

2-HOW TO LOG IN TO PCS CAPACTIY BROKER (PCS-CB)

Details of RNE Single-Sign-On (SSO)

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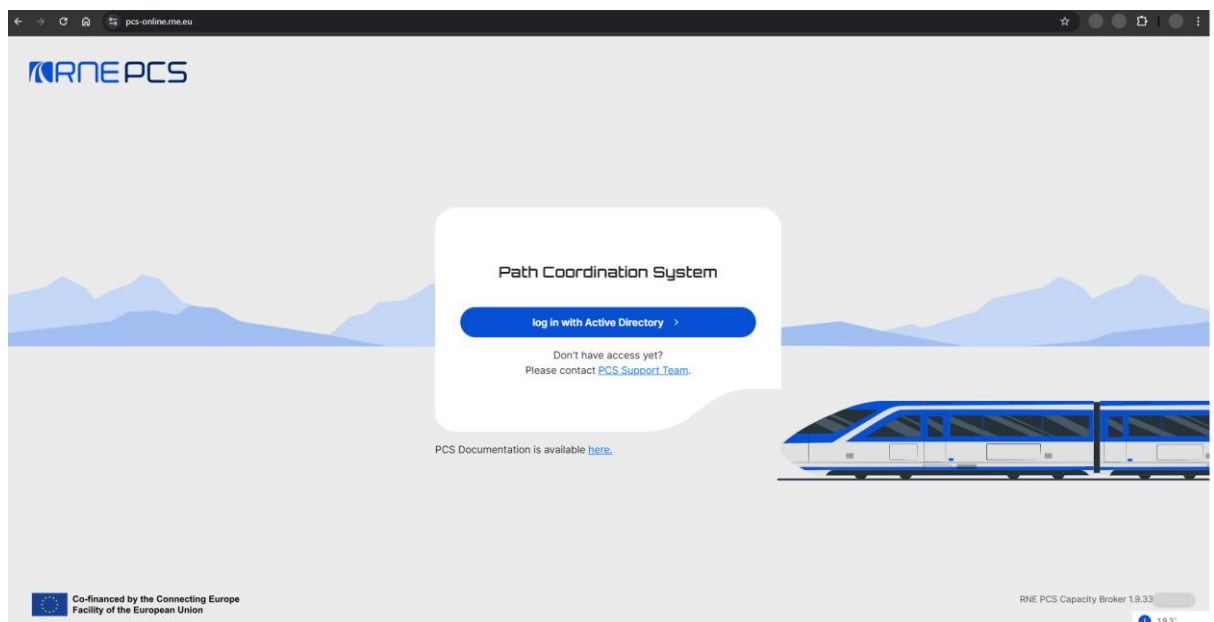
2 Introduction

PCS Capacity Broker adopted the RNE Single-Sign-On authentication through Microsoft Azure Active Directory.

Therefore, alongside the new PCS version, users will also use this new authentication method.

3 How to log in

Upon accessing <https://pcs-online.rne.eu/> the landing page of PCS CB will open. Please make sure you use your usual browser where you are authenticated for your daily work.

