

# Accessing IRIS Advanced Applications

IRIS Advanced Job Aid | Single Sign-On Using Entra ID

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## Introduction

Authentication to the IRIS Advanced applications which includes the Employee Self Service (ESS) module has been fully integrated with the State of Alaska’s enterprise Entra ID directory. This enables a seamless experience for employees accessing the applications and provides the benefits of advanced security features, such as multi-factor authentication, offered by Entra ID.

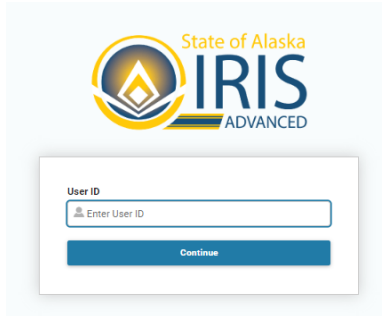
Once enabled, single sign-on to IRIS Advanced works just like access to other enterprise applications, like Office 365 or VPN. However, there are some additional steps required the first time you log in to IRIS. Please follow the steps below.

## Steps for Initial Log-In with Single Sign-On

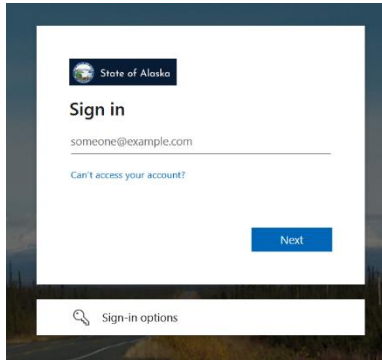
1. If you haven’t already, first configure multi-factor authentication for your SOA user account. Detailed instructions for this step are available on the Office of Information Technology’s (OIT’s) website at <https://oit.alaska.gov/home/news-service-announcements/multi-factor-authentication/>.
2. Using your web browser, navigate to the desired IRIS Advanced login page.
  - a. When working on the State of Alaska network in the office or connected via VPN, it is recommended that users access IRIS <https://iris.alaska.gov> – IRIS Employee/Manager Self-Service **and** Financial/Procurement and HRM/Payroll.
    - i. This website is only accessible from **within** the State of Alaska network.
  - b. <https://iris-ess.alaska.gov> – IRIS Employee/Manager Self-Service **ONLY**. This website is accessible from inside and outside the State of Alaska network.
    - i. Users accessing this website address will be required to complete additional authentication steps each time they login. These steps are described in Steps 4, 5, and 8 below.

## IRIS Advanced | Accessing IRIS Advanced (Single Sign-On using Entra ID)

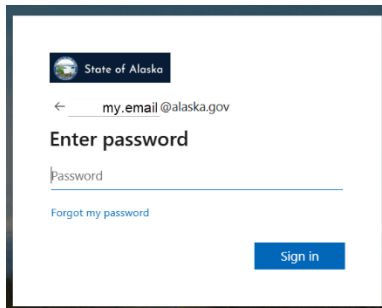
- At the IRIS Advanced login screen, enter your IRIS user ID. For state employees, that will be your six-digit employee ID. Then press <ENTER> or click the **Continue** button.



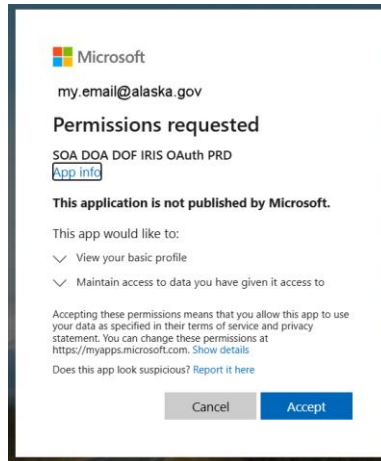
- Next, you'll be presented with a State of Alaska Sign In form. Enter the user principal name (UPN) of your SOA user ID in the Sign in field.
  - For most SOA employees, your UPN is the same as your email address (e.g., [first.last@alaska.gov](mailto:first.last@alaska.gov)).
  - For employees who do not have an @alaska.gov email address, such as Alaska Court System employees, the UPN will be in the form [userID4soa@alaska.gov](mailto:userID4soa@alaska.gov) (e.g., [jdoe4soa@alaska.gov](mailto:jdoe4soa@alaska.gov)).



