additional instructions.**

5. Users will be directed to the Apps Dashboard page:
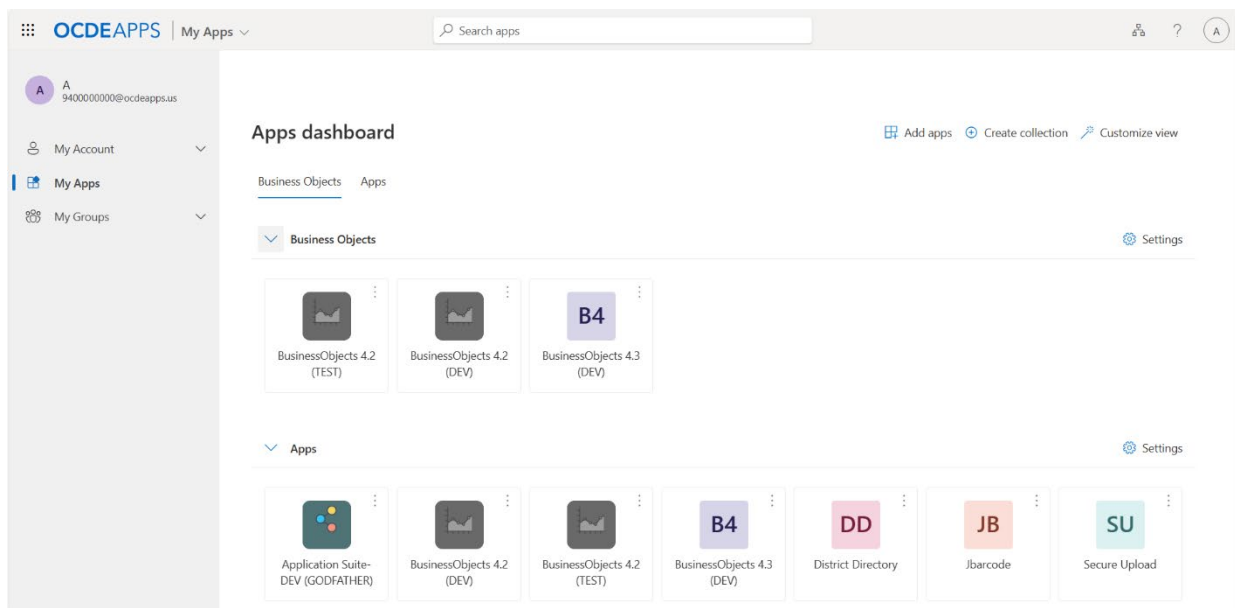
For instructions on Entra password resets, please see the section below, OCDE Apps Entra Portal Password Reset.

Multi Factor Setup Microsoft OCDE Apps Entra Portal

First-time users will need to set up their multi-factor authenticator for their accounts.

1. Begin by navigating to https://myportal@ocdeapps.us/
2. Enter Username and Click Next:
   a. Username: (10-digit employee ID@ocdeapps.us)
   b. Example: 9400000000@ocdeapps.us
3. Enter the account Password and click Sign In:
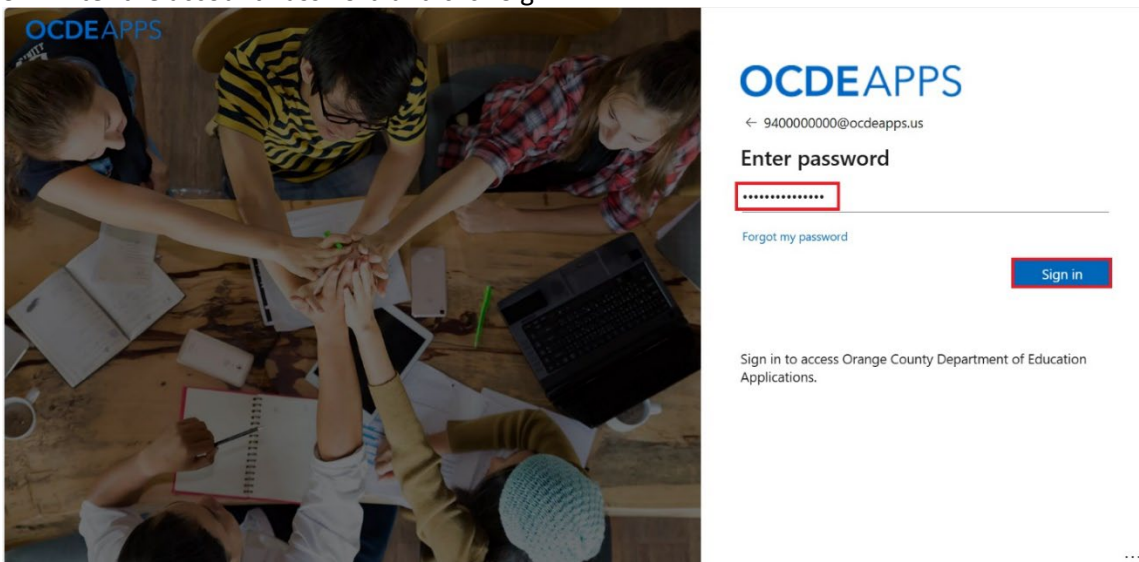
4. The Multi-Factor Authenticator Setup prompt will appear. Click Next:
   If this is the user's first time logging in or if the user's multi-factor authenticator has been reset, they will be prompted to set up multi-factor authentication settings to secure their account and login.
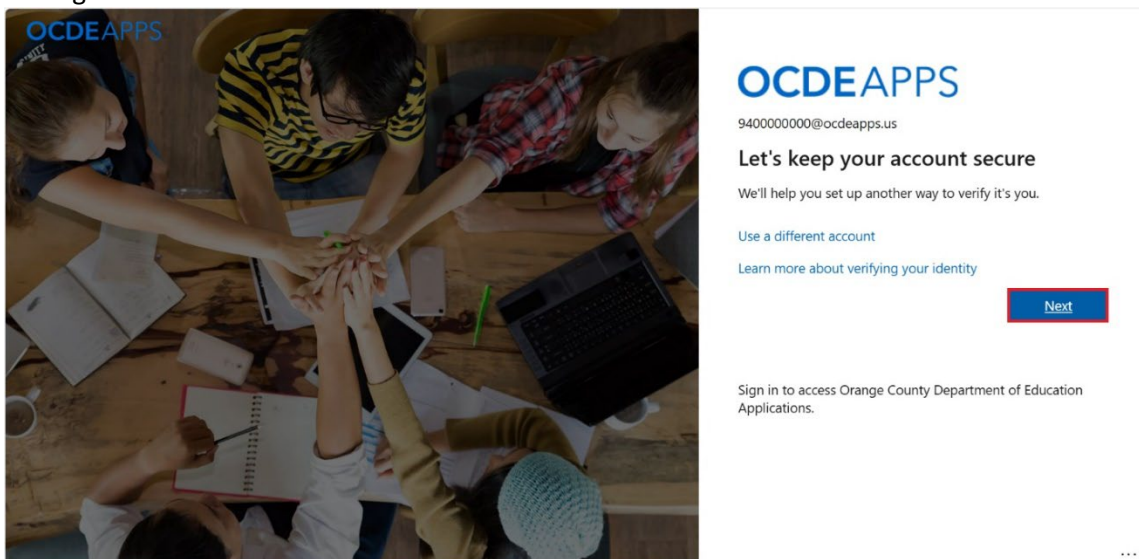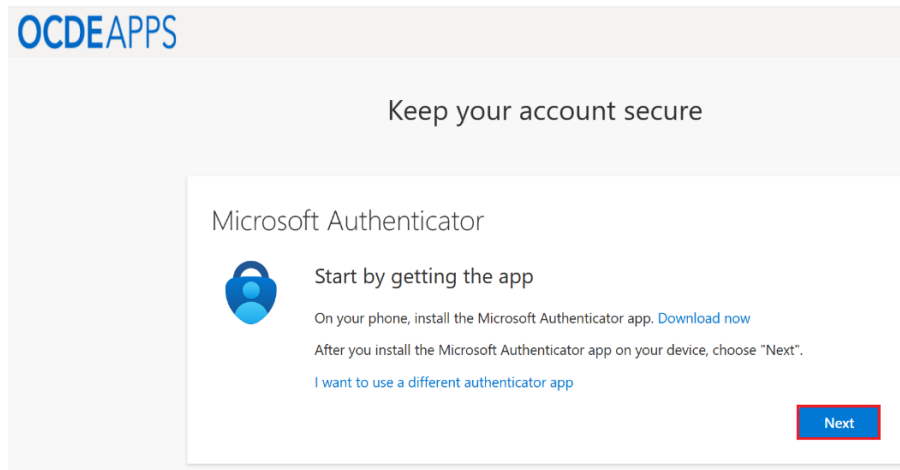

