

OneLogin Multi-Factor Authentication Setup Instructions

Initial Navigation

1. Navigate to <https://daltonstate.onelogin.com/>
2. Enter your Dalton State username on the first screen, your password on the second screen, and, should it be applicable, your multifactor authentication method on the third screen.
 - a. If this is your first time logging in to OneLogin, you will be asked to set up your multifactor authentication method: OneLogin Security Questions, OneLogin Protect, Yubikey, Google Authenticator, or VIP Access.
 - i. For OneLogin Protect, Google Authenticator, or VIP Access, install those apps onto your smartphone or tablet.
 - ii. For Yubikey, purchase a Yubikey and have it ready to insert into your computer, smartphone, or tablet.
 - iii. For OneLogin Security Questions, configure three security questions. Two will be chosen randomly for you to answer when you log in.
 - iv. Regardless of your selection, the first time you log in to OneLogin, you will be required to set up three security questions as a fallback method for your MFA should you not have access to your phone or YubiKey.
3. Navigate to the OneLogin profile page if you did not load into it.
 - a. If you see tiles including Office 365, OneUSGConnect, or ePro instead of a header with your name, you have loaded into the OneLogin Application Portal.
 - i. Navigate to your name in the upper right of the page.
 - ii. Click **Profile**.
4. Click on the plus (+) icon to the right of the **2-Factor Authentication** header to bring up the add **2-factor method** menu.
5. Change the **Choose Vendor** drop down menu to one of the below options:

OneLogin Protect

1. Scan the generated barcode using the OneLogin Protect app on your phone
 - a. If you cannot scan the barcode, change the **Pairing Method** radio button to **Manual Entry**
 - b. Choose **Enter code instead** on the app.
 - c. Enter the generated code, including the hyphen.
2. The device will be registered when the green checkmark appears on OneLogin and the app.
 - a. **Your smartphone will need to have a passcode configured on it to receive notifications and codes.**
3. To login using OneLogin Protect, you will respond to Approve/Deny notifications on your registered device.

YubiKey

1. Insert your YubiKey into the USB port of your computer.
 - a. For NFC compatible smartphones and tablets, tap the YubiKey to the NFC reader
 - b. For non-NFC compatible smartphones and tablets, plug in the YubiKey 5Ci compatible with lightning and USB-C ports into your phone or tablet
2. Tap the sensor button on the top of the YubiKey.
3. The device will be registered when the YubiKey unique code populates in the **YubiKey ID** field.

Google Authenticator

1. Scan the generated barcode using the Google Authenticator app on your phone
 - a. If you cannot scan the barcode, choose **Manual Entry** instead of **Scan Barcode** on the app.
 - b. Enter the generated secret key.
2. The device will be registered when the 6-digit code titled OneLogin appears under your list of accounts on the app.
3. Type the 6-digit security code on your Google Authenticator app into the **Security Code** field beneath the barcode.
4. Click **Continue** to register the device.

VIP Access

1. Type your full **Credential ID** which appears at the top of the app into the **Credential ID** field.
2. Type the first security code you see into the **OTP1** field.
3. Type the next consecutive code you see into the **OTP2** field.
4. Click **Continue** to register the device.

OneLogin Security Questions

1. To change your security questions and their answers, click the pencil icon to the right of the **Security Question** Header
2. Make any necessary changes, then click **Save**.

For more information, please see the Dalton State OCIS Training YouTube videos at <https://www.youtube.com/channel/UCfsXseQjNGAtP9vAb8xONqg>