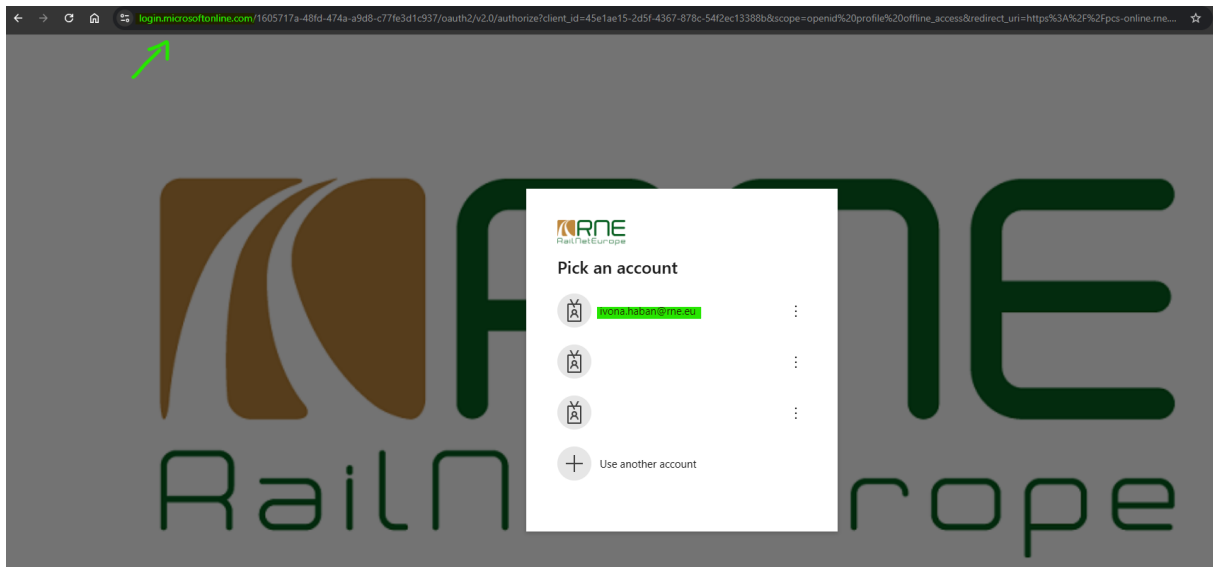


Press the button to start the authentication.

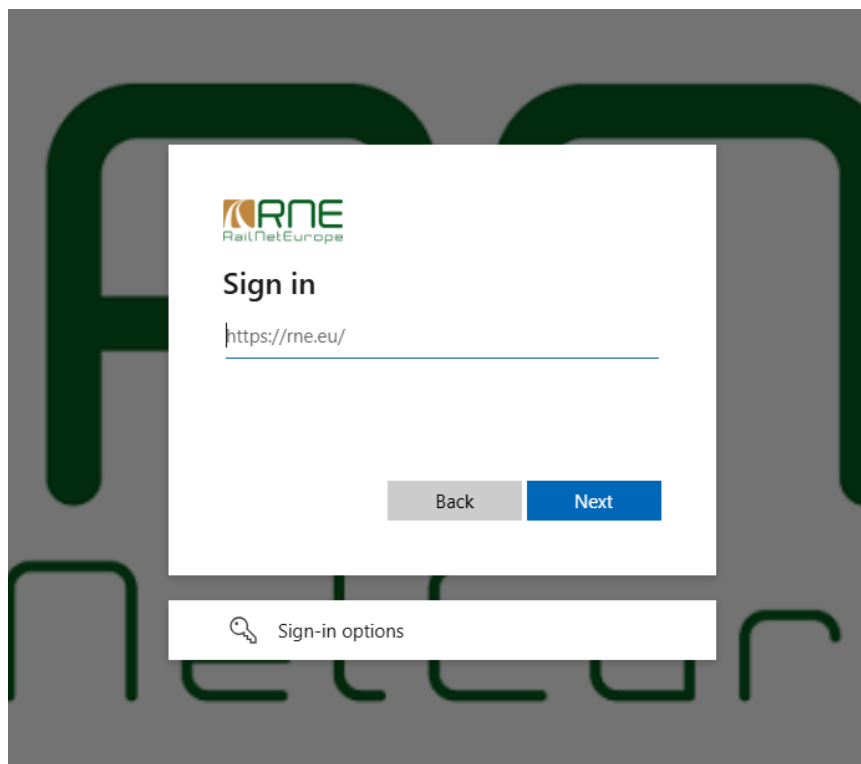


You will notice you are no longer in PCS only for a brief moment if the single-sign-on works as intended. Meaning, if you only have one (company) account, you should be quickly navigated to the next step of the authentication or to PCS capacity broker if this is not the first time you are logging in.