5. Users have the option to set up using Microsoft Authenticator or an alternative authenticator application. Each section below will walk the user through completing the setup.
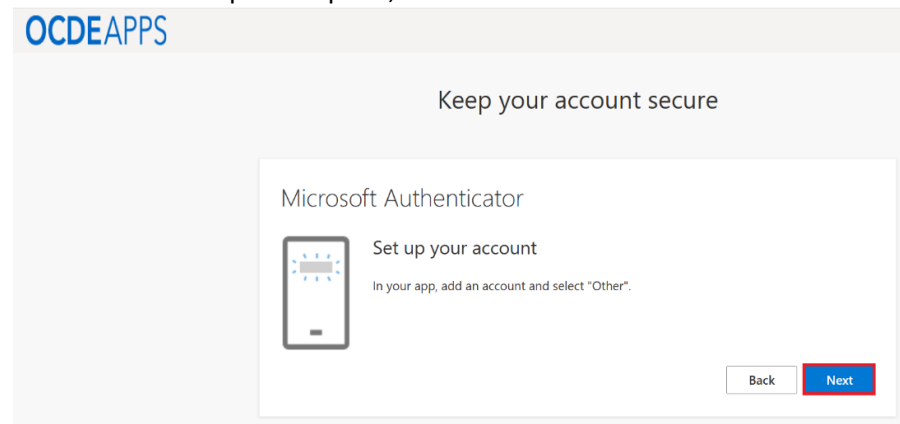
Microsoft Authenticator

Use the instructions below to set up multi-factor authentication on the Microsoft Authenticator App.

1) Click Next:

2) The screen will prompt users to set up their account in the Microsoft Authenticator application. Once the user's account setup is complete, click next:

