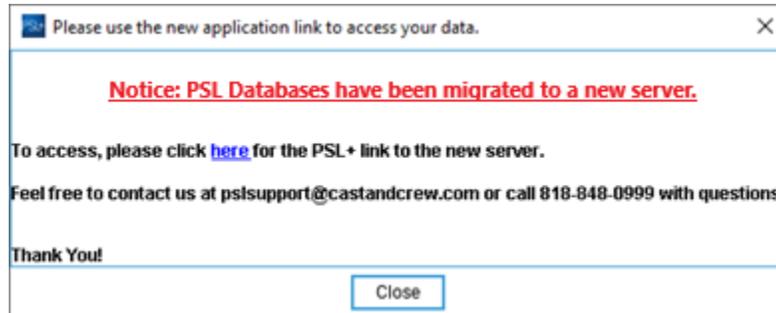
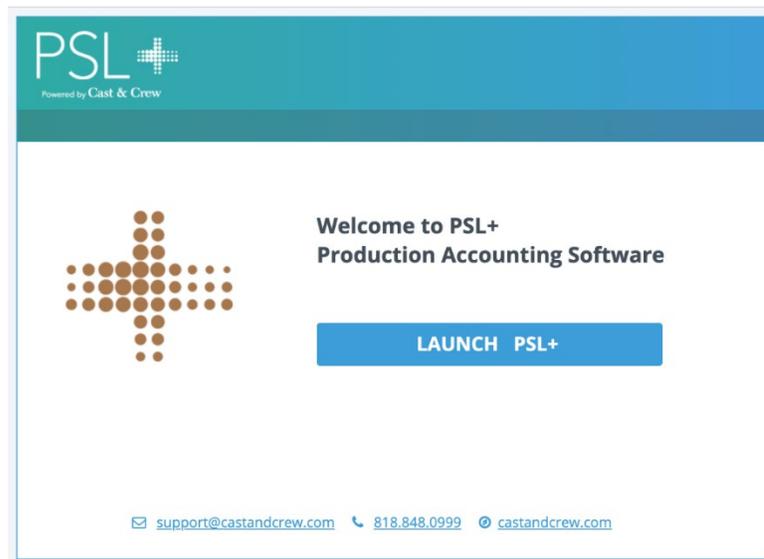


## Login Instructions For PSL+

Download PSL+ with Okta SSO (either through the installer URL provided by Cast & Crew or the link which appears in the dialogue box shown below after launching the existing PSL3/PSL+ desktop shortcut).



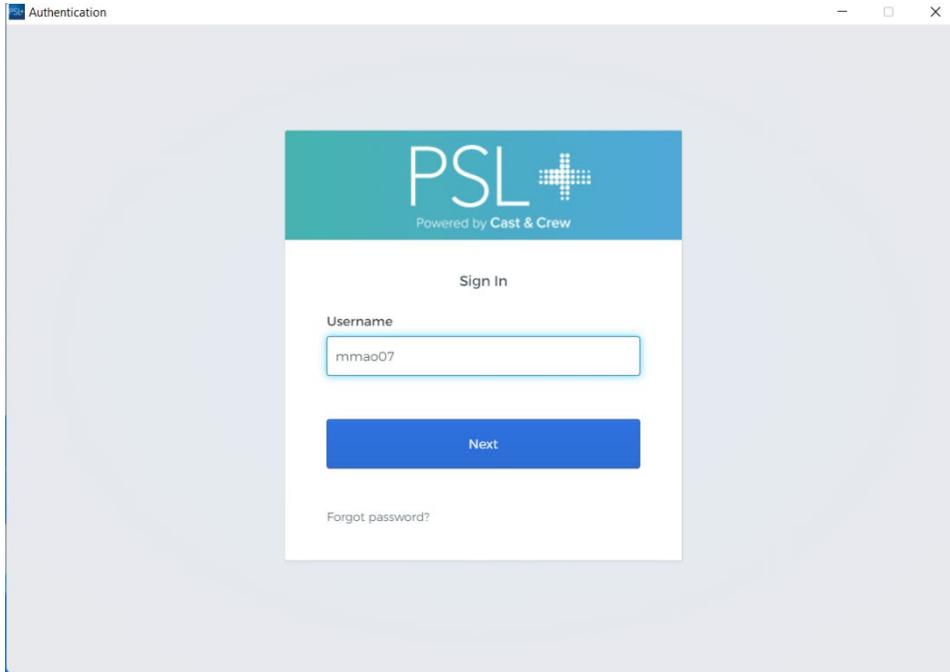
After clicking on the link, you will see the following screen. Click **Launch PSL+** on this screen:



