

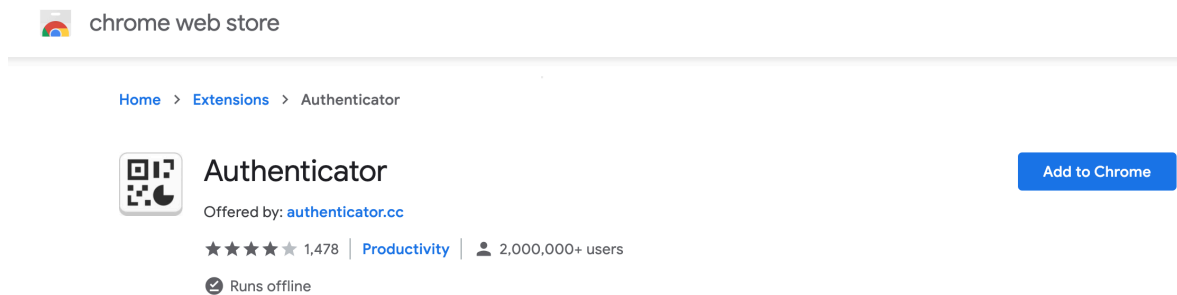


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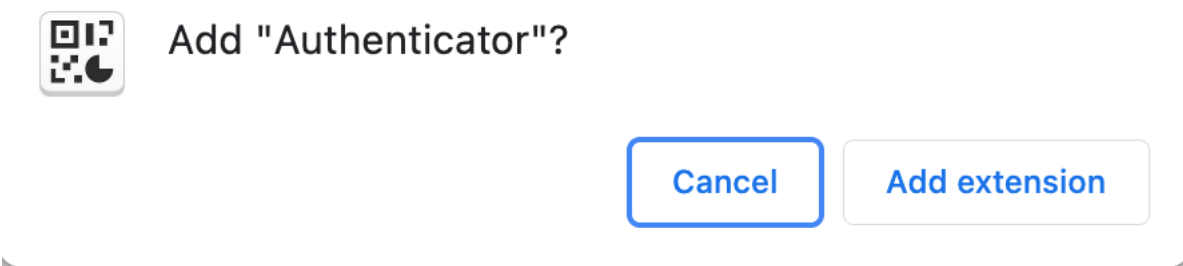
One Login Password Management & MFA

Where do I Start?

1. **FROM A COMPUTER:** Open the Google browser and go to:
<https://chrome.google.com/webstore/detail/authenticator/bhghoamapcdpbohphigoooaddinpkb/related?hl=en> and click "Add to Chrome"



2. Make sure you choose Add extension.



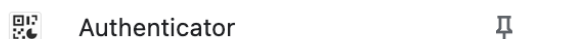
3. To the right of the website address bar, look for and click this Icon



4. Click on Authenticator to allow access

Access requested

To give an extension access to this site, click it.





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5. Now go to OneLogin at the following site: <https://prcc.onelogin.com>

- > Enter your current River Guide username and click Continue.
- > Then enter your password and then click Continue

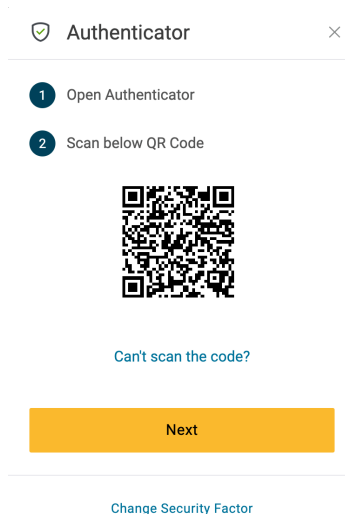
6. You have the option to ***Begin Setup*** for your MFA or ***Skip for Now***. You will only have a short period of time to skip this before MFA is required. **IF YOU CHOOSE "BEGIN SETUP", YOU HAVE TO COMPLETE THE FOLLOWING STEPS BELOW!**

7. If you clicked the "Begin Setup", you will now need to select your Authentication Factor you want to use. In this case **"Authenticator"**



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8. After you select "Authenticator" you will see this screen



9. Go to the upper right of browser and click this icon:



10. Then click on Authenticator and then the bar symbol to scan the QR code as below



11. Use your mouse to drag over the Authenticator barcode. Once complete you will get the following message:

prcc.onelogin.com says
klomax@prcc.edu has been added.




