

ThoughtTrace Quick Start Guide



Login Tips, Tricks, & Troubleshooting


If you are having issues logging into your account, there are a few helpful tips below that help you login:


Have you set up your account? If this is your first-time logging in, start by going to app.thoughttrace.com, you may need to sign up to create an account. To set up an account, select "Sign Up". Enter your email, desired password, and name into the fields provided. An admin user within your organization will then approve your account.


ThoughtTrace™
Log In

Forgot or need to update your password?

- 1 Select "forgot your password?"
- 2 Enter your email address.

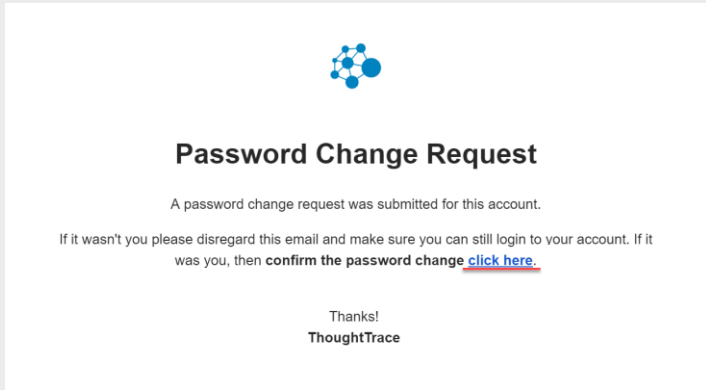

ThoughtTrace™
Log In


Reset your password
Please enter your email address. We will send you an email to reset your password.

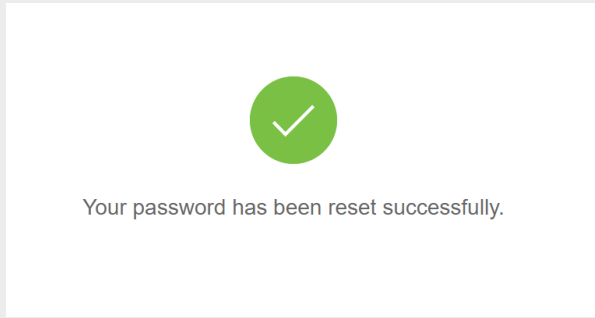
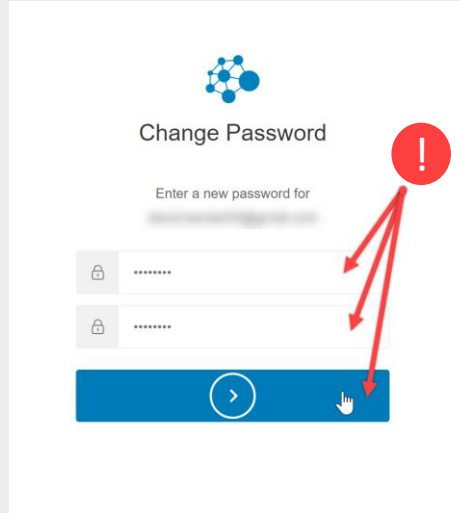
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3 Check you email...



4 Enter a new password



If the field to enter a password disappears after you enter your email address, select "Log In" and enter your domain (company) username and password. Your company has enabled Microsoft Azure Active Directory Single Sign On.

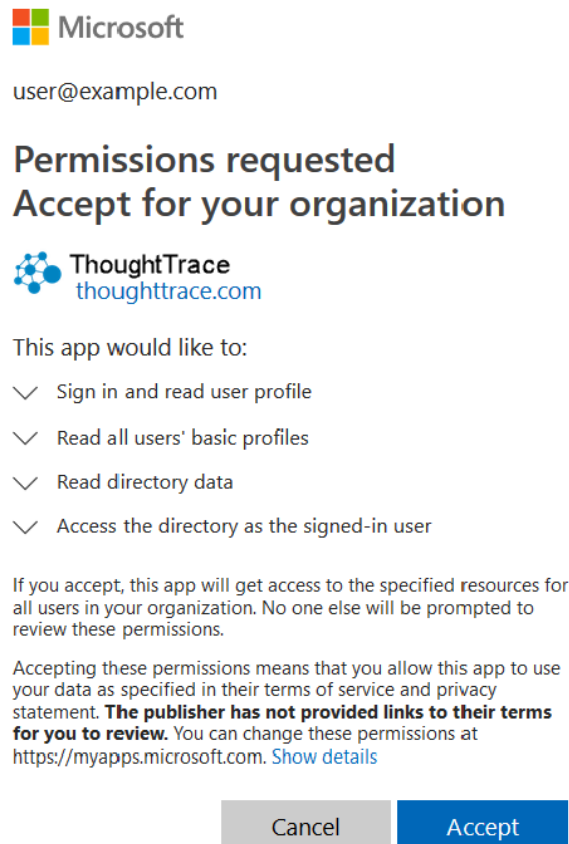


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Steps for activating Azure Active Directory Single Sign-On with ThoughtTrace:

Step 1: Azure Active Directory **Admin** should [use this link](#) to begin activating Single Sign-On. **Note:** Your Azure AD administrator does not need to be a ThoughtTrace user to complete these steps.

Step 2: After logging in, you will see the following:



The screenshot shows a Microsoft permissions request dialog. At the top is the Microsoft logo and the user email 'user@example.com'. The main heading is 'Permissions requested' followed by 'Accept for your organization'. Below this is the ThoughtTrace logo and 'thoughttrace.com'. The text 'This app would like to:' is followed by a list of permissions: 'Sign in and read user profile', 'Read all users' basic profiles', 'Read directory data', and 'Access the directory as the signed-in user'. A disclaimer states: 'If you accept, this app will get access to the specified resources for all users in your organization. No one else will be prompted to review these permissions.' Below the disclaimer, it says: 'Accepting these permissions means that you allow this app to use your data as specified in their terms of service and privacy statement. **The publisher has not provided links to their terms for you to review.** You can change these permissions at <https://myapps.microsoft.com>. [Show details](#)'. At the bottom are two buttons: 'Cancel' and 'Accept'.

Step 3: Click Accept and you will be redirected to ThoughtTrace's website.

Step 4: After completing that step successfully, notify ThoughtTrace so we can complete the Azure Active Directory SSO activation. (If your company is already using ThoughtTrace, [contact us](#) to schedule a time to test it out).