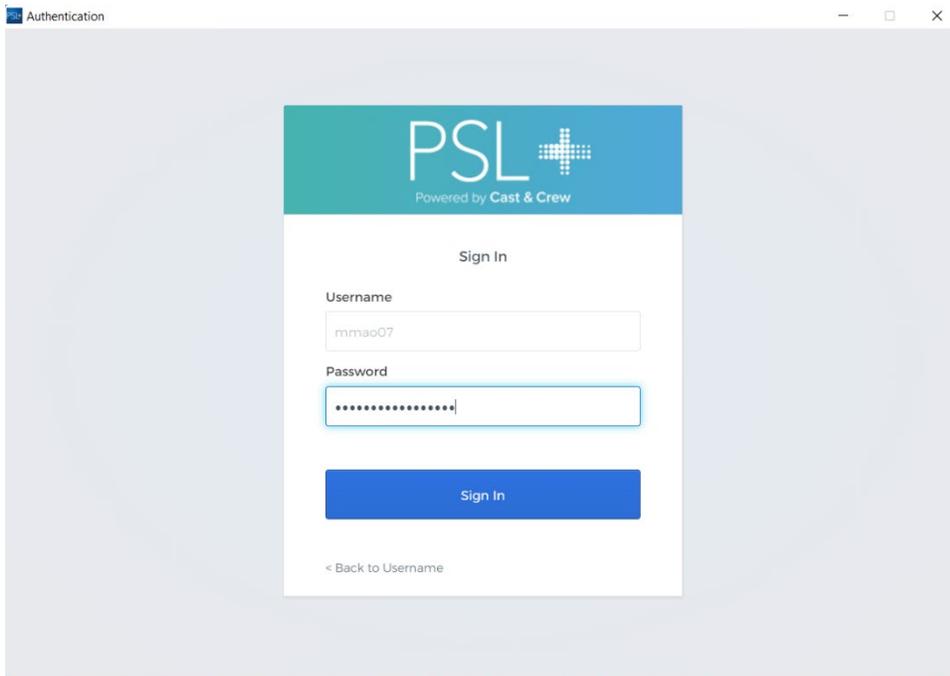
After downloading and installing the new PSL+ application, please follow the instructions below to set up your new username and password.

### Login Instructions

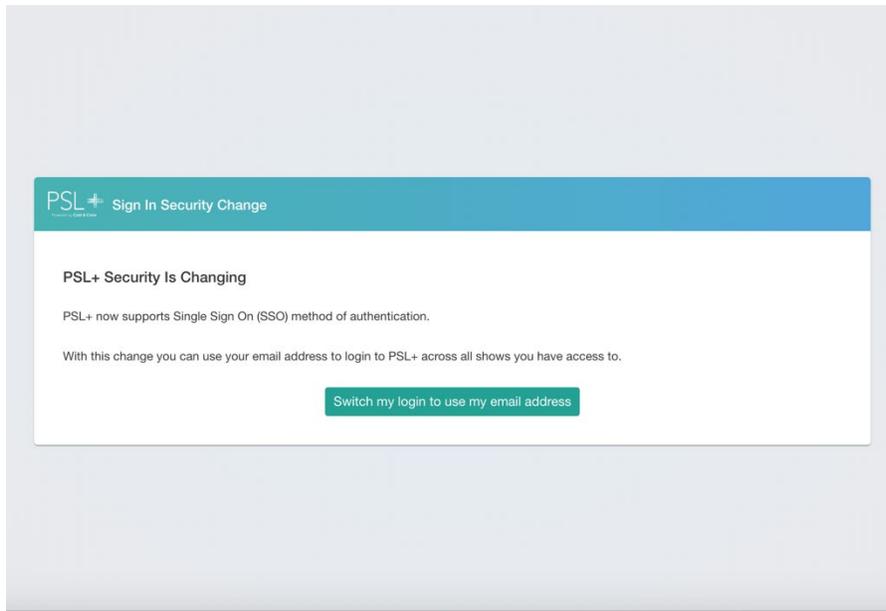
1. On the PSL+ login screen, enter your existing PSL username, **not** your corporate email address. User accounts are unique across PSL+.
  - a. Example: mmao07
2. Click **Next**.



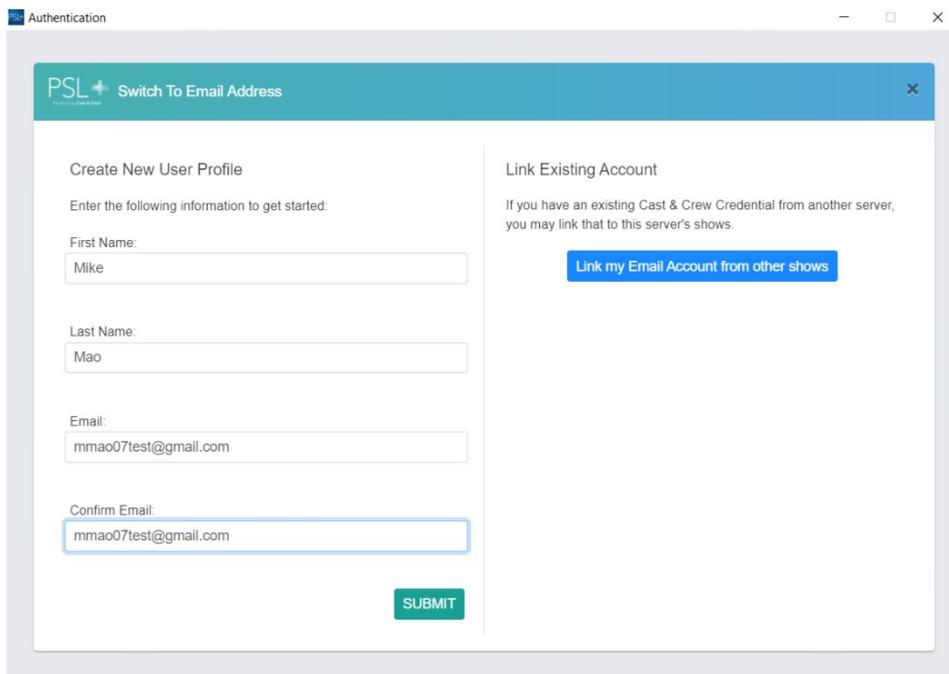
3. Enter your existing PSL password and click **Sign In**.



