

# **Instruction for SACWIS Single Sign-On (SSO)**

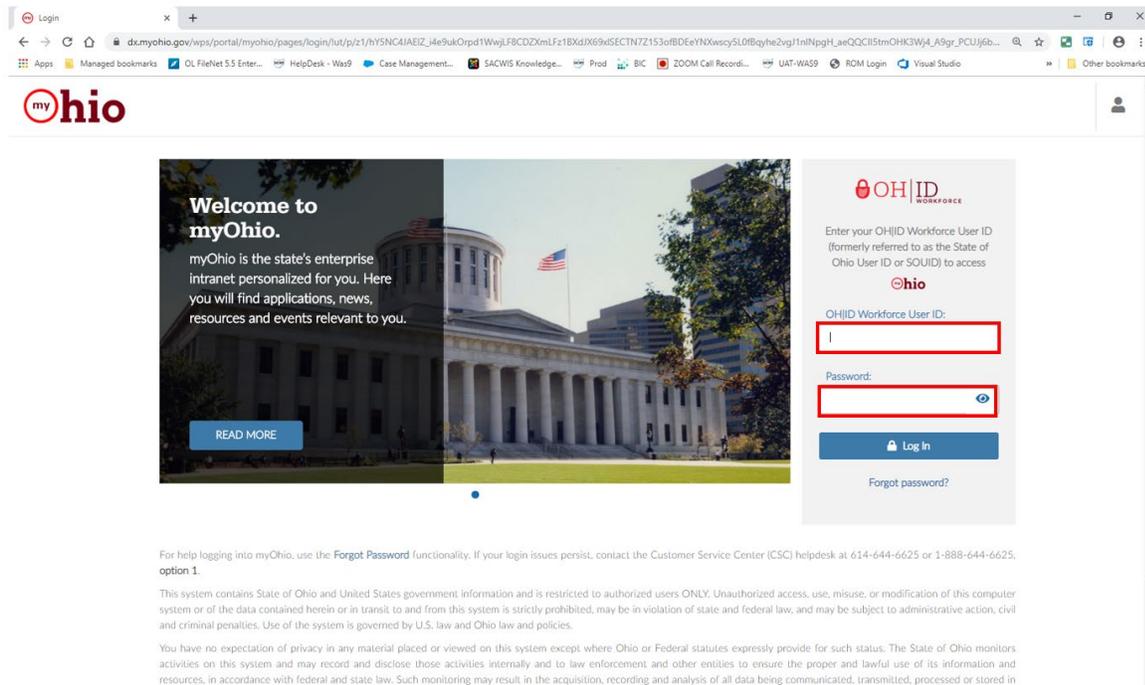
# Instruction for SACWIS Single Sign-On (SSO)

There are two Ways to access SACWIS with Single Sign On (SSO).

## Option #1:

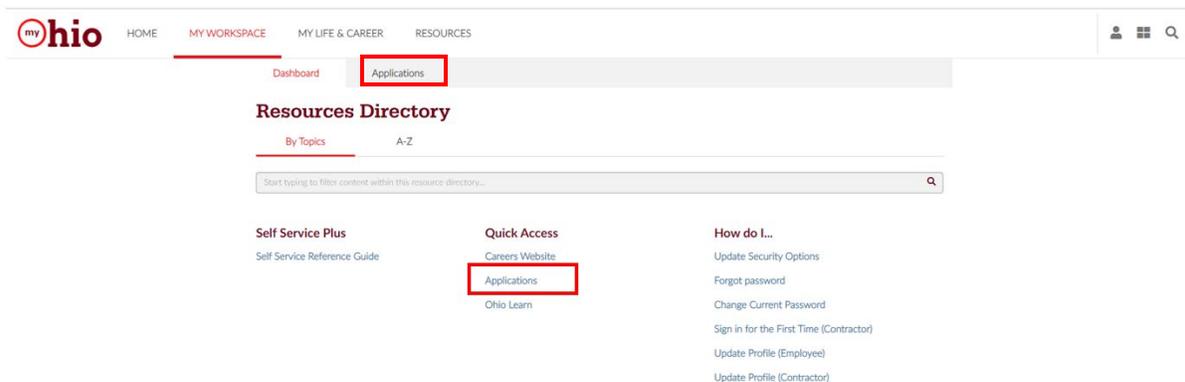
Navigate to **myOhio.gov**.

1. Enter your State of Ohio Workforce User ID (SUID).
2. Enter your Password.
3. Click, Log In.



The **myOhio** page appears, defaulted to the HOME tab screen.

