

# MOSL CMOS SSO

Logon Guide

Version 1.4

08 March 2025

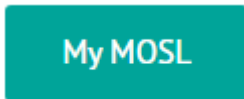
## Contents

1.	Setting up your users for SSO in My MOSL User Admin.....	2
2.	Access the CMOS Login Page.....	5
3.	Redirect to the CMOS Login Screen .....	6
4.	Select "Single Sign-On" (SSO) .....	7
5.	Enter Your Organisational Login Details .....	8
6.	Enter Your Password .....	8
7.	Choose Your User Account .....	9
8.	Access the CMOS Dashboard .....	9
9.	Creating new CMOS users .....	10
10.	Active but blocked CMOS users.....	13

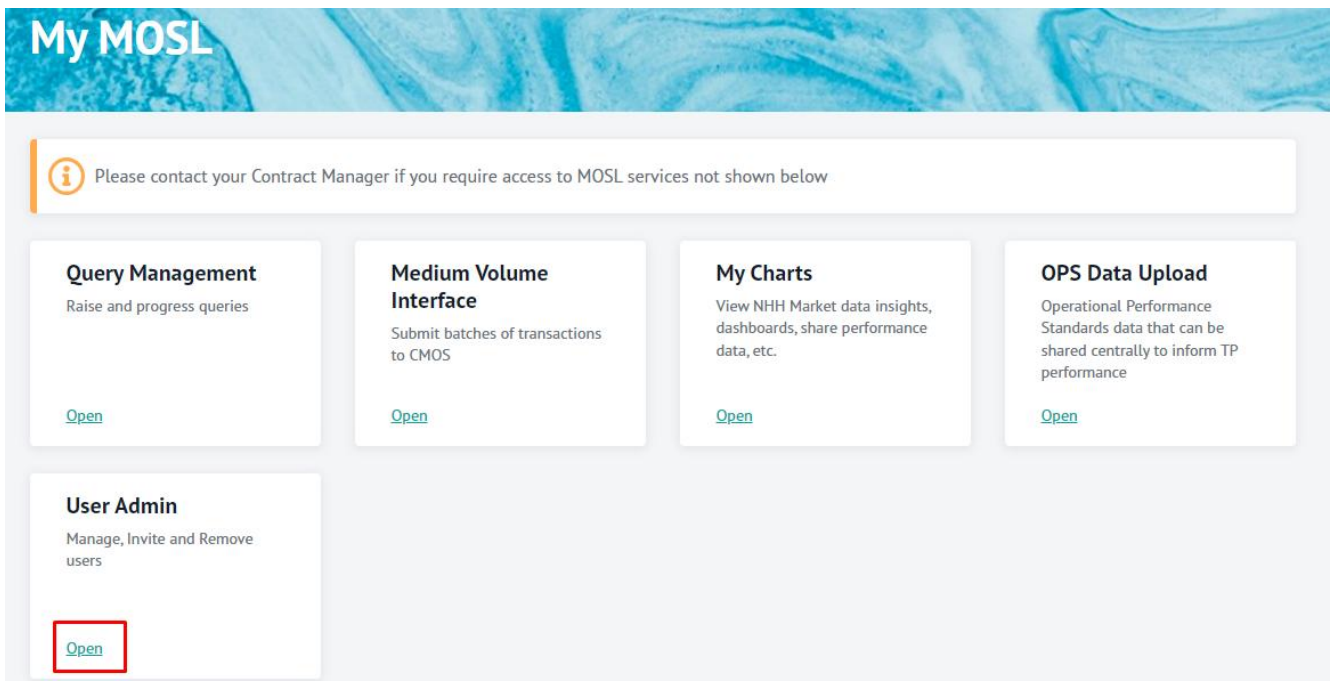
# 1. Setting up your users for SSO in My MOSL User Admin

Your contract manager or an authorised User Admin will have access to User Admin in My MOSL.

