

# CD-LINKS SharePoint Login Procedure

## Logging into SharePoint

In order to use the CD-LINKS SharePoint Document Management System – you will need to authenticate (login). SharePoint uses a so-called “identity provider” to do user authentication. In our case, there is a total of four “identity providers” configured.

- IIASA Domain (active directory) – will be used for users which do have a IIASA user ID
- Google Account (non IIASA Domain users, having<sup>1</sup> Google account)
- Microsoft Account (non IIASA Domain users, having<sup>2</sup> Microsoft account)
- IIASA Identity User (non IIASA Domain users, but registered with CD-LINKS)

## Login procedure

To start the login procedure, point your web browser to the CD-LINKS SharePoint website at <https://cd-links.iiasa.ac.at/>. Recommended web browsers (as of September 2015) are basically all up-to-date web browsers including Internet Explorer 11, Chrome 45, and Firefox 40.

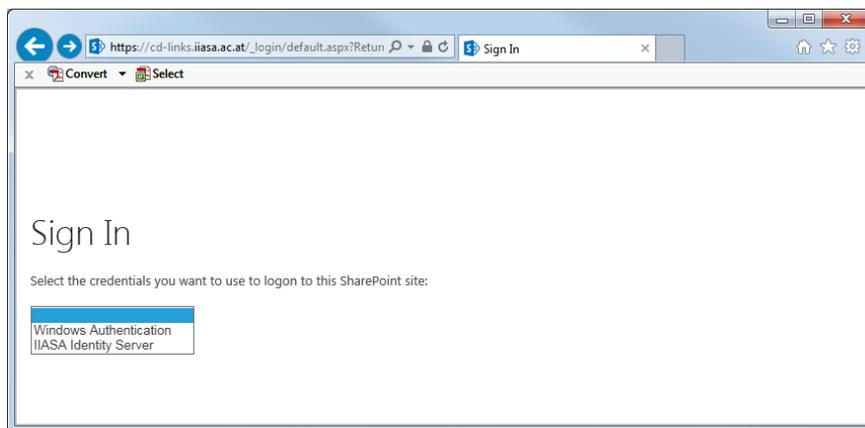


Figure 1: Identity provider selection of login procedure of CD-LINKS SharePoint site.

**IIASA employees** will login with the IIASA user account and select “**Windows Authentication**” (Figure 1) and thereafter provide their IIASA account credentials via the pop up box form as shown in Figure 2.

<sup>1</sup> For example, users which have a Google Account and decided (when registering) to use that account for the CD-LINKS SharePoint authentication.

<sup>2</sup> For example, users which have a Microsoft Account and decided (when registering) to use that account for the CD-LINKS SharePoint authentication.

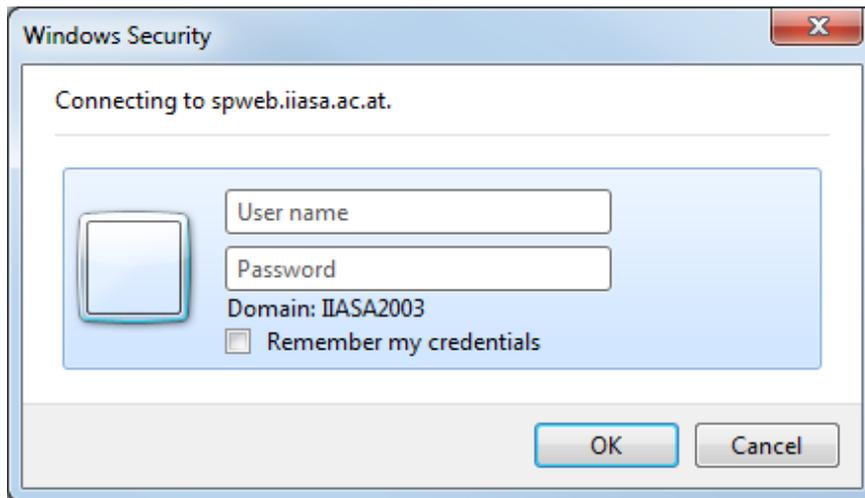


Figure 2: "Windows Authentication" for IIASA domain users

**Other project partners** will need to select the "IIASA Identity Server" option (see Figure 1) and on the following form shown in Figure 3 will have to use the identity provider which they selected when registering with CD-LINKS.