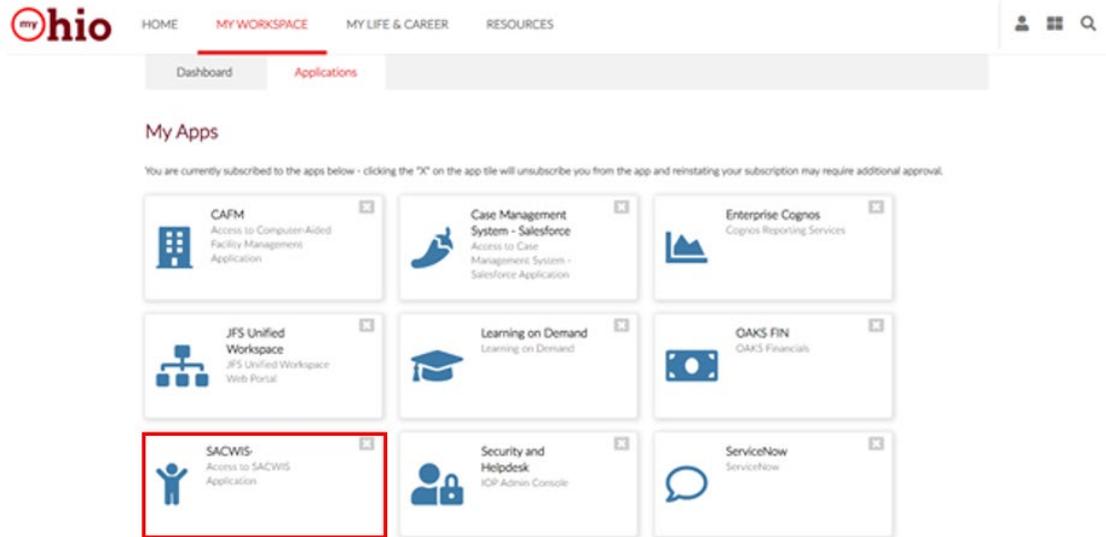
4. Click, **MY WORKSPACE**.
5. Click, **Applications** under the **Quick Access** heading or the **Applications** tab.



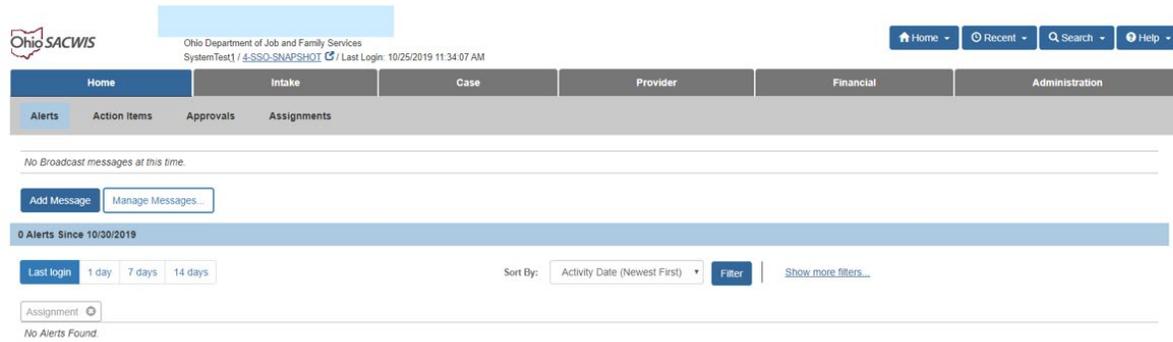
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The **MY WORKSPACE** screen appears.

6. Click the **SACWIS** tile.



Ohio SACWIS will open and display the Home Page.



