



PEARL RIVER COMMUNITY COLLEGE

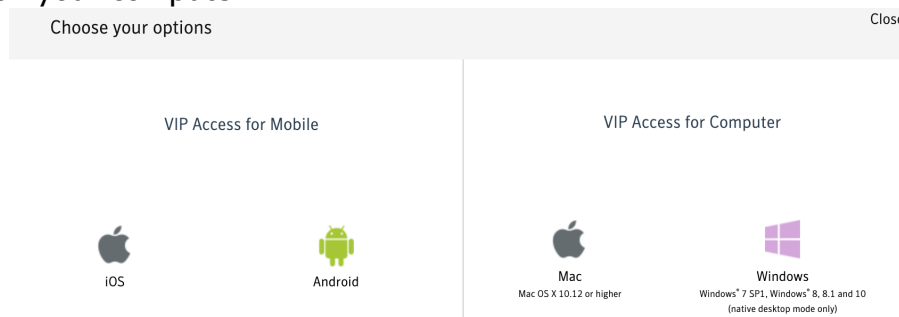
One Login Password Management & MFA

Where do I Start?

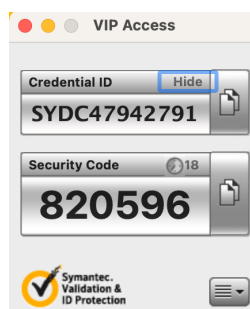
1. **FROM A COMPUTER:