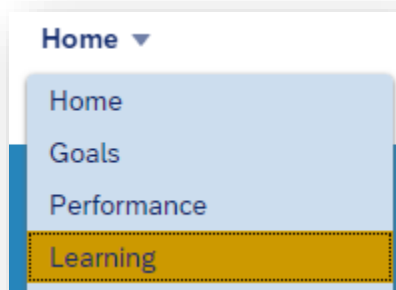




Welcome to the State of Indiana's new learning portal.

This guide will walk you through how to log in to the SuccessFactors Learning Module.

1. All employees will need to log in to SuccessFactors using this link:
<https://successfactors.in.gov/saml2/idp/sso?sp=https://www.successfactors.com/indianaoff>
2. Follow the prompts on the login screen to log in to your SuccessFactors platform.
Please see the following pages for additional guidance.
3. Once you are logged in, click the “Home” dropdown found in the top navigation on the home screen, and select “Learning” to open your learning portal.



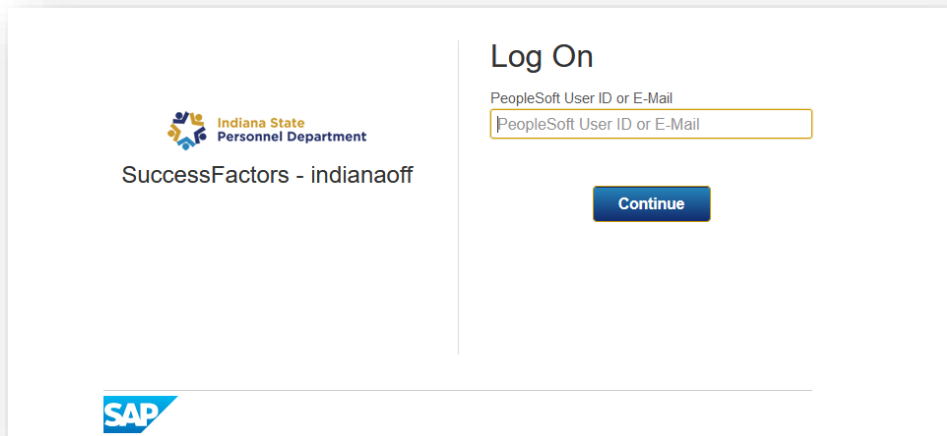
4. You can now access your learning assignments, find learning opportunities, view your learning history, and more.

SAP SuccessFactors is compatible with the most recent version of Google Chrome, Internet Explorer, and Firefox. If you experience issues within SAP SuccessFactors, please check your browser for updates. For additional questions regarding browsers, please contact the IOT Helpdesk at 317-234-HELP (4357) or 1-800-382-1095.



Once you have accessed the link to SuccessFactors you will be taken to the following screen below and asked to enter either your **(short form) PeopleSoft User ID or E-Mail**.

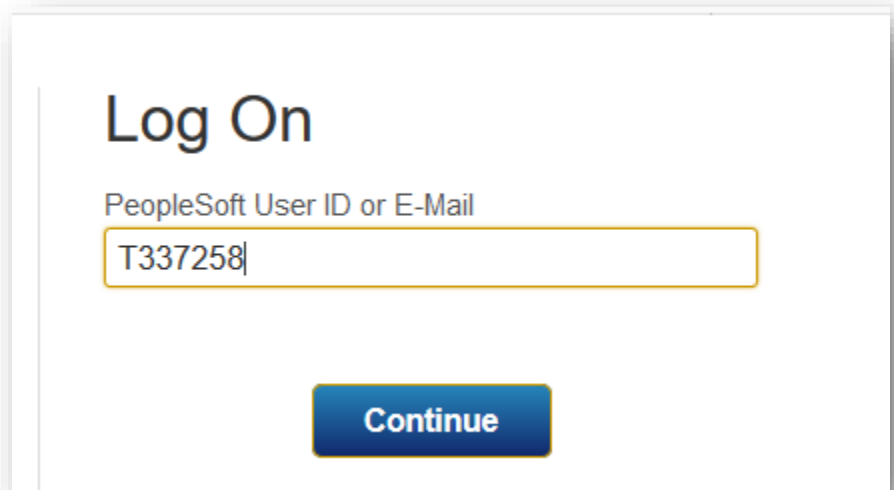
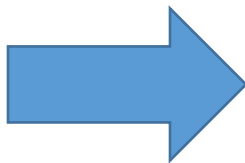
For the majority of SSO users, please use the agency/work E-Mail account associated with your SuccessFactors Account and not your short form PS ID#.

