



Requirements

Information you need to get started

- Email and password login information for one or more of the following Maddie's Fund® online tools: Maddie's® Pet Forum, Maddie's® University and Maddie's® Shelter Compass. These accounts can be merged into a single set of login credentials during the SSO process.
- Access to the inbox for those email accounts.
- To decide which single email address you will use to log in to Maddie's Fund's online tools after the SSO process is complete.

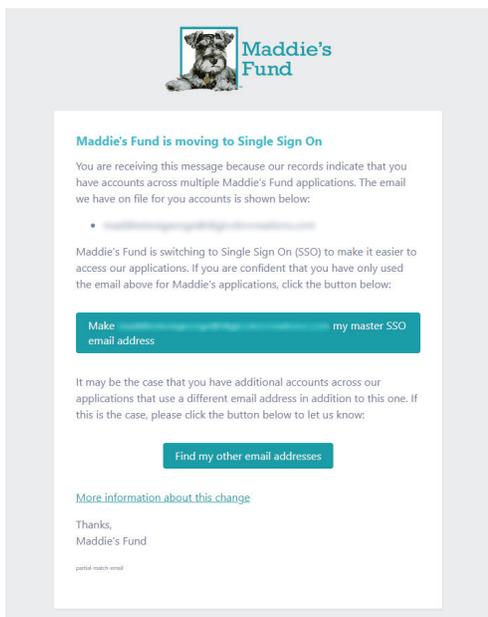
Getting Started

Receiving and activating the Call to Action Email

- Find the Email with the subject line "Your Maddie's Fund accounts are getting updated – Action Required" in the inbox of your preferred Single Sign On email account. Be sure to check the "promotional" or "spam" sections of your email service provider if the message is not visible in your main inbox.
- The SSO process attempts to find your Maddie's Fund account email(s) for you, so if you only have one account you have used for Maddie's Fund's online tools, all you have to do is to verify the email by following the SSO process as prompted. Should you have more than one email registered with Maddie's Fund's online tools the SSO process will help you find, claim and merge emails into a single SSO account.

Call to Action: Make/Find versus Manage Account

- Depending upon how you have used Maddie's Fund's online tools in the past, your call to action email may ask you to choose "Make/Find" actions or "Manage Your Account"
- In order to use the indicated email address as your SSO master account click on the button "Make example@example.com my master SSO email address."
- If you want the SSO process to find other email(s) you have used, click on the button "Find my other email addresses."



Finding Additional Accounts

- The SSO process provides the option to allow you to enter additional emails you have previously used to logon to Maddie's Fund's online tools in order to merge them under one SSO account. Use the following form during the SSO process to find additional emails:

Find additional application emails

We have found an email address associated with a Maddie's Fund application account at [redacted]. This may not be the only email address you use to access Maddie's Fund applications.

To merge additional accounts together with [redacted] enter additional emails below. Once these are accounts are merged, data from all of them will be accessible from [redacted].

EXAMPLE: If you use [redacted] to log in to Maddie's Pet Forum, provide additional emails used to log in to Maddie's University and/or Maddie's Shelter Compass, but NOT additional Maddie's Pet Forum accounts you also use.

Additional Email

Manage Your Account

- If your Call to Action email prompts you to Manage your Account, click the button to proceed:



Select an address for Single Sign On

You are receiving this message because our records indicate that you have multiple email addresses across Maddie's Fund applications:

- [redacted]
- [redacted]

Maddie's Fund is switching to a Single Sign On (SSO) system for some of our applications. Once you choose your preferred email address, you will use your chosen address for logging on to Maddie's Fund applications. Click the button below to get started by selecting a master email address to use as your SSO login.

[More information about this change](#)

Keep in mind that while you may have received this notice at each of the addresses above, you only need to go through the account management process once.

Thanks,
Maddie's Fund

partial match name

- Some users will be asked to Reconcile multiple emails and choose an SSO logon email with the following form:

Email Address Reconciliation

Choose Address	Email	Name on File
<input type="radio"/>	[redacted]	Partial Tester
<input type="radio"/>	[redacted]	Partial Tester

[Click here if you don't own one or more of the email addresses above](#)

Merging Multiple Accounts

- For those users that have multiple Maddie's Fund's online tools accounts, users can optionally merge those accounts under a single SSO logon.
- After additional emails are found, you must claim ownership of them before the accounts can be merged. You can choose which accounts you wish to merge by following the instructions during the migration process.
- The following form prompts you to set up your list of found email addresses to be claimed:

Claim and Merge Additional Email Addresses

test@example.com will become your master SSO email used to login to Maddie's Fund Applications.

You must claim ownership of all email addresses below in order to continue. An email has been sent to each of the email addresses below with the subject line 'Claim your Maddie's Fund Account - SSO'. Please log in to each of the email accounts below and follow the instructions to claim your account. Click the button below when all email addresses have been claimed.

⚠ You MUST complete this process for the email merge of additional accounts with test@example.com to complete successfully. Please keep in mind that it may take up to 15 minutes to receive this email. If you have still not received this email after waiting, click the Resend Emails link below.

Email	Claimed	Remove
test@example.com	No	✖
test@example.com	No	✖

[Check Claimed Status](#)

[Resend Emails](#)

- In order to claim your email address, you must confirm your email address and then reply to an email message in your inbox by clicking on "Claim ownership...." for each email you wish to claim. Both of these are shown below:



Claim your email address

You are receiving this message because you identified that you own it for use with a Maddie's Fund application.

Please click the link below to verify that this is your address.

[Claim ownership of this address](#)

If you believe you have received this message in error, you can safely delete it.

Thanks,
Maddie's Fund

claim-email-ownership

Email Address Confirmation

Choose Address	Email	Name on File
<input type="radio"/>	test@example.com	Test Test

[Click here if you don't own one or more of the email addresses above](#)

[Use Selected Email](#)

⚠ It may take up to 15 minutes to receive each Claim email message

- Returning to your list of emails to be claimed, you can check on the claim status by pressing the Check Claimed Status button. You may remove any emails from the list you don't want to merge.
- After you have completed the claiming of all emails and each one in the list shows a "Yes" claimed status, you must submit the form to complete the merge process. Only after the claim email process completes successfully for your email accounts will your ownership of previously created content be linked by the merge process.

Verifying Your Email

- For those users that have multiple Maddie's Fund online tools accounts, users can optionally merge those accounts under a single SSO logon.
- Enter the verification code received in your email into the following and then wait for verification:



It may take up to 15 minutes to receive each Verify email message

Please enter the 4-digit verification code we sent to the email address
maddiesfund@pennstate.edu

We want to make sure you own this address before adding it to our records. Didn't receive a code?
[Send code again](#)

Completion and Next Steps

- You will receive a success message from the SSO process that your SSO account creation was successful.
- Check the inbox of your selected master email for instructions on setting up a password and security question for your new account.
- You can now login to Maddie's Fund's online tools as normal with your new SSO account email address.