



OneLogin comes prepopulated with various apps depending on your role at Collin College. OneLogin can be used as a repository and password keeper for other websites and apps.

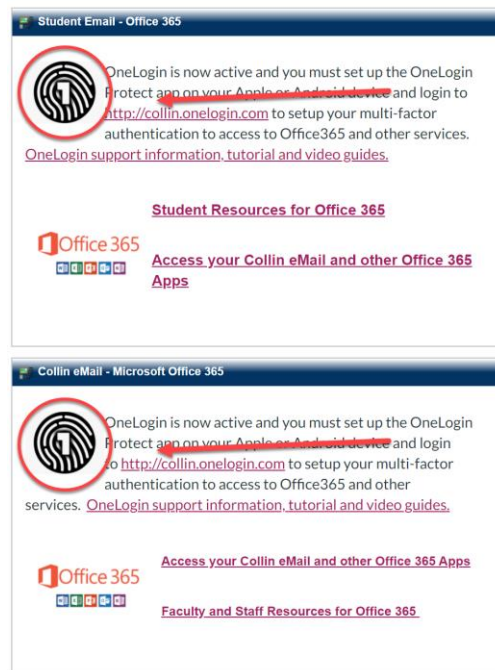
LOGIN TO ONELOGIN

To access OneLogin, go to <http://www.collin.edu> and log in to CougarWeb.

