

Gamma Portal: Single Sign-On (SSO) User Guide

This guide explains how to sign into the Gamma Portal using Microsoft Single Sign-On (SSO).

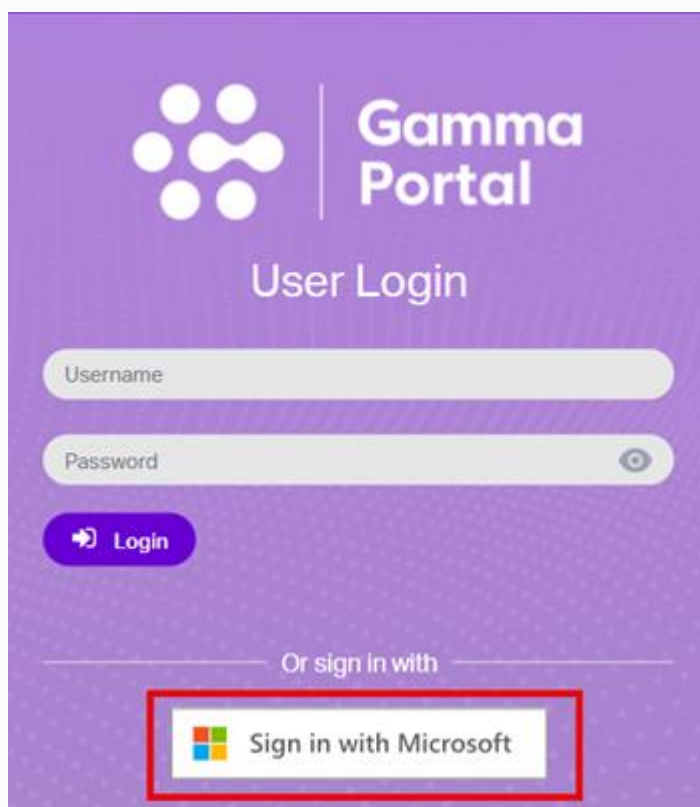
Logging in with Microsoft Single Sign-On

1. Access the **Gamma Portal**

- Go to the Gamma Portal login page

2. Choose **Your Login Method**

- You will see two options:
 - **Standard Login:** Enter your username and password as usual
 - **Sign in with Microsoft:** Click this button to use your Microsoft account



Click Sign in with Microsoft

Note: You can continue using your existing username and password if you prefer (unless your administrator restricts access to Microsoft SSO only).

Linking Your Microsoft Account

1. Start the **Linking Process**

- Click **Sign in with Microsoft**

2. **Grant Permissions**

- Accept **the permissions** requested by Gamma Portal for SSO

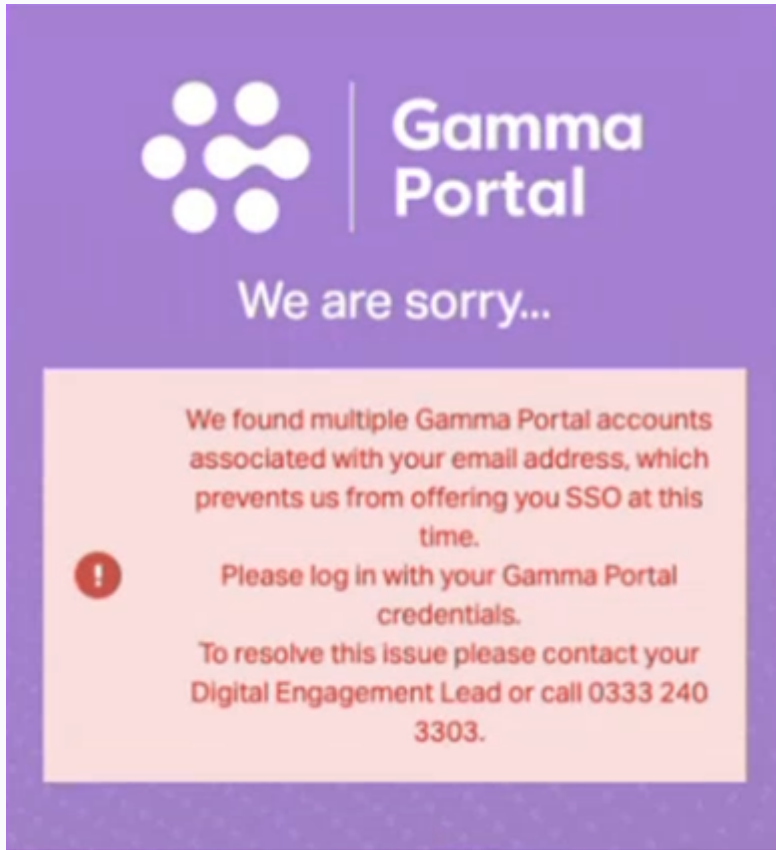
3. **Verify Your Email**

- An email will be sent to your Portal account address
- Click the verification link in the email to activate SSO
- Once verified, you can use the “Sign in with Microsoft” button for future logins

Multiple Portal Accounts

- SSO links accounts via email address. If multiple Portal accounts share the same email, SSO will fail .
 - Example: If you have 3 Portal accounts all using the same email, the system cannot determine which account to authenticate

- The system will display a descriptive error message when this conflict occurs:



Error message

- Each Portal account must have a unique user email. This must also be verifiable within your organisation's Azure AD/Entra platform for SSO to work.

Frequently Asked Questions

- **Can I still use my username and password?**
 - Yes, unless your admin restricts your account to SSO only.
- **What if I need to change my email?**
 - Contact your Digital Engagement Lead/Admin to unlink and update your email.

Support

For further help, contact your organisations Digital Engagement Lead in the first instance.