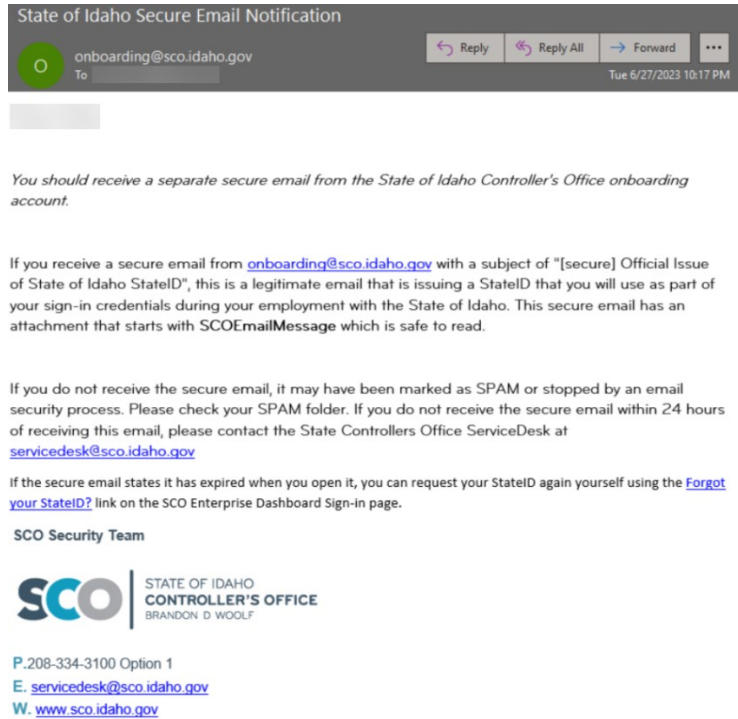
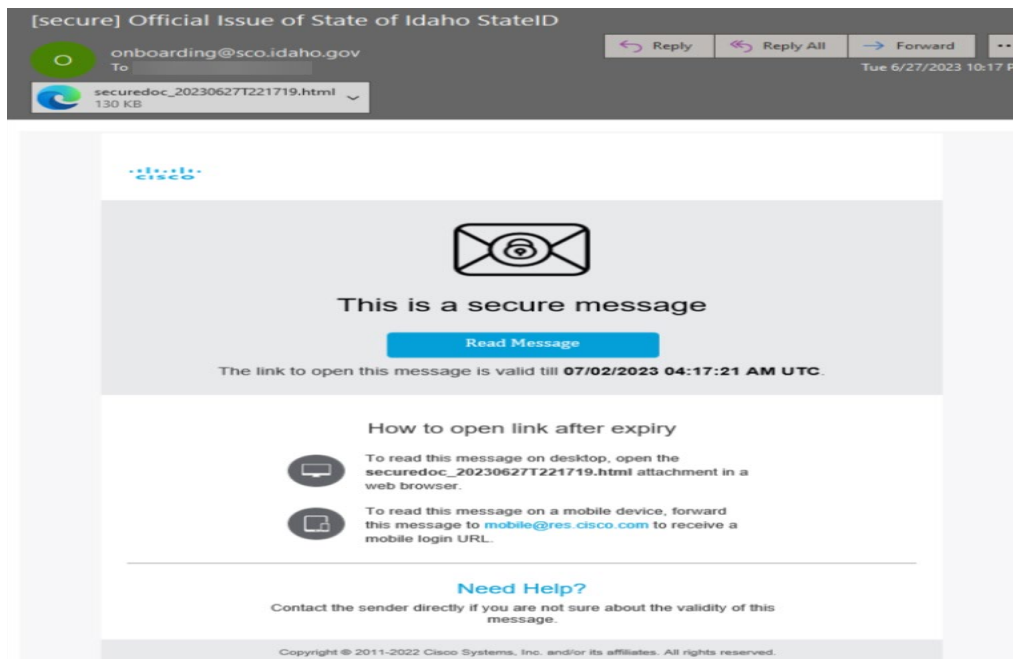


# New State Employee Enterprise Dashboard Registration

- New employees will receive 2 emails once hired in Luma. The first email lets the employee know that a separate secure email will arrive soon.