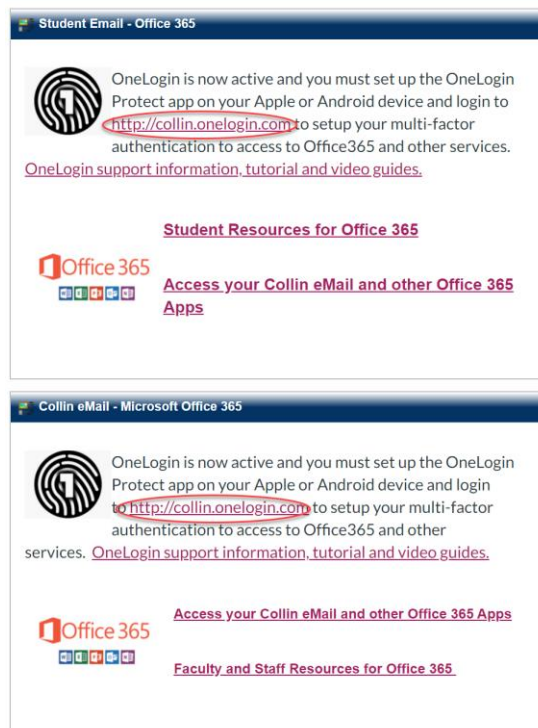
1. Click on the “Home” tab



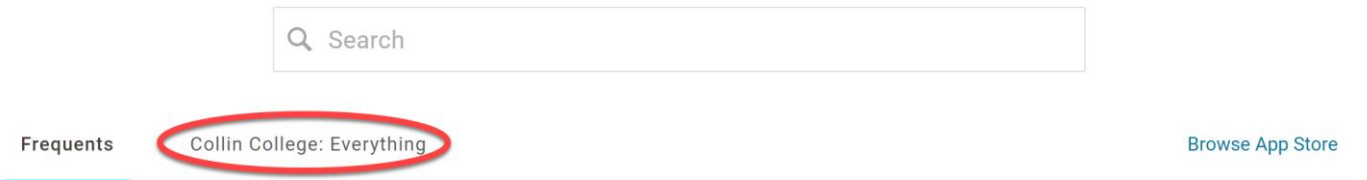
2. Locate the OneLogin icon



3. Click on the OneLogin URL (<http://collin.onelogin.com>) next to the OneLogin icon

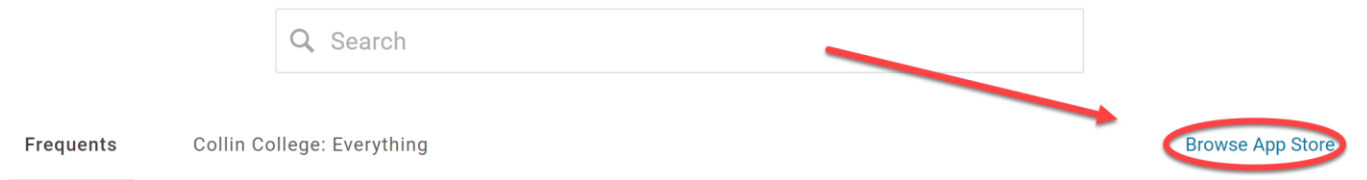


Note: You will be redirected to the OneLogin portal. The “Collin College: Everything” tab has the prepopulated Collin apps based on your role.

