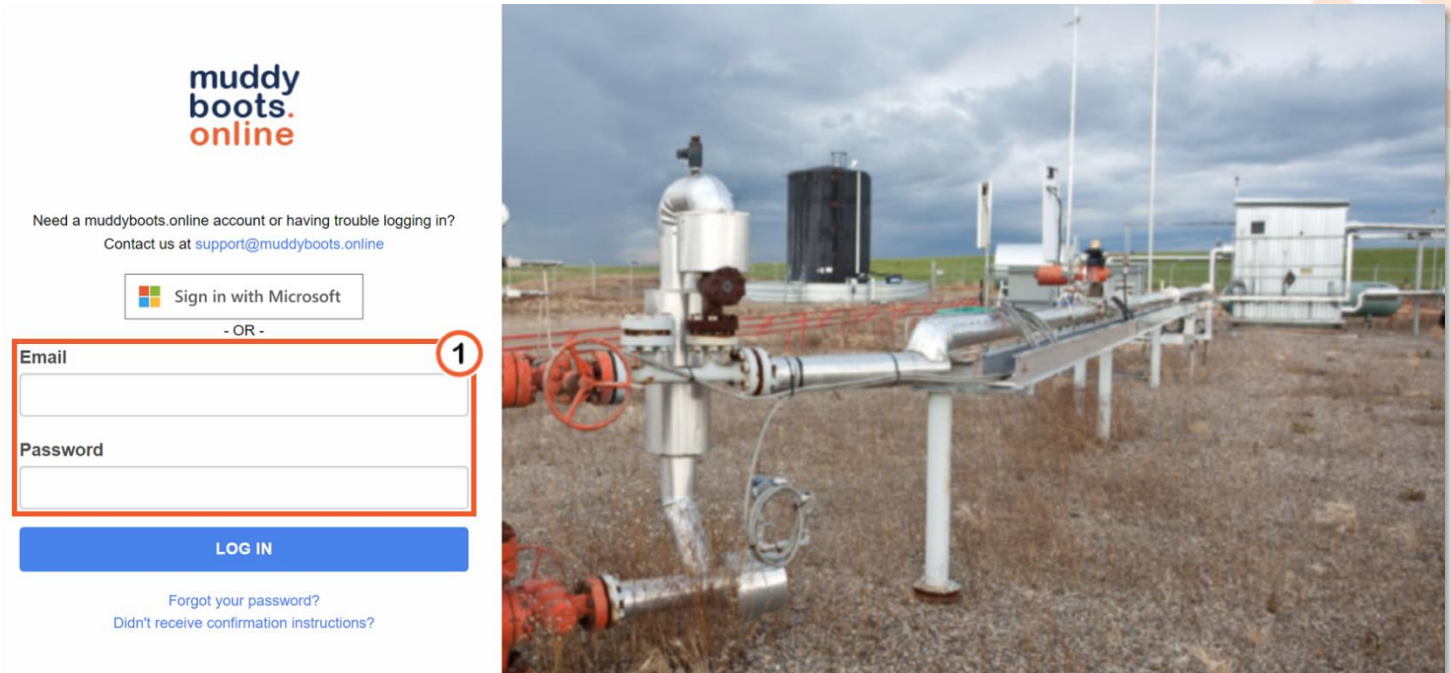



### SSO (Single Sign On) in muddyboots.online

SSO (Single Sign On) using a Microsoft work account can be setup in muddyboots.online (MBO) to streamline account access within your organization. This document will cover how to setup this functionality as a user of the MBO application.