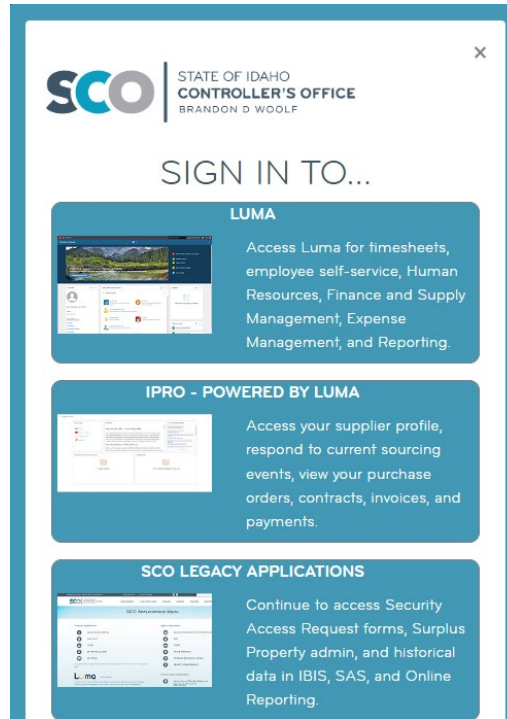
- The second email is the secure email that contains the employee's StateID. To open, select the Read Message button within the secure email. This will open in a new browser.



- In the newly opened browser, select the Acknowledge button and the secure email will display. Along with the StateID, this email contains instructions on how to set up an initial password.

**NOTE: If the secure email is not received, check your Junk/Spam folder. If the email is not there, follow the Forgot my StateID instructions below.**

- Luma can be accessed from the Sign-In page, which is accessible from the SIGN IN button on the SCO website.



## Password Complexity

- Minimum length should be at least Fourteen (14) characters
- Must contain at least 1 upper case character
- Must contain at least 1 number
- Must contain at least 1 lower case character
- Must not be a palindrome
- Must not contain any character more than 4 times consecutively
- Must not have 5 consecutive character(s) from username
- Must not contain restricted patterns or be the same as previous 24 passwords

Additionally:

- Will expire every Sixty (60) days and require change during next Sign-in
- Account Lockout occurs after Three (3) invalid sign-in attempts and lasts for 2 hours

## Expired Password

Once 60 days has been reached without a password change, the system will automatically redirect you to change your password when logging on.

1. Enter and verify a password that meets all of the previously-listed requirements, and click ***Proceed with registration.***



Please set your initial password for the Enterprise Dashboard.  
Password has expired,  
principal name:  
[redacted]@IDAHOIDP.GOV)

New Password

Verify Password

[Proceed with registration](#)

2. Click the link to return to the sign-in page once password has been set successfully.

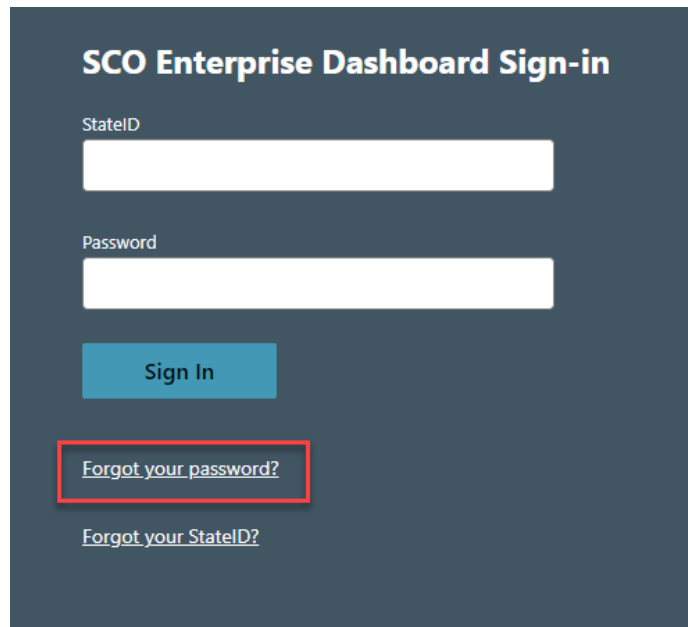


## Forgot your Password or Unlock your Account

State employees have the ability to Reset their Password AND Unlock their *Luma* accounts using email confirmation authentication.

