

Anaplan Log-In Instructions

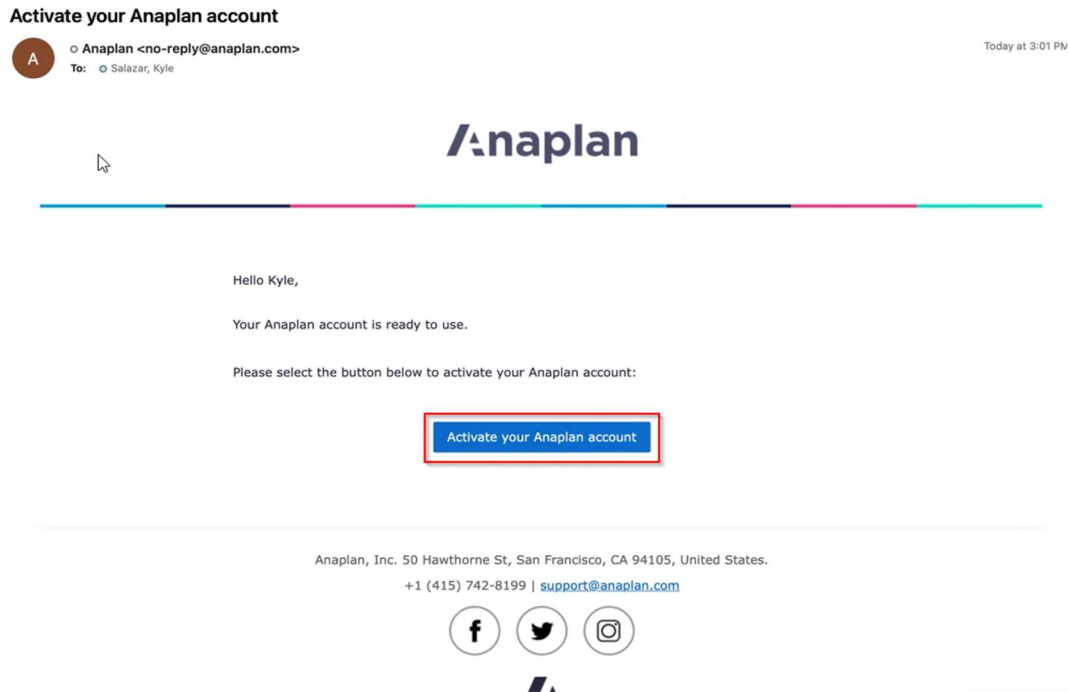
General Overview

This Anaplan training guide provides log-in directions for first-time users. Once a user has been added, they will receive an email notification. This guide will show you which screens to expect as you log-in for the first time.