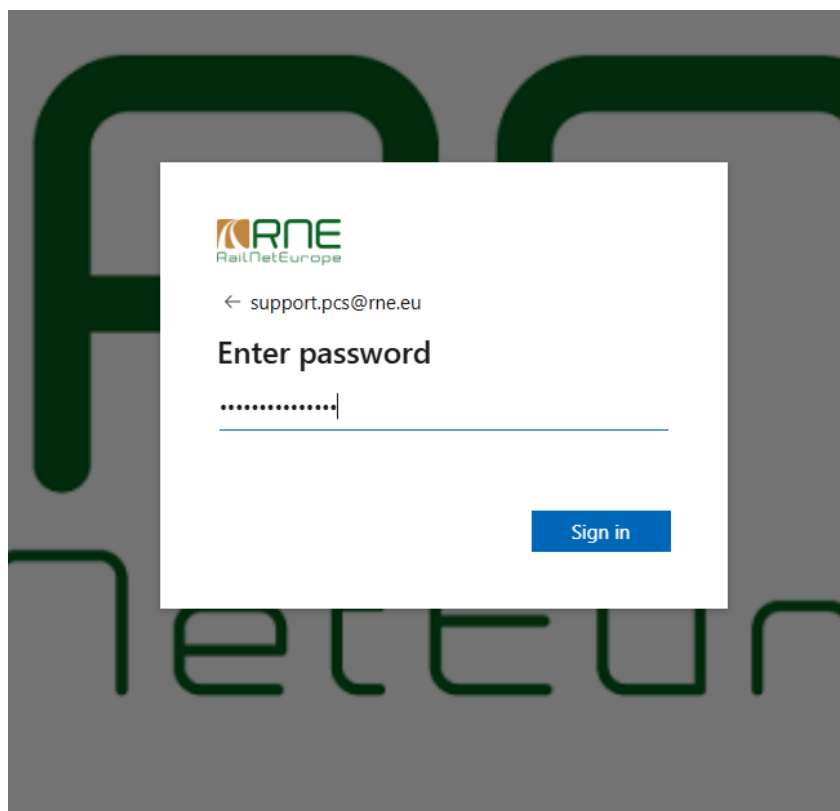
Of you need to pick among multiple accounts or insert your e-mail and password, you will stay on the authentication page a bit longer, where you can notice you are no longer in PCS but on the page “login.microsoft...”.



If you have multiple accounts, you need to choose from the list Azure recognizes or click “Use another account”. You will have to insert your company* e-mail address and your password to continue.



* = some users have specific setup agreed with PCS team

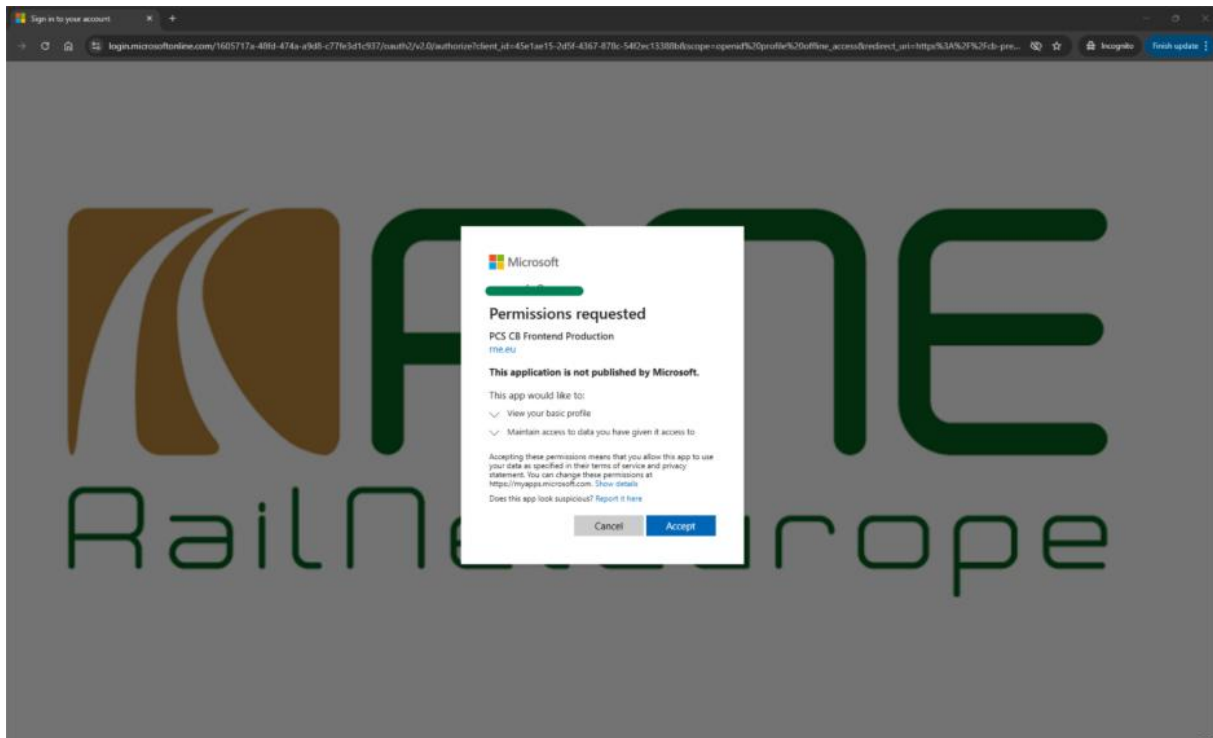


Upon clicking on “Sign in” you will be navigated to the next step.