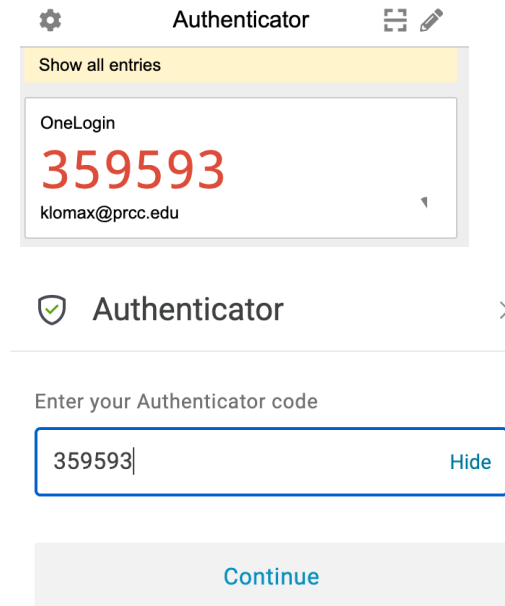
12. Click the blue OK button and then the yellow Next button





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13. You will then be prompted to Enter your Authenticator code: Click this icon again:  to get your code and enter it on your screen as below and click Continue:



Authenticator

Show all entries

OneLogin

359593

klomax@prcc.edu

Authenticator

Enter your Authenticator code

359593

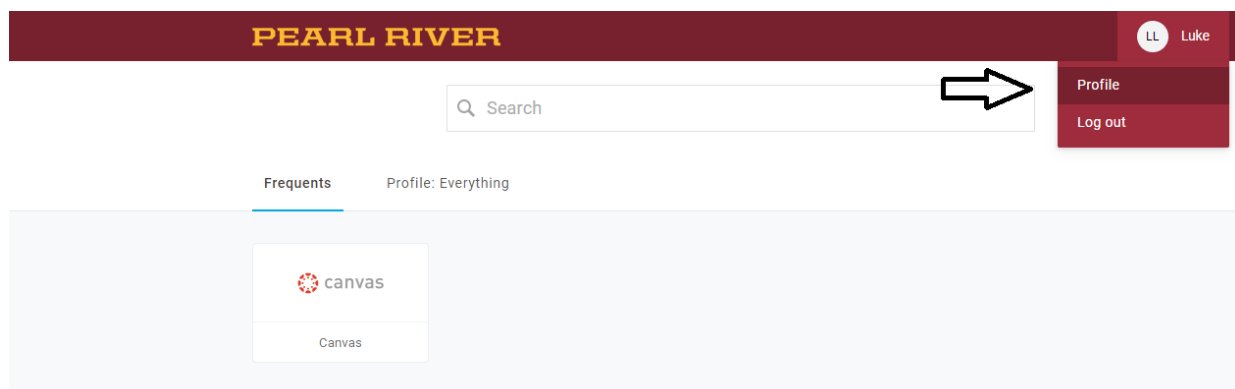
Hide

Continue

14. You will then be logged and use same icon in browser to get code going forward when requested

ONCE LOGGED INTO PRCC PORTAL

15. You will be able to verify your **Security Factors** as well as **Change your Password** by clicking on your **Profile** as shown below



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LL Luke

Profile

Log out

Search

Frequents Profile: Everything








canvas

Canvas



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16. The **PRCC Security** factor and location to ***Change Password*** are below:

Security Factors			
Manage security factors to verify your identity when you sign in or reset your password.			
<button>Add Factor</button>			
Factor	Details	Last Used	Used For
Primary			
 PRCC Security		23 minutes ago	  ⋮
 Authenticator		Unavailable	 ⋮
 VIP Access		a day ago	 ⋮


Post Login Instructions

17. All applications assigned to your role will now be visible upon authentication into the OneLogin Portal. **MAKE SURE TO CLICK ON THE PROFILE: PRCC TO SEE ALL YOUR TILES**


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Profile: PRCC ▼

 canvas

Canvas

 Office 365

Office 365

18. Any and all additional applications will become visible according to your role.