The authentication functionality of the Public Meeting Calendar was integrated with the DE-SSO. Integration with DE-SSO will support the goal of a single sign-on for state applications that authors are currently using and provide increased access security.

The email listed in SSO becomes the user id you use to log into PMC. It is necessary the email be listed, verified, and up to date.
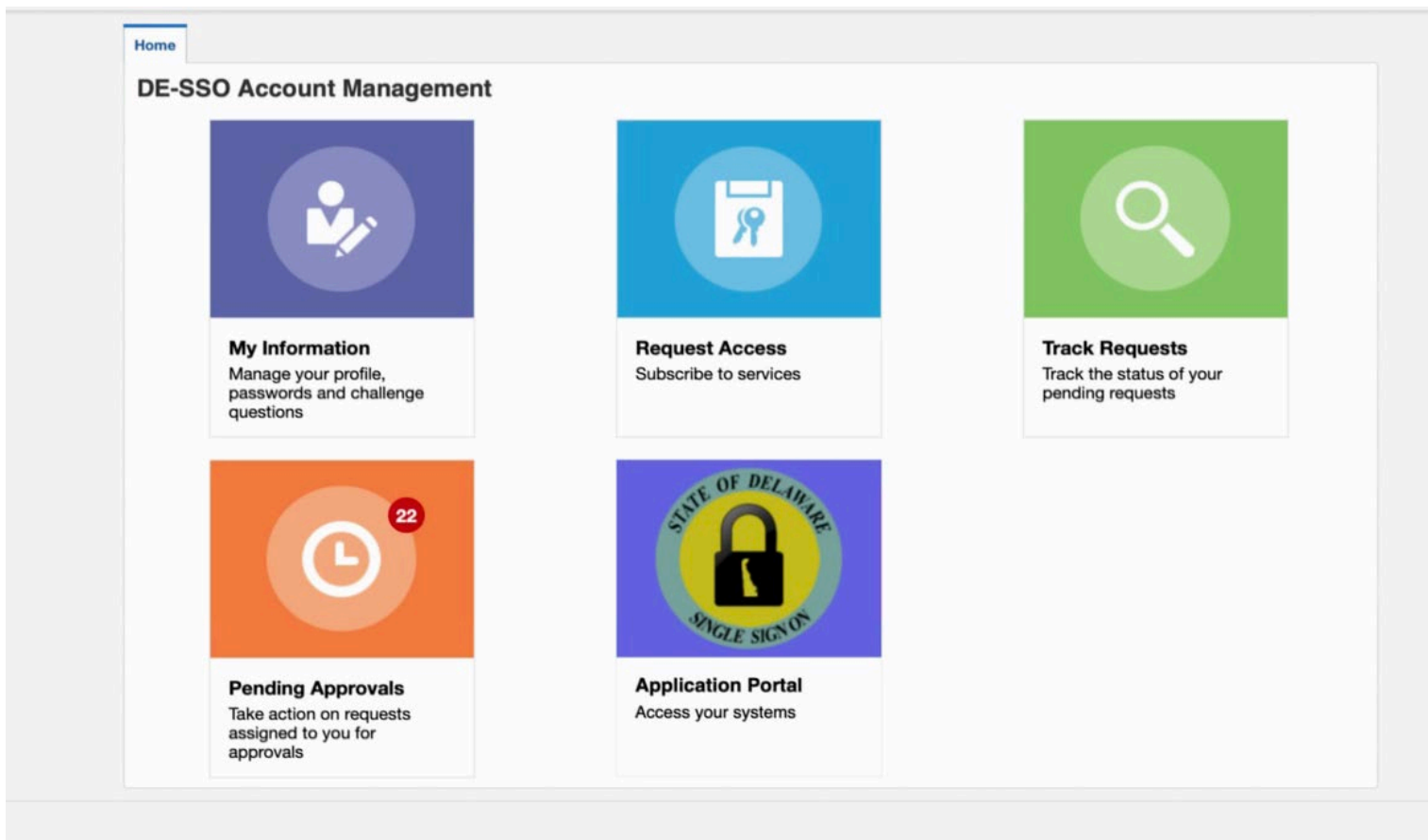
1. **Go to: https://sso.delaware.gov/.** Sign in with your state employee id (anywhere from 4 to 7 numbers) and password.

