



SSO Integration

Guide for employees

By

Fourwinds

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What is Single Sign-On (SSO)?

SSO is a centralized authentication mechanism that allows users to access multiple applications using a single set of credentials. With SSO, you no longer need to remember separate usernames and passwords for each application. Once authenticated, you can seamlessly navigate between different systems without the need for repeated logins.

Why SSO?

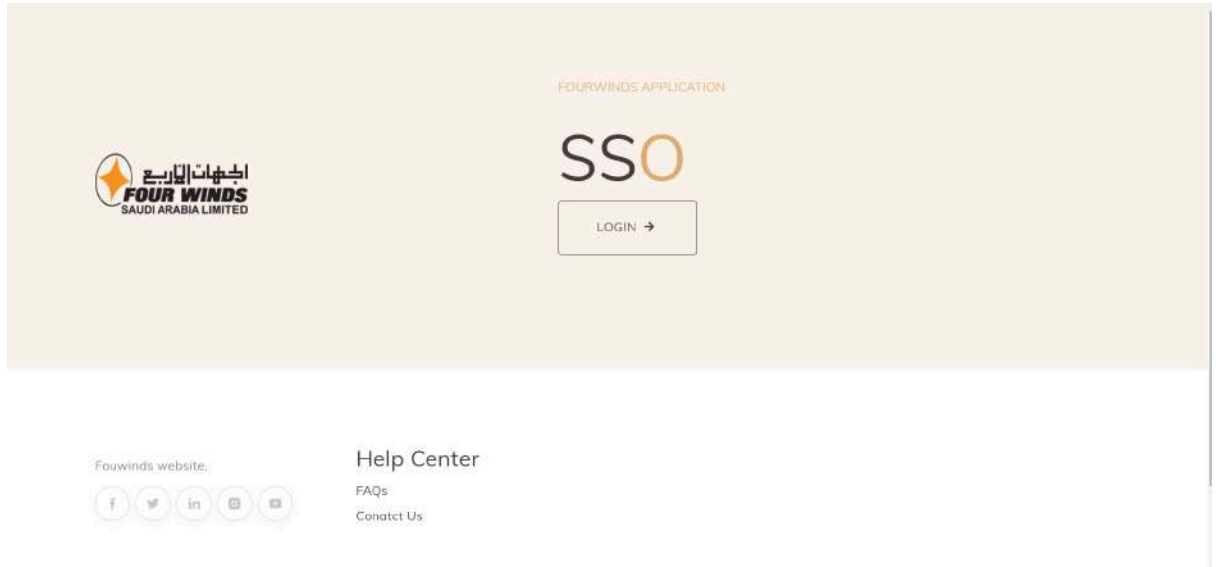
- **Convenience:** SSO simplifies the login process by eliminating the need to remember multiple passwords.
- **Efficiency:** Users can quickly access all integrated applications without repeated authentication.
- **Security:** SSO enhances security by centralizing user authentication and enabling robust identity management features.

Fourwinds Applications integrated to SSO

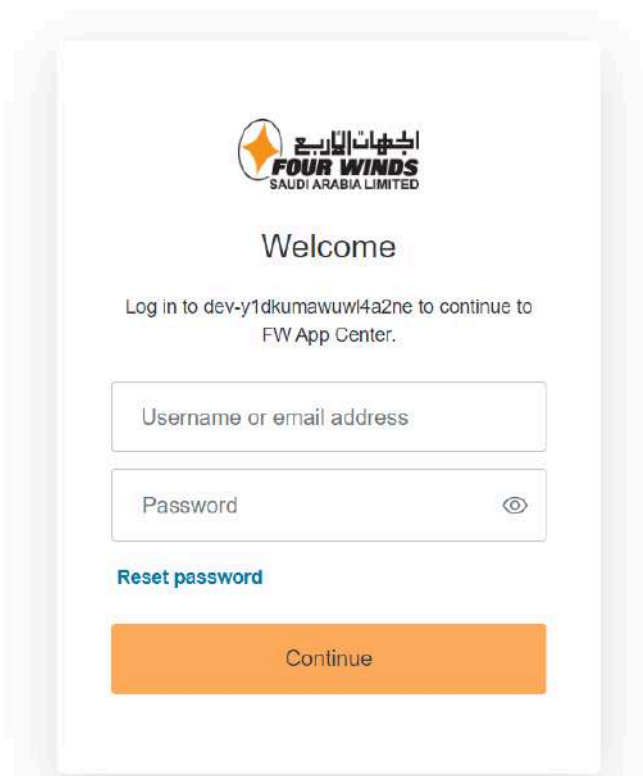
- **Virtual academy:**
 - The Virtual Academy – an internal training portal designed to equip employees with the knowledge and skills essential to their roles within the company.
 - All fourwinds employees can access the academy via the username and password that will be sent to your email.
 - User guideline of how to use the website in the Help page after log in.
- **Warehouse system:**
 - The Warehouse system - is a project designed to enhance the security, efficiency, and transparency of visitor management within the warehouses of Fourwinds Company.
 - Warehouse gate admin only can access the website.
 - User guideline of how to use the website in the Help page after log in.
- **Tracking system 'For admins':**
 - The Tracking system - stands as a central point for managing and monitoring the intricate web of shipments in the logistics domain.
 - Fourwinds admin only can access the website.
 - User guideline of how to use the website in the Help page after log in.

