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| Access to JADE PROFESSIONAL is now by SSO access (single sign-on |  |
| 1. **JADE must be accessed via the Intranet**  **2.** Then click on the Knowledge icon |  |
| 3. Click on the JADE icon |  |
| 4. If you were **registered in the past**, nothing has changed, no action is required |  |
| **5. ACTION IS REQUIRED**   * if you are a new user:   OR if the banner does not look like this |  |
| **6 Follow the instructions showing** you how to sign on for the first time (not necessary thereafter) | [​Recording-20231220_091824.webm icon Recording-20231220\_091824.webm](https://moray-my.sharepoint.com/:v:/g/personal/dpy_moray_com_au/Ef5OrzLyCYRBvI7SgtOHzuQB-ZSTGBAuH1Hw_9khSWQOZg?e=zIN9ax&nav=eyJyZWZlcnJhbEluZm8iOnsicmVmZXJyYWxBcHAiOiJTdHJlYW1XZWJBcHAiLCJyZWZlcnJhbFZpZXciOiJTaGFyZURpYWxvZy1MaW5rIiwicmVmZXJyYWxBcHBQbGF0Zm9ybSI6IldlYiIsInJlZmVycmFsTW9kZSI6InZpZXcifX0%3D) |
| **7. DETAILED INSTRUCTIONS**  Click on LOGIN |  |
| **Click on Login with SSO** |  |
| Then sign on with your Moray email address: 3 letters @moray.com.au |  |
| NOTE: The top banner MUST always look like that |  |