


## Single Sign-On First Time Login Instructions

### How Single Sign-On works:

The SSO system controls security authentication (validating you as an authorized User); however, customized authorization (your individual rights and capabilities) is controlled by the host site (the site to which you are going).

- Visit any one of the  sites and be automatically redirected to the SSO login page.

<http://www.tsrc.ricoh-usa.com>  
<http://www.ricohuniversity.ricoh-usa.com>  
<http://www.rfg-esource.ricoh-usa.com>

**DO NOT** bookmark/favorite or save - "<http://ssoappprod.ricoh-usa.com:8080/opensso/UI/Login>"

- First Time Login using the following criteria:
  - Username=Ricoh University ID# (5 or 6 digits supplied to you by Ricoh University)
  - Password=LAST NAME (caps) + Ricoh University ID#
- Click "Request Ricoh ID" if you need to request an ID.
- Upon entering the site (the first time) it is strongly suggested that you immediately update your SSO profile information:
  - Change password
  - Set the Security Question which will enable the 'Forgot Password' function
  - Save all information

**Note: Failure to do this may result in future delays for access.**



***Users with an existing Ricoh University ID Number:***

1. Go to [http:// + your intended site. \(i.e. <http://www.RicohUniversity.com>\)](http://www.RicohUniversity.com)
2. The new SSO login screen will appear.
3. Enter your Ricoh University ID Number (5 or 6 digits supplied to you by Ricoh University) in the Ricoh ID field.
4. Enter the default password (your LAST NAME plus your Ricoh University ID number).
5. Click on the “Log in” button.
6. A “Reset Password” screen is displayed.
7. Enter the default password (your LAST NAME plus your Ricoh University ID number) in the “Current Password” field.



**RICOH**  
**Single Sign-On**  
Ricoh University  
RFG-eSource  
Technology Solutions Resource Center

**Reset Password**

To reset your password, provide your current password.

Current Password

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New Password

Confirm New Password

[Password Requirements](#)

8. Change your password in the “New Password” field and confirm.
9. Click the “Submit” button.



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10. "My Profile Page" displayed ....thank you message displayed.

• Thank you, your "User Profile" has been successfully updated and saved. New "Password" will be in effect upon next login.

### My Profile

Ricoh ID	<input type="text"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
Company Name	<input type="text"/>
Address	<input type="text"/>
Email	<input type="text"/>

If your information is incorrect, please [click here](#) and complete/submit the form and your request will be reviewed. Upon completion of the review, you will receive further instructions via email.

[Reset Password](#)

[Set Security Question](#)

[Back to Original Site](#)

Please close the browser when you are finished to assure security of your information.

[www.ricohuniversity.com](http://www.ricohuniversity.com)

11. Click on the “Set Security Question” link. The following screen appears.

**\*This is critical for the ‘Forgot Password’ function to work!**

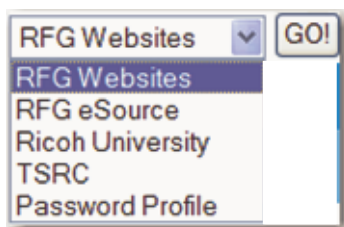
**Note:** To meet Ricoh’s Information Security Management regulations your password will **EXPIRE** every 90 days.



The screenshot shows a web page titled "RICOH Single Sign-On Ricoh University RFG-eSource Technology Solutions Resource Center". The main heading is "Set Security Question". The form contains three input fields: "Current Password" (a text box), "Select a Secret Question" (a dropdown menu), and "Your Answer" (a text box). Below the fields are two buttons: "Submit" and "Cancel".

12. Enter your new password (case sensitive) in the “Current Password” field.
13. Select one Secret Question of your choice.
14. Enter your response in the “Your Answer” field.
15. “My Profile Page” displayed ....thank you message displayed.
16. Click on the “Back to Original Site” link to be directed to your original web-site destination.
17. This completes your SSO profile.

- Navigate to other participating sites by using the drop down the Navigation Menu (typically located on the web-sites Home Page). Select the site and click on the “GO!” button.

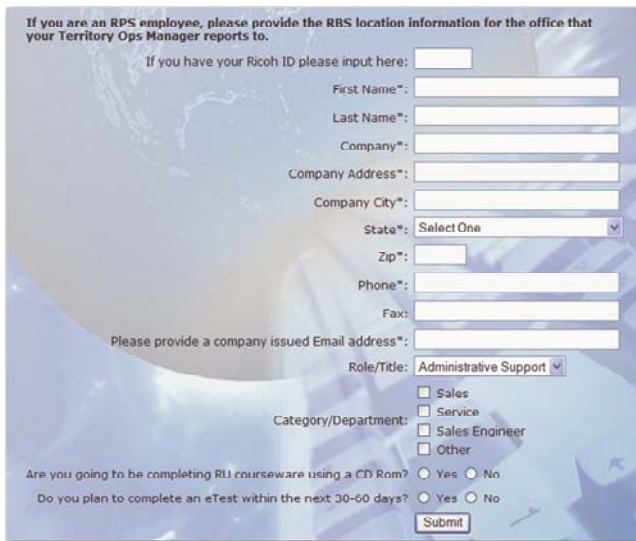


**Users without an existing Ricoh University ID Number:**

1. Go to [http:// + your intended site. \(i.e. http://www.RicohUniversity.com\)](http://www.RicohUniversity.com)
2. The new SSO login screen will appear.



3. Click on the “Request/Forgot Ricoh ID” link.
4. Complete the form.



5. Click on the “Submit” button.
6. An email will be sent back to you with your new Ricoh University ID number.
7. Refer to the instructions above for “Users with an existing Ricoh University ID Number”.

If you have any questions regarding Single Sign-On, please send an email to [rfgSingleSignOnWebSupport@ricoh-usa.com](mailto:rfgSingleSignOnWebSupport@ricoh-usa.com) or contact Ricoh University at (973) 882-2200, prompt #1.