#### Logging In to MBO

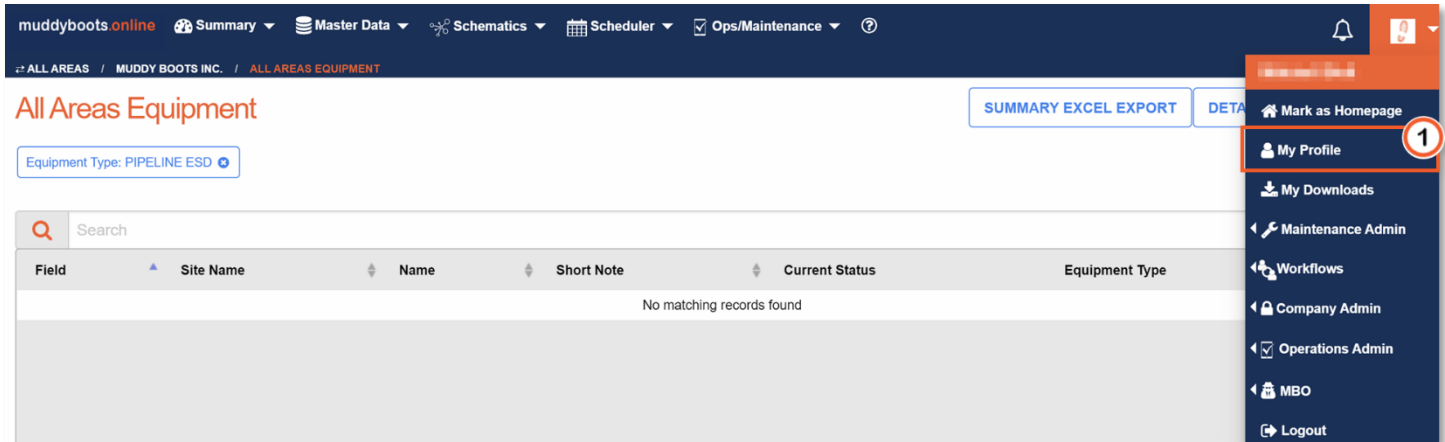
- Navigate to the muddyboots.online app by typing [app.muddyboots.online](http://app.muddyboots.online) into the browser of choice.



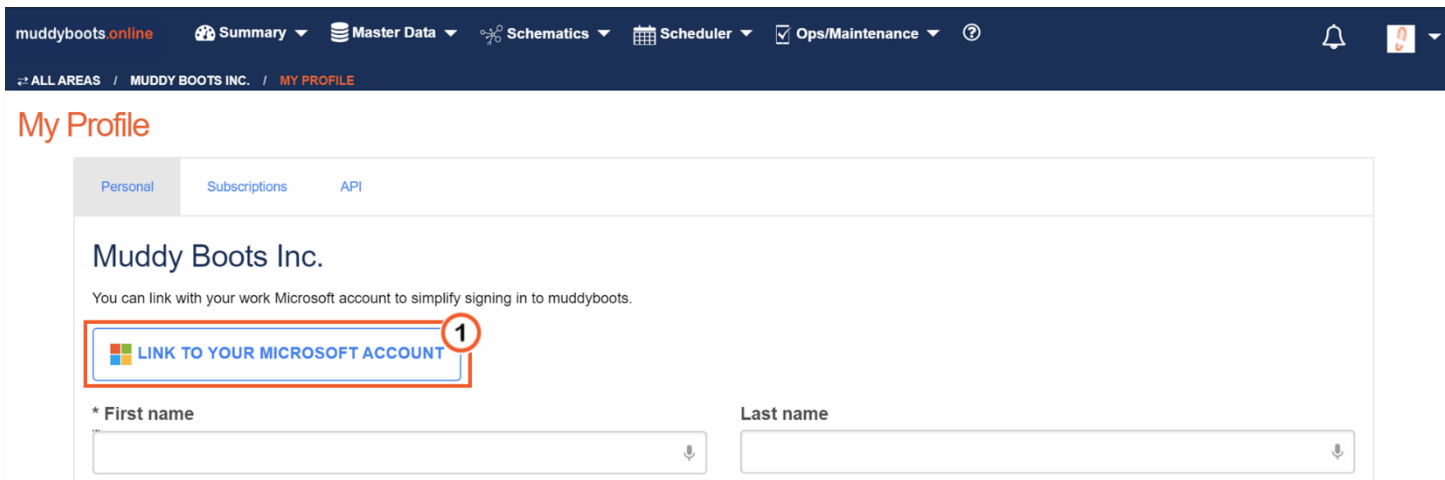
- **1** Enter the email and password that is associated with the muddyboots.online account, typically this is a company email.
- Click the  button to log in to the muddy boots app.
- **Note:** Users who do not manually log out of the MBO application will remain logged in.
- **TIP:** Add a shortcut to MBO on a desktop by dragging and dropping the desired MBO web page address to the computer desktop. This can also be done on a smartphone or tablet – search create a shortcut online to find the specific instructions for the correct device.