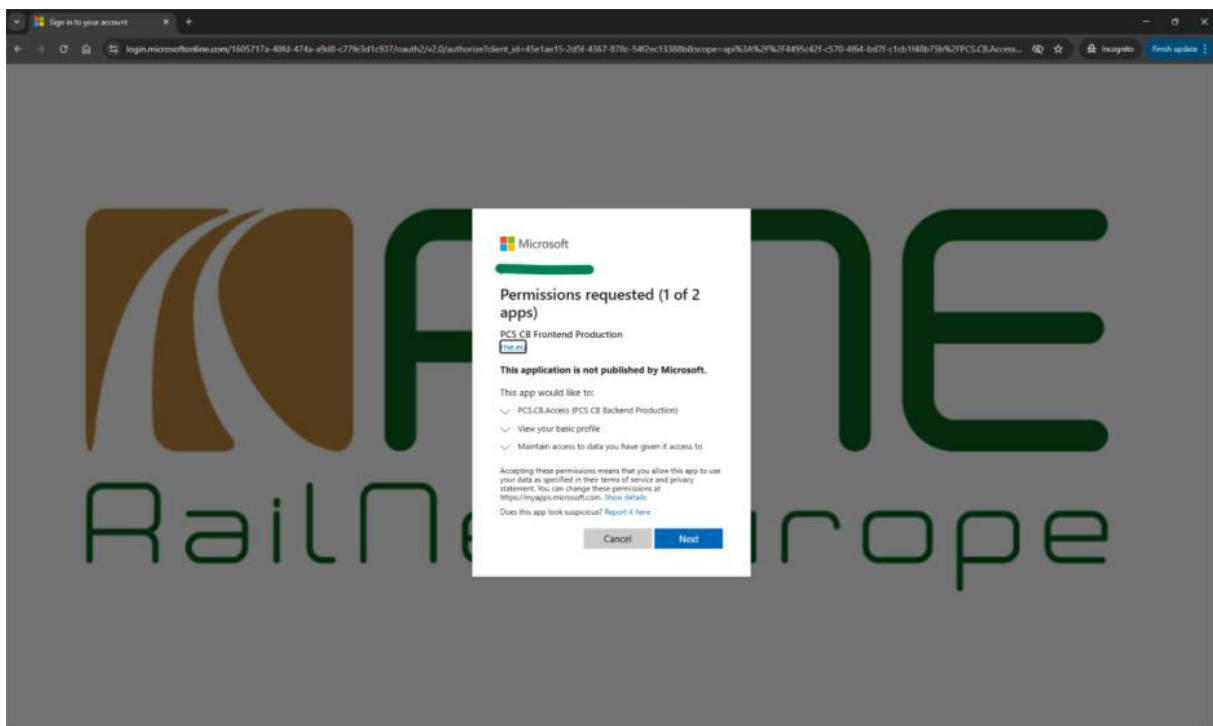
3.1.1 First acceptance of the authentication through PCS

In case you have not yet accepted an invitation from RNE to be authenticated through Microsoft Azure, you will be asked to give this permission as one of the first steps during your first login:

