Reference Guide
Login to Otsuka Collaboration Portal – North America
On accessing any site of collaboration.otsuka-us.com, you will be prompted to select the Sign In Method

a. Astex and Taiho users select Single Sign On (SSO)
b. All other users select Traditional (Windows Authentication)

### Astex and Taiho users select Single Sign On (SSO)

Astex and Taiho users upon selecting Single Sign On (SSO) as the Sign In Method will be prompted to Otsuka SSO Page, where they will need to choose Otsuka SSO as the account to sign in with.

### All other users select Traditional (Windows Authentication)

All other users on selecting Traditional (Windows Authentication) as the Sign In Method will be prompted the Windows Security prompt to login via mocr-nt1 or hps-ots accounts.

Example:
- mocr-nt1\username
- hps-ots\username

Your email id is your userid.
Non Astex and Taiho Users on choosing Single Sign On (SSO), will not have permissions to access the site

If non Astex and Taiho Users choose Single Sign On (SSO) as the Sign In method, they will not have required permissions to access the site and will need to clear the browser cache and re-login using Traditional (Windows Authentication)

Browser Cache to be cleared if wrong choice is made

Browser: Internet Explorer

Internet Explorer Tool > Internet Options > Browsing History > Delete
Browser: Google Chrome

Settings > Advanced > Clear Browsing Data

Note: If you need more assistance please reach out to ITHelp
HclOtsuka@service-now.com
1-877-4OTSUKA (1-877-468-7852)