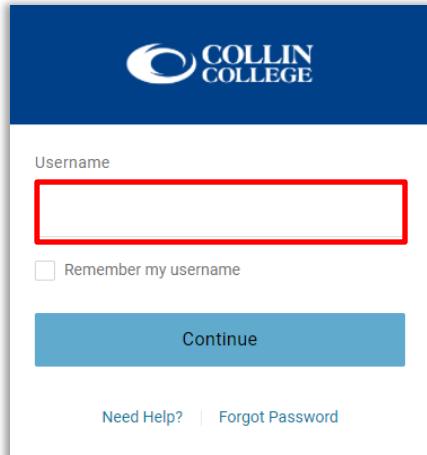


Setting Up OneLogin

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



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Username

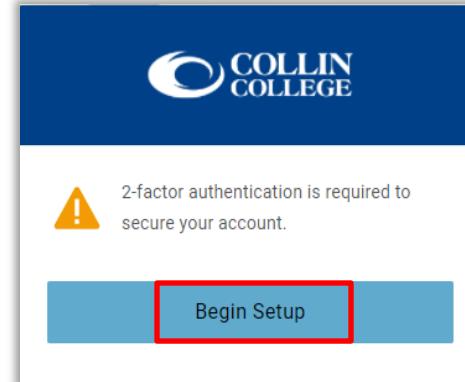
Remember my username

Continue

Need Help? | Forgot Password

This image shows the OneLogin login interface. It features the Collin College logo at the top. Below it is a large input field for the username, which is highlighted with a red box. There is also a 'Remember my username' checkbox and a 'Continue' button. At the bottom, there are links for 'Need Help?' and 'Forgot Password'.

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



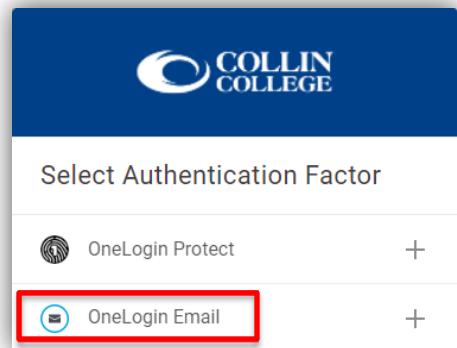
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⚠ 2-factor authentication is required to secure your account.

Begin Setup

This image shows the OneLogin setup screen. It displays a warning message: '2-factor authentication is required to secure your account.' Below the message is a 'Begin Setup' button, which is highlighted with a red box.

2. When prompted, click on "Begin Setup"



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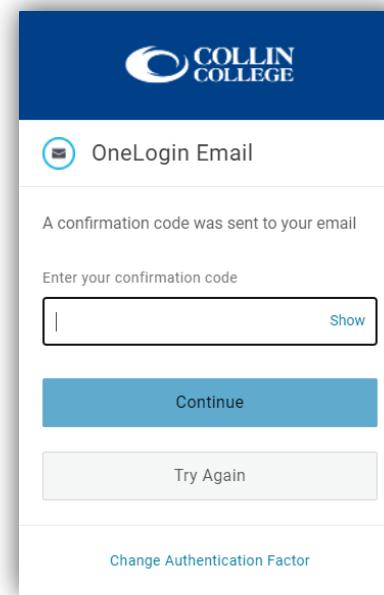
Select Authentication Factor

OneLogin Protect +

OneLogin Email +

This image shows the 'Select Authentication Factor' screen. It lists two options: 'OneLogin Protect' and 'OneLogin Email'. The 'OneLogin Email' option is highlighted with a red box.

3. Select **OneLogin Email** authentication



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OneLogin Email

A confirmation code was sent to your email

Enter your confirmation code Show

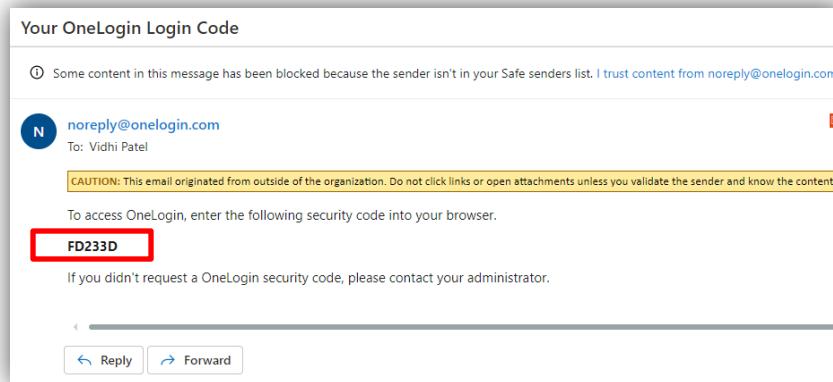
Continue

Try Again

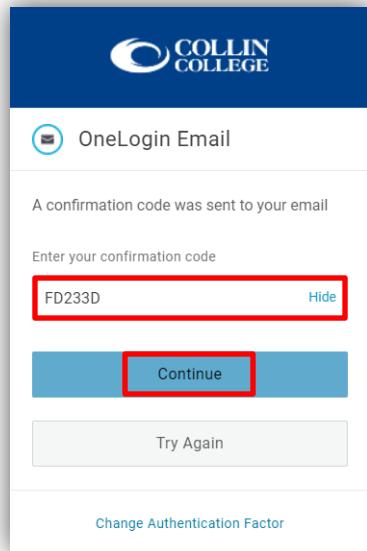
Change Authentication Factor

This image shows the 'OneLogin Email' verification screen. It informs the user that a confirmation code was sent to their email. There is a text input field for the code, a 'Show' link, a 'Continue' button, a 'Try Again' button, and a 'Change Authentication Factor' link at the bottom.

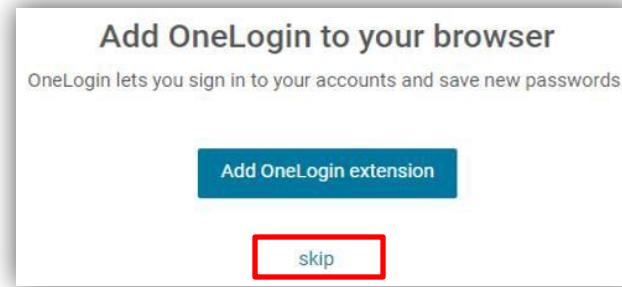
4. User will need to navigate to a personal/alternate email to get the code.



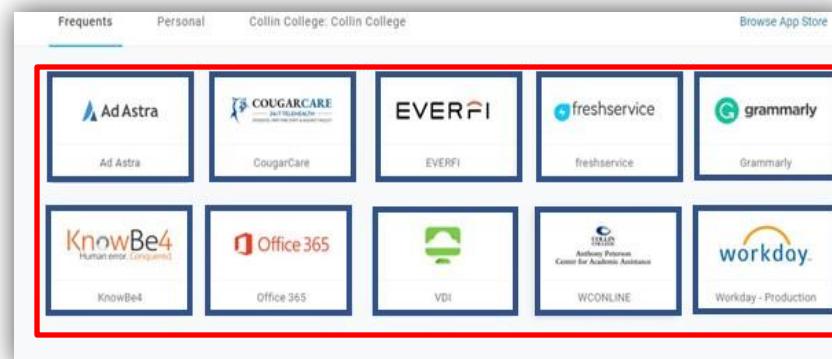
5. This is an example of the email you will receive in your personal/alternate email from OneLogin.



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 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.