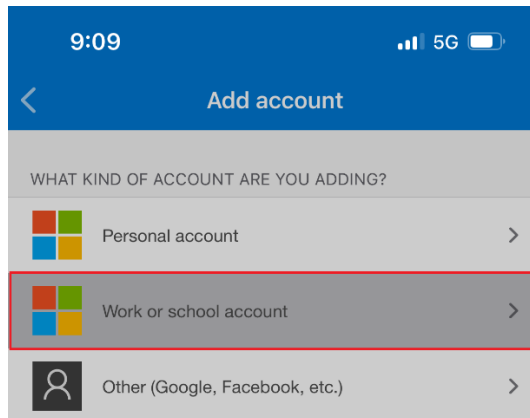3) The screen will prompt users to scan the QR code to register using the application. Once registered, click Next:
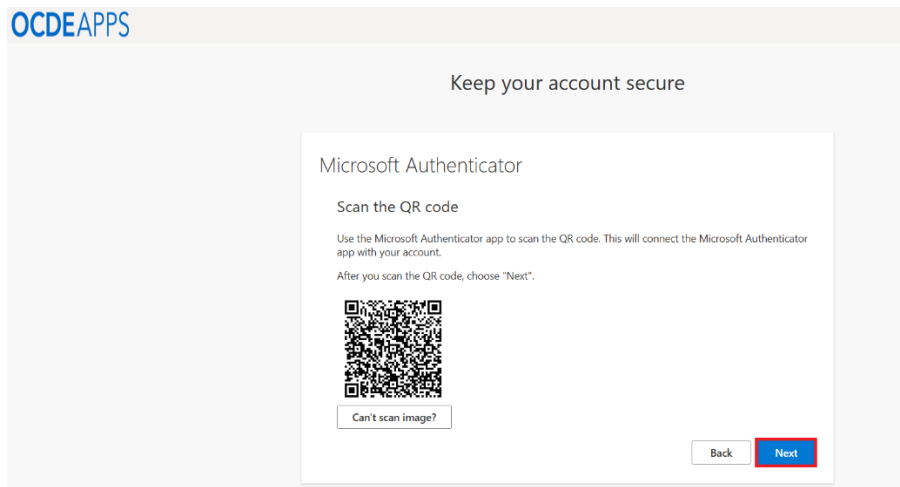
4) In the application, complete the following steps to scan the QR code and register the account. Once registered, click Next in the browser:
   a) Using the Microsoft Authenticator App, follow the instructions to set up the account.
   b) Once set up, a user needs to add OCDE Apps Entra Portal to their account. On the upper right-hand side of the app, select the add icon:
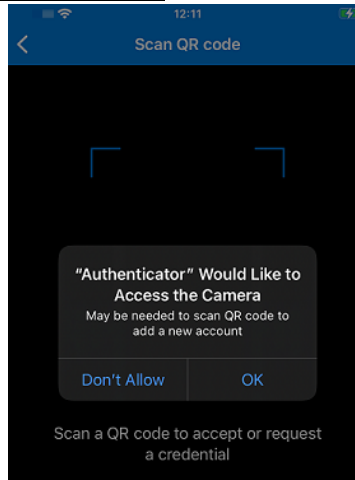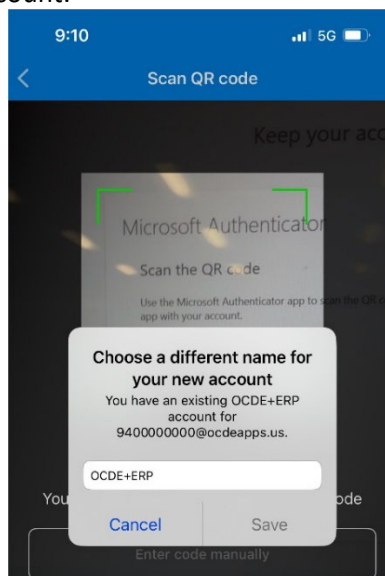

   c) Select Work or School Account:


   d) The app will prompt users to scan the QR code:
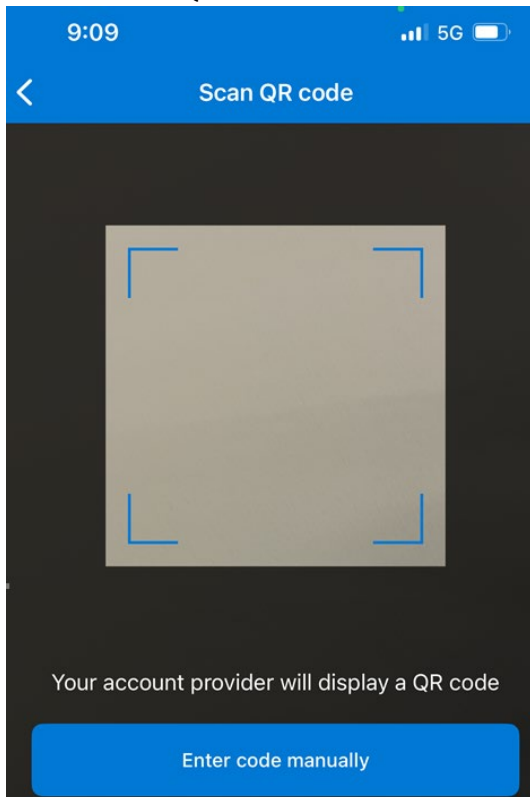
i) **Please note that this action may prompt the user to allow the Microsoft Authenticator app to access the phone camera. Click Ok:**

e) Once allowed, position the camera so that the QR code is centered in the box. The system will prompt users to name the account:
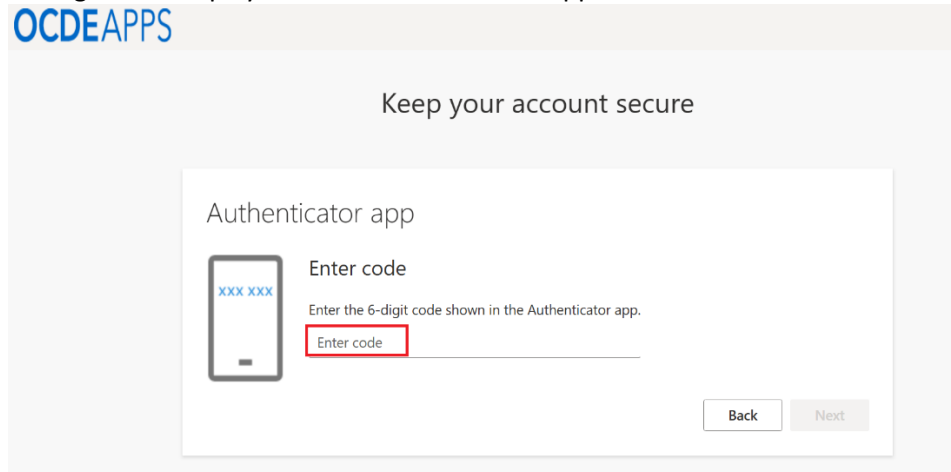