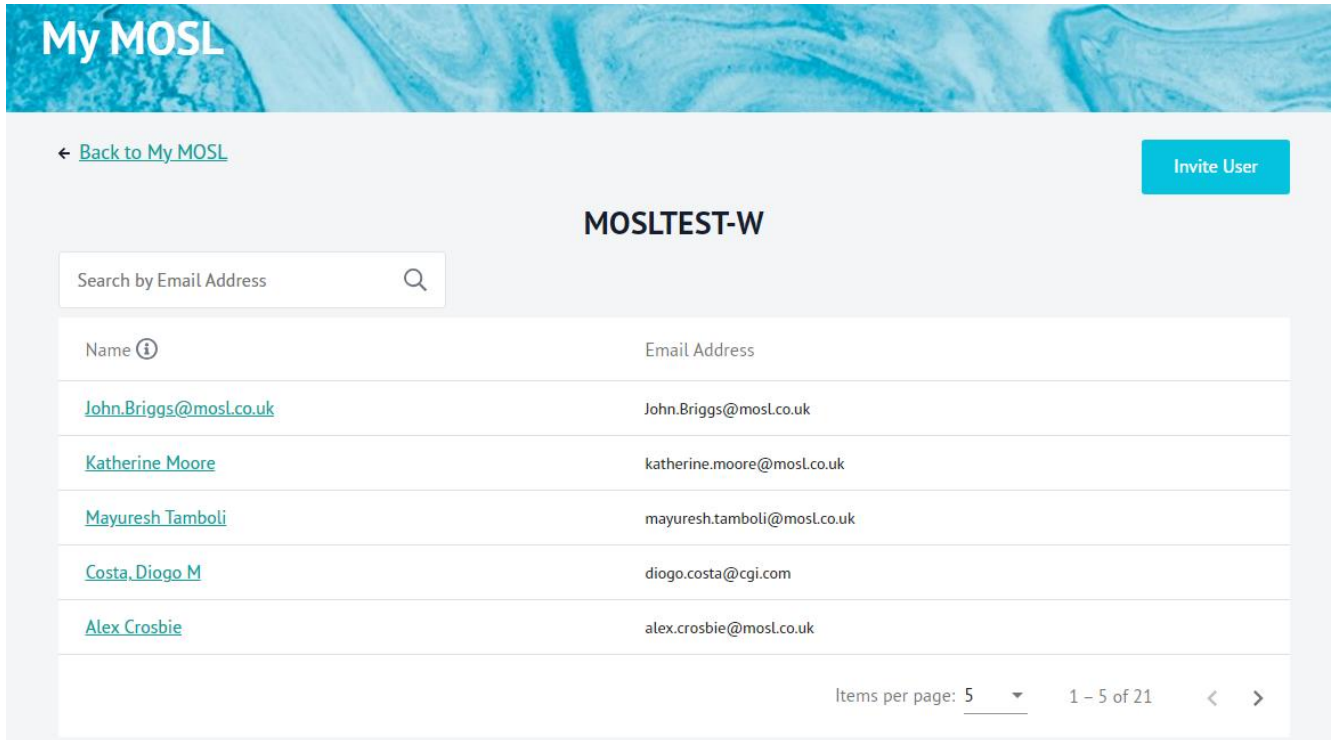
Connect to the MOSL website and click on the “My MOSL” button in the top right corner.



You should see the new User Admin tile, click the “Open” link.



The User Admin screen will look like this



Click on the "Invite User" button on the User Admin screen, you can then invite your new user, fill in their First and Last names and then their Email Address and press the "Invite User" button

## Invite User

Please enter the First Name, Last Name and email address of the user you would like to invite

Invite User

Cancel

On the User Admin screen click in the "Search by Email Address" search box and start to type in the email address of the user you want to assign a new role to, when the user appears click on their name

← [Back to My MOSL](#) Invite User

### MOSLTEST-W

ale Q

Name ⓘ	Email Address
<a href="#">Alex Crosbie</a>	alex.crosbie@mosl.co.uk

Items per page: 5 ▼ 1 - 1 of 1 < >

You will then be taken to the user profile screen, here you can add or remove the CMOS SSO the same as other roles in User Admin, once you have pressed the save button your user will be able to access CMOS through SSO

Last Login: No Login

#### Roles assigned

- MOSL Website Access ⓘ
- Bilaterals Hub ⓘ
- Bilaterals Hub Pre-Prod ⓘ
- CMOS MPS2/MPS SSO ⓘ
- CMOS PRD SSO ⓘ
- Medium Volume Interface ⓘ
- My Charts ⓘ
- My Files ⓘ
- Query Management - General Queries ⓘ
- Query Management - Late Payment Notification ⓘ
- Query Management - Unplanned Settlement Run ⓘ