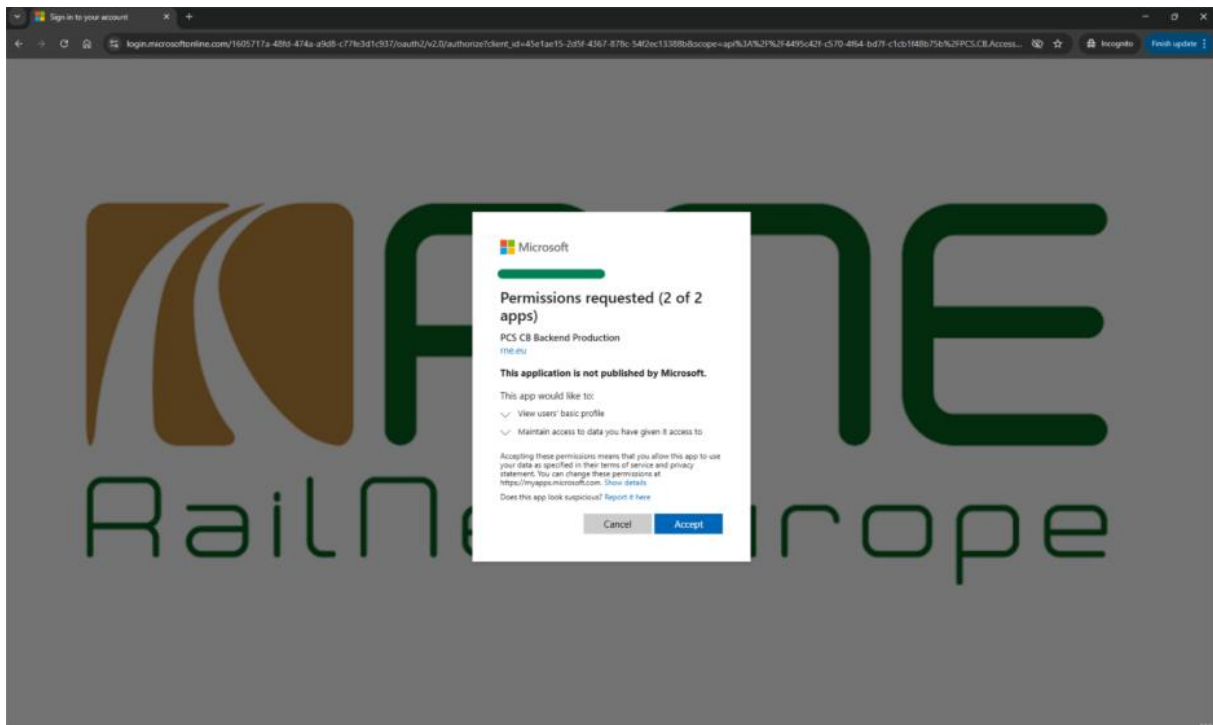
Step 1:



Step 2:

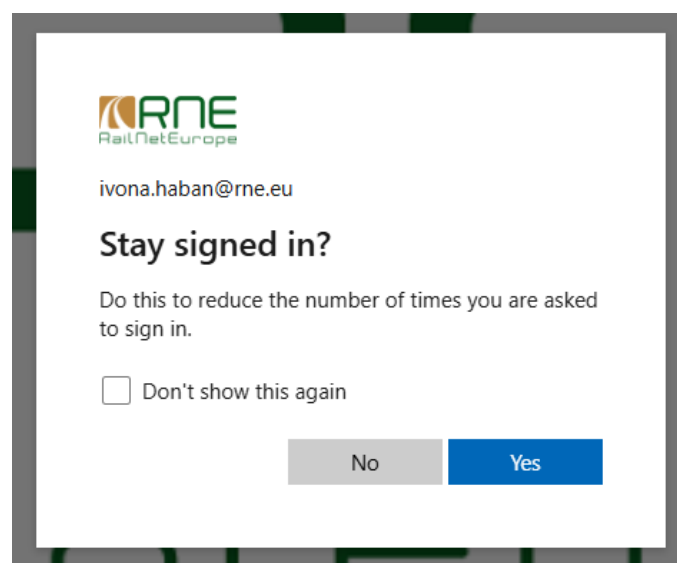


Step 3:



3.1.2 Staying logged-in

If you do not wish to be asked to log in every time you access PCS, you can choose “Yes” to stay signed in and put the checkbox on “Don’t show this again” and we will not sign you out unless you chose to do so manually. “No” will also open PCS, but you will be signed out once you exit PCS.