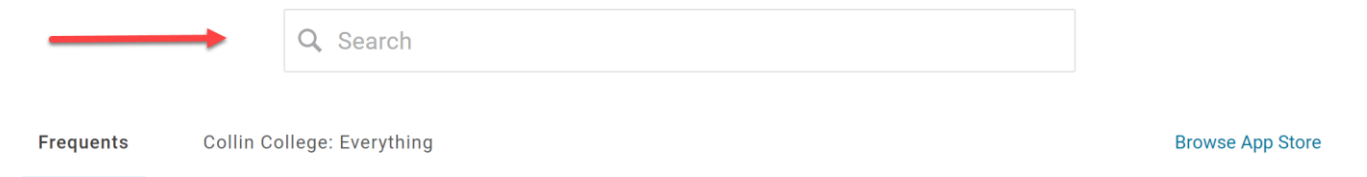


ADDING APPS TO ONELOGIN

1. Click “Browse App Store”

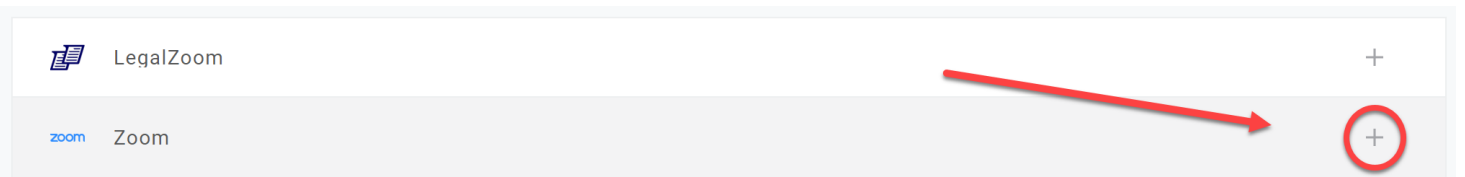


2. Type the name of the app in the search box

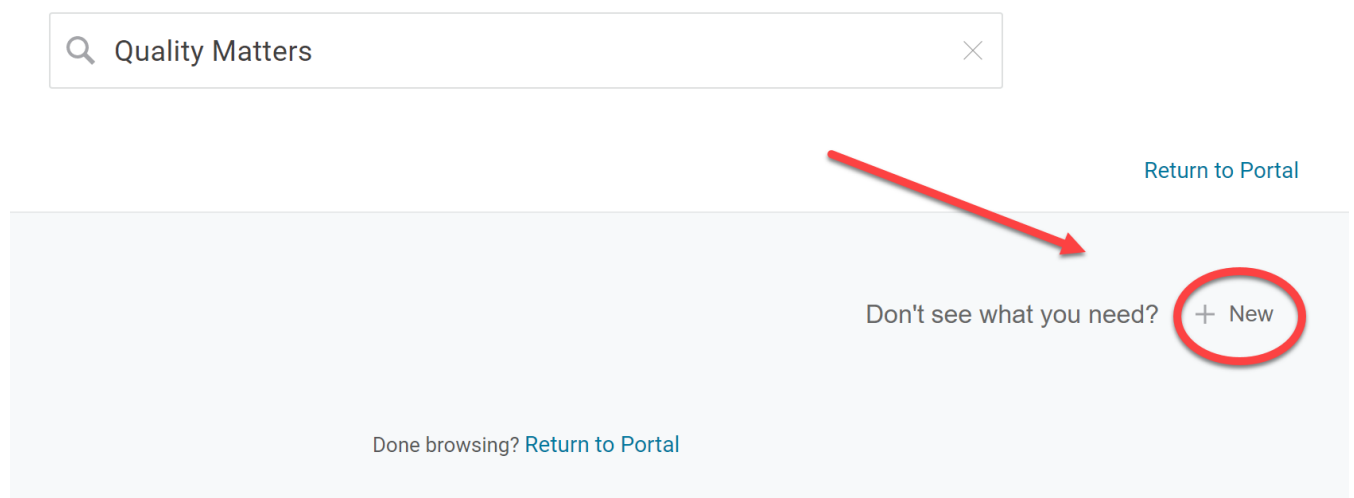


3. Add the app

- a. If the **app is in the App Store**, click on the “+” button



- b. If the **app is not in the App Store**, click on “+ New”



4. Type the website's login information

Add Quality Matters This is for your private use

The screenshot shows a form titled "Add Quality Matters" with a sub-header "This is for your private use". The form is divided into two columns. The left column contains a logo with the letter 'Q', a "Name" field with the value "Quality Matters", and a "Description" field. The right column contains a "Username" field, a "Password" field with a "Generate" button and a "Show" button, and a "Login Url" field with the value "qualitymatters.org". At the bottom right, there are "Cancel" and "Save" buttons. Red circles with numbers 1 through 5 highlight the Name, Description, Username, Password, and Login Url fields respectively.

Note: You can edit the following text boxes: Name (1), Description (2), Username (3), Password (4), and Login URL (5). If the app is in OneLogin's App Store, it will already come with the website's URL. If the app is not in OneLogin, then you will need to provide the website's URL.

Note: If the password changes, you will need to update the app's login information.

5. Click "Save"

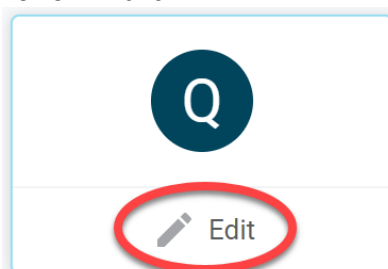
Add Quality Matters This is for your private use

This screenshot is identical to the previous one, but with a red circle around the "Save" button and a red arrow pointing to it from the right.

Note: A "Personal" tab will be added to your account.

EDITING APPS IN ONELOGIN

1. Hover over the app's name and click "Edit"



2. Edit the text boxes with information

Add Quality Matters This is for your private use

The screenshot shows a form titled "Add Quality Matters" with a sub-header "This is for your private use". The form contains several input fields: a "Name" field with the value "Quality Matters", a "Description" field, a "Username" field, a "Password" field with a "Generate" button and a "Show" button, and a "Login Url" field with the value "qualitymatters.org". Red circles with numbers 1 through 5 are placed over the Name, Description, Username, Password, and Login Url fields respectively. At the bottom right, there are "Cancel" and "Save" buttons.

Note: You can edit the following text boxes: Name (1), Description (2), Username (3), Password (4), and Login URL (5). If the app is in OneLogin's App Store, it will already come with the website's URL. If the app is not in OneLogin, then you will need to provide the website's URL.

Note: If the password changes, you will need to update the app's login information.

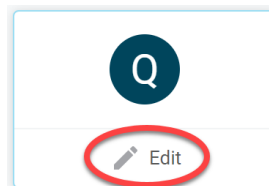
3. Click "Save"

Add Quality Matters This is for your private use

This screenshot is identical to the previous one, but with a red arrow pointing from the right side of the form towards the "Save" button at the bottom right. The "Save" button is circled in red.

DELETING APPS FROM ONELOGIN

1. Hover over the app's name and click "Edit"



2. Click "Delete Site"

The screenshot shows the "Quality Matters" app details page. It includes fields for Name, Description, Username, Password, and Login Url. Below these fields is a "History" section showing "Last modified 2 minutes ago" and "Created 2 minutes ago". At the bottom left, there is a "Delete Site" button circled in red, with a red arrow pointing to it. At the bottom right, there are "Cancel" and "Save" buttons.