A screenshot of the SuccessFactors login page. On the left, there is the Indiana State Personnel Department logo and the text "SuccessFactors - indiaaoff". On the right, under the heading "Log On", there is a text input field labeled "PeopleSoft User ID or E-Mail" containing the placeholder text "PeopleSoft User ID or E-Mail". Below the input field is a blue "Continue" button. The SAP logo is visible in the bottom left corner.

The PeopleSoft User ID is the short form of your PS ID (e.g., first initial of your first name and the last 6 of your PS ID number) The entire 11 digits of your PS ID number will not work here.

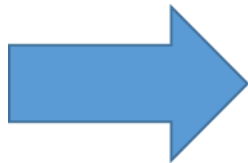
Example: **John Doe** PSID **10000123456**
Username -> **J123456**

For a **SSO user** whose work email does not work, **try using your short form PS ID#.**

A screenshot of the SuccessFactors login page, similar to the first one. The text input field now contains the short form PS ID "T337258". The "Continue" button is still present below the input field.



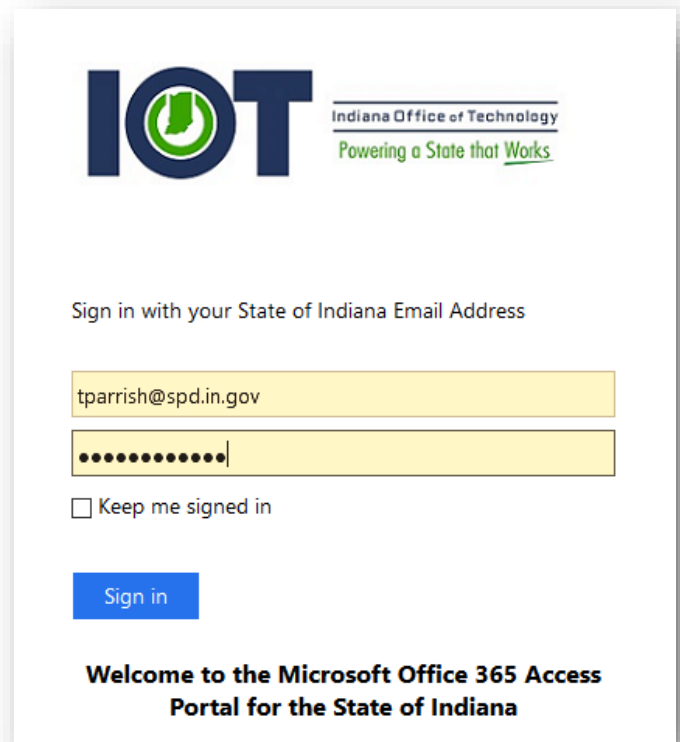
When you see the next screen, please replace the **Short Form PSID** (Username) with your **work email or UPN (User Personal Name)**:

A screenshot of the IOT Sign in page. The page features the IOT logo (Indiana Office of Technology, Powering a State that Works) at the top left. Below the logo is the text "Sign in". A text input field contains the PSID "t337258". Below the input field is a link that says "Can't access your account?". At the bottom right, there is a blue button labeled "Next".A screenshot of the IOT Sign in page, identical in layout to the previous one. The text input field now contains the email address "Tparrish@spd.in.gov". The "Next" button remains at the bottom right.