f) Microsoft Authenticator will create the account, and it should now appear on the homepage with a 6- digit number as a unique code to the device:
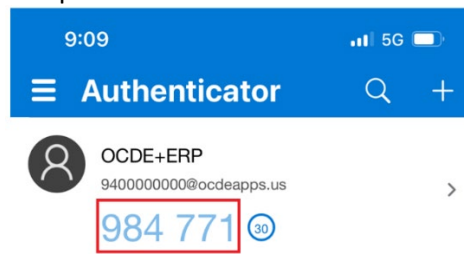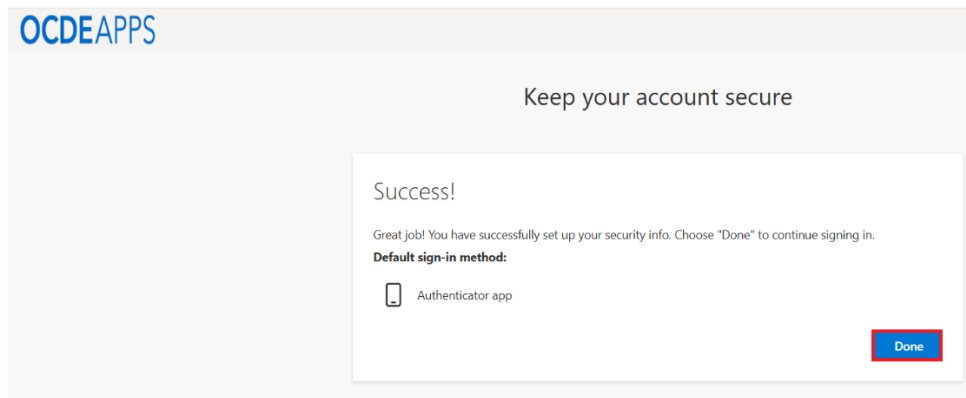

i) Take note of the 6-digit number displayed on the app (above in red; this code refreshes every 30 seconds).

5) Once the QR code has set up the account in the user's authenticator app, users will be prompted to enter the 6-digit code displayed on the authenticator application and click Next:

6) The screen will display a confirmation or registration message. Click Done to proceed to the home screen:

If users would like to utilize a different authenticator application than Microsoft Authenticator, please use the alternative authenticator application instructions below.

Alternative Authenticator

Use the instructions below to set up multi-factor authentication on an alternative authenticator application, such as DUO, used below:
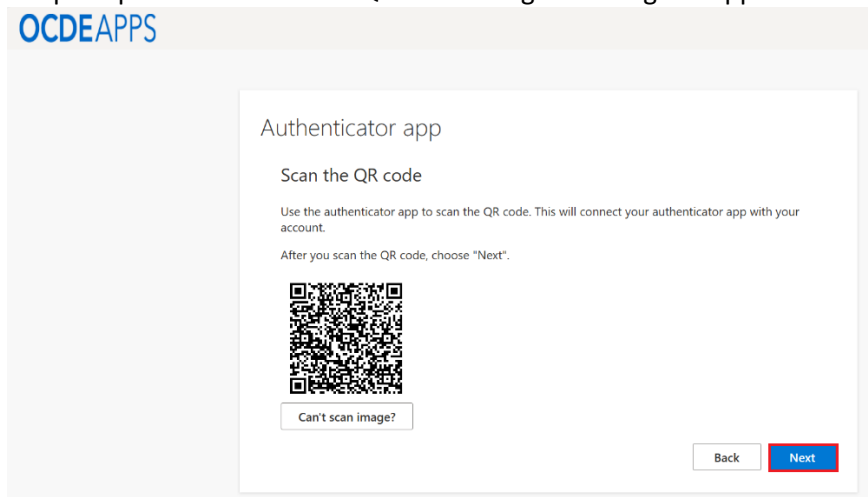
1) Click "I want to use a different authenticator app":
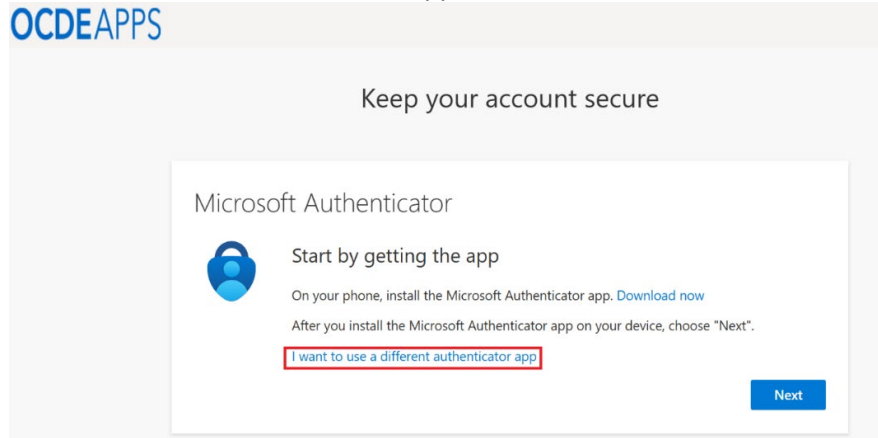


2) The screen will prompt users to set up their account in the Authenticator application. Once the user's account setup is complete, click next:
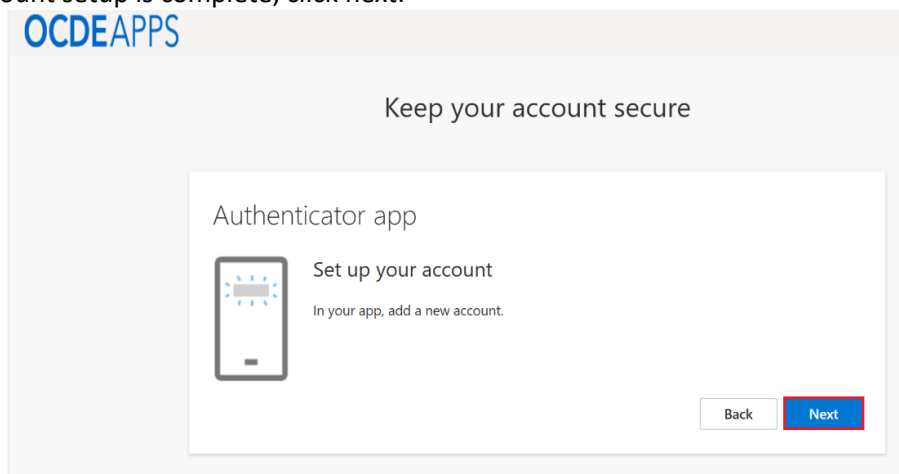