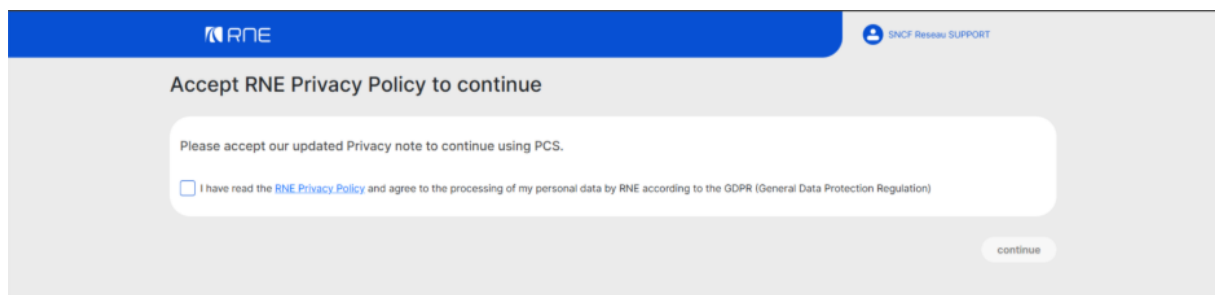


3.1.3 Back to PCS CB after being authenticated

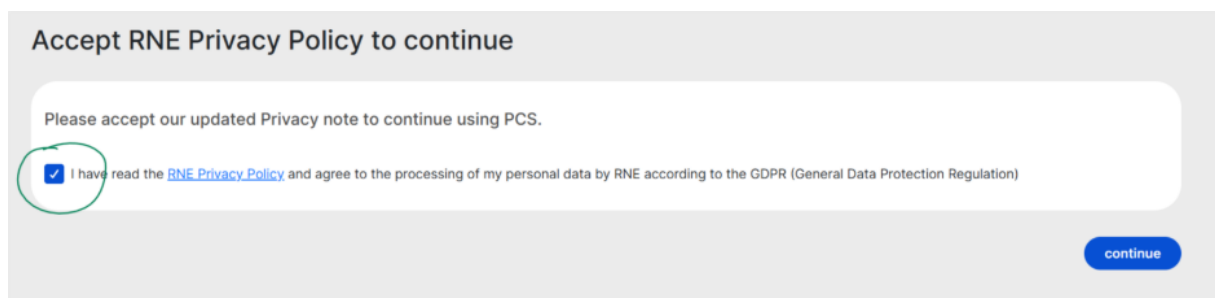
Once authenticated, you will get redirected to PCS Capacity Broker where you need to be authorized to have access to your company data.

First time using PCS Capacity Broker

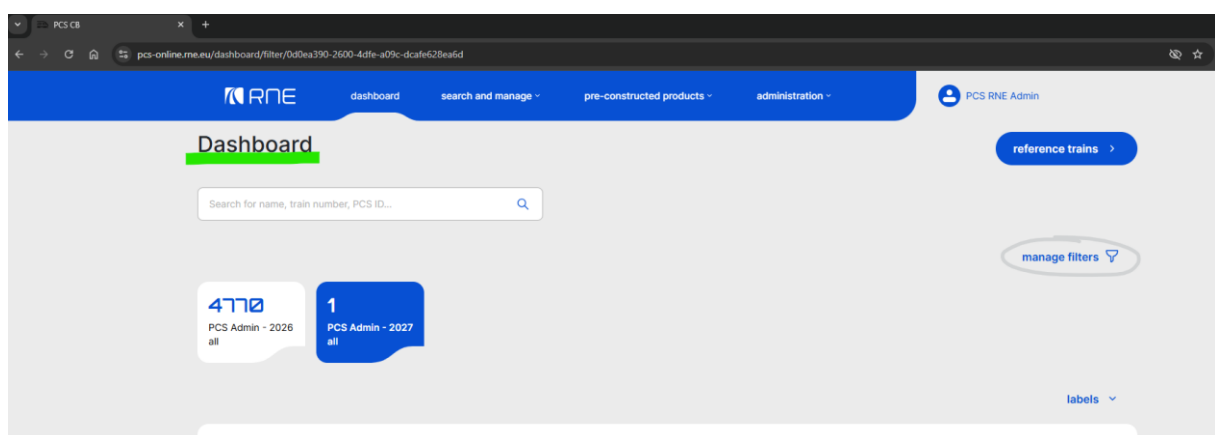
If you have not yet used PCS Capacity Broker, upon your first usage you need to re-accept RNE Privacy Policy (even if you have already done that in PCS Envelope Concept, previous PCS version)



