ACCESSING THE WAVE

STEP 1 – SINGLE SIGN ON

- Enter your username and password and press the sign in button.

![Picture of Signing in to SSO](image1.png)

*Figure 1: Picture of Signing in to SSO*

STEP 2 – THE WAVE

- Once logged in scroll to The Wave Portal and click to select.

![Picture of Accessing the Wave’s Portal](image2.png)

*Figure 2: Picture of Accessing the Wave’s Portal*
STEP 3 – ZSCALER SECONDARY LOGIN

• You will be prompted to log in through ZScaler.

![ZScaler Login Screen](image)

*Figure 3: Picture of ZScaler login in screen*

• You will enter your Username@affiliates.ok.gov email address that you received from the service desk.

• NOTE: We will try and make your username the same as your SSO login, but in some instances that will not be possible.

• Also, If your SSO username contains any characters other than . _ - + they will be removed.
  - Examples:
    - SSO Username is John Doe, you will enter johndoe@affiliates.ok.gov
    - SSO Username is John/Doe, you will enter johndoe@affiliates.ok.gov
    - SSO Username is John.Doe, you will enter john.doe@affiliates.ok.gov

• Click Sign in

![ZScaler Login Screen](image)

*Figure 4: Picture of ZScaler login in screen*
STEP 4 – MICROSOFT SIGN IN

- You will be redirected to a Microsoft Sign In page.

![Figure 5: Picture of signing in through Microsoft](image)

- NOTE: if you are currently signed into a Microsoft account, please select “Use another Account” to continue.

![Figure 6: Picture of signing in through Microsoft](image)

- Enter your affiliates.ok.gov email as established in Step 3.
- Click Next to continue
STEP 5 – CREATING A SECURE PASSWORD

- When you reach the page requesting a password, click the “Forgot my password” button.
- A new screen will appear.
- Enter your affiliates.ok.gov email as established in Step 3.
- Enter the captcha letters as stated on the screen and click “Next”

- When the screen appears with your recovery email address (it will be encrypted when displayed), click “Email”
• Once you receive your recovery email, type in the verification code and click “Next”

• Follow the on-screen instructions to complete the password reset process

• Click Sign In and you will be redirected to the Wave’s Portal.
STEP 6 – LOGGING IN AFTER INITIAL SETUP

- When logging into the Wave on subsequent visits:
  - Log in to SSO
  - Click the Wave
  - You will be prompted to select a Microsoft Account, if you have more than one choose the @affiliates.ok.gov account, and log in with the password you created in Step 5.
  - You will need to do this each time you log in to The Wave after you’ve been away for more than one hour.