How to sign in for the first time to FW application Through SSO

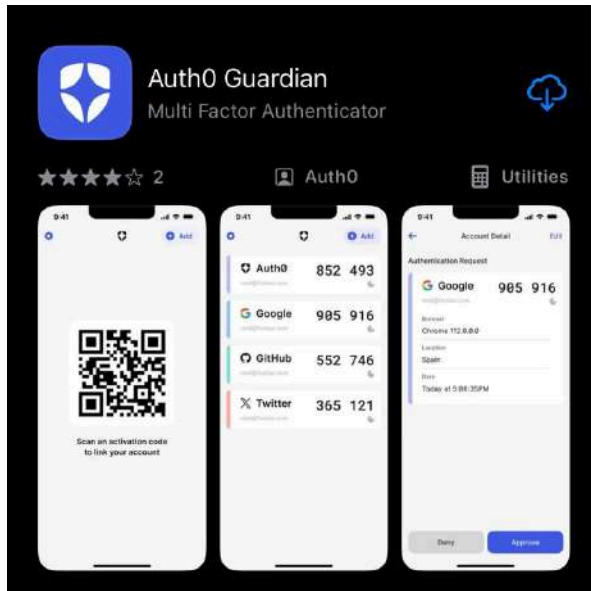
1. Visit the <https://sso.fourwinds-services.com>:



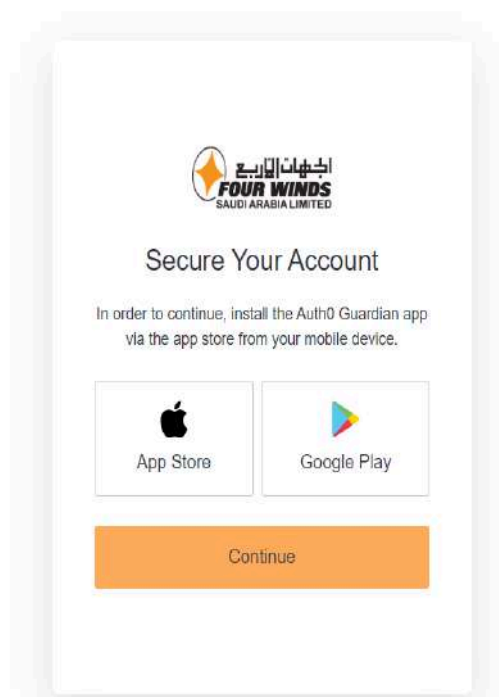
2. Click on LOGIN:



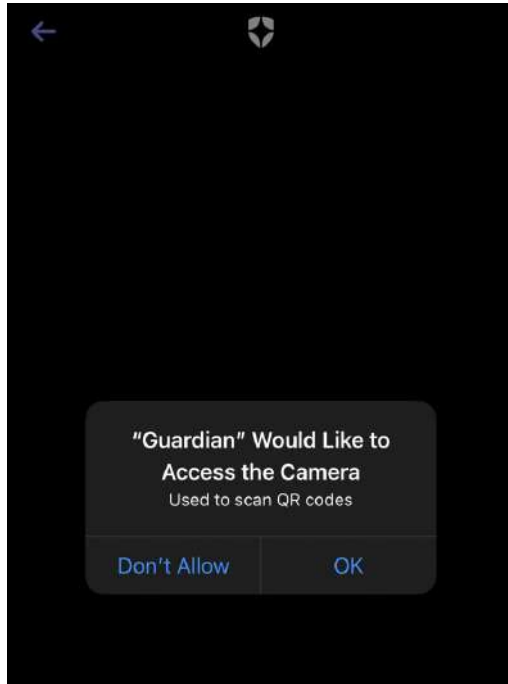
3. Enter your username 'Employee ID' or email , Password → will be sent to your email
4. Click on "Continue":
5. Download the Authentication app 'Auth0 Guardian' on your mobile.



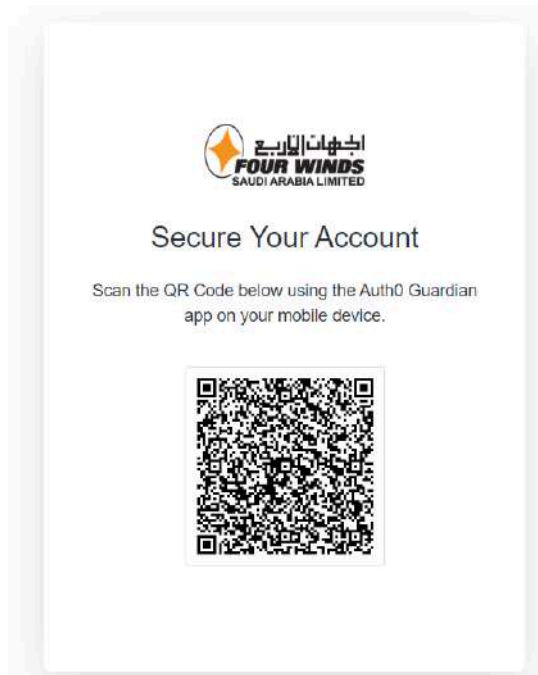
6. Click on "Continue":



- Open the Authentication app 'Auth0 Guardian' on your mobile and Allow access to the camera to scan the QR code, and send notification.



- Scan QR code with your mobile:





- You will be redirected to the SSO Home page display Fourwinds internal applications:

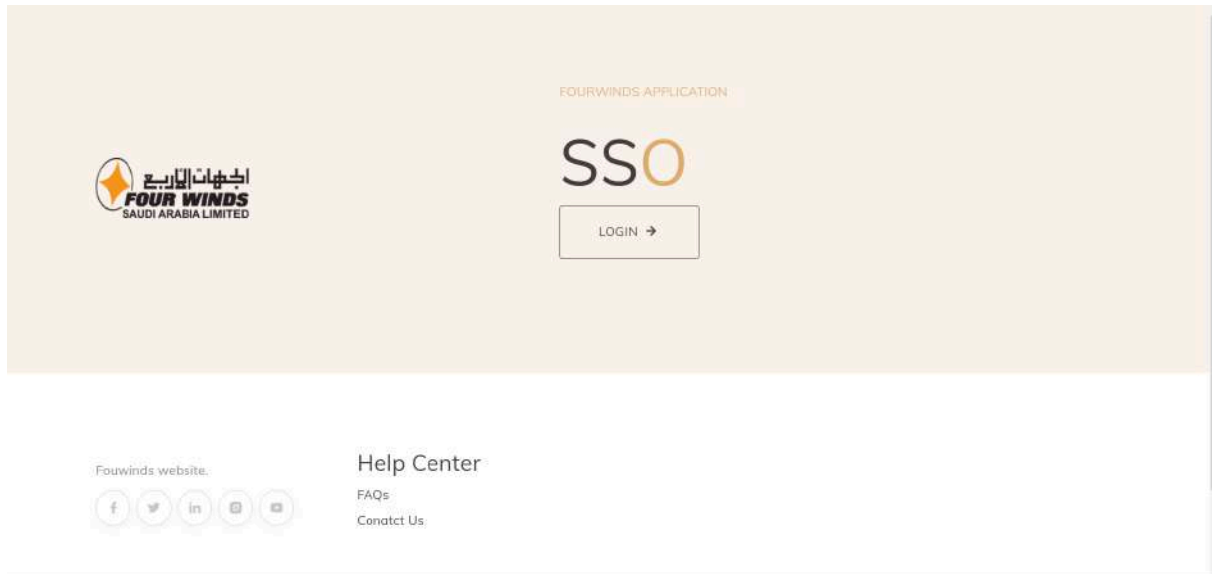


Welcome **GHALAWI BASHEER ALMUTAIRI** To Fourwinds SSO [LOGOUT →](#)