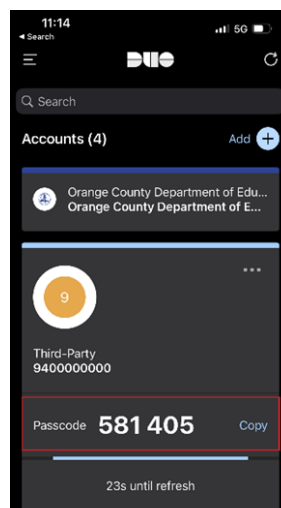3) The screen will prompt users to scan the QR code to register using the application:

4) In the application, complete the following steps to scan the QR code and register the account. Once registered, click Next in the browser:

   a) Using the Duo App as an example, follow the instructions to set up the account.

   b) Once set up, a user needs to add OCDE Apps Entra Portal to their account. On the upper right-hand side of the app, select the add icon:
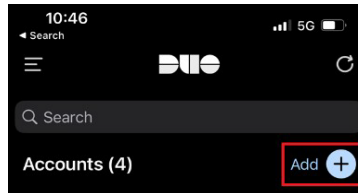
   c) Select "Use QR code":
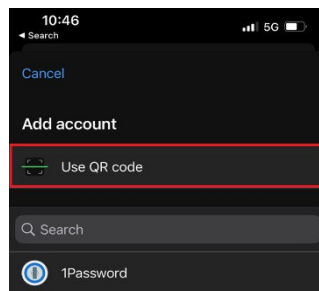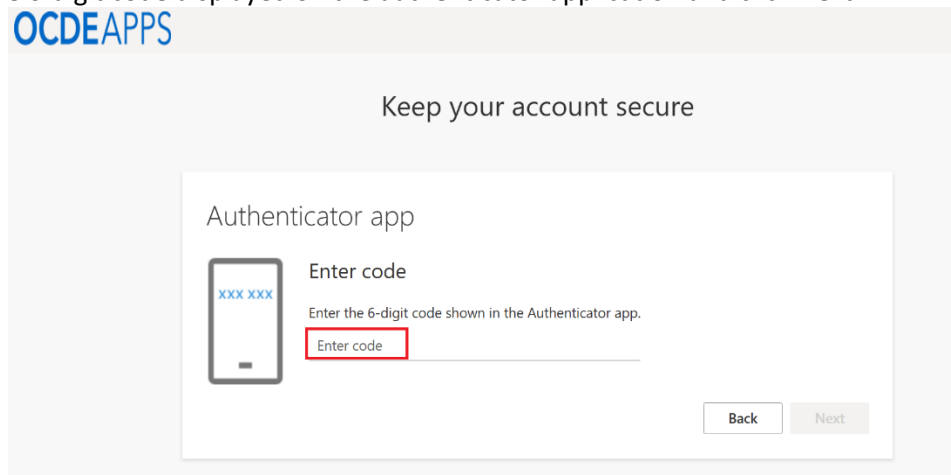
      i) Please note that this action may prompt the user to allow the Duo app to access the phone camera. Once allowed, position the camera in the browser so that the QR code is centered in the box.

   d) Duo will create the account, and it should now appear on the homepage with a 6-digit number as a unique code for the device.

      i) Take note of the 6-digit number displayed on the app (above in red; this code refreshes every 30 seconds).

5) Once the QR code has set up the account in the user's authenticator app, users will be prompted to enter the 6-digit code displayed on the authenticator application and click Next:

6) The screen will display a confirmation or registration message. Click Done to proceed to the home screen:

If users would like to use the Microsoft Authenticator, please follow the instructions for the Microsoft Authenticator application above.

Navigating OCDE Apps Entra Portal

There are two main menus in the OCDE Apps Entra Portal that a user may interact with: My Account and My Apps.
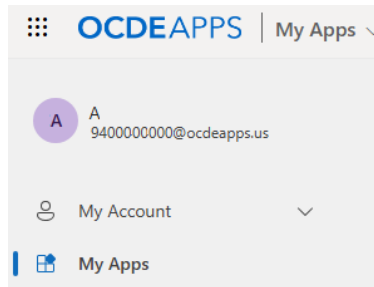
My Account