4. A “Sign In Security Change” message will show. Click **Switch my login to use my email address** to begin the switch.



5. For users who **DO NOT** have an existing Okta account associated with Cast & Crew fill out the form on the left side:
  - a. Enter your first name, last name, email address and confirm your email address.
  - b. Click **Submit**.



The screenshot shows a browser window titled "Authentication" with a sub-header "PSL+ Switch To Email Address". The form is divided into two sections: "Create New User Profile" and "Link Existing Account".

**Create New User Profile**  
Enter the following information to get started:

First Name:

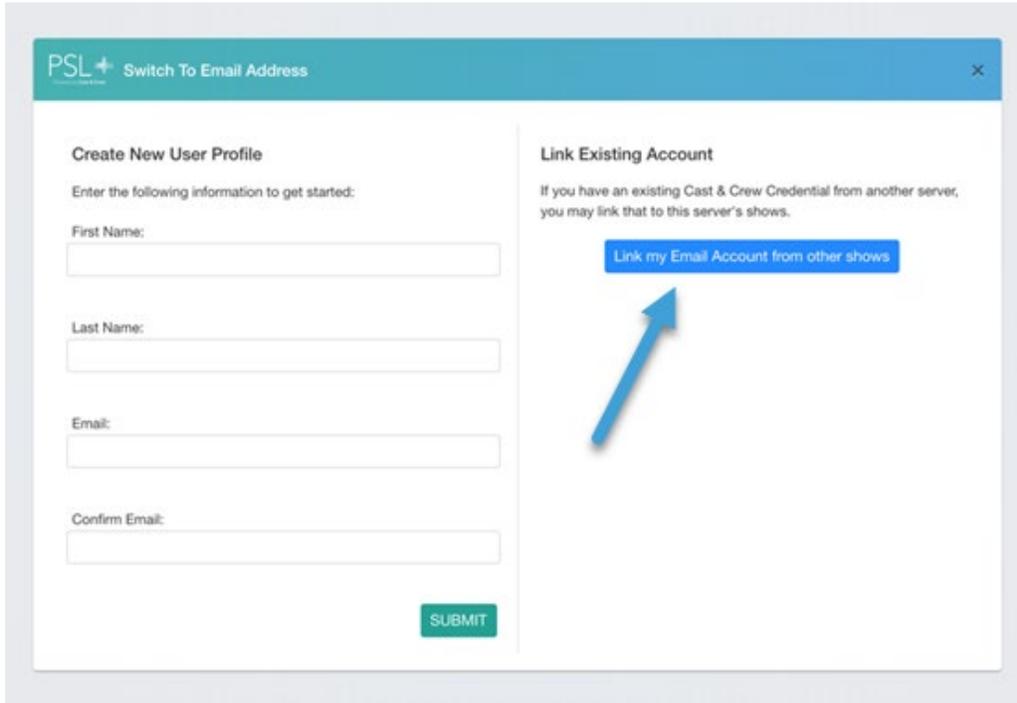
Last Name:

Email:

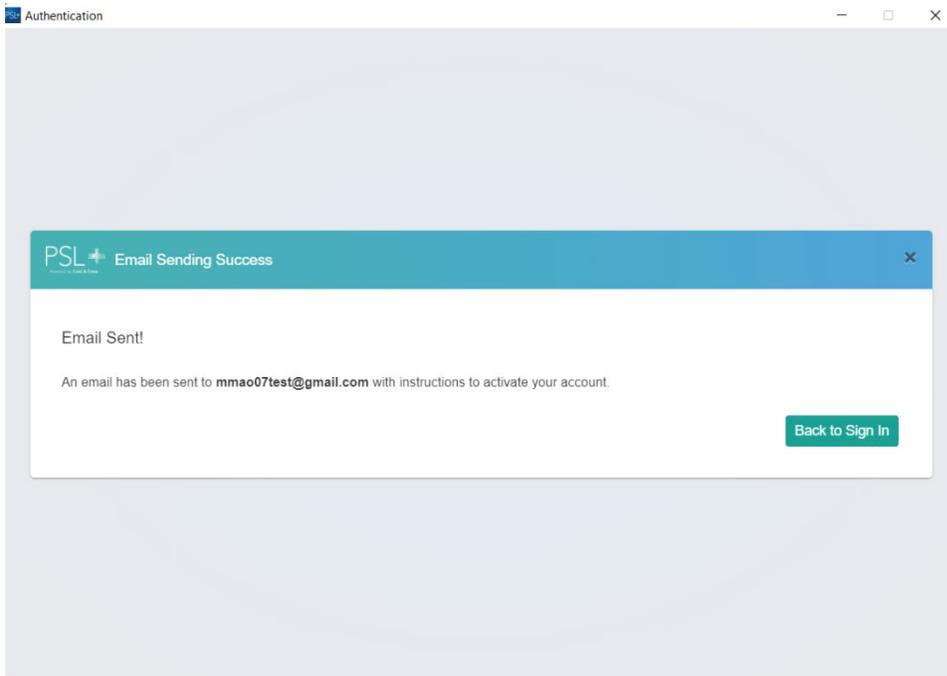
Confirm Email:

**Link Existing Account**  
If you have an existing Cast & Crew Credential from another server, you may link that to this server's shows.

