

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).

Please use the new application link to access your data.	×
Notice: PSL Databases have been migrated to a new server.	
To access, please click here for the PSL+ link to the new server.	
Feel free to contact us at psisupport@castandcrew.com or call 818-848-0999 with o	questions.
Thank You!	
Close	

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.



Authentication		>
	PSL	
	Powered by Cast & Crew	
	Sign In	
	Username	
	mmao07	
	Next	
	Forgot password?	

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

Authentication		-	×
	PSL		
	Powered by Cast & Crew		
	Sign In		
	Username		
	mmao07		
	Password		
	••••••		
	Sign In		
	< Back to Username		

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



PSL 🗰 Sign In Secu	rity Change				
PSL+ Security Is C	hanging				
PSL+ now supports Sin	gle Sign On (SSO) me	ethod of authentication.			
With this change you ca	in use your email add	lress to login to PSL+ acro	oss all shows you have acce	ss to.	
		Switch my login to	use my email address		

- 5. For users who <u>DO NOT</u> 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.

Create New User Profile	Link Existing Account
Enter the following information to get started:	If you have an existing Cast & Crew Credential from another server, you may link that to this server's shows.
First Name:	
Mike	Link my Email Account from other shows
Last Name:	
Mao	
Email	
mmao07test@gmail.com	
Confirm Email:	
mmao07test@omail.com	

6. For users who <u>DO</u> have an existing Okta account associated with Cast & Crew, click Link my email account from other shows.

Create New User Profile	Link Existing Account
Enter the following information to get started: First Name:	If you have an existing Cast & Crew Credential from another server, you may link that to this server's shows.
Last Name:	1
Email:	
Confirm Email:	

Cast & Crew

7. An email will be sent to your email address with instructions to activate your account.



8. 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.

PSL +
Welcome to MyCast&Crew - one sign-on for PSL+/Start+/Hours+/Studio+
Hi Mike,
You can conveniently access all PSL shows you have access to using your account. Please click the link below to activate your new Single Sign-on (SSO) account. The link expires in 30 days.
Your username is:
mmao07test@gmail.com
Activate my account
If you experience difficulties accessing your account, send a help request to your administrator or contact PSL support at support@castandcrew.com .

- 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.





- 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.

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.

0	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 Phone Number
۲	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.

Transition Co	omplete			
You have succe	ssfully transitioned your F	PSL+ username to the email a	ddress you provided.	
Please use ema	il address to login to PSL	+.		

- 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.

Sign In Username mmao07test@gmail.com	
Next	
Forgot password?	



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

See Authentication		- 🗆 🗙
	PSL	
	Sign In	
	Username	
	Password	
	••••••	
	Sign In	
	Forgot password?	
	< 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.

Se Authentication		-	×
	PSL		*
	Set up multifactor authentication		
	Your company requires multifactor authentication to add an additional layer of security when signing in to your account Image: Company requires multifactor authentify Okta Verify Use a push notification sent to the mobile app. Setup Setup Setup SMS Authentication		
	SMS Authentication Enter a single-use code sent to your mobile phone. Setup Voice Call Authentication Use a phone to authenticate by following voice instructions. Setup		Ţ



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.

Authentication		-	×
	PSI III		
	Setup Okta Verify		
	Select your device type		
	é 🆷		
	Install Okta Verify		
	Ownload Okta Verify from the App Store onto your mobile device.		
	Next		
	Back to factor list		

- 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.

Authentication	- X Authentication	- • ×
Setup Order Setup Order Laurento Order Aurily and an account.	Image: second	
Back to factor list	Send	
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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**.



SL Show List	×
Q Search	
Alloy Entertainment	A
► CnC	
Eve Menu	
Horizon Scripted	
MFT MINI Menu	
> Dother	
Pilot - Season 00/01 00/02 Menu	
Pilot - Season 02/03	
Pilot - Season 03/04	
Pilot - Season 04/05	
Pilot - Season 05/06	
Pilot - Season 06/07	
Pilot - Season 07/08	
Pilot - Season 08/09	-
	ОК

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

PSL+ [Creed III]	– a ×
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	SUPPORT SETTINGS OPEN LOGOUT
Process Constraints Process P	

Questions? We are here to help

If you have any questions, please reach out to PSL Support at <u>pslsupport@castandcrew.com</u> or call 818-848-0999.