


## Setting Up OneLogin

OneLogin Email MFA is an authentication factor that sends an email to personal/alternate email for the user to verify their identity during an authentication request. The user receives an email and is prompted to enter the 6-digit alphanumeric/numeric code they receive via email. If entered successfully, the user is granted access.



OneLogin Help




Username


☐ Remember my username

Continue

[Need Help?](#) | [Forgot Password](#)


1. Please login to <https://collin.onelogin.com/> with your collin.edu email address and password



 2-factor authentication is required to secure your account.


Begin Setup

2. When prompted, click on “Begin Setup”




Select Authentication Factor

 OneLogin Protect +

 OneLogin Email +

3. Select **OneLogin Email** authentication



OneLogin Email

A confirmation code was sent to your email

Enter your confirmation code

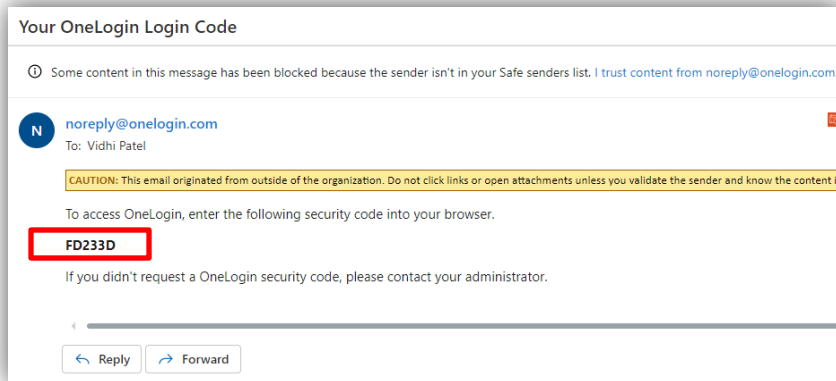
Show

Continue

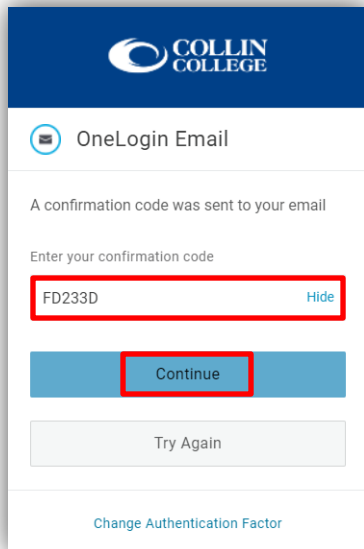
Try Again

[Change Authentication Factor](#)

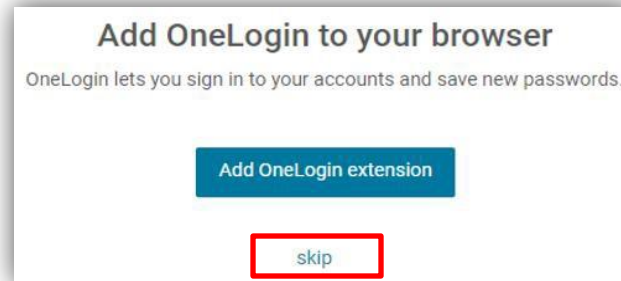
4. User will need to navigate to a personal/alternate email to get the code.



5. This is an example of the email you will receive in your personal/alternate email from OneLogin.



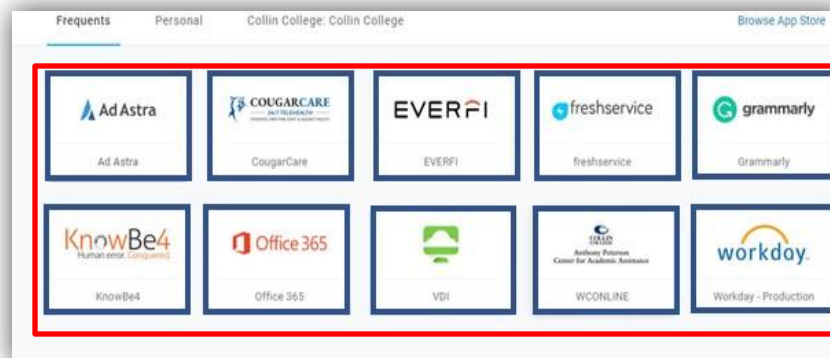
6. Once you have the 6-digit code, navigate back to the OneLogin screen to **enter the code** and select **“Continue.”**



7. You may be prompted to add the OneLogin Extension to your browser. You can either add the extension or select **“skip.”**

### TIP

- *CougarWeb can always be accessed at [www.collin.edu](http://www.collin.edu) without the OneLogin app.*
- *If you like to switch to personal email authentication, then please fill this [form](#)*



8. After the OneLogin extension prompt you should see the OneLogin portal to access most Collin services.