In case you provided a Google or Microsoft e-mail address for authentication when registering, choose the respective option. If you provided another e-mail address for authentication (e.g., your work e-mail address), choose "IIASA Identity User".

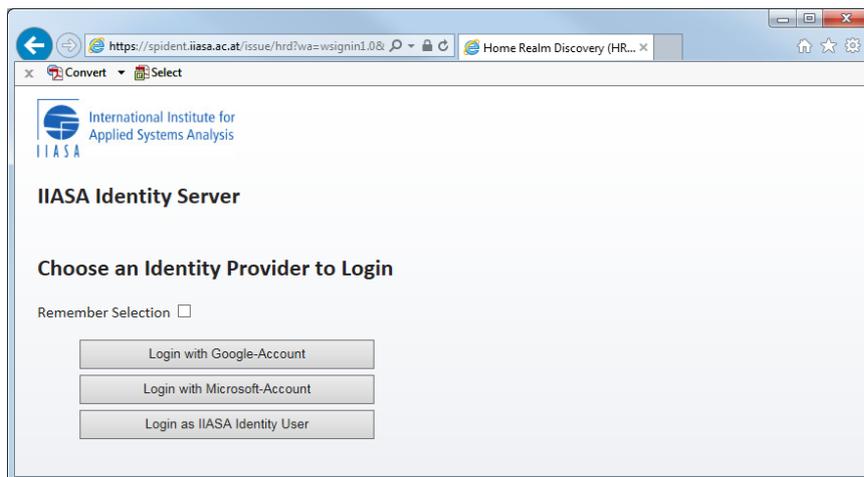


Figure 3: "IIASA Identity Server" for other project partners/users

Google and Microsoft account users will then be forwarded to the respective authentication dialogues of these authentication providers (Figure 4). Please use your Microsoft/Google account credentials (email and password) to log in.

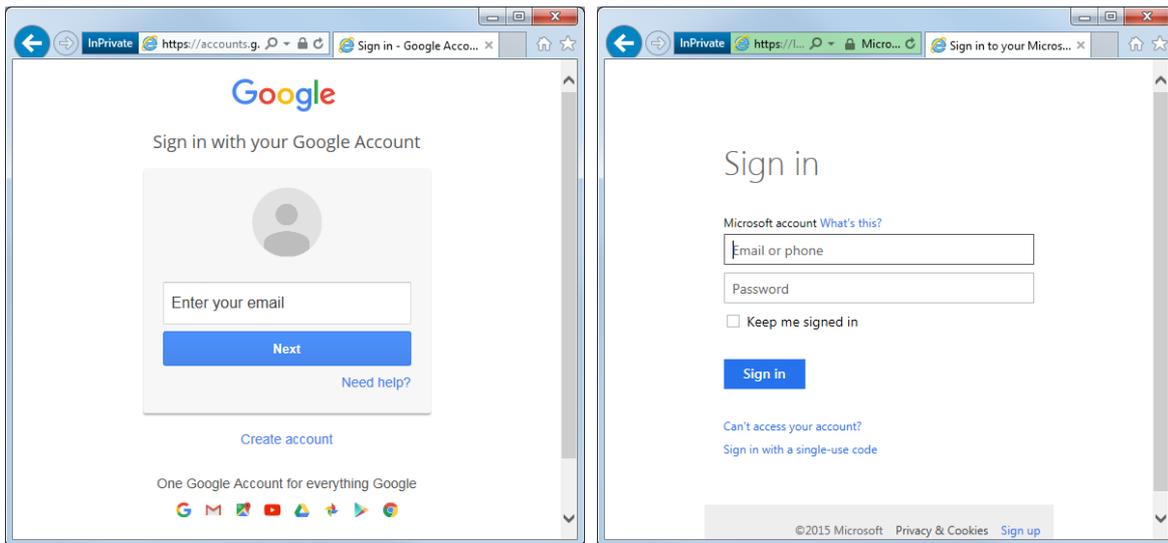


Figure 4: Google (left) and Microsoft (right) account based authentication dialogue

IIASA Identity Server users will be forwarded to the authentication dialogue shown in Figure 5. Please use your (registered<sup>3</sup>) email and your password to login.