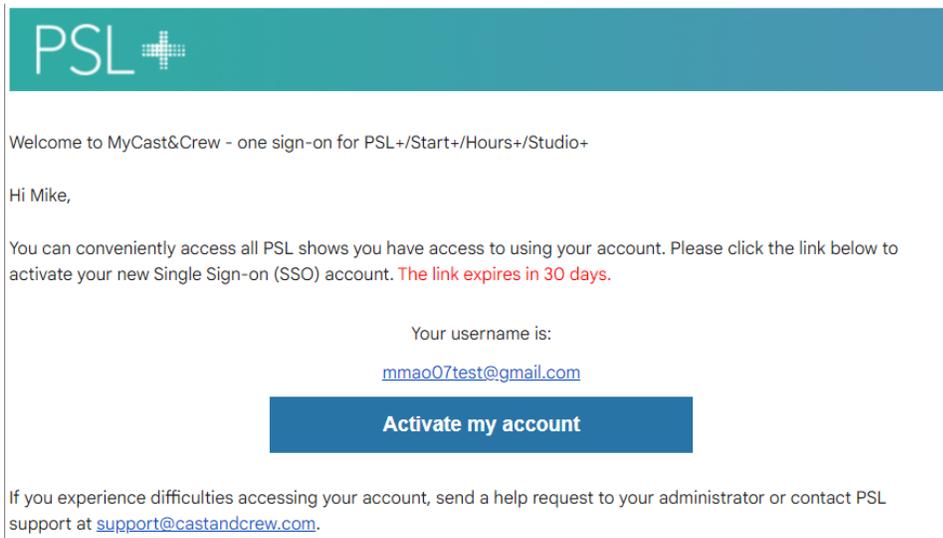
- For users who DO have an existing Okta account associated with Cast & Crew, click **Link my email account from other shows**.



- An email will be sent to your email address with instructions to activate your account.
- Click **Back to Sign In** and keep this PSL window open. You'll need to return to it in Step #14.



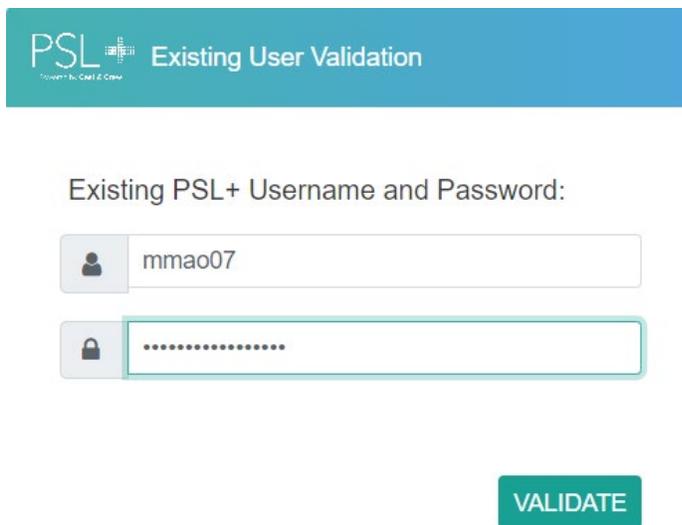
9. Open the email received and click the **Activate my account** button.



10. On the “Existing User Validation” page, you’ll need to enter your existing PSL username and password to validate your PSL user credentials.

a. Example: mmao07

11. Click **Validate**.



The screenshot shows the 'Existing User Validation' page with the following elements:

PSL+ Existing User Validation

Existing PSL+ Username and Password:

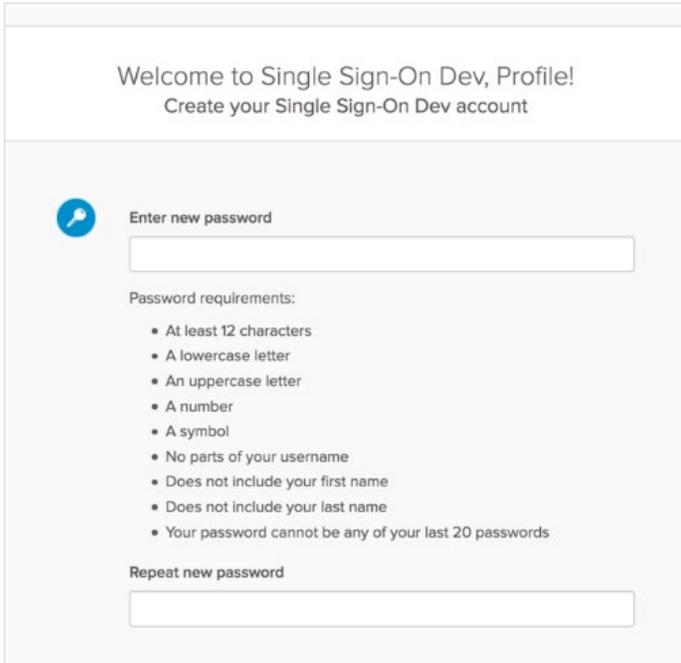
Username field: mmao07

Password field: [Redacted]

**VALIDATE**

12. Next, create your single sign-on Okta profile (only if you are not linking an existing Okta account).

a. Follow the prompts to create a password.



