STAFF LOGIN WITH SINGLE SIGN ON

If you have any questions or concerns about this process, please contact support@speak2family.com

1 **Login on the WEB**

The first login must be using the https://speak2.live website.

2 **User Details**

The user should add their name and any other details presented.

3 **Power User Assigns Role and Department**

Now that the user is registered, a Power User should login and find that user in the Staff directory.

Once found they can update the users details, such as Departments, Access Level (Staff, Power User), Groups, or anything else.

4 **Staff can proceed**

Once step 3 is executed, the staff can login to the web or Speak2 Staff app using their corporate login link. They can use the same user name and password as their other company access.

If they login to the staff app prior to following the steps above, the staff app will spin and not provide access. If that happens, a Power User should delete them from the staff directory and start from Step 1 above.

- Speak2 does not control the UI and Password of these users.
- If they want to be assigned to different groups or access, they should contact the community liaison/champion.