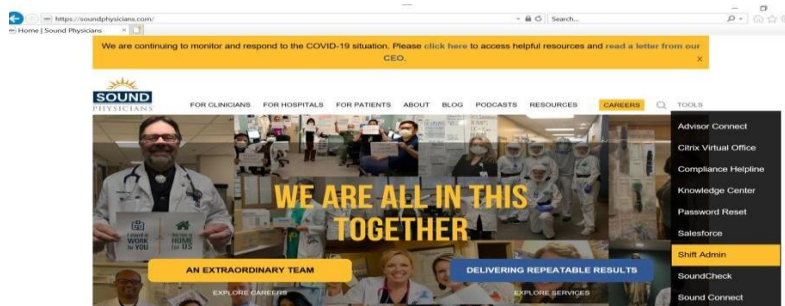





Shift Admin Logging in with Sound Credentials: Single Sign-On (SSO)

1. Go to <https://soundphysicians.com>
2. Select Tools
3. Select Shift Admin

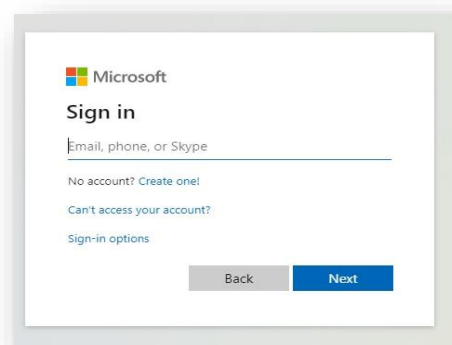
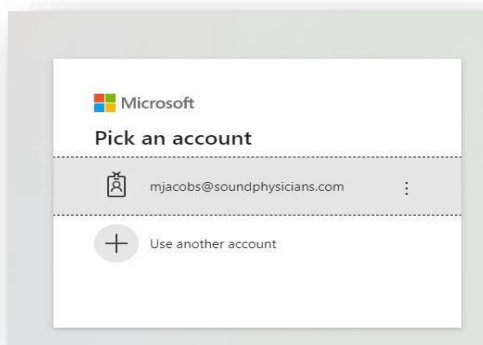



If you use Sound Connect, you will find a link to Shift Admin in Sound Connect as well.

You can also choose to bookmark www.shiftadmin.com/sound

4. Are you already logged into a Sound issued laptop?
 - **If yes**, your login credentials will be passed through to Shift Admin and Shift Admin will open
 - **If no**, enter your **Sound User Name + @soundphysicians.com** and **password** (these are the same credentials you use when logging into your Sound laptop, Sound email and/or Sound Connect).

Examples: mjacobs + @soundphysicians.com (mjacobs@soundphysicians.com) or
mlsmith + @soundphysicians.com (mlsmith@soundphysicians.com)



5. Once you are authenticated, you will be logged into Shift Admin.
6. If you have any trouble recalling your Sound User Name or password, please contact the Sound Help Desk for assistance at 1-888-359-3684.