

# CISD Substitutes: Accessing the SSO, LRA and EAC

Before being fully hired as a substitute, you must complete two steps:

1. Logging in to the Conroe ISD SSO (Single Sign On).
2. Signing your LRA (Letter of Reasonable Assurance) in the EAC (Employee Access Center)

Conroe ISD Technology uses a Single Sign On (SSO) for employees to access many district apps with a single access point.

- Navigate to [sso.conroeisd.net](https://sso.conroeisd.net). Login with your domain username and temporary password (on your LRA/SSO email, or pink sheet at the new hire meeting).
  - You can also visit the Conroe ISD website ([www.conroeisd.net](http://www.conroeisd.net)) and click on “CISD SSO”.



- Direct link is: <https://launchpad.classlink.com/conroeisd>. Follow the Class Link Quick Guide (following) to login for the first time.

If you do not have the **Google Authenticator** app on your phone, download the app to your phone before proceeding.



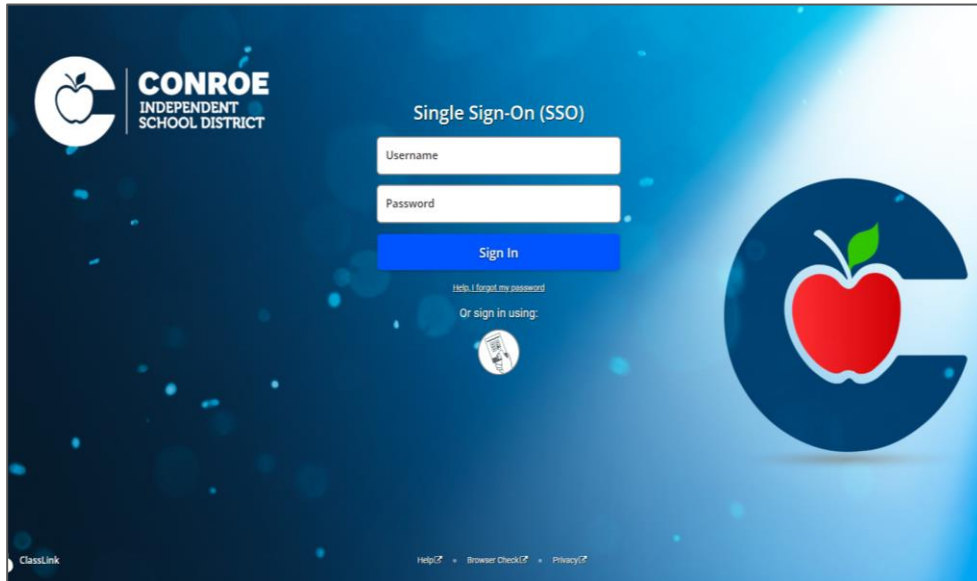
[Google Authenticator app in the App Store](#)



[Google Authenticator app in the Google Play Store](#)

## 1. Sign In

Sign in using your district login credentials (username and password) at <https://launchpad.classlink.com/conroeisd>. If you are a new employee, use your temporary password.




## 2. Multi Factor Authentication (MFA)

Upon your first login, you will be prompted to set up **Multi Factor Authentication**. You may choose either the **Mobile** method or the **SMS method**.

**Multi-Factor Authentication Setup**

Multi-Factor Authentication Method  
Select an MFA type below

1. **Open** your Mobile Authenticator App (Google, Microsoft, Authy or LastPass)
2. **Add** an account within the app and scan the QR Code below



3. **Enter code**. After you've scanned the QR Code, enter the code generated by your Authenticator App.

### Method #1 – Mobile

Mobile Method will prompt you to open the Google Authenticator app and ADD and account by scanning the QR code with your phone. Once you scan the QR code, you will receive a code to enter and verify. When logging in to the SSO, you will use the ClassLink code to establish a secure connection.

### Multi-Factor Authentication Setup

Multi-Factor Authentication Method  
Select an MFA type below

SMS

e.g. +17021234567 Save

### Method #2 – SMS

You should also establish an SMS authentication. (This can also be used in place of the Authenticator.) Select the SMS option and enter your cell phone number to send a text message to your phone to authenticate.

## 3. Password Recovery Setup

Upon your first login, you will be prompted to set up your password recovery. **It is strongly recommended that you set up both methods** due to limited mobile service in some of our CISD buildings. (If you're ever in a building that does not get a good signal, you will not be able to get the text to recover your PW. With questions, you just answer the questions you previously set up to verify.)

### Password Recovery Setup

You are required to set up password recovery to proceed.

Logout Set Up Recovery

### My Profile Settings

General Themes App Passwords Auto Launch Sign-In Options R

#### LaunchPad Password Recovery

You may configure and use any combination of these options.

Mobile Phone Disabled Questions Disabled

### Method #1 - Mobile Phone

### ← Recovery

We will only use your phone number to send a password recovery text message.

Phone Number Verification Code

(+1)

### Method #2 - Questions

### ← Recovery

If you forget your password, we will use these questions to verify your identity.