You will now see a page with your available application links. *You may have different options on this page.*
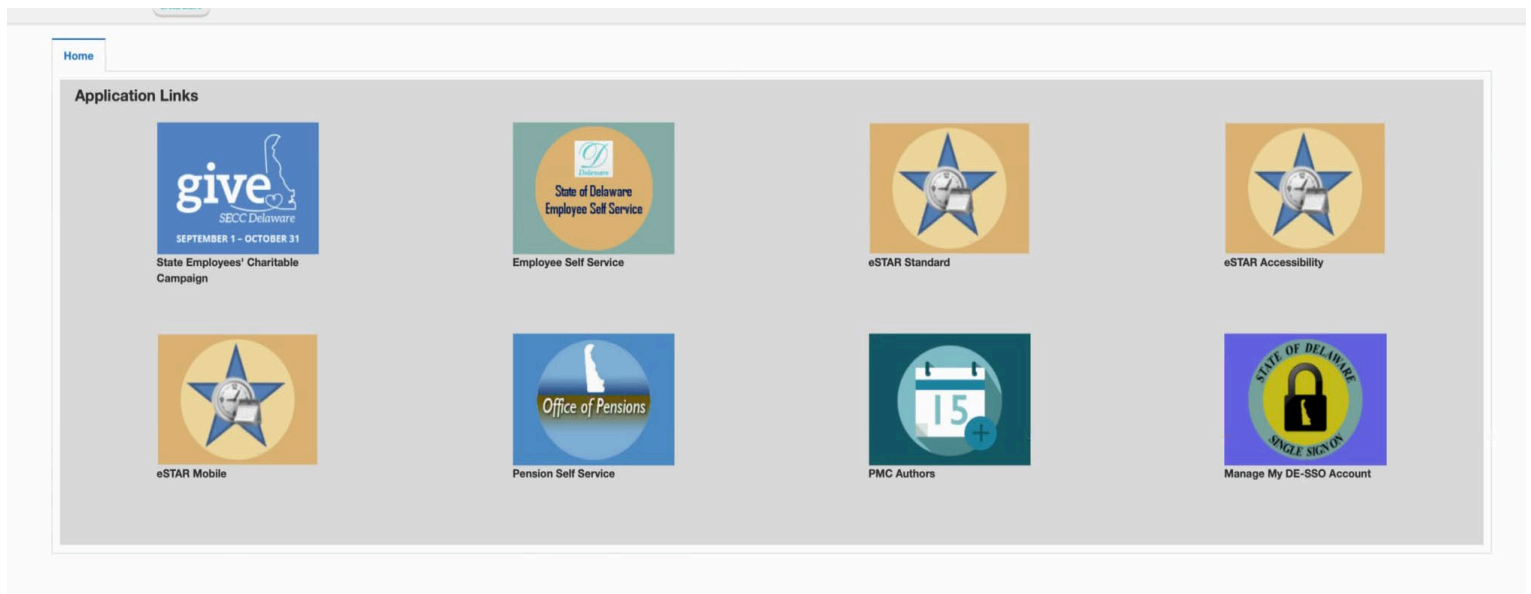
2. Click on **"Manage My DE SSO Account"** to go to the next screen. *You may have different options on this page.*

3. **Click on "My Information"**

The "My Information" page lists your personal details as they are entered in PHRST including your email address. Take note of the email address listed.

If your email is

- Correct – proceed to the next step 4.
- Needs to be verified – follow the instruction to verify your email then proceed to step 4.
- Is outdated – please contact your HR representative to update your email in PHRST. You may need to verify the email after the update before proceeding to step 4.
- Is missing – please contact your HR representative to add your email to you PHRST account. You will need to verify your email after it is entered before proceeding to step 4.

4. **Return to the Application Portal page** by clicking on the Application Portal tile

If the PMC Authors tile is listed, you need not proceed to step 5. This completes the steps to setup an SSO account for PMC. There may be additional PMC steps to request access to your calendar(s).

4a. Click on the PMC tile.

- If your email address exists in PMC as it is listed in SSO, you will have access to update your assigned calendars.

- If your email was updated or recently added, an error message will display stating you do not have permissions to author on PMC. Please email gic@delaware.gov with instruction on which calendar(s) you need to access.

5. **Click on the "Request Access" tile.**

6. **Click on "Add to Cart"** for State of Delaware Public Meeting Calendar. If you do not see State of Delaware Public Meeting Calendar in your list, please use the search function.