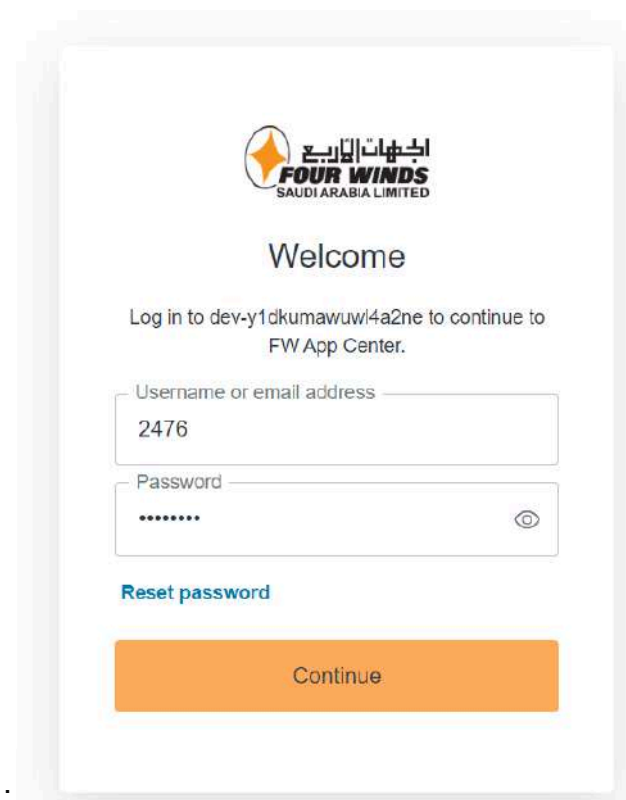
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|--|---|--|
|  <p>WAREHOUSE to enhance the ability, efficiency, and transparency of warehouse management</p> |  <p>TRACKING SYSTEM a central point for managing and monitoring the various units of operations in the logistics domain</p> |  <p>VIRTUAL ACADEMY an virtual learning portal designed to equip employees with the knowledge and skills required to meet today's market challenges</p> |
| Warehouse System Management System | Tracking Admin Center Management System | Fourwinds Virtual Academy Education |

How to Log in to FW application Through SSO

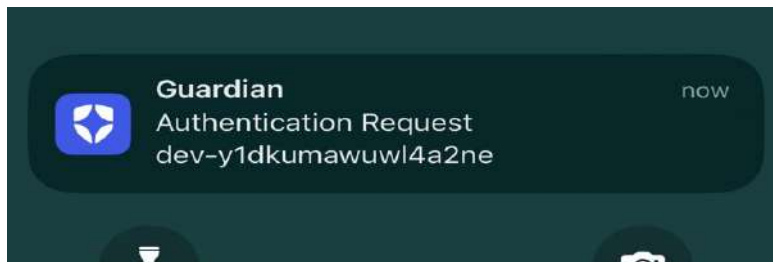
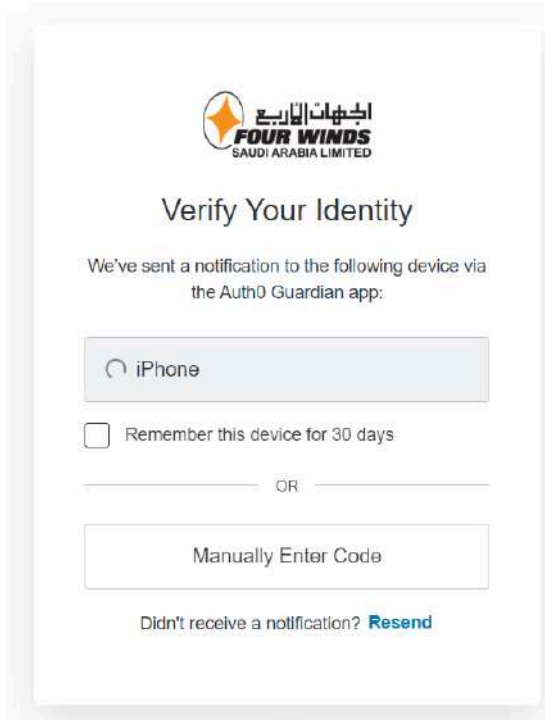
1. Visit the <https://sso.fourwinds-services.com>:
2. Click on LOGIN:



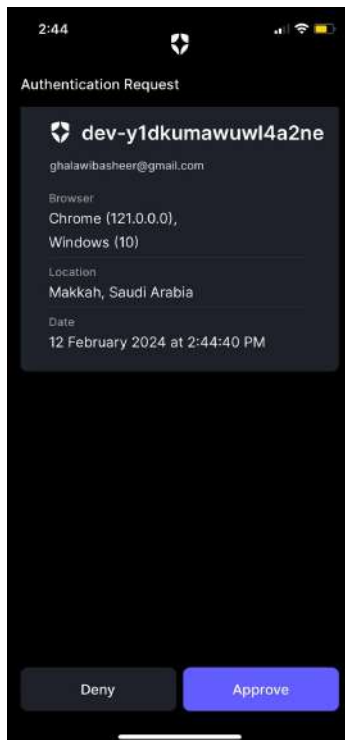
3. Enter your username 'Employee ID' or email , Password → will be shared with you via an email



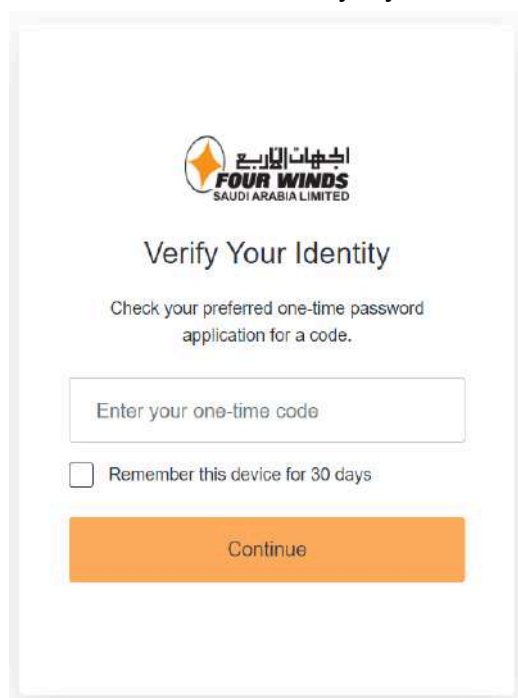
4. Notification from the Authentication app 'Auth0 Guardian' send to your mobile



5. Click on Approve , then you will be redirected to the SSO Home page display Fourwinds internal applications:

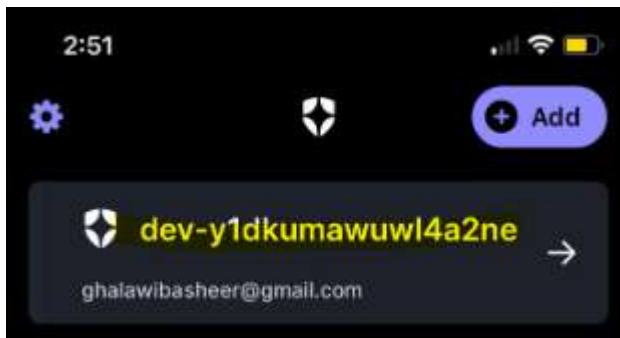


6. if you do not receive a notification you can either to click on Resend or you can enter code manually By click on Enter code manually:

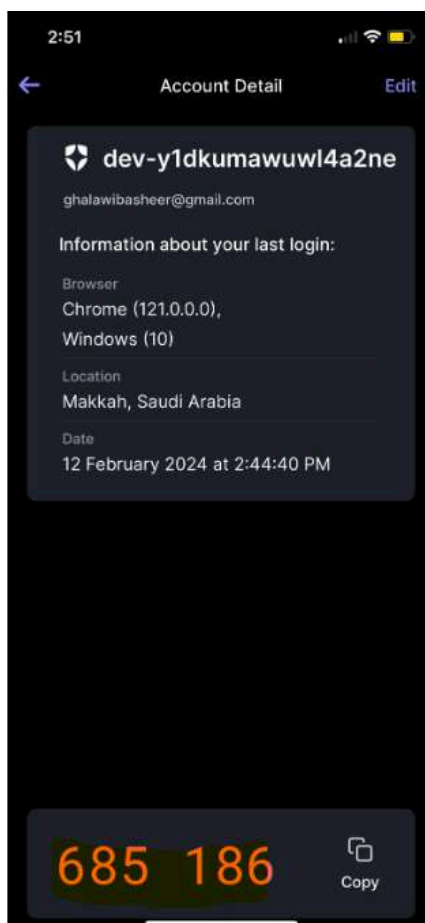


7. You can get the code from the Authentication app 'Auth0 Guardia:

- open app click on your account:

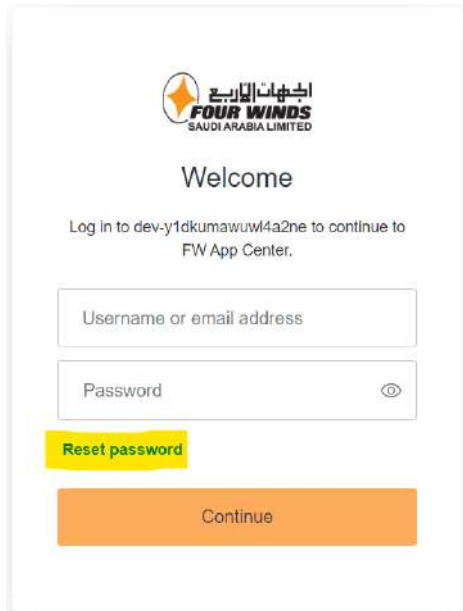


- You can find code below:



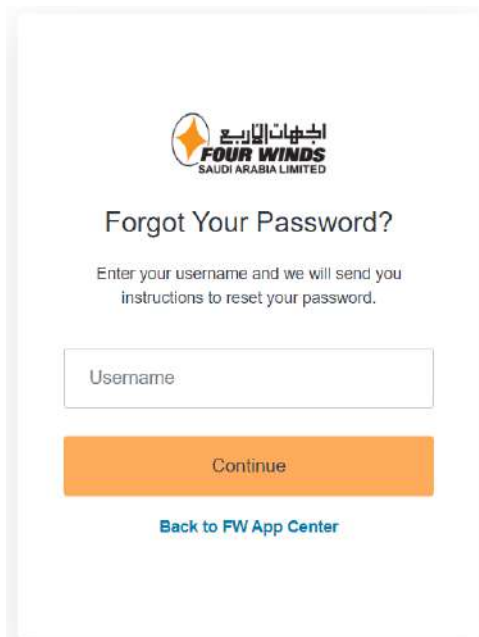
How to Reset your password

1. Click on Reset password:



The screenshot shows the login page for Four Winds Saudi Arabia Limited. At the top is the company logo. Below it, the text reads "Welcome" and "Log in to dev-y1dkumawuw4a2ne to continue to FW App Center." There are two input fields: "Username or email address" and "Password" (with an eye icon). A yellow box highlights the "Reset password" link below the password field. At the bottom is an orange "Continue" button.

2. Enter your username 'Employee ID' or email:



The screenshot shows the "Forgot Your Password?" page. At the top is the company logo. Below it, the text reads "Forgot Your Password?" and "Enter your username and we will send you instructions to reset your password." There is a single input field labeled "Username". Below the field is an orange "Continue" button. At the bottom is a blue link that says "Back to FW App Center".

3. Click Continue, you will receive an email to reset your password.

Next Steps

We are working to integrate all Fourwinds applications (Oracle, MenaME, ERP) with a single sign-on (SSO) solution to minimize the need for users to log in separately for each application. If you have any questions or need assistance with SSO authentication, please don't hesitate to reach out to IT support team via email IT@fourwinds-ksa.com .