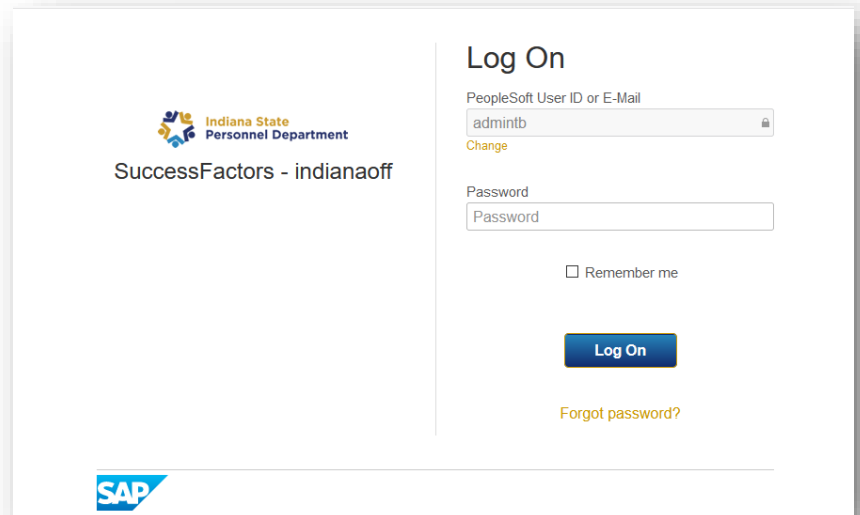


You should be taken directly into SuccessFactors unless prompted (off network) to put in your network password.

If you are a **Password User**, you will be taken to this screen and asked to enter a password.

The IOT login screen for the Indiana Office of Technology. It features the IOT logo on the left and the text "Indiana Office of Technology" and "Powering a State that Works" on the right. Below the logo, there is a prompt to "Sign in with your State of Indiana Email Address". There are two input fields: the first contains the email address "tparrish@spd.in.gov" and the second contains a masked password ".....". Below the password field is a checkbox labeled "Keep me signed in". A blue "Sign in" button is positioned below the checkbox. At the bottom of the screen, it says "Welcome to the Microsoft Office 365 Access Portal for the State of Indiana".

If you are logging in for the first time your password is the default password, which is Sf followed by their full PSID (e.g., Sf10000123456)

The SuccessFactors login screen for the Indiana State Personnel Department. It features the Indiana State Personnel Department logo on the left and the text "SuccessFactors - indianaoff" below it. On the right side, there is a "Log On" section with a "PeopleSoft User ID or E-Mail" input field containing "admin1b" and a "Change" link below it. Below that is a "Password" input field containing "Password". There is a checkbox labeled "Remember me" below the password field. A blue "Log On" button is positioned below the "Remember me" checkbox. Below the button is a link for "Forgot password?". The SAP logo is visible in the bottom left corner of the screen.

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Indiana State
Personnel Department

If a user has entered an incorrect password 5 times, the user will be locked out of the system and must wait one hour for the account to unlock or they can try to use Forget Password option.

Additionally, if the Forget Password option does not work, the employee will need to first contact SPDTraining@spd.in.gov and from there, an IOT Helpdesk Ticket may need to be submitted.

A screenshot of the SAP SuccessFactors login page. On the left, the logo and text "SuccessFactors - indiaaoff" are visible. On the right, the "Log On" section contains a red error message: "Sorry, we could not authenticate you. TryX again." Below the error, there are input fields for "PeopleSoft User ID or E-Mail" (containing "adminitb") and "Password" (containing "Password"). A "Remember me" checkbox is present, and a "Log On" button is at the bottom.

Once you have successfully logged into SuccessFactors for the first time you will be asked to set up three Security Questions for future password resets.

A screenshot of the "Security Questions" page. The title is "Security Questions". Below the title, it says "To reset your password provide the required information and answers below." There is an input field for "E-Mail or User Name *". Below that are two sections for "Question 1 *" and "Question 2 *", each with a dropdown menu labeled "Choose a question" and an empty text input field.A screenshot of a Microsoft login page. It features the Microsoft logo at the top left, followed by the text "t347580". Below that is the heading "Enter password" and a password input field. There is a "Keep me signed in" checkbox and a "Forgot password?" link. A "Sign in" button is located at the bottom right.

If users see this error upon login using the **short form PS ID number or personal email**, the user will need to return to the [original login page](#) and enter the **E-Mail** associated with their SuccessFactors account to resolve the issue.

If the employee still can't login, please email SPDTraining@spd.in.gov and from there, an IOT Helpdesk Ticket may need to be submitted.