Process for Activating your Anaplan Account

1. Email Notification:

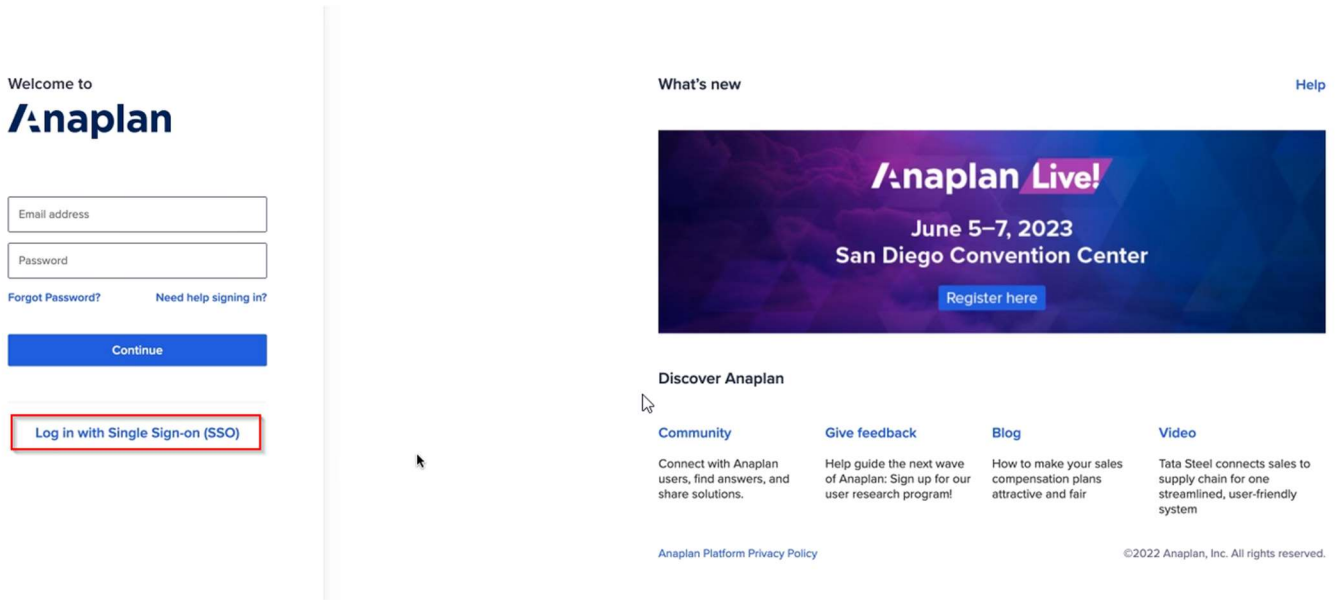
Upon being added to the USC Anaplan Workspace, new users will receive an automated email notification. Click the blue activation link within the email as shown below:



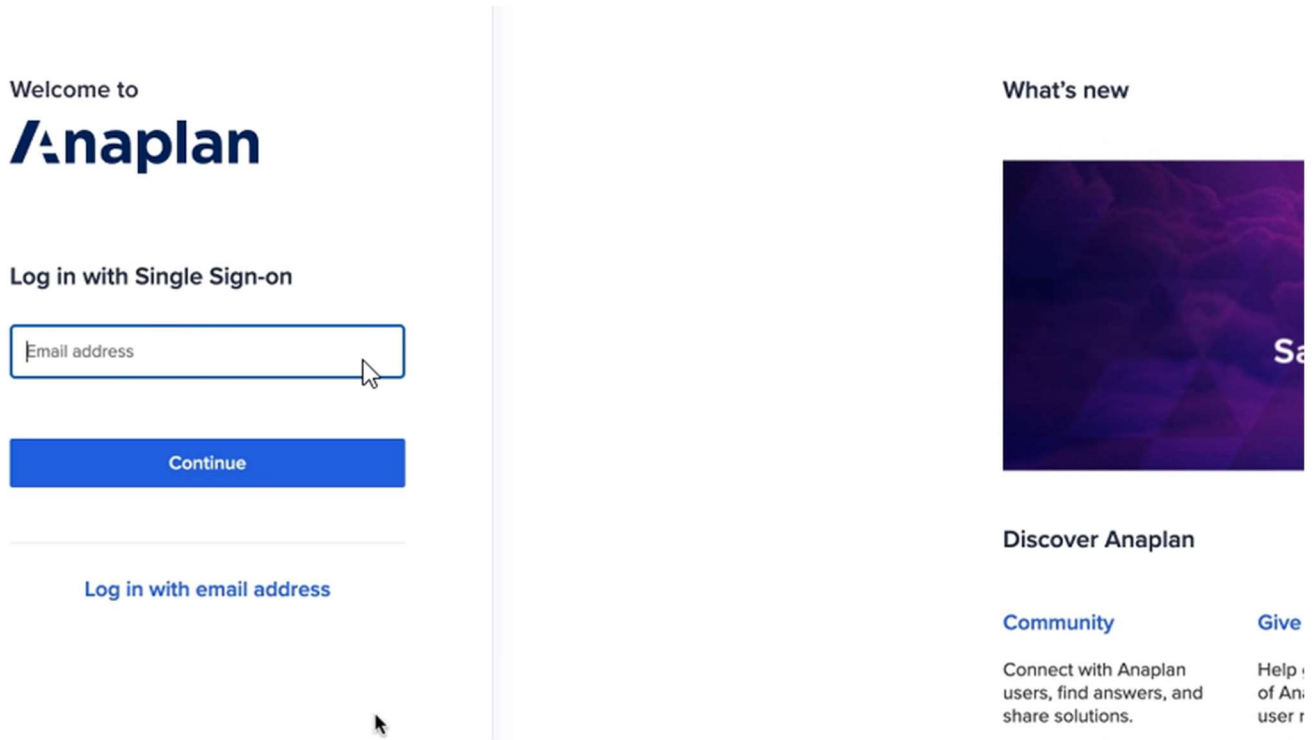
2. The User will then be asked to create a password for their profile and update the location information.