The My Account menu provides users with quick access to key tools for managing their profile and security settings. From this section, users can view an account overview, update security information, manage devices, and change passwords as needed. It also allows users to review connected organizations, adjust settings and privacy preferences, and monitor recent activity to help ensure account security and accuracy.
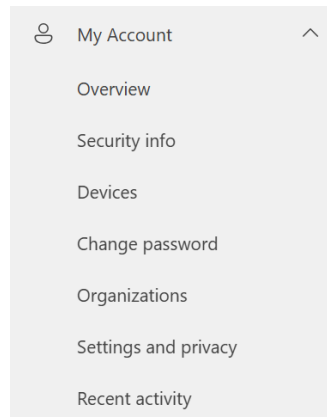
My Apps
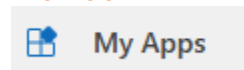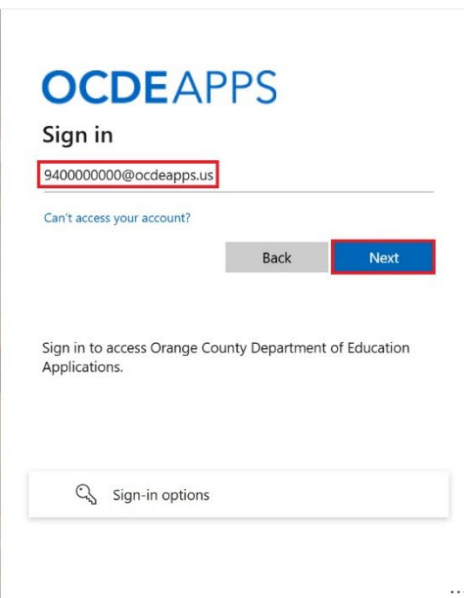
The My Apps menu brings users to the Apps Dashboard. The dashboard displays tiles for all applications assigned to that user:
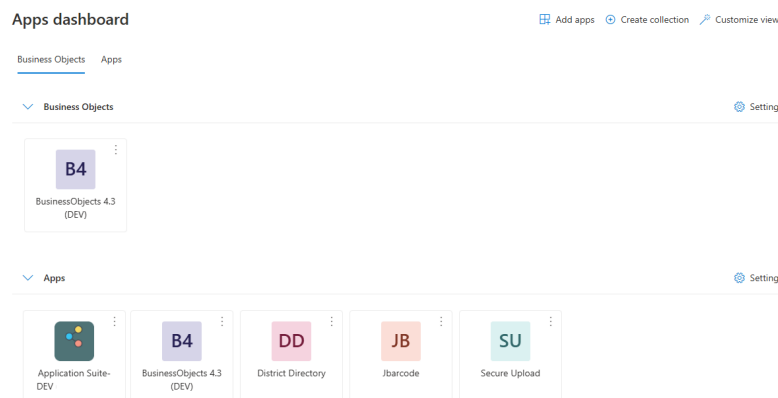
OCDE Apps Entra Portal Password Reset

Users can reset their own passwords using the details below, either with their registered email address or registered multi-factor authenticator account.

1. Begin by navigating to https://myapps.microsoft.com/
2. Enter Username and Click Next:
    a. Username: (10-digit employee ID@ocdeapps.us)
        i. Example: 9400000000@ocdeapps.us

3. Click Forgot My Password:

4. Enter the details on screen and click next:
   a. Email Or Username
      i. Example: 9400000000@ocdeapps.us
   b. Characters in the Picture or words in the audio:

OCDEAPPS

Get back into your account

Who are you?

To recover your account, begin by entering your email or username and the characters in the picture or audio below.

Email or Username: *

9400000000@ocdeapps.us

Example: user@contoso.onmicrosoft.com or user@contoso.com

Enter the characters in the picture or the words in the audio. *

Next   Cancel

5. The system provides two options for next steps:
   a. I forgot my password:
      i. Users should select this option if they **have forgotten their password**.
   b. I know my password, but still can't sign in:
      i. Users should select this option and attempt to log in again if they **remember their password but believe their account is locked out**.
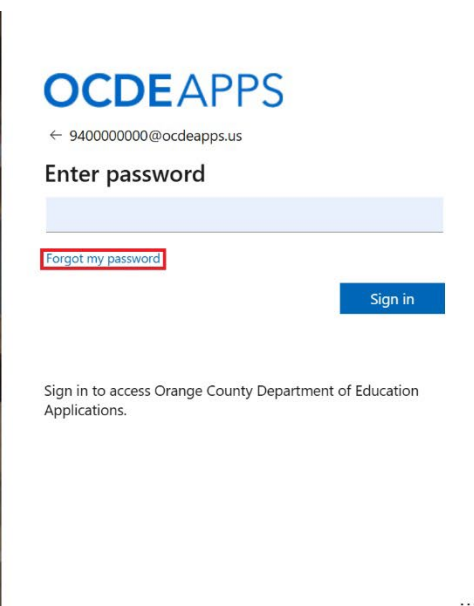   ii. If this option still does not result in a successful login, OCDE recommends that users complete these steps again and select option A above to reset their account's password.

OCDEAPPS

Get back into your account

Why are you having trouble signing in?

🔵 I forgot my password

No worries, we'll help you to reset your password using the security info you registered with us.

◯ I know my password, but still can't sign in

This might happen because you tried signing in with an incorrect password too many times.
If you choose this option, you'll keep your existing password and we'll unlock your account so you can sign in again.

Next   Cancel

6. The "I forgot my password" option will prompt the system to email the email on file, and click Next.
7. Verification Step. The user is prompted with two options to regain entry: Email or Authenticator Application Code.

Email:

The user will receive an email with a verification code.

    i. Select Email Option and Click Email:

OCDEAPPS

Get back into your account

verification step 1 > choose a new password

Please choose the contact method we should use for verification:

- ◉ Email my alternate email
- ○ Enter a code from my authenticator app

You will receive an email containing a verification code at your alternate email address (ca********@ocde.us).

[Email]

    1. **Please note that if the user has disabled their browser's cookies, they may encounter the following error message. Cookies will need to be enabled, and the steps will need to be recompleted:**

OCDEAPPS

Reset your password

Please enable cookies in your browser

In order to reset your password, you will first need to enable cookies in your browser. Please enable cookies in your browser and open a new browser window to try again.

    ii. Users will check their Inbox for an email containing the verification code:

OCDE ERP account email verification code

MO   Microsoft on behalf of OCDE ERP <msonlineserviceteam@microsoftonline.com>
       To   A

⊙ Reply   Reply All   → Forward

ⓘ Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Verify your email address

Thanks for verifying your 9400000000@ocdeapps.us account!

Your code is: 775779

Sincerely,
OCDE ERP

This message was sent from an unmonitored email address. Please do not reply to this message.

iii. Enter the verification code into the webpage:

OCDEAPPS

Get back into your account

verification step 1 > choose a new password

Please choose the contact method we should use for verification:

⦿ Email my alternate email	We've sent an email message containing a verification code to your inbox.
○ Enter a code from my authenticator app	Enter your verification code
	Next

iv. The system will prompt the user to enter a new password:

OCDEAPPS

Get back into your account

verification step 1 ✓ > **choose a new password**

* Enter new password:

* Confirm new password:

Finish   Cancel

v. The screen will verify if the password has been reset. Click the hyperlink to attempt to sign in again.