Welcome to Single Sign-On Dev, Profile!  
Create your Single Sign-On Dev account

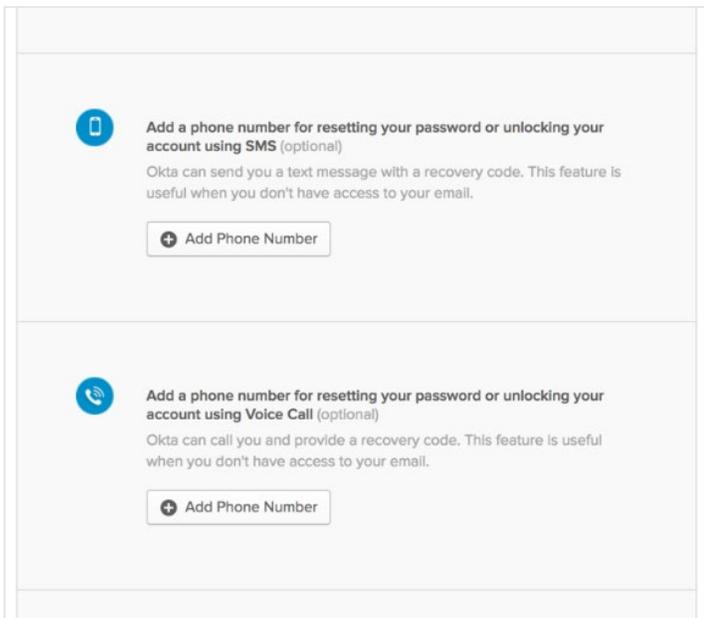
 Enter new password

Password requirements:

- At least 12 characters
- A lowercase letter
- An uppercase letter
- A number
- A symbol
- No parts of your username
- Does not include your first name
- Does not include your last name
- Your password cannot be any of your last 20 passwords

Repeat new password

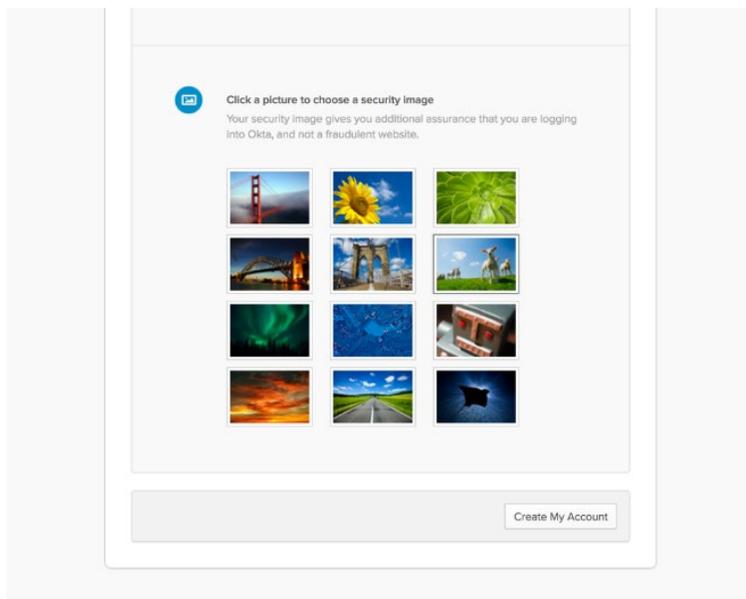
b. Add a phone number.



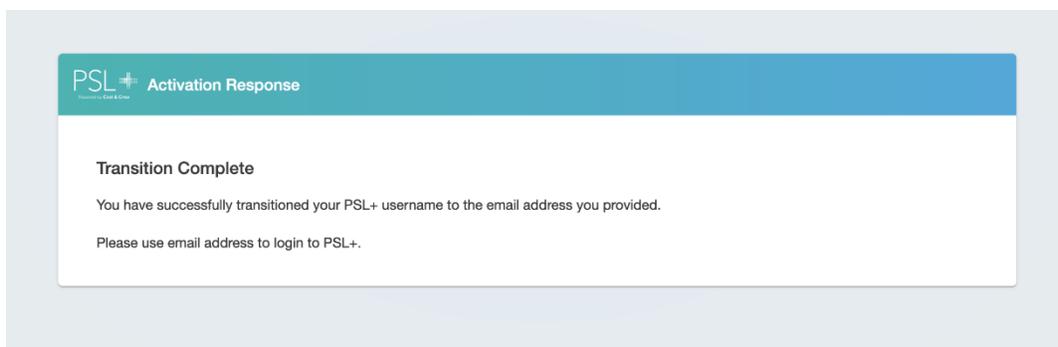
 Add a phone number for resetting your password or unlocking your account using SMS (optional)  
Okta can send you a text message with a recovery code. This feature is useful when you don't have access to your email.

 Add a phone number for resetting your password or unlocking your account using Voice Call (optional)  
Okta can call you and provide a recovery code. This feature is useful when you don't have access to your email.

c. And select a security image. Click **Create My Account** when you’re done.