The image shows a web form titled 'Welcome to Anaplan!'. The form contains the following fields and instructions: 'Please choose your password and localization data. Then click the "Continue" button to use Anaplan. Please note that your password must consist of at least 8 characters, should not contain the E character, should contain both upper and lower case letters, and at least one number.' The fields include: 'Password' (with a strength indicator), 'Confirm Password' (with a 'Password' button), 'Locale' (dropdown menu set to 'English (United States)'), and 'Time zone' (dropdown menu set to '(GMT) Greenwich Mean Time : Dublin, Edinburgh'). There is also an unchecked checkbox for 'Email opt-in' and a blue 'Continue' button at the bottom.

- Once the Anaplan password is created, the user will be directed to the log-in page of the Anaplan website. The user will then select the “Log in with Single Sign-On (SSO)” link. This is a requirement to be compatible with the University’s Single Sign-on authentication process.



- Enter the email address that the notification email was sent to in Step 1. Then, click continue:



- The user will then be directed to the UofSC Central Authentication Service (CAS) log-in page. Enter the appropriate log-in information and complete the required dual authentication steps.

UofSC Central Authentication Service (CAS)

Login Credentials Required

Network Username/VIP ID

Password:

LOGIN

If you receive an ACCESS DENIED message, visit myaccount.sc.edu and setup multifactor authentication under the Account Settings field.

For security reasons, please log out and exit your web browser when you are done accessing services that require authentication.

Anaplan
UofSC Authentication System

If you have signed up for MFA, please enter one of the following to login:

- Network Username** - the first portion of your official university email address (@mailbox.sc.edu or @email.sc.edu). Enrolled students, faculty, staff, and affiliates will use this official credential for accessing most university systems.
- VIP ID** is an eight digit number. Currently faculty, staff, and students can find their VIP ID [here](#). Admitted students can find their VIP ID in their acceptance materials.
- Blackboard Auxiliary ID** - allows access to Blackboard for users who do not have a Network Username or VIP ID but have a legitimate need to access the system.

cas-prod4

- After logging into CAS, the user will be directed to the home page of Anaplan:

Home

Welcome, Kyle

Recently visited

> **Models** View all models (1)

Pages

Historical Trend Graphs (Unit Level - Columbia) Executive Dashboard Today	1.03 Review Submission (L5) Unit Reviews Today	1.02 - Unit Review Comments Unit Reviews Today	1.01 - Unit Reviews Unit Reviews Today
1.00 - Unit Review Landing Unit Reviews Today	3.01 - Departmental Web Budget Status Unit Budget Development Today	2D.1 - Web Budget Summary Unit Budget Development Today	2C.1 - Budget Development: Restricted Funds Unit Budget Development Today

Apps View all apps (4)

Executive Dashboard	Reporting	Unit Budget Development	Unit Reviews
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Frequently Asked Questions

1. **Q:** Who do I contact if I have any issues logging in for the first time?

A: Please contact your Budget Analyst in the Budget Office.

2. **Q:** After my initial log-in, how should I access Anaplan?

A: A best practice is to set Anaplan as a bookmarked page on your browser. After your initial log-in, a user can get back to the log-in page by going to www.Anaplan.com and selecting “login” in the upper right-hand corner. The Budget Office website has a link to all financial systems including Anaplan.

3. **Q:** How do I get back to the Home page after navigating from it?

A: You can click on the “Home” option on the drop-down menu or click the Anaplan logo which are available on every page.