- Next, enter your SOA Enterprise password at the State of Alaska Enter password prompt.



- After providing the sign-in information, you may be prompted to grant permission to **SOA DOA DOF IRIS OAuth PRD**. Click on the **Accept** button when prompted.



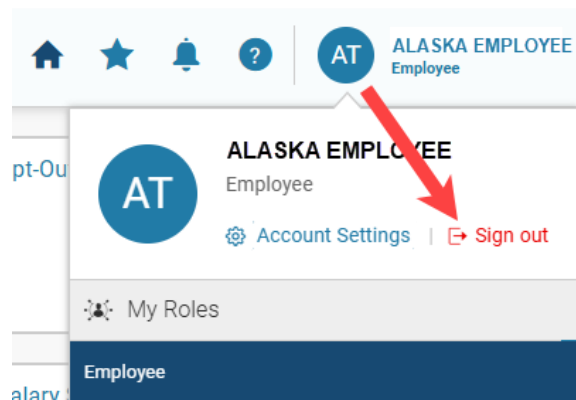
7. After granting permission to the application, you'll be prompted to approve the login request. Depending on what options you have configured for multi-factor authentication, you will need to approve the request using one of the following methods:
  - a. Approve the request on your Microsoft Authenticator app,
  - b. Enter a code that is texted to you, or
  - c. Approve the sign-in request via phone call to the phone number you registered.
8. After approving the sign-in, you will be logged into the application and will see the IRIS Advanced Home Page.

## Logging Out

It is recommended that users log out of the IRIS ESS application, <https://iris-ess.alaska.gov>, when they have completed their session.

Users can either click the **Sign out** option located in the **My Profile** dropdown menu **OR** completely close the internet browser to end their session. By correctly terminating your session, you can ensure that other users will be unable to access the IRIS application using your login if working on a shared or public workstation.

The **My Profile** menu can be found in the upper right corner of the IRIS application window.



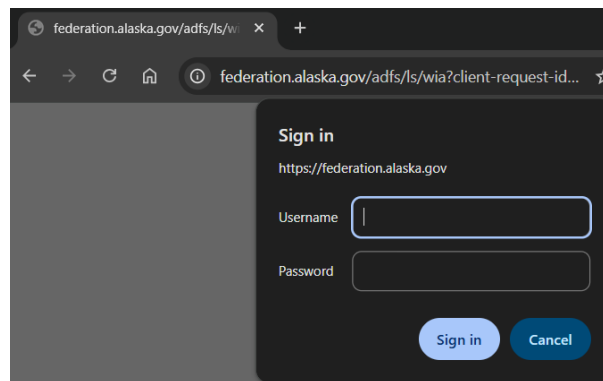
## Future Logins

After your initial single sign-on login to the SOA network IRIS Advanced website address, <https://iris.alaska.gov>, your web browser should remember the selections you made. Most often, you'll only need to enter your user ID (Employee ID Number) on the IRIS login page when working on the same computer.

If IRIS is the first State of Alaska enterprise application you've accessed that day, you'll also be prompted to approve the sign-in through MFA described in Step 6 above.

You will need to complete some of the steps detailed above on other computers, if your browser has been reset, or if you access the ESS website address, <https://iris-ess.alaska.gov>

- After you enter your User ID (Employee ID Number) on the IRIS Advanced Login page and your user principal name (UPN) on the State of Alaska Sign In page, you may also receive a prompt to Sign in to <https://federation.alaska.gov>. This prompt will appear in a pop-up window in your browser.



- Enter the user principal name (UPN) of your SOA user ID in the Sign in field.
  - For most SOA employees, your UPN is the same as your email address (e.g., [first.last@alaska.gov](mailto:first.last@alaska.gov)).
  - For employees who do not have an @alaska.gov email address, such as Alaska Court System employees, the UPN will be in the form [userID4soa@alaska.gov](mailto:userID4soa@alaska.gov) (e.g., [jdoe4soa@alaska.gov](mailto:jdoe4soa@alaska.gov)).