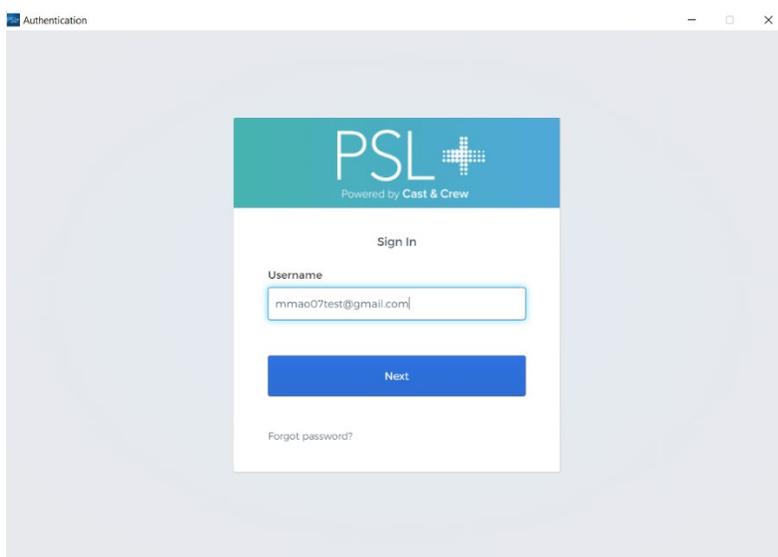


13. You will be notified that the transition is complete.

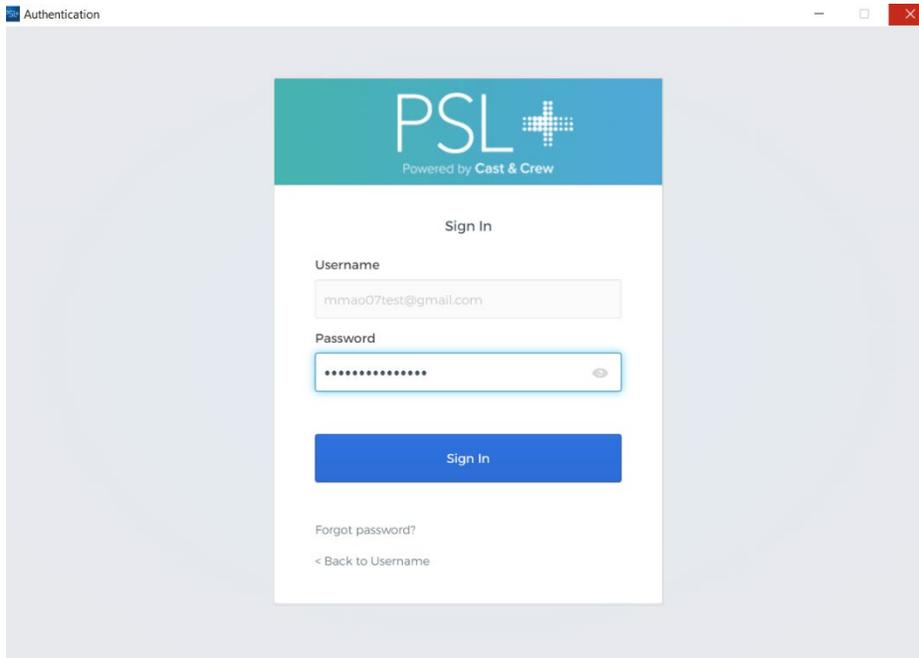


14. Return to the open PSL+ to navigate back to the PSL+ login screen.

15. Enter your email address you used to set up your Okta account. Click **Next**.



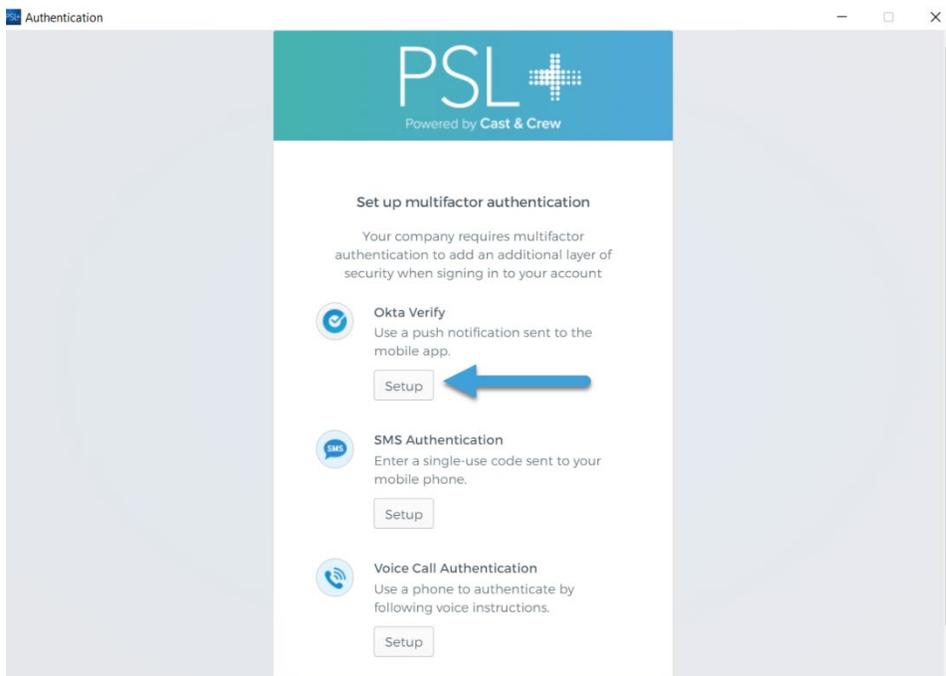
16. Enter your newly created password. Click **Sign In**.



