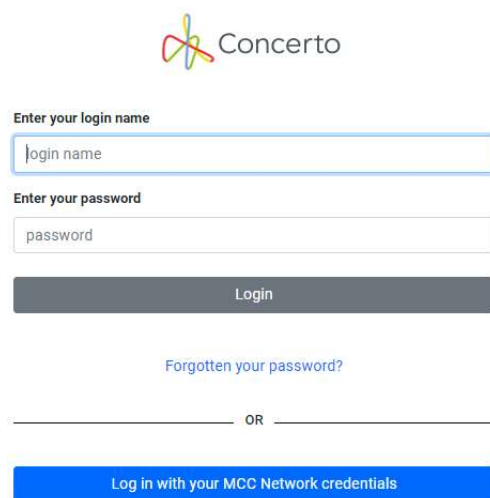


## CPAD User Guide – Single Sign-On

Signing into CPAD is now possible using Single Sign-On.

What this means is that instead of having to input a username and password to log into CPAD, you can now click a second option, which logs you in automatically by checking your MCC network credentials, so CPAD knows who you are.

When you launch CPAD, at <https://cpad.manchester.gov.uk> you will see an extra option, as per Fig. 1, below.



The screenshot shows the CPAD login interface. At the top is the 'Concerto' logo. Below it are two input fields: 'Enter your login name' with a placeholder 'login name', and 'Enter your password' with a placeholder 'password'. A 'Login' button is positioned below these fields. A link 'Forgotten your password?' is located below the 'Login' button. A horizontal line with 'OR' in the center separates this section from the 'Log in with your MCC Network credentials' button, which is a blue button located at the bottom of the login section.

*Fig. 1 – Single Sign-On option on login.*

Click the Log in with your MCC Network credentials button, and you will be logged into the system.

### In-system approvals

Some actions within CPAD require you to enter your password:

- Approving Orders
- Certifying invoices
- Electronic signatures within Case Management

These actions will still require you to enter your password, so you will still need to know it if you perform any of these tasks.

### Changing your password

If you cannot remember your password and need to authorise / electronically sign an action, you will need to ask the CPAD team to reset it. To do this, email [CPAD@manchester.gov.uk](mailto:CPAD@manchester.gov.uk)