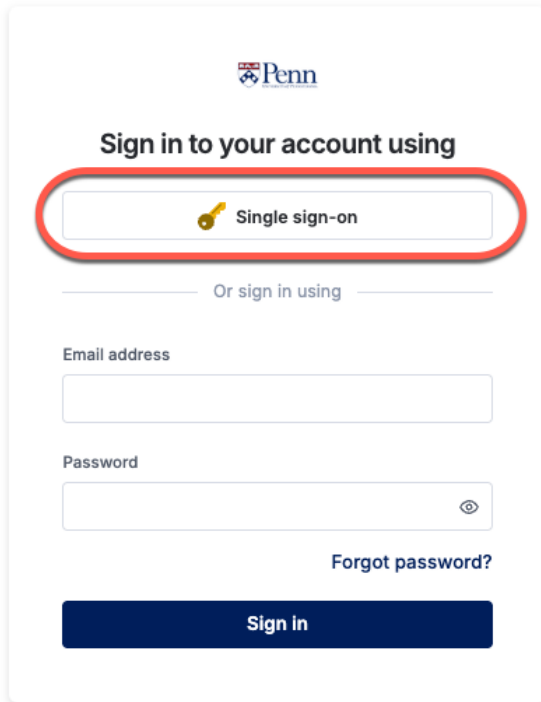


Kissflow: Initial Login

This tip sheet provides information on how to log into Kissflow initially.

1. Go to <https://upenn.kissflow.com/>
2. Click on the “Single sign-on” button

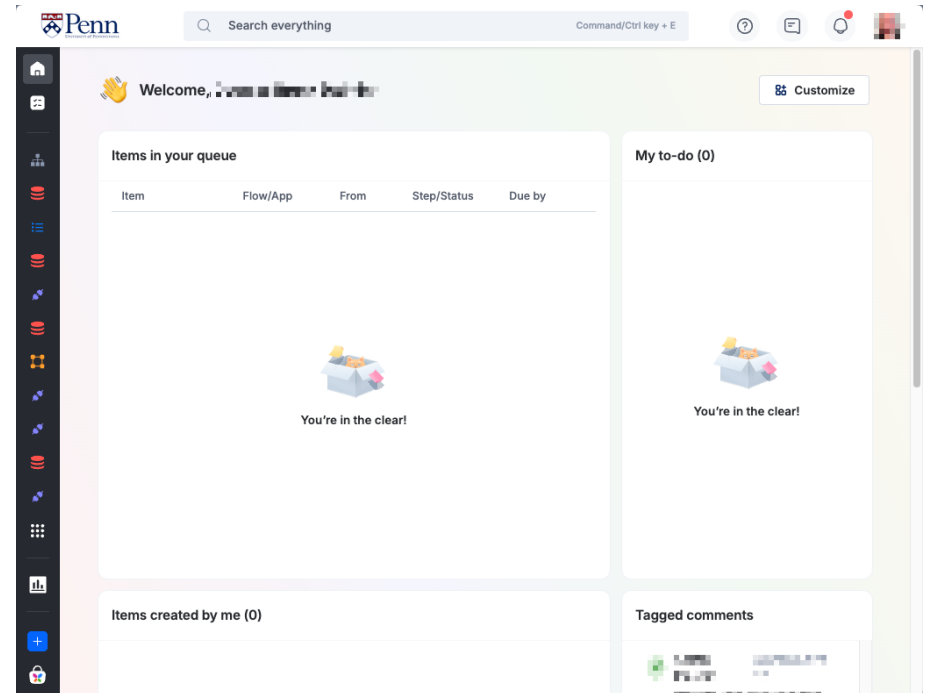


The image shows the Kissflow login page for UPenn. At the top is the Penn logo. Below it, the text "Sign in to your account using" is centered. A red oval highlights a button labeled "Single sign-on" with a key icon. Below this, the text "Or sign in using" is centered. There are two input fields: "Email address" and "Password". The "Password" field has an eye icon to toggle visibility. Below the password field is a link "Forgot password?". At the bottom is a dark blue button labeled "Sign in".

3. Log in with your Pennkey and password as necessary, DUO may prompt you for a three-digit code.
4. You will then see a request to verify your email, highlighted in yellow, at the top of the page. Click on “Resend”.
5. Check your email and click on the verification button.
 - If you can’t find the email in your inbox or Junk folder, check <https://security.microsoft.com/quarantine> to see if it was sent there. You can release the message.

6. Please don’t set up a password since we use single sign-on, so close this window.

Once you are logged in you will see a customizable home screen similar to the following.



You can always return to <https://upenn.kissflow.com/> to review your work queue or initiate a request.