7. Hit **"Next"** on the top of the Page, which will take you to your cart
8. Click **"Submit"**
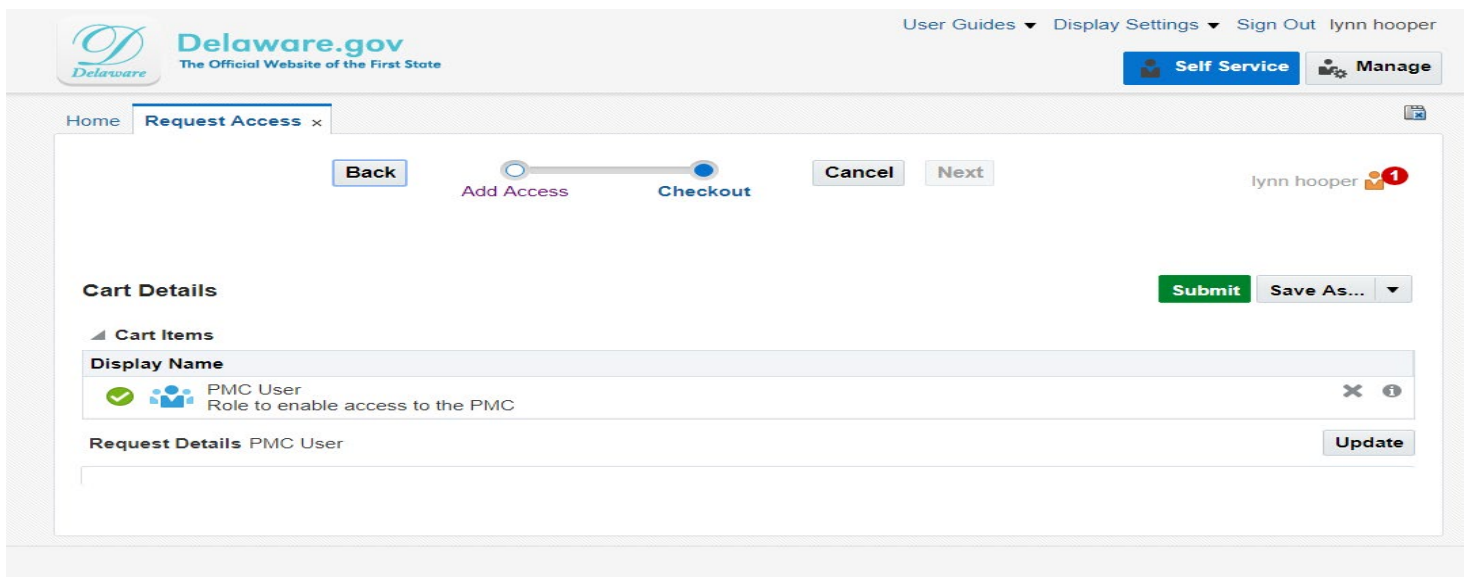
An email will be generated and sent to the Government Information Center.

> "An access request for *your name* has been submitted".
> "Requested Role: PMC_USER"
> "User Email: *your email address*"
> "To access the Approved Request - "Click Here to sign into DE-SSO "

The GIC will approve your request and notify you via email that you are now able to enter the State Public Meeting Calendar as an author.

> **Note**: DE-SSO just validates your SSO password. The Public Meeting Calendar determines if you are an author or not authorized to enter the calendar.

> **Note**: The URL will remain pmc.delaware.gov for authors to create meetings and publicmeetings.delaware.gov for public viewing.

If you are new to PMC, this screen will render after you sign into PMC:

This is the final step to establishing your PMC account. Clicking the "Request Permissions" tab opens an email to the Government Information Center. Please list the calendar(s) you need to access. After GIC establishes permission for the calendar(s) in you list, they will send an email confirming you can log into PMC.

If you have existing permissions in PMC, when you sign back into DE-SSO and click the PMC tile, you will be sent to the screen **"List My Meetings"**, which will display all meetings entered for all of the calendars you have access to:

This screen will display the meetings you & any other individuals who have access to this calendar have entered, their date and time, whether or not there is an agenda and timeline attached to the meeting, and under the Actions Column: edit (pencil), copy (C in circle), information (i - what is the meeting id), and cancel (trash can).

Agency
Testing Agency   ▼

Title	Date and Time	Agenda	Minutes-Final	Actions
test	2019-01-29 09:00 AM	❗	❗	✏️ © ℹ️ ✖️
test url - WAF update	2017-11-17 09:00 AM	✓	❗	✏️ © ℹ️ ✖️
testing comment box	2017-01-01 09:00 AM	❗	❗	✏️ © ℹ️ ✖️
waf	2016-06-20 09:00 AM	✓	✓	✏️ © ℹ️ ✖️
test2	2013-06-03 09:00 AM	✓		✏️ © ℹ️
test	2013-05-06 09:00 AM	✓		✏️ © ℹ️

Items per page: 25 ▼   1 - 6 of 6   ❮ ❯

A PMC user's manual is available for download by clicking the question mark in a circle on the top right side of PMC.