### Linking your Microsoft Account

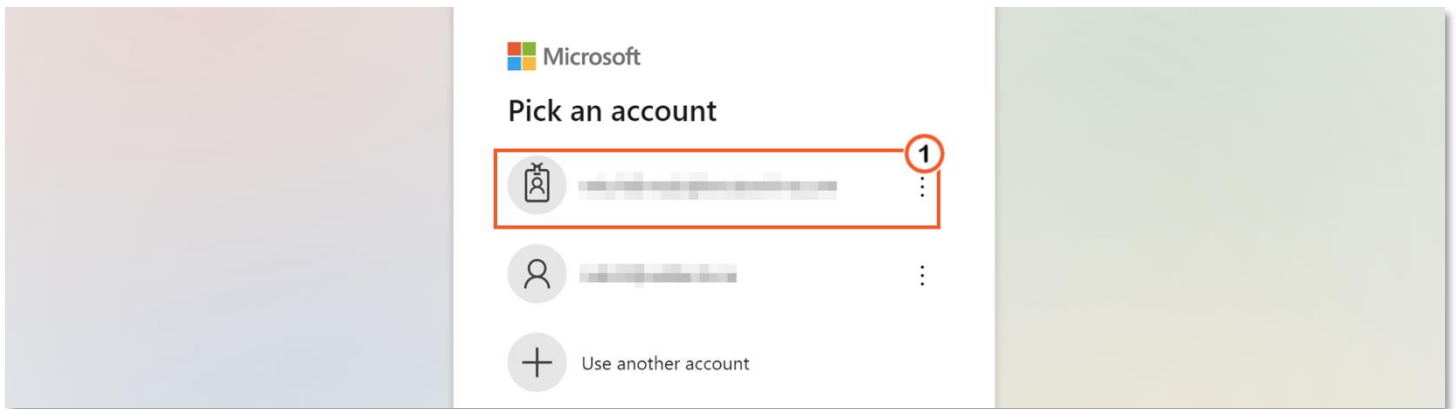
In order to use SSO, your Microsoft work account must first be linked, with permissions granted to muddyboots.online for profile sign in and profile access. The account can be unlinked from muddyboots.online, and the original account email and password is reapplied. Unlinking is discussed in the next section.



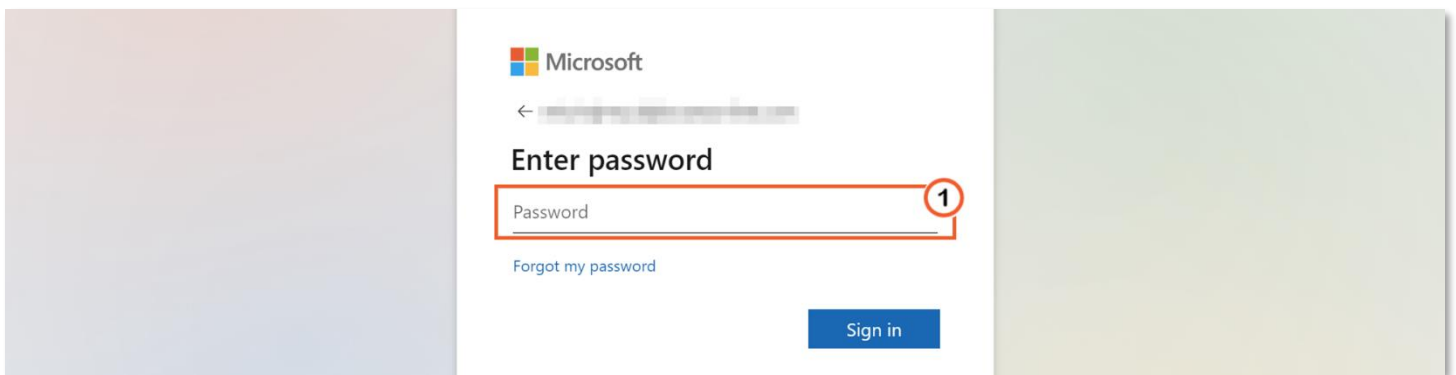
- **1** Navigate to and select the **My Profile** link under the right-hand dropdown menu, once logged in.