\*\*Please contact the SCO ServiceDesk for direct assistance with this process if needed.

1. Select the ***Forgot your Password?*** Link.



SCO Enterprise Dashboard Sign-in

StatelD

Password

Sign In

[Forgot your password?](#)

[Forgot your StatelD?](#)

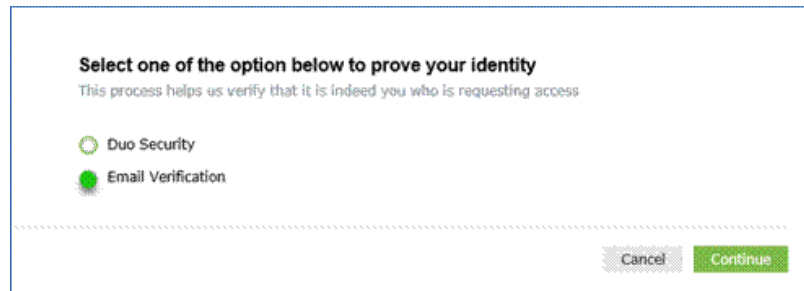
2. A new window/tab opens to the ADSelfService Plus page. Select "Reset Password" or "Unlock Account" depending on what you need.



3. Fill out the Forgot your Password? form:
  - o Enter your State ID number in the Username field (assigned when you registered)
  - o Make sure the domain of IDAHOIDP is listed.
  - o Type the CAPTCHA characters shown in the box, and select continue.



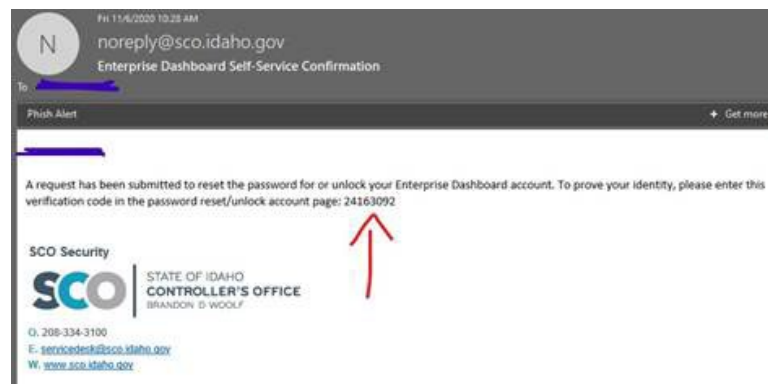
4. Select the **Email Verification** choice and Continue. (Duo Security presently only shows for some employees)



5. Select the Email Address you would like the verification code to be sent to. You may select either your Primary Email address or your Alternate Email address from your State Employment record.



6. An email will arrive to the selected email address from noreply@sco.idaho.gov. Copy the code noted by the red arrow below.



**NOTE: If you receive this email WITHOUT having requested any password reset or account unlock, please notify servicedesk@sco.idaho.gov**

7. Paste or type the code into the field provided and press Continue.

Verification code has been sent to [redacted]@sco.idaho.gov

Once you have received the code, Please enter it in the textbox below

 [Resend Code](#)

Cancel

Continue

8. If you are Resetting your Password, enter and repeat the new passwords. You are shown visual feedback of your passwords complexity. Once all complexity requirements show green checkmarks, select Reset Password.