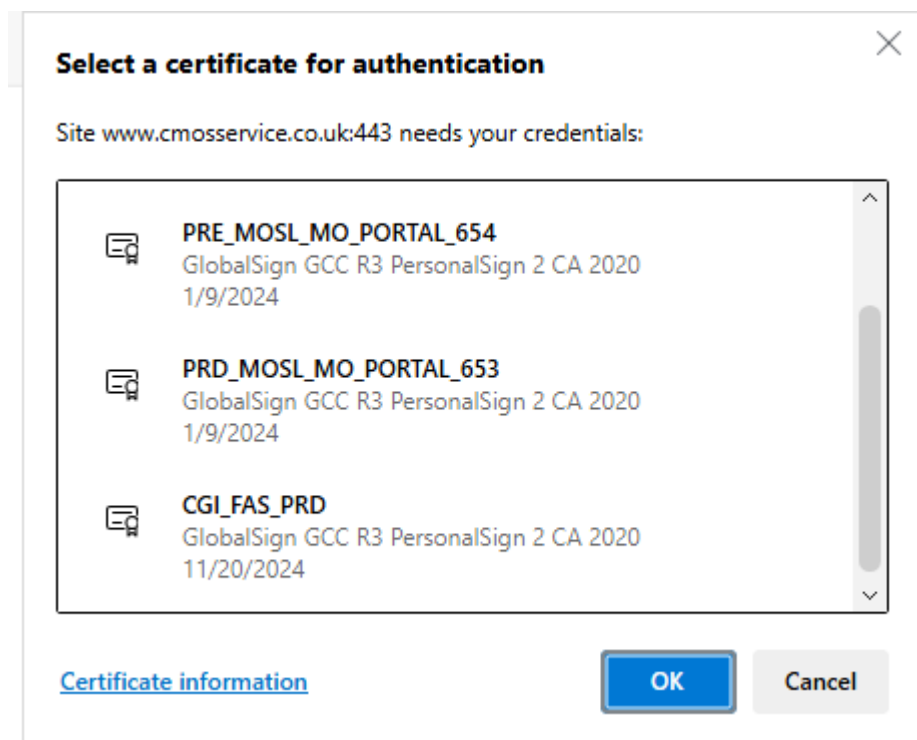
## 2. Access the CMOS Login Page

Open your browser and navigate to the CMOS login page.

At this point, **before the login screen** is accessible, users will be prompted to **present their organisational certificate**.

When you visit the CMOS login page for the first time, a prompt will appear requesting you to **upload or select your organisational certificate**.

The certificate ensures secure access and verifies that you are from an authorised organisation. **Select your organisational certificate** from your system's certificate store or upload it as required by the CMOS platform.



### 3. Redirect to the CMOS Login Screen

After presenting the certificate, the system will authenticate your organisation, and you'll be directed to the **CMOS login screen** (as shown in the images).

Here, you will see 2 options to log on Single Sign-On (SSO) or entering your username and password.

**Please note that the SSO option will be available after the deployment 7 March in Production and 11 March in MPS.**



**News**

**CMOS Releases and Maintenance Schedule** 2020-09-17

CMOS Releases and Maintenance Schedule can be found on <https://mosl.co.uk/cmos> under 'CMOS - Current Release'

**Single Sign-on**

Single Sign-on

**Legacy Logon**

**User name\***

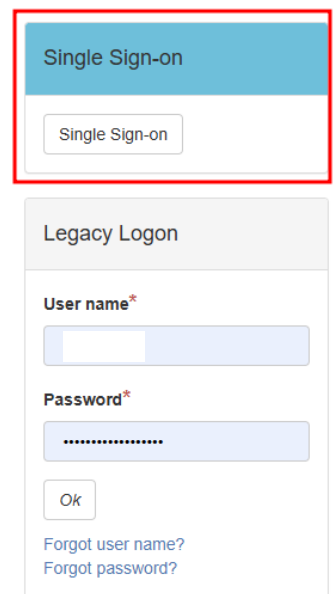
  
**Password\***

[Forgot user name?](#)  
[Forgot password?](#)

## 4. Select "Single Sign-On" (SSO)

On the CMOS login screen, locate the **Single Sign-On** button at the top-right of the login section.

Click **Single Sign-On** to proceed with the SSO method.



The screenshot shows the CMOS login interface. On the left is a 'News' section with a link to 'CMOS Releases and Maintenance Schedule'. On the right is the login section, which is highlighted with a red box. This section contains a blue header 'Single Sign-on' and a button labeled 'Single Sign-on'. Below this is a 'Legacy Logon' section with input fields for 'User name\*' and 'Password\*', an 'Ok' button, and links for 'Forgot user name?' and 'Forgot password?'.

