

On-campus faculty members with SSO-ID

✓ When you register yourself as a user manager, you must register **at least one user** (including yourself).

- If you have a SSO-ID, you can register/login with the SSO-ID
- However, you need an initial registration such as setting your email address, please move to 'Service Login' > 'New User' and click the blue button '[User Manager Registration with SSO-ID](#)'

Registration Flow

User manager registration with SSO-ID		
1	On our website, open 'Our Services' > 'How to Use'	Click ' User Manager Registration with SSO-ID '
2	SSO-ID login screen	Enter ID and password
3	Registration steps will be displayed	Enter information according to the directions on the screen
4	Complete Application screen	
5	You'll receive an automated email	Email title [Please confirm your email address]
6	Enter authentication key	Open the link in the email mentioned on the step 5, and enter the authentication key written in the email
7	Comply with 'Terms and Conditions'	Proceed according to the directions on the screen
8	You'll receive another automated email	Email title [Your email address was confirmed] *GFC-ID is included in the email, but cannot login yet
9	You'll receive last automated email	Email title [Your service registration has been approved - GFC-9999-999999]

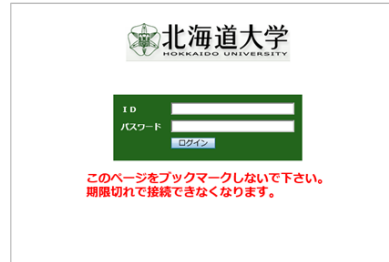
Click 'New User'



1. Click the blue button 'User Manager registration with SSO-ID'



2. Enter ID and Password



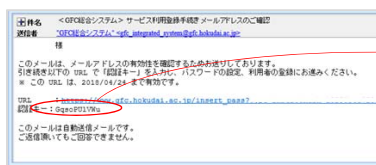
3. [Registration Steps] screen Please follow directions on the screen and enter information



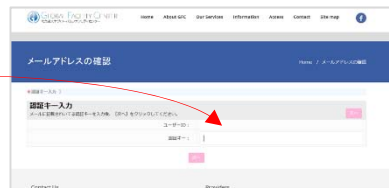
4. [Complete Application]screen



5. You'll receive automated email. Email title; [Please confirm your email address]



6. Please open the link in the email mentioned on the step 5, and enter the authentication key written in the email



7. Comply with the terms and Conditions



8. You'll receive second automated email. Email title; [Your email address was confirmed]



9. You'll receive the last automated email. Email title; [Your service registration has been approved - GFC-9999-999999]



*Once you receive the above email, your account should be activated, and you can start using our services.

*GFC-ID is included in the email, but cannot login yet