### Reset Password

\* New Password

\* Confirm New Password

- Minimum length should be at least 14
- Must contain at least 1 upper case character(s)
- Number of numerals to include 1
- Must not be a palindrome
- Must not contain any character more than 4 times consecutively
- Must not have 5 consecutive character(s) from username
- Must not contain restricted patterns [List](#)
- Must contain at least 1 lower case character(s)

Cancel

Reset Password

9. If successful, you will receive visual confirmation and email confirmation.

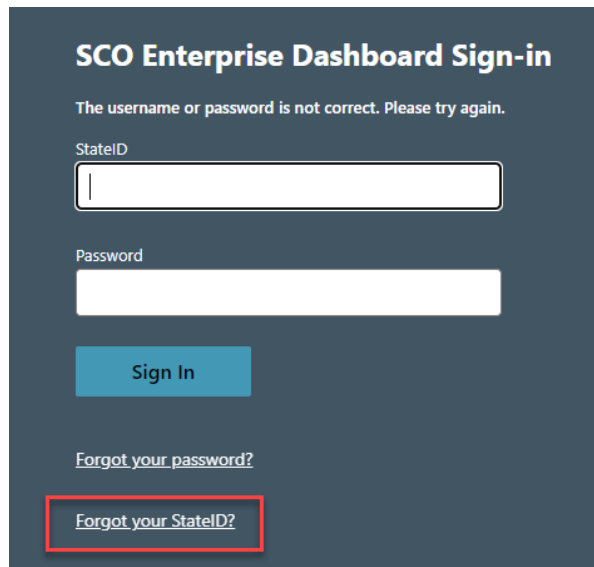


**NOTE: If you receive this email WITHOUT having requested any password reset or account unlock, please notify servicedesk@sco.idaho.gov**

10. Close browser tab and continue with sign-in. Back to home link will only return you to the Account Self Service page.

## [Forgot your StateID](#)

1. From the Luma Sign in, select the Forgot your StateID link.



**SCO Enterprise Dashboard Sign-in**

The username or password is not correct. Please try again.

StateID

Password

Sign In

[Forgot your password?](#)

[Forgot your StateID?](#)

2. Select the red Forgot your StateID link.



**Please choose one of the following two options below.**

[New User Registration](#)

[Forgot your StateID?](#)

3. Enter either your primary or alternate email address and then select the Validate button.

**Forgot Your StateID? Please enter your registered email address.**

Email Address

**Validate**

[Forgot your password?](#)

**NOTE: If the email does not match, make sure it was entered correctly. If it still does not match, enter your alternate email that is set up. If there is no alternate email set up, it will need set up in GHR.**

4. If the email matches, then a confirmation message will display. A secure email will be sent to the employee which will contain the StateID.

**Email Address authorized, and StateID Secure Recovery Email sent**

If you receive a secure email from [onboarding@sco.idaho.gov](mailto:onboarding@sco.idaho.gov) with a subject of "[secure] Official StateID Recovery Email", this email is a Legitimate Email that is delivering you the StateID you just requested. The email has an attachment that starts with SCOEmailMessage which is safe to OPEN.

If you do not receive this secure email, it may have been marked as SPAM or stopped by an email security process. Please check your SPAM folder. If you do not receive the secure email within 24 hours of receiving this email, please contact the State Controllers Office ServiceDesk. Contact info below.

**Redirect to SCO Website**

## Sign-in Instructions

Enter your StateID and password in the SCO Enterprise Dashboard sign-in page. Select the Sign in button.

**SCO Enterprise Dashboard Sign-in**

StateID

Password

**Sign In**

[Forgot your password?](#)

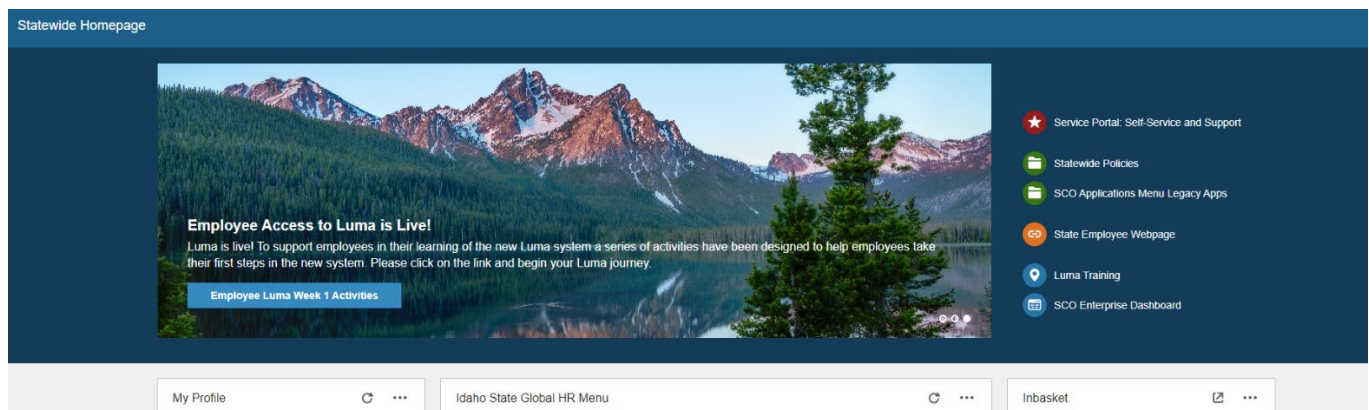
[Forgot your StateID?](#)

