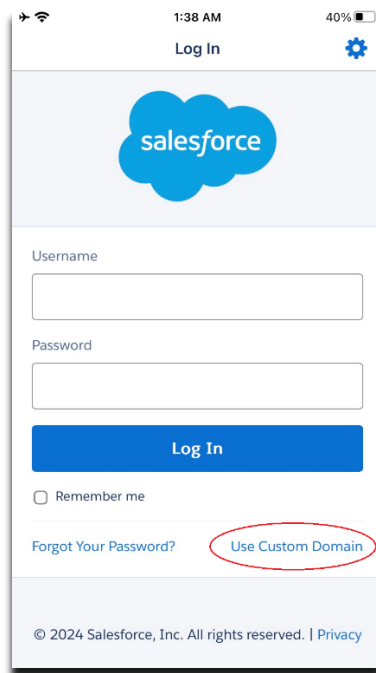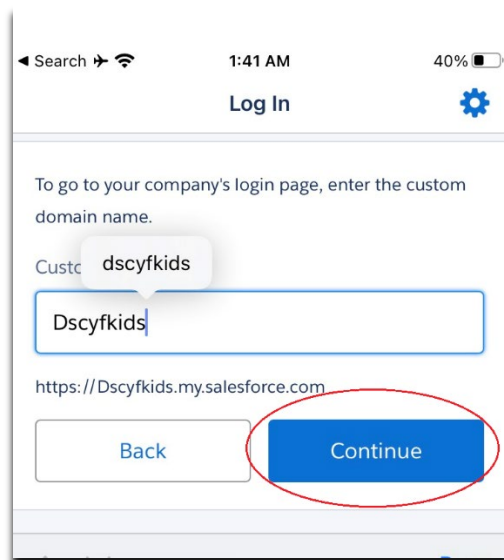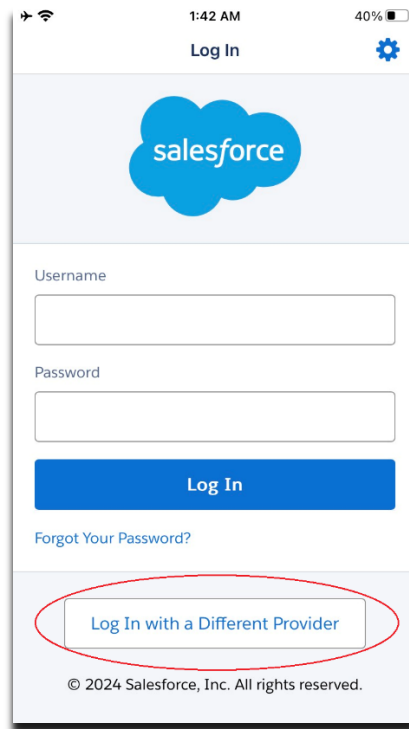# Staff User Login Instructions

1. **Open the Salesforce app:** Find the Salesforce app icon on your mobile device's home screen or in your app library. It usually features the Salesforce logo—a cloud with a blue background. Tap on it to open the app. Look for the link "Use Custom Domain". It might be labeled as your organization's Salesforce login link or a custom domain link. Tap on it to proceed.
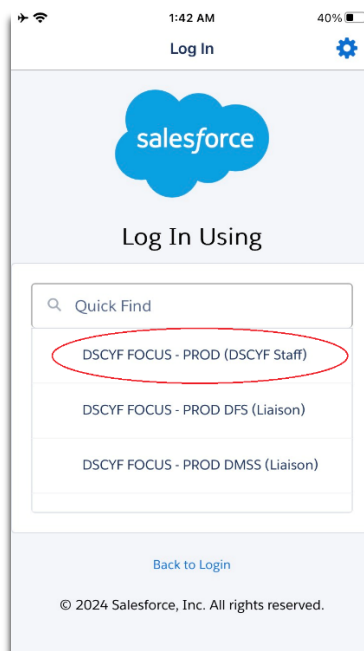

2. **Enter the domain name "dscyfkids":** Once you're on the login page, there will be a field where you can enter the domain name. Type "dscyfkids" into this field exactly as provided, ensuring there are no typos, and then tap on the "Continue" or "Next" button.
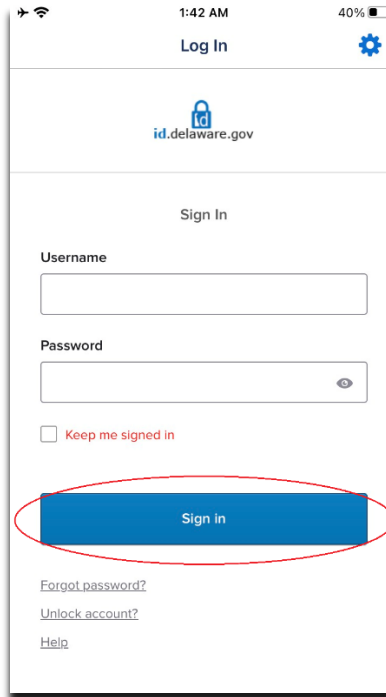
3. **Select "Log In with a Different Provider":** This option might be presented as an alternative way to sign in, often located below the standard login fields. Tap on it to choose a different authentication method.

4. **Choose "DSCYF FOCUS PROD (DSCYF Staff)":** You'll see a list of authentication providers. Scroll through the list until you find "DSCYF FOCUS PROD (DSCYF Staff)" and tap on it to select it.
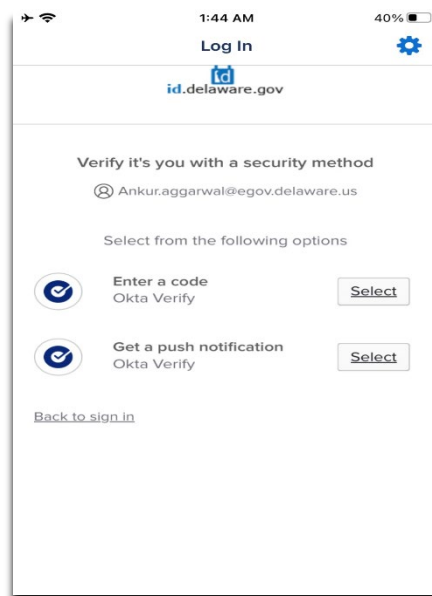
5. **Navigate to id.delaware.gov:** Once you've selected the DSCYF FOCUS PROD option, you'll be redirected to id.delaware.gov. This is where you'll enter your credentials for your organization's single sign-on (SSO) system. After entering your credentials, tap on the "Sign In" button to proceed with the login process.

6. **Select a security method:** You may be prompted to choose a method for additional security verification. This could include options like Okta Verify, SMS verification, or email verification.

Selecting Okta will initiate a push notification to the Okta Verify app on your mobile device for verification.

7. **Confirm the notification on Okta Verify:** Open the Okta Verify app on your mobile device and confirm the notification to complete the verification process.

Once you've successfully verified your identity, you'll be automatically logged into the FOCUS platform within Salesforce, granting you access to your organization's Salesforce data and features.