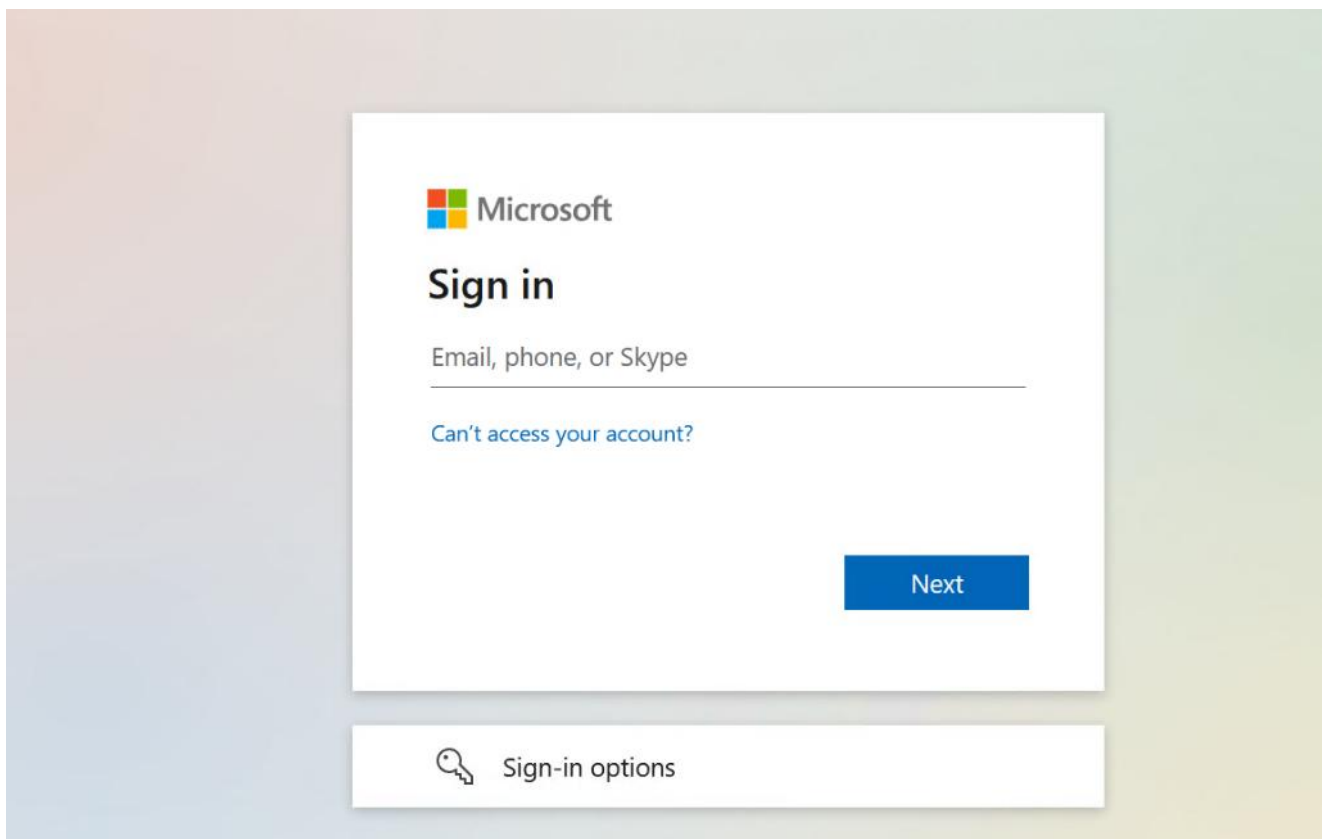


## 5. Enter Your Organisational Login Details

Once you click on **Single Sign-On**, you will be redirected to a Microsoft login page.

Enter your organisational email address (e.g., [User@User.com](#)).

Click **Next**.



## 6. Enter Your Password

Depending on the type of authentication configured **by your organisation**, the login process may vary:

**Password:** If your organisation uses password-based authentication, you will be prompted to enter your **password**.

**Multi-Factor Authentication (MFA):** If your organisation uses MFA, you will be prompted to authenticate using a secondary method such as an app or SMS verification.

