

## Scope

The purpose of this document is to provide instructions for SPD employees to log into the LegalServer case management system through SSO and Duo Multifactor Authentication on the Idaho State network.

## Steps:

1. Sign into Microsoft Office with your State of Idaho account.
  - a. Navigate to <https://www.office.com/>.
  - b. Sign into your State of Idaho account.

Your username will be your first and last name in the following format:  
[FirstName.LastName@spd.idaho.gov](mailto:FirstName.LastName@spd.idaho.gov).

2. Open a new tab,
3. Navigate to <https://idahopd.legalserver.org>
4. Click the "Single Sign-On" link to proceed logging in.



You should automatically be redirected to the LegalServer case management system.

**\*\*\*Please contact your LegalServer administrator if you encounter any issues.**