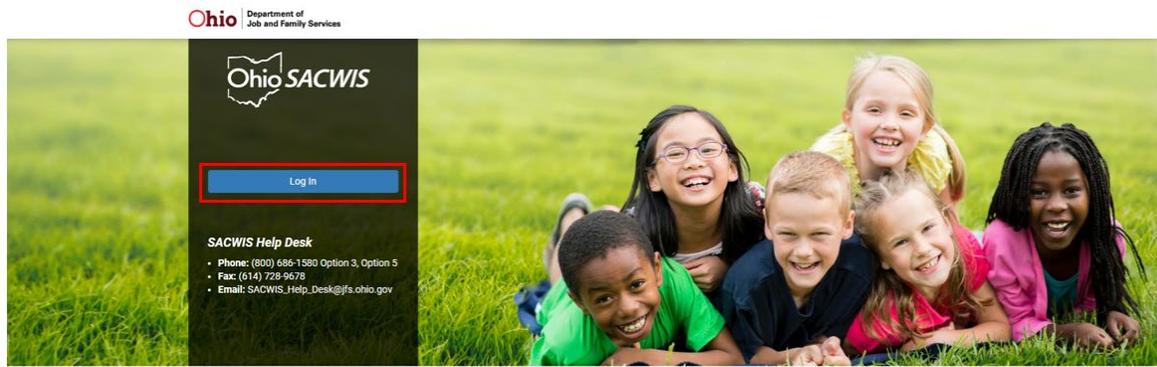
## Option #2:

1. Type in the Ohio SACWIS URL.

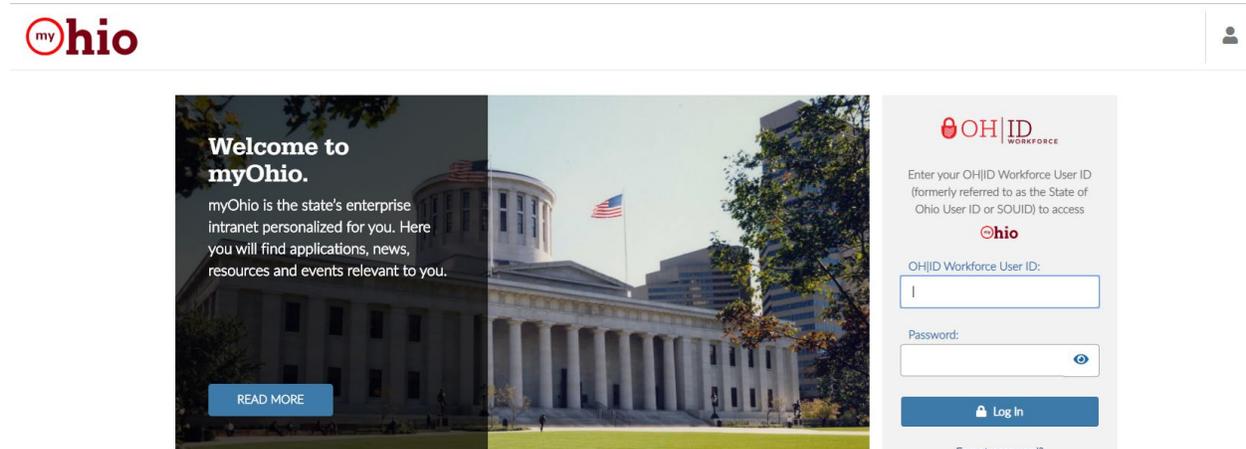
You will receive the SACWIS login page.

2. Select the blue Log In button.

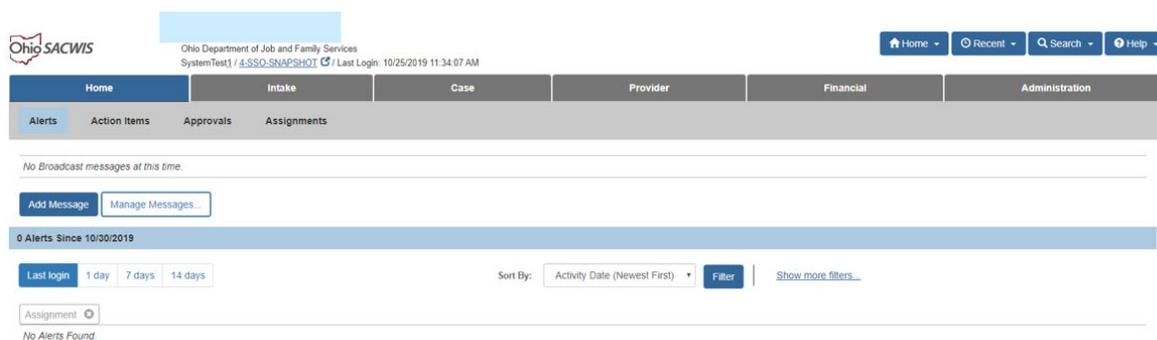
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If you are not already logged in, you will be navigated to the MyOhio Login page where you will type in your SUID and password.



If you are already logged in, Ohio SACWIS will open and display the Home Page.



If you need additional information or assistance, please contact the SACWIS Help Desk at: 614-466-0978, select #3, then select #5.