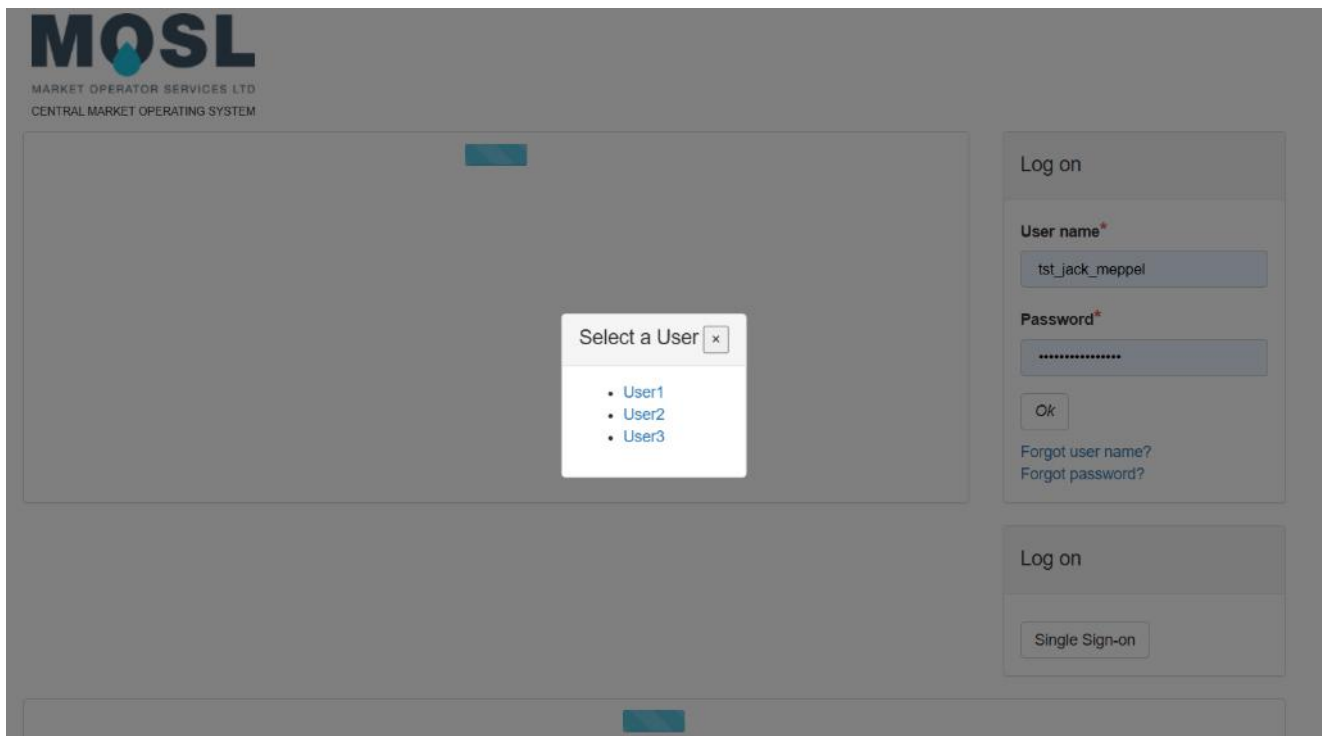
**One-Time-Password (OTP):** If your organisation uses OTPs, you will need to enter the code received via email, SMS, or an authentication app.

**Follow the specific instructions** based on your organisation's authentication setup.

## 7. Choose Your User Account

Once authenticated, a pop-up or dropdown menu will appear with a list of available user accounts (where multiple users are associated with a single email address).

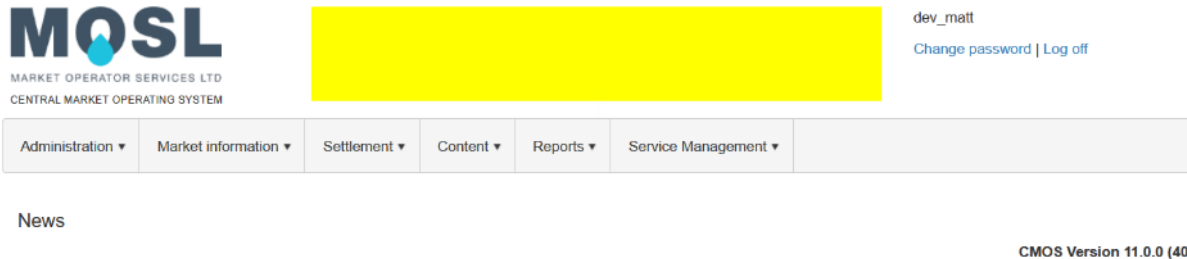
**Select the correct user account**



## 8. Access the CMOS Dashboard

After successful authentication and user selection, you will be redirected back to the CMOS platform and will have access to the dashboard.