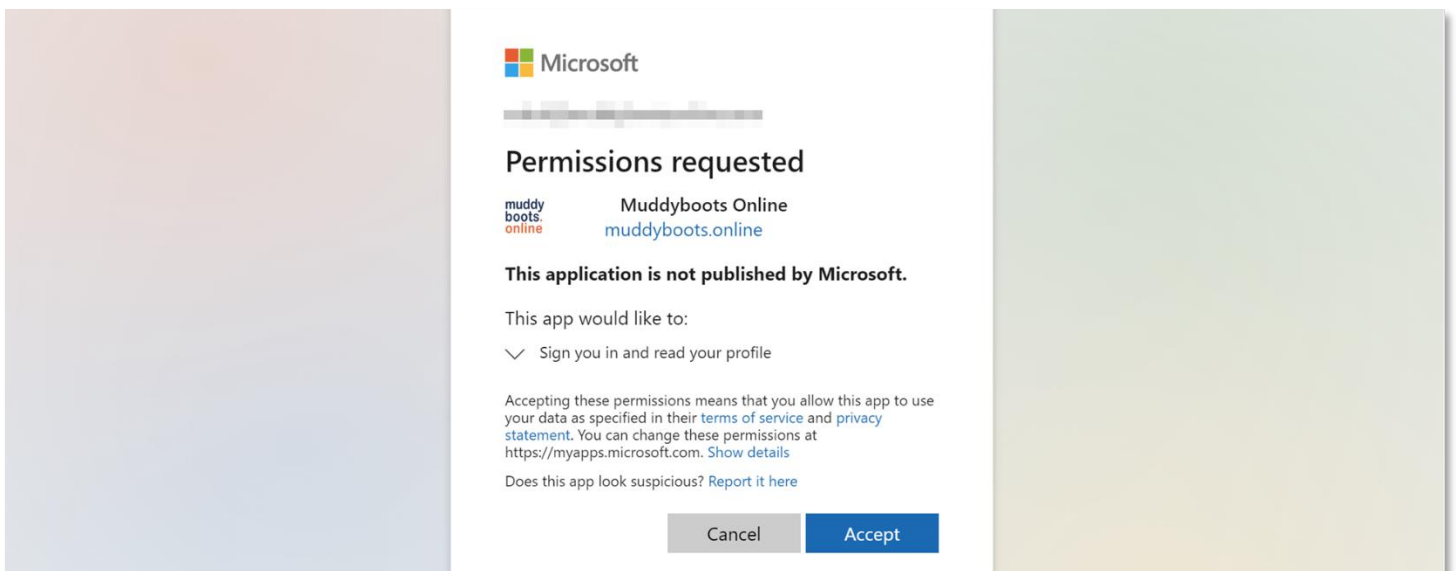
- **1** Your profile will display a button titled **LINK TO YOUR MICROSOFT ACCOUNT**. Click this button to start the account linking process.
- If you have already logged in and authenticated your Microsoft account, the process is complete and your Microsoft account credentials will now be used for muddyboots.online access. Otherwise, you will be asked to enter your Microsoft credentials.




- **1** Select the applicable Microsoft Account to link



- **1** Enter your Microsoft account password and click **Sign in**



- Read and **Accept** permissions request. SSO (Single Sign On) is now enabled
- Now that your account is linked to Microsoft, you can use the  button to log in to MBO.

## Unlinking your Microsoft Account

The Microsoft Account can be unlinked from muddyboots.online, and the original account email and password is reapplied.

muddyboots.online Summary Master Data Schematics Scheduler Ops/Maintenance

ALL AREAS / MUDDY BOOTS INC. / MY PROFILE

### My Profile

Personal Subscriptions API

#### Muddy Boots Inc.

Your muddyboots account is linked with a Microsoft account. The first & last names and the email address are all taken from that account and cannot be changed here.

If you don't want your muddyboots account to be linked with your Microsoft account, you can unlink it below. This will take you to a page to reset your password.

**UNLINK MY MICROSOFT ACCOUNT** 1

\* First name Last name 2

Title \* Email

Password Password confirmation

- 1 Click **UNLINK MY MICROSOFT ACCOUNT**
- Your Microsoft Account is no longer linked to your muddyboots.online account
- 2 You will now have access to edit profile details including: First name, Last name, Email, Password.