OCDEAPPS

Get back into your account
✅ Your password has been reset

To sign in with your new password, click here.

Authenticator Code**:**

Enter a code from a registered authenticator application.

     vi.   Select Enter code from authenticator and click Next:

    vii.   The system will prompt the user to enter a new password:

    viii.

    ix.   The screen will verify if the password has been reset. Click the hyperlink to attempt to sign in again.

OCDE Apps Entra Portal Account Unlock

Users can unlock their OCDE Apps Entra accounts using the details below, either with their registered email address or registered multi-factor authenticator account.

1. Begin by navigating to https://myapps.microsoft.com/
   a. Enter Username and Click Next:
   a. Username: (10-digit employee ID@ocdeapps.us)
      i. Example: 9400000000@ocdeapps.us

2. Click Forgot My Password:

3. Enter the details on screen and click next:
   a. Email Or Username
      ii. Example: 9400000000@ocdeapps.us
   b. Characters in the Picture or words in the audio:

OCDEAPPS

Get back into your account

Who are you?

To recover your account, begin by entering your email or username and the characters in the picture or audio below.

Email or Username: *

9400000000@ocdeapps.us

Example: user@contoso.onmicrosoft.com or user@contoso.com

Enter the characters in the picture or the words in the audio. *

Next   Cancel

4. The system provides two options for next steps:
   a. I forgot my password:
      iii. Users should select this option if they **have forgotten their password**.
   b. I know my password, but still can't sign in:
      iv. Users should select this option and attempt to log in again if they **remember their password but believe their account is locked out**.
      v. If this option still does not result in a successful login, OCDE recommends that users complete these steps again and select option A above to reset their account's password.

OCDEAPPS

Get back into your account

Why are you having trouble signing in?

◉ I forgot my password

No worries, we'll help you to reset your password using the security info you registered with us.

○ I know my password, but still can't sign in

This might happen because you tried signing in with an incorrect password too many times.
If you choose this option, you'll keep your existing password and we'll unlock your account so you can sign in again.

Next   Cancel

5. Click the option "I know my password, but still can't sign in" and click Next.

6. Verification Step. The user is prompted with two options to regain entry: Email or Authenticator Application Code.

Email:

The user will receive an email with a verification code.

   a. Select Email Option and Click Email:

   b. Users will check their Inbox for an email containing the verification code:

   b. Enter the verification code into the webpage:

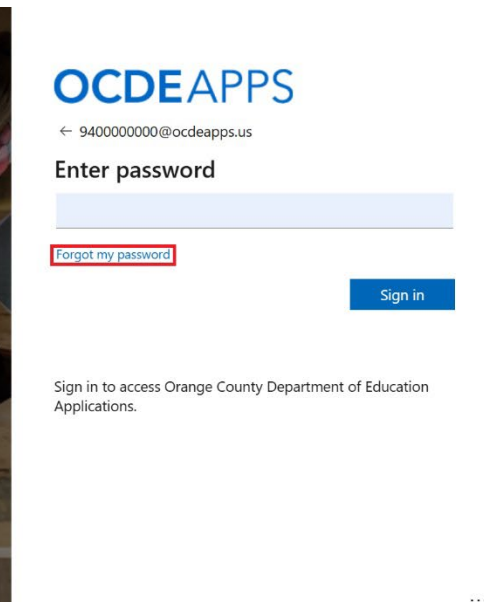c. The screen will verify if the account is unlocked. Click the hyperlink to attempt to sign in again:

OCDEAPPS

Get back into your account
✅ Your account has been unlocked

To sign in with your existing password, click here.

Authenticator Code:

Users will enter the code from the authenticator application.

a. Select Enter code from authenticator and click Next:

OCDEAPPS

Get back into your account

verification step 1 > unlock your account

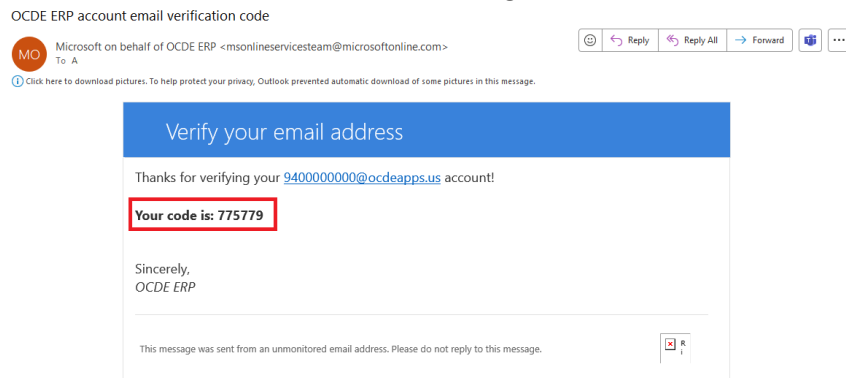Please choose the contact method we should use for verification:

○ Email my alternate email

◉ Enter a code from my authenticator app

Enter the code displayed in your authenticator app.

Enter your verification code

Next

d. The screen will verify if the account is unlocked. Click the hyperlink to attempt to sign in again:

OCDEAPPS

Get back into your account
✅ Your account has been unlocked

To sign in with your existing password, click here.

Please note that if unlocking the account still does not result in a successful login, OCDE recommends users utilize the instructions above to reset their OCDE Apps Entra Portal account's password.