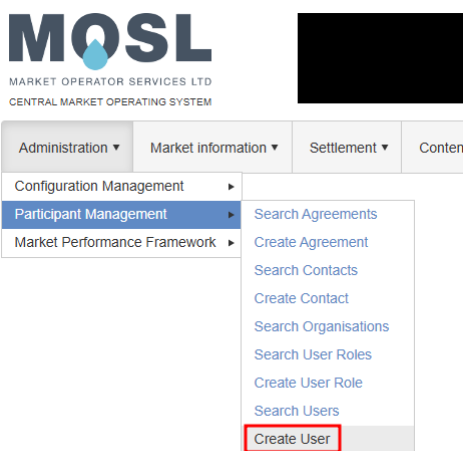
You will see options such as **Administration**, **Market Information**, **Settlement**, **Reports**, and **Service Management**.



## 9. Creating new CMOS users


During the period that both logon with SSO and Legacy log on to CMOS are available, the CMOS Admin will also need to create the new user and their roles in CMOS. Once the user is created in CMOS, the user will receive the automatic initial username and password to be replaced from the CMOSMailRelay@mosl.co.uk email (2 emails: CMOS User details and CMOS Password Notification).

To create a user in CMOS:



The emails the user will receive will look like these:

## CMOS User Details

 CMOSMailRelay@mosl.co.uk  
To Ricardo Wissmann-Alves  
Retention Policy Exchange email (3 years)  
<> SuiteCRM

Expires on 26/02/2028

External - Attention: This email originated outside of MOSL. Consider whether you need to verify the source of the email and be extra vigilant when opening attachments or clicking links.

Dear Test User,

A new user account has been created for you in CMOS.

Your username is: acc\_testuserwsl


We will send you a separate email containing your password.

Click on the link below to access the system:

<https://palm.cmosservice.co.uk>

Thanks,  
CMOS Administration Team

## CMOS Password Notification

 CMOSMailRelay@mosl.co.uk  
To Ricardo Wissmann-Alves  
Retention Policy Exchange email (3 years)  
<> SuiteCRM

Expires on 26/02/2028

External - Attention: This email originated outside of MOSL. Consider whether you need to verify the source of the email and be extra vigilant when opening attachments or clicking links.

Dear Test User,

A new user account has been created for you in CMOS.

If you have not received an e-mail containing your username, please contact your administrator.

This e-mail contains your password. Another mail contains your username.

Your password is: \*p?A07(kxH0QpY6\_

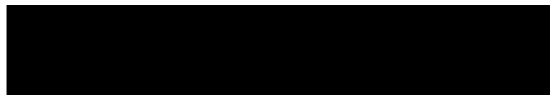
You will be required to change it when you first log in.

Click on the link below to access the system:

<https://palm.cmosservice.co.uk>

Thanks,  
CMOS Administration Team

Once the user receives the temporary password, they must login with the account created:



News

Log on

User name\*  
acc\_testuserwsl

Password\*  
.....

Ok

[Forgot user name?](#)  
[Forgot password?](#)

Log on

Single Sign-on

SystemStatus

CMOS Version 16.1.0 (33181)

And the system will ask them to change their password:



acc\_testuserwsl  
[Change password](#) | [Log off](#)

## Change password

Current password\*  
.....

New password\*  
.....

Retype new password\*  
.....

Secret question\*  
Mother's maiden name? ▾

Secret answer\*  
.....

OK

**Password complexity**

Passwords must meet the following complexity requirements:

- Previous 24 passwords cannot be used.
- The password can't contain parts of the user's account name that exceed two or more consecutive characters.
- Be at least fourteen characters in length.
- Contain characters from 3 of the following 4 categories:
  - Uppercase characters (A through Z)
  - Lowercase characters (a through z)
  - Base 10 digits (0 through 9)
  - Non-alphabetic characters (for example, !, \$, #, %)

CMOS Version 16.1.0 (33181)

Once that's done, they won't need to login with this account anymore, but through the SSO.

## **10. Active but blocked CMOS users**

All active users (that are not blocked) in CMOS Production as of 6<sup>th</sup> of March can now log in with SSO. If a blocked and active user needs to gain access to CMOS through SSO, the CMOS Admin will have to unblock the user and send a password reset, which the user will need to change. The CMOS Admin will then need to set up the user for SSO in CMOS through My MOSL User Admin as described in section 1. Once that's done, the user can then login through SSO.