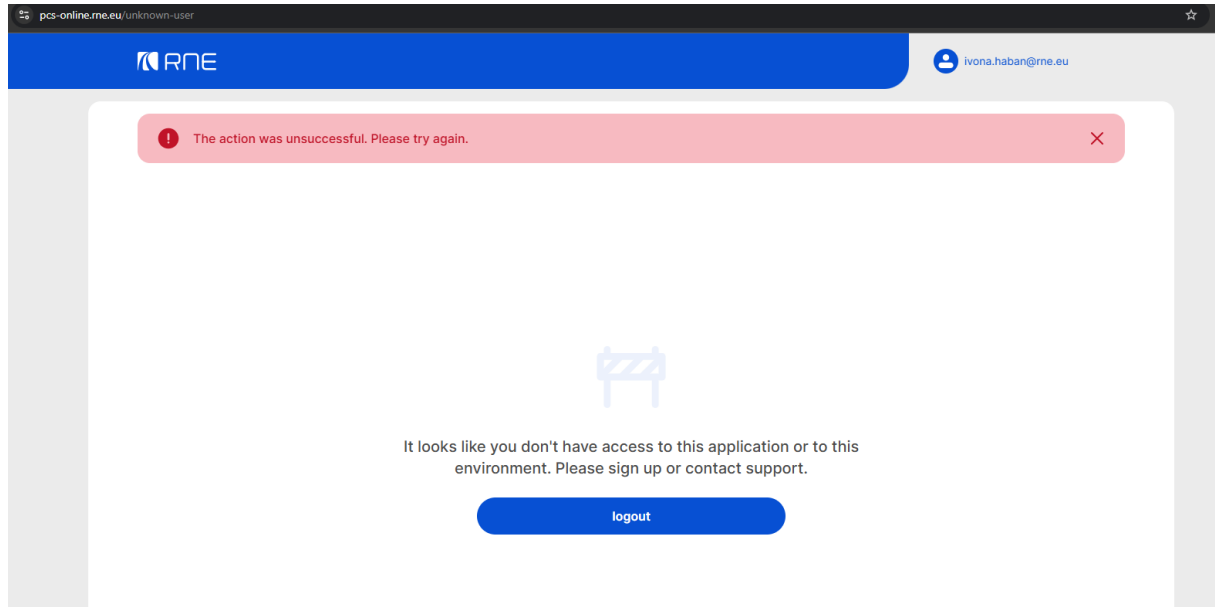
--> tick the checkbox to continue.



If successfully done, PCS CB dashboard will be opened. You can find more information on how to navigate PCS on our documentation website <https://docs.rne.eu/pcs/>.



3.1.4 Possible errors:



If the above error appears upon logging in, get in touch with PCS support; your account has been authenticated, but your company access has not been properly configured.

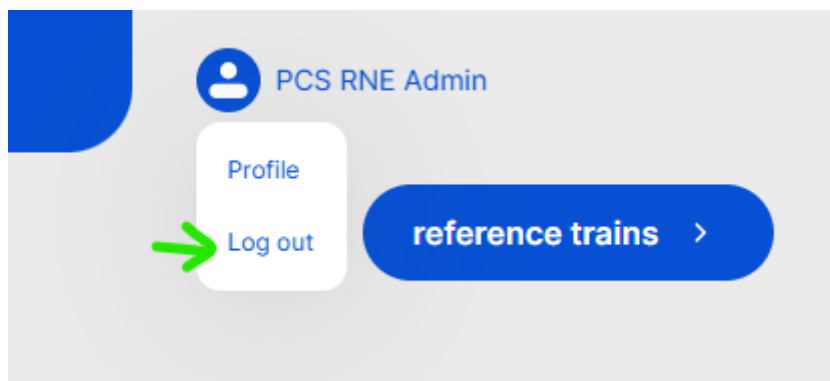
How to contact support: <https://docs.rne.eu/pcs/contact/>

3.2 Logging out

If you no longer wish to use PCS, you can close it without the need to log out. PCS will log you out after some time or keep you logged in if you chose that option (see “2.1.2 Staying logged-in”).

But if you wish to log out, you will need to confirm it in two steps:

- 1) From PCS Capacity Broker



- 2) From Azure Active Directory

The account you have just been using will be listed below. Click on it to confirm you wish to log out. If you skip this step, your browser might remember you as still authenticated through Azure Active Directory.

Please note: if you log out, you might be logged out from your company SharePoint etc. Please test it out, and log back in if needed for the continuation of your daily work.