OCDE Apps Entra Portal Multi Factor Reset

District users who wish to reset their multi-factor authentication device must be able to log in to do so. **Please note that if the registered authenticator is not available, district users must contact the OCDE district system support teams to request a multi-factor reset.**

1. Begin by navigating to https://myportal.ocdeapps.us/ to log in.
2. Enter Username and Click Next.
   a. Username: (10-digit employee ID@ocdeapps.us)
   b. Example: 9400000000@ocdeapps.us
3. Enter the account Password and click Sign In.
4. Confirm the multi-factor code and click 'Verify' to log in.
5. Click My Account from the Apps Dashboard page:
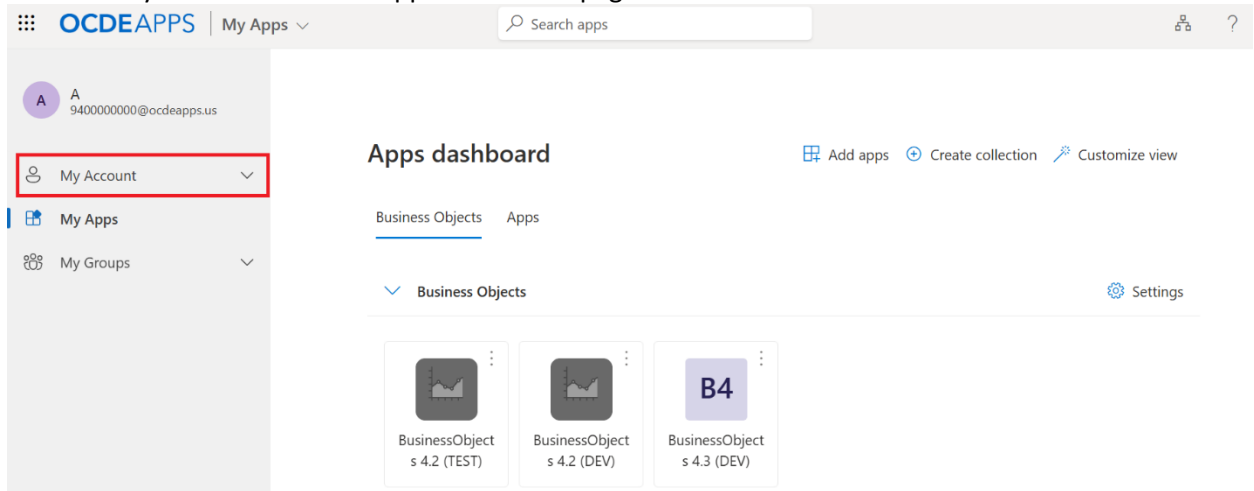
6. Click Security Info and Delete next to the Authenticator App:
   a. Clicking Security Info may require the user to log in again or enter a one-time code from their authenticator method.
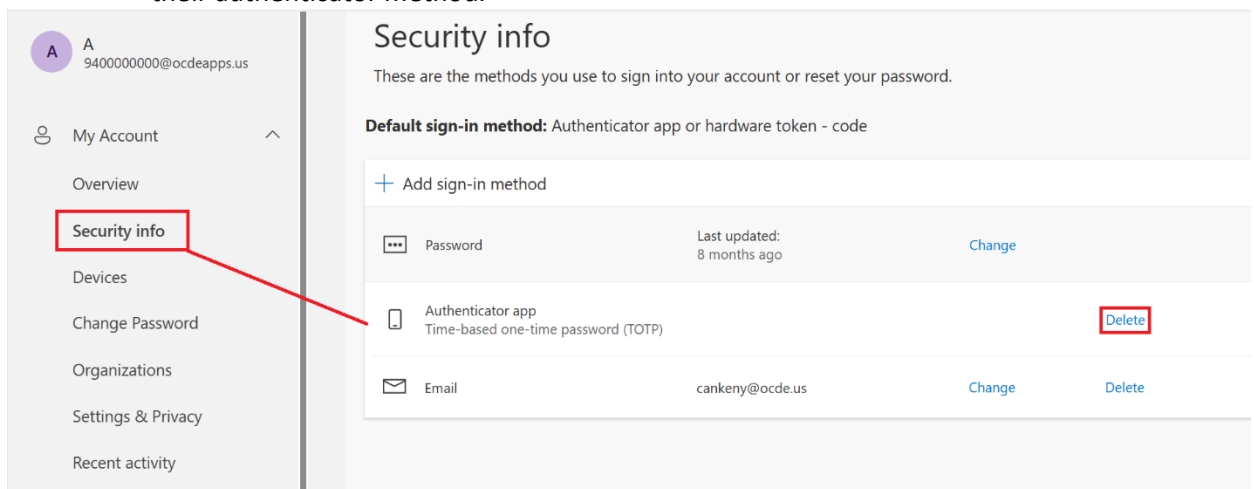
7. Sign out and log in once more to re-register the multi-factor authenticator.

Requesting Entra Portal Access Through the DSS Access Forms

Launch an Internet browser and enter the address below in the address bar, or click CTRL + the link below to open the form:

District administrators can request OCDE Apps Entra for district users through the district system support teams:

- DSS HR/PR User Access Form

DSS Payroll/HR User Access

Orange County Department of Education

Please confirm the user has been created and assigned Permissions in the Users Screen in Business Applications before submitting this request. For questions, email PayrollSystemSupport@ocdeapps.us or HRSystemSupport@ocdeapps.us

NOTE: DO NOT USE THIS FORM FOR ACCESS TO FINANCE SYSTEMS.

District*	Request Type*	Entra Needed?*
⌄	⌄	⌄

Notes

Maximum Character Limit: 200

Submit

- DSS Finance User Access Form (Is this only available to specific users in DW for the finance group?)

Contacting the District System Support Teams

DSS HR/PR

For any items regarding the HR 2.0, Payroll, and Time and Attendance systems, please contact the District System Support HR/PR Team by emailing:

- PayrollSystemSupport@ocdeapps.us
- HRSystemSupport@ocdeapps.us

DSS Finance

For any items regarding the Business Plus system, please contact the District System Support Finance Team by emailing:

- Financialhelpdesk@ocde.us