Employees will then be prompted for a second factor of authentication using DUO Multi-Factor Authentication and will be taken to the Luma Statewide Homepage.

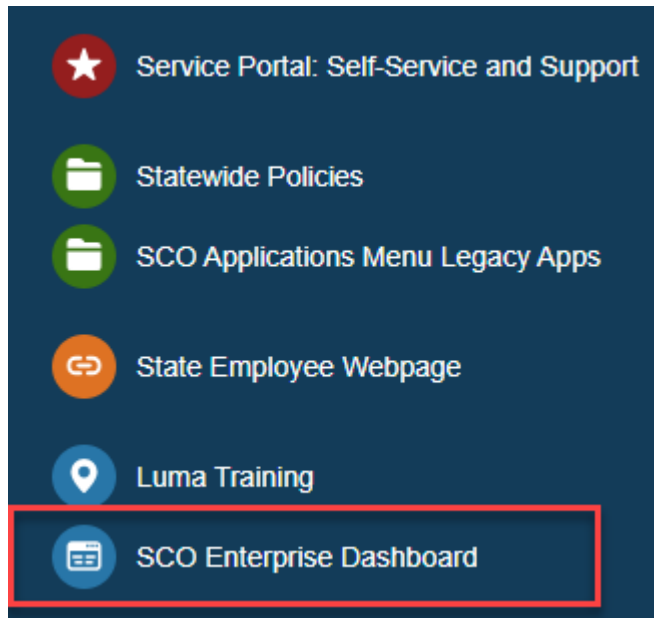
[Read DUO Authentication Guide](#)

## Statewide Homepage

The Statewide Homepage is where all employees land after signing in to Luma. From here employees can access all they need to including Timesheets, Knowledge, Training and more.

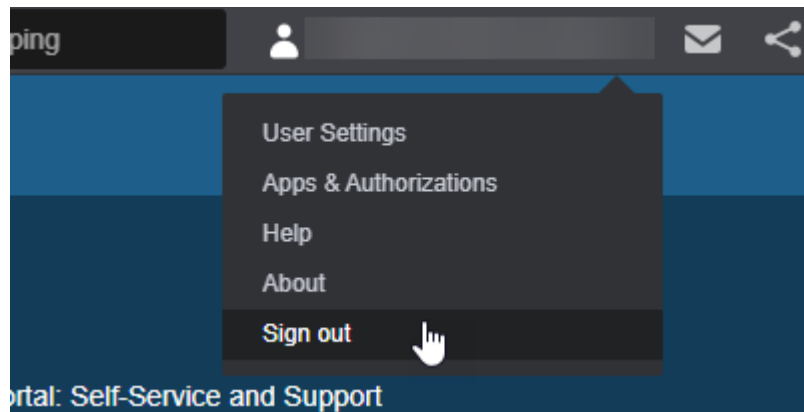


For employees who need to access other applications via the SCO Enterprise Dashboard, select the SCO Enterprise Dashboard link located in the upper right of the Homepage. This will open the SCO Enterprise Dashboard in a new browser tab.



## Sign-out Instructions

From the Statewide Homepage, select your name in the upper right hand corner of the screen to open the User menu. Select the Sign out option.



To completely sign out of Luma, you will need to close your browser after getting to this screen.

