

# District Single Sign-On with MySchoolBucks

## *Workflows for First time and Returning SSO Users*

Users who need to establish a Single Sign-On account in MySchoolBucks using their district credentials will need to utilize a URL similar to the following::

[https://www.myschoolbucks.com/ver2/keysso?kc\\_idp\\_hint=YourIDPHint](https://www.myschoolbucks.com/ver2/keysso?kc_idp_hint=YourIDPHint)

Once the URL is selected, the user will be authenticated through the District Identity provider, then redirected to MySchoolBucks.

### **Login Workflow for district users without an existing MySchoolBucks account**

Users will automatically be logged into MySchoolBucks landing on their User Profile. A district security admin must specify their role before they can access MySchoolBucks functions.

### **Login Workflow for district users with a matching account in MySchoolBucks**

Single Sign On users with a username that matches an existing MySchoolBucks username (typically in the form of an email address) will be notified that an account exists with that username. These users will be presented with the options to link accounts or create a new account.

- **Link Existing Account**

Users with an existing MySchoolBucks account can use this option in order to maintain their account history. They will be prompted to input the username and password of their existing account. Once they have done this, MySchoolBucks will associate the District account with their existing MSB account.

**Note - this would only apply to users who are **NOT** using their district email as username in MySchoolBucks.**

- **Create New Account**

Users who do NOT have an existing MSB account will select this option to create a new MSB account using the credentials from their district account.

*For users who do not have user roles applied via Single Sign On, a district security admin must specify their role before they can access any MySchoolBucks screens outside of their user profile.*



A MySchoolBucks account  
already exists with the  
username  
**MySSOUsername.**

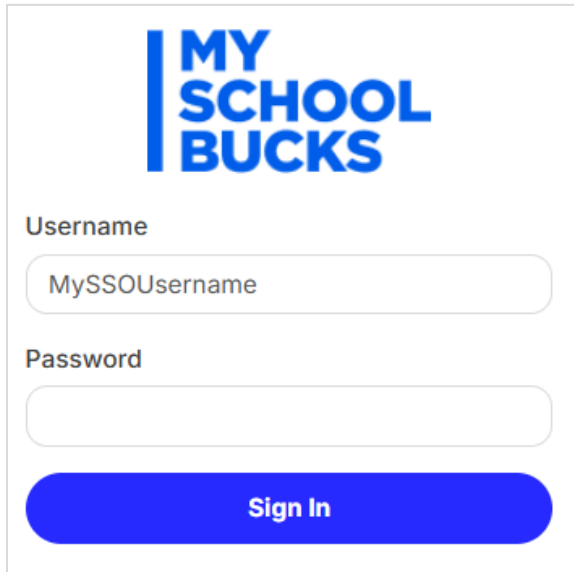
In order to maintain your account history,  
please select the option to Link Existing  
Account to login and link accounts.

**Link Existing Account**

In order to create a new account, select  
the option to Create New Account.  
Please note that a username must be an  
email address.

**Create New Account**

## Login Workflow for returning Single Sign-On Users



The screenshot shows the MySchoolBucks login interface. At the top is the MySchoolBucks logo. Below it, there is a 'Username' label followed by a text input field containing 'MySSOUsername'. Underneath is a 'Password' label followed by an empty text input field. At the bottom is a large blue button labeled 'Sign In'.

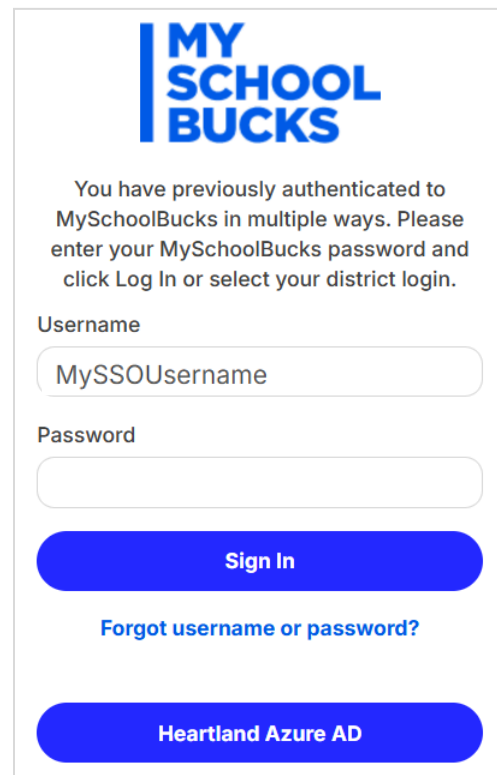
Once a user has created a MySchoolBucks account using their District account, they will be automatically logged into MySchoolBucks on subsequent logins.

If a user accesses the MySchoolBucks login page directly and enters their username, MySchoolBucks will send the user to their district login page for authentication. Once authenticated, they will be redirected back to MySchoolBucks home screen.

## Login Workflow for returning Single Sign-On Users that previously linked their district account to an existing MSB account

For these users, MySchoolBucks will accept a district login **OR** a direct MSB login. Upon entering a username on the MSB login page, the user will be prompted with their authentication options:

- Login using MySchoolBucks by entering their MySchoolBucks account password and clicking the Log In Button.
- Login using district credentials by clicking the District Portal button.



The screenshot shows the MySchoolBucks login interface with a message: 'You have previously authenticated to MySchoolBucks in multiple ways. Please enter your MySchoolBucks password and click Log In or select your district login.' Below this message are the 'Username' label and a text input field containing 'MySSOUsername', followed by the 'Password' label and an empty text input field. At the bottom is a large blue button labeled 'Sign In'. Below the 'Sign In' button is a link labeled 'Forgot username or password?'. At the very bottom is another large blue button labeled 'Heartland Azure AD'.