

QUICKBASE SINGLE SIGN ON USER GUIDE

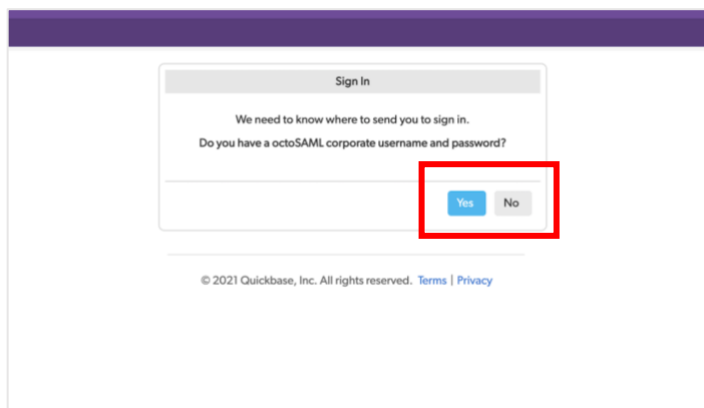
To ensure a more secure login process beginning October 13, 2021, Quickbase will use Single Sign On authentication via SecureAuth for DC Government and DCPS users.

You will continue to use your email address and password to log in, but there will be a couple extra steps that as part of the verification process.

DC Government and DCPS users:

When you access octo.quickbase.com, you will see a screen (Pic 1) asking if you have a corporate username and password. **Corporate in this instance means you have a dc.gov or k12.dc.gov email account.**

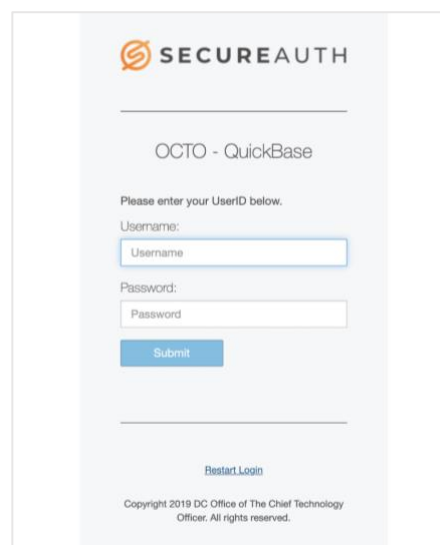
DC Government and DCPS users select “Yes”. Non-dc.gov users should select “No”



Pic 1

DC government and DCPS users will then be directed to the SecureAuth page (Pic 2) to login.

After entering your **dc.gov or k12.dc.gov** email address and password you will be authenticated and directed back to the home page of your Quickbase account.

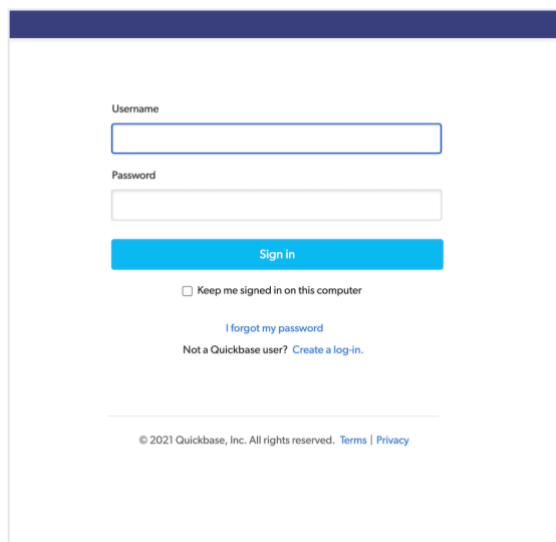


Pic 2

Non-dc.gov users:

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If you have a non-dc.gov email account and select "No" as your response on the first page (Pic 1), you will be directed to the traditional Quickbase login page and log in as you normally do. (Pic 3)



Pic 3

Support:

DC Government or DCPS users:

If you experience any problems with this process, please contact the OCTOhelps service desk at 202-671-1566 or open a self-service ticket through remedyforce.dc.gov using the Quickbase support category and select Unable to Login.

Non-dc.gov users:

Contact your Quickbase application administrator, or whoever invited you to the application for assistance.