

## Job Aid: How to Access COMMBUYS CLM Using Single Sign-on (SSO)

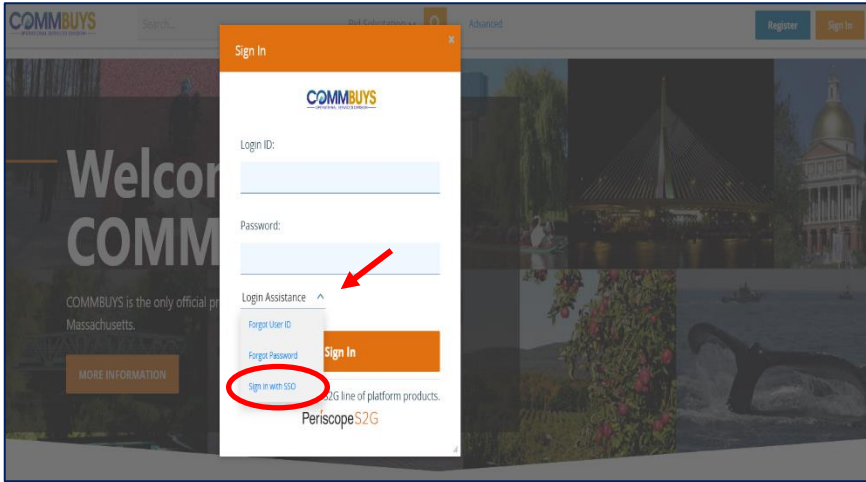
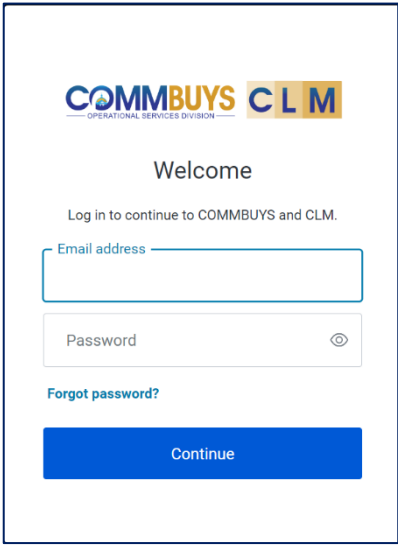
### This Job Aid shows how to:

Use Single Sign-on (SSO) to access CLM

### Of Special Note:

The Contract Lifecycle Management (CLM) software is integrated with COMMBUYS. CLM + COMMBUYS provides complete management of the contract lifecycle including collaborative planning and development, evaluation, contract award, and contract management.

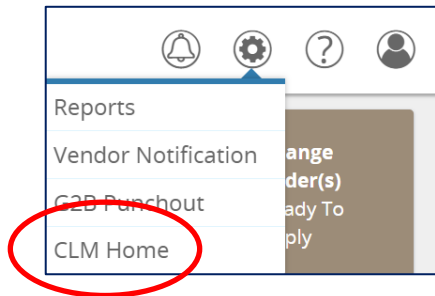
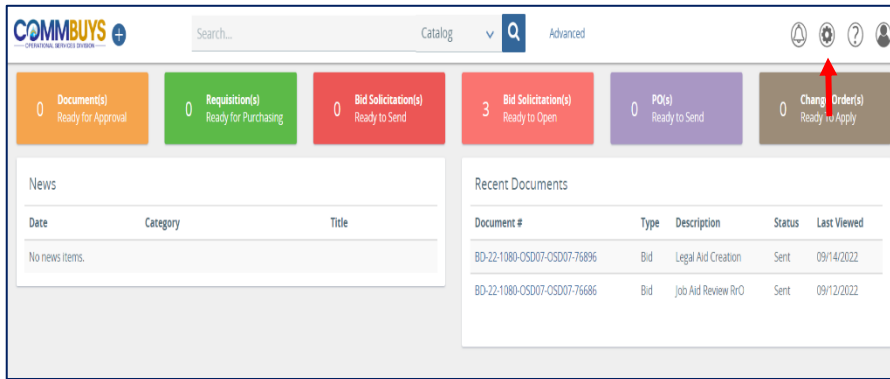
Access to CLM begins in COMMBUYS.

Screenshot	Directions
  	<h3>Step 1: Launching COMMBUYS</h3> <p>Enter the uniform resource locator (URL) address for COMMBUYS (<a href="https://www.commbuys.com">https://www.commbuys.com</a>) or (<a href="https://commbuys.com">commbuys.com</a>) in your browser.</p> <ol style="list-style-type: none"> <li>1. Click on the orange <b>Sign In</b> button in the upper right-hand corner.</li> <li>2. Click on the <b>arrow</b> next to the Login Assistance field, then select <b>Sign in with SSO</b> (Single Sign On) from the dropdown menu.</li> <li>3. A new sign in box appears. Enter your email address and COMMBUYS password.</li> <li>4. Click <b>Continue</b>, the COMMBUYS homepage displays.</li> </ol>

**Step 2: You are now logged into COMMBUYS. For CLM Access**

1. Click on the **Settings** icon at the top right of the COMMBUYS Home Page

2. Select **CLM Home** from the dropdown menu.



**The CLM Home Page opens in a new browser tab. You may need to change your Role/Group.**

**Step 3: To change your Role/Group.**

1. Click on the down arrow to view the list and select the applicable one.