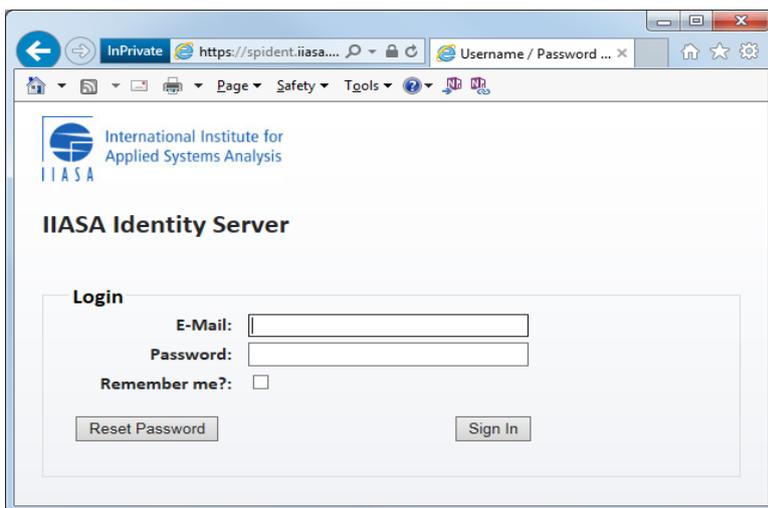


Figure 5: IIASA Identity Server based authentication dialogue

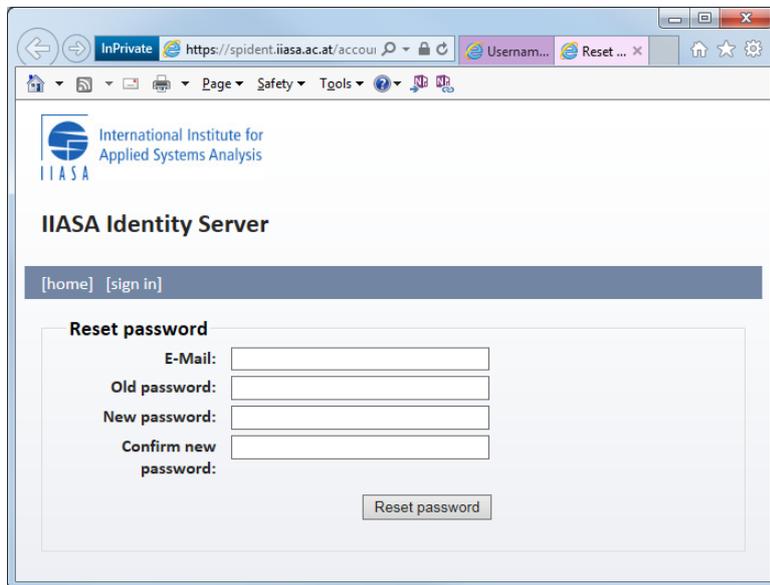
With a successful login, you will be directed to the CD-LINKS SharePoint server.

<sup>3</sup> The authentication email address you've used when registering with CD-LINKS.

## Password change procedure

To change your password you have to use **your identity provider's specific** password change procedure. We do not cover procedures for IIASA Active Directory, Google, and Microsoft accounts.

**IIASA Identity Server** users please use the “Reset Password” button on the lower left of their login dialogue (see Figure 5 above) to get to their specific password change page (see Figure 6 below).



The screenshot shows a web browser window displaying the IIASA Identity Server password change interface. The browser's address bar shows the URL <https://spident.iiasa.ac.at/account>. The page header includes the IIASA logo and the text "International Institute for Applied Systems Analysis". Below the header, there are links for "[home]" and "[sign in]". The main content area is titled "Reset password" and contains four input fields: "E-Mail:", "Old password:", "New password:", and "Confirm new password:". A "Reset password" button is located at the bottom right of the form.

Figure 6: IIASA Identity Server based password change dialogue

In order to change the password, IASA Identity Server users have to provide email and the old and the new password (minimum length is 6 characters).