Setting Up OneLogin @ with personal/alternate email

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NOTE:

If you don't have regular access to a smartphone you can follow the steps below to setup OneLogin with a personal/alternate email.
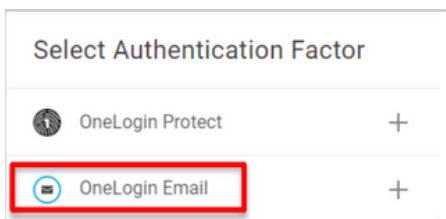
1

Login to **https://collin.onelogin.com/** with your collin.edu email and password. When prompted, click on **Begin Setup**

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

Begin Setup

2

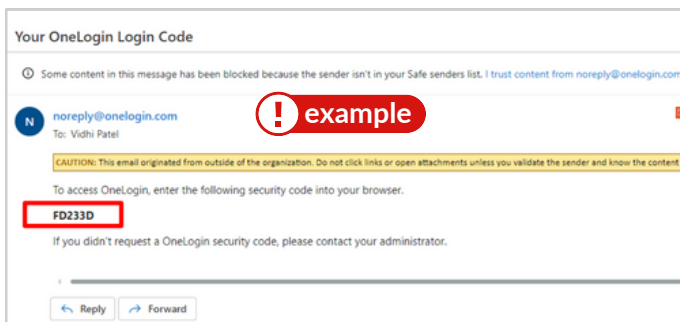Select **OneLogin Email** authentication

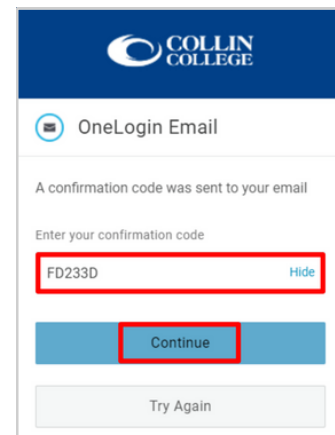Select Authentication Factor

OneLogin Protect +

OneLogin Email +

3

Navigate to your personal/alternate email to get the **6-digit code**. This is an example that shows the email you will receive from OneLogin

Your OneLogin Login Code

ⓘ Some content in this message has been blocked because the sender isn't in your Safe senders list. I trust content from noreply@onelogin.com.

N noreply@onelogin.com
To: Vidhi Patel   ❗ **example**

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you validate the sender and know the content i

To access OneLogin, enter the following security code into your browser.

FD233D

If you didn't request a OneLogin security code, please contact your administrator.

↩ Reply   ↪ Forward

4

Once you have the 6-digit code, navigate back to the OneLogin screen to enter the code and select continue

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📧 OneLogin Email

A confirmation code was sent to your email

Enter your confirmation code

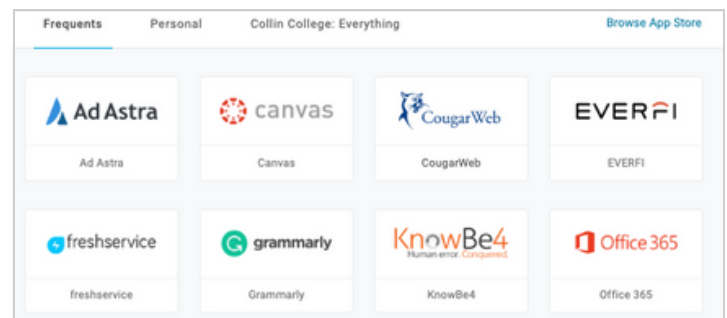FD233D   Hide

Continue

Try Again

5

You may be prompted to add the OneLogin extension to your browser. You can select **Add OneLogin extension** (if available) or select **skip**

Add OneLogin extension   or   skip

6

After the OneLogin extension prompt, you should see the **OneLogin Portal** with access to most Collin services

Frequents   Personal   Collin College: Everything   Browse App Store

Ad Astra   canvas   CougarWeb   EVERFI
Ad Astra   Canvas   CougarWeb   EVERFI

freshservice   grammarly   KnowBe4   Office 365
freshservice   Grammarly   KnowBe4   Office 365

Student Technical Support

✉ **studenthelpdesk@collin.edu**   📞 **972.377.1777 (Available 24x7)**