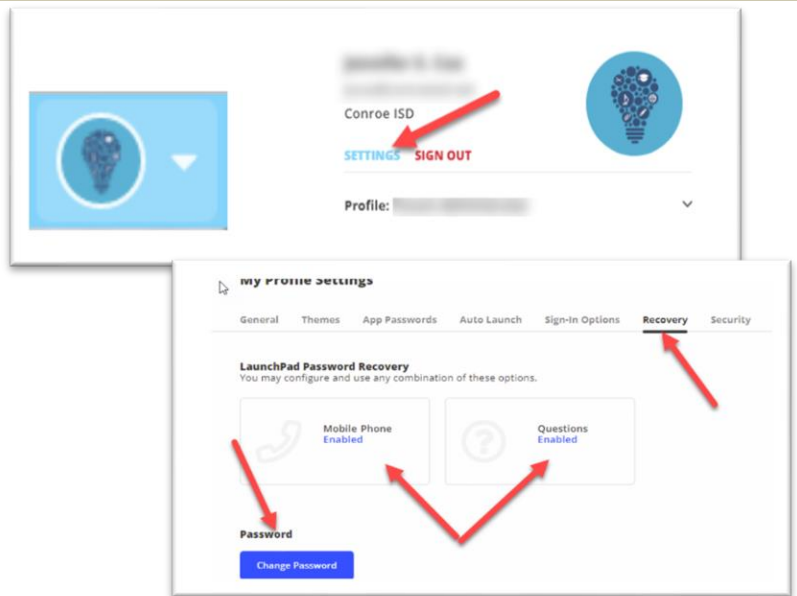
Question One Custom

Question Two Custom

Question Three Custom

## 4. Resetting Your Password

Set a new password once in SSO/ClassLink, click the light bulb in upper right, then settings, then recovery, then change password.



## EMPLOYEE ACCESS CENTER

You have one final step – connecting to the EAC (Employee Access Center) in the SSO.

1. Log in to the SSO from a secure computer.

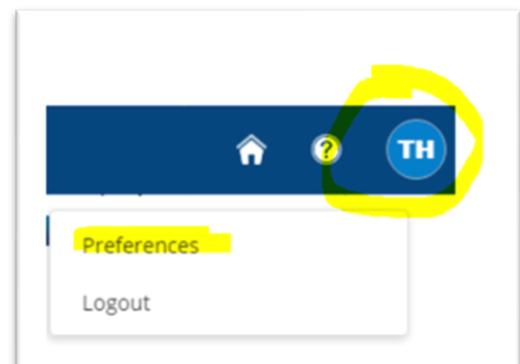
- DO NOT use a public computer or unsecured network.
- Be sure to choose the internal or external app depending on your location.  
(Internal = CISD / External = At home)



2. Click the Employee Access Center App.

- To log-in to the EAC app for the first time, enter your six-digit employee number as your User ID and the last four digits of your SSN as your Password.
- *Former CISD employees should contact the Help Desk if you continue to have difficulties after following these instructions.*

3. Create security questions and answers and SAVE. If you cannot bypass the security questions menu, click the circle with your initials in the upper right-hand corner, then select Preferences. This will allow you to reselect your questions and save.



4. You should get a prompt that "Q&A have been updated successfully." Please wait up to 30 seconds for the screen to auto-populate.

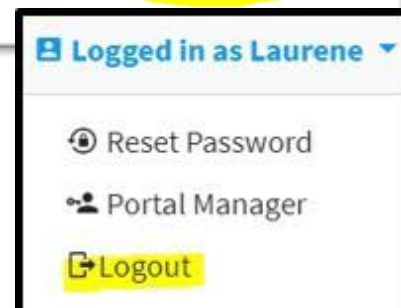
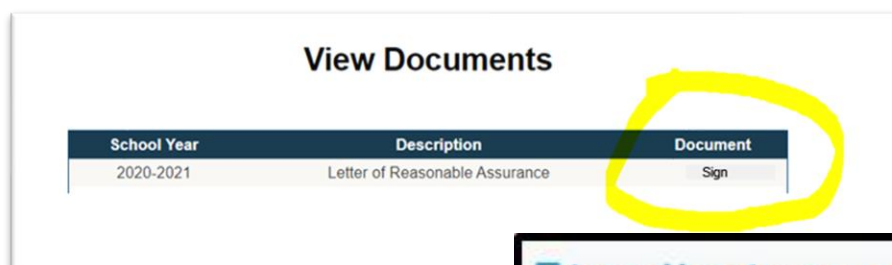
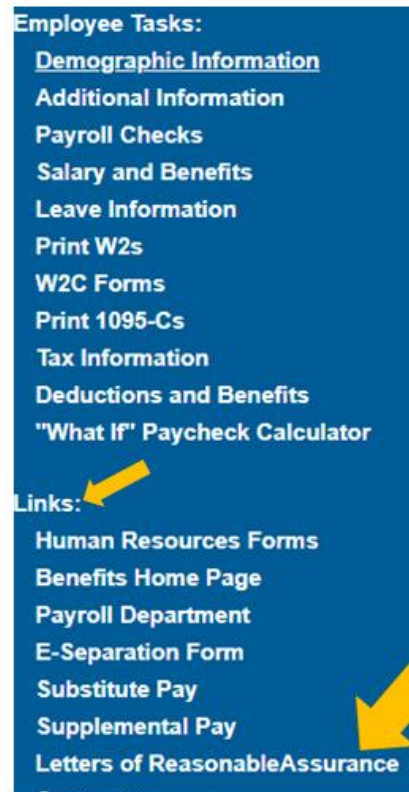
5. You will need to login to EAC each time via the SSO; use your six-digit employee ID and updated password to login to the EAC.

6. Now, you must sign your Letter of Reasonable Assurance.

- Find blue menu on the left side of the page.
- Look under "Links" to find "Letters of Reasonable Assurance" and select.
- A new window will pop-up. Click "sign" to view and sign the letter.
- Once completed, the document status will switch to "View."

• Log out of Employee Access Center by clicking the "X" by the newly opened tab on your screen.

• Log out of your SSO by clicking the drop-down under your name in the upper right corner of your SSO page.



### **ALWAYS log out.**

Having access to the SSO is a benefit, but you MUST use a secure network and log out to stay safe and protect your personal information!

Having issues with your log-in?

Visit the Technology Help Page

<https://www.conroeisd.net/departments/technology/>