The screenshot shows a web browser window titled "Authentication". The main content area features the PSL+ logo at the top, with the text "Powered by Cast & Crew" below it. The heading "Sign In" is centered. There are two input fields: "Username" containing "mmao07test@gmail.com" and "Password" containing a series of dots. A blue "Sign In" button is positioned below the password field. At the bottom left, there are links for "Forgot password?" and "< Back to Username".

17. On the next screen, you'll be asked to set up Okta Verify, which adds multifactor authentication security to your login.

18. Under 'Okta Verify,' click **Setup**.

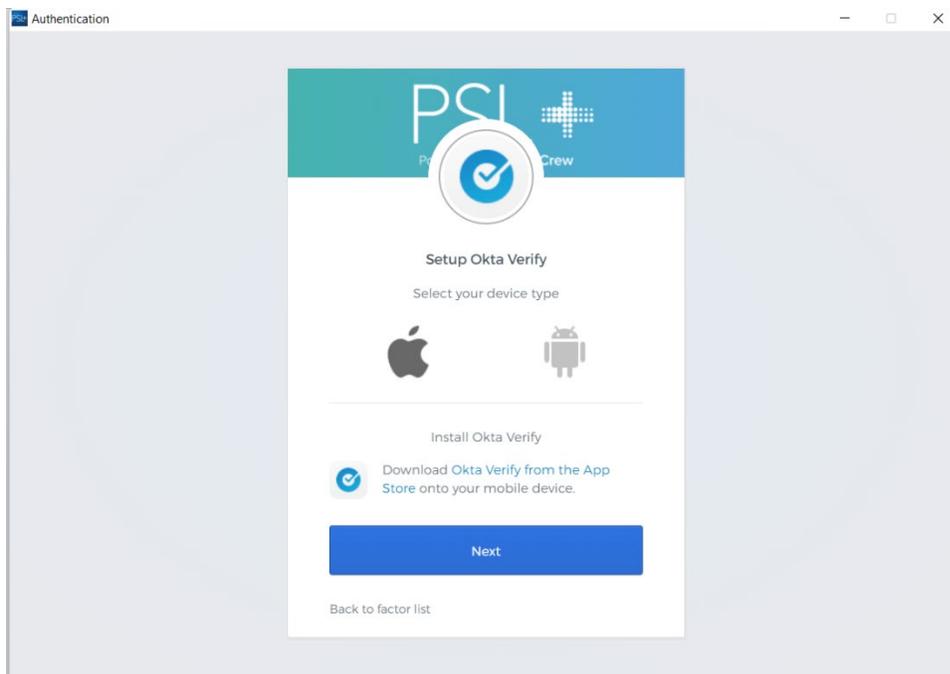


The screenshot shows a web browser window titled "Authentication". The main content area features the PSL+ logo at the top, with the text "Powered by Cast & Crew" below it. The heading "Set up multifactor authentication" is centered, followed by the text "Your company requires multifactor authentication to add an additional layer of security when signing in to your account". There are three options listed: "Okta Verify" (with a blue arrow pointing to its "Setup" button), "SMS Authentication", and "Voice Call Authentication". Each option includes a brief description and a "Setup" button.

19. Next, select the type of smartphone device you have: Apple or Android.



20. Please download the Okta Verify app from your device's App Store. This is how you'll be able to successfully log in to PSL+ using multifactor authentication.



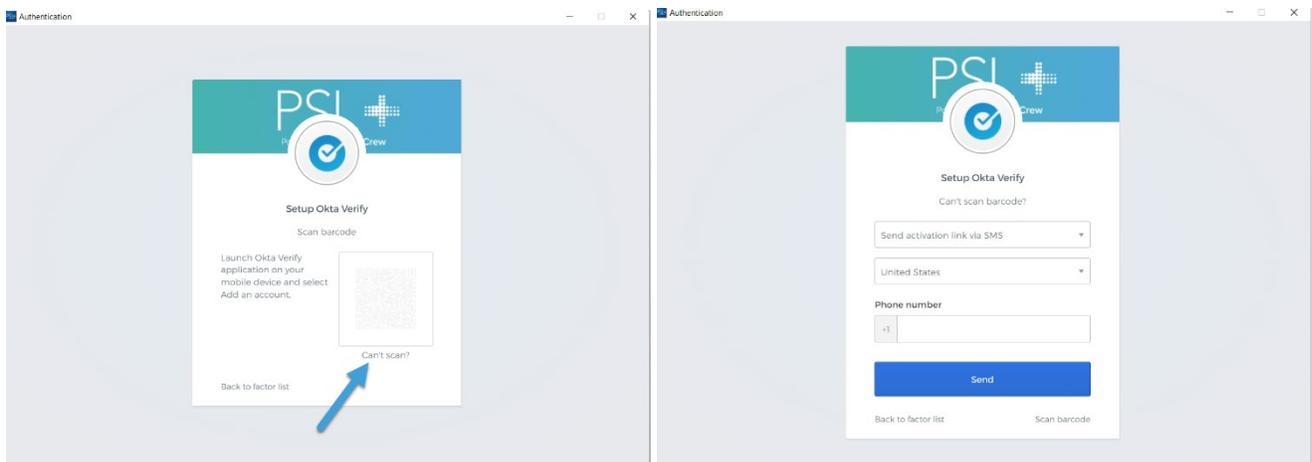
21. Once you have downloaded the Okta Verify app, click **Next** on the screen.

22. On your mobile device, open the Okta Verify app and tap **Add an account**.

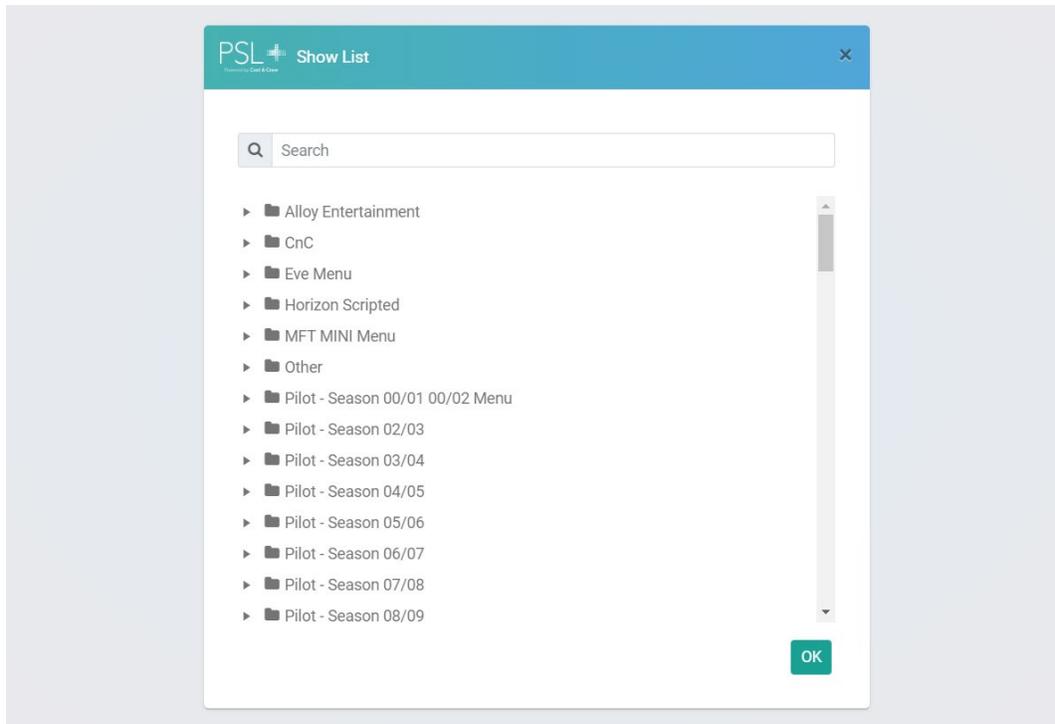
23. Use your mobile device to scan the barcode shown on your computer screen.



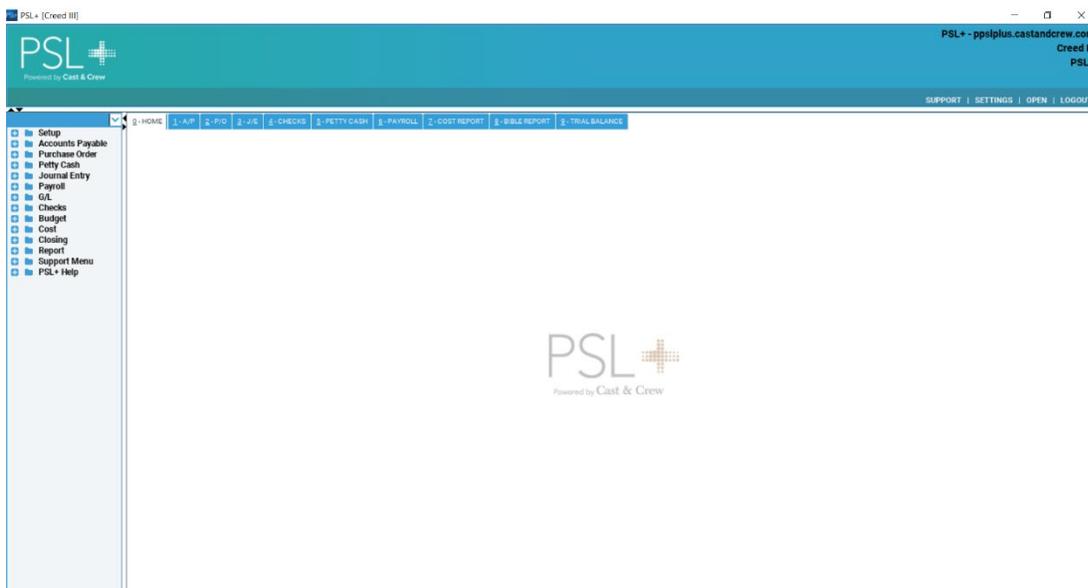
24. If the QR code does not work, or you encounter an error, you can click **Can't scan?** to enter your mobile phone number and you will receive a text message with a link to complete the multifactor authentication.



25. Once setup has been successfully completed, you will be taken to your Show List which contains the shows associated with your account. Select the appropriate database and click **OK**.



26. You will be logged in to the appropriate database in PSL+ successfully.



**Questions? We are here to help**

If you have any questions, please reach out to PSL Support at [pslsupport@castandcrew.com](mailto:pslsupport@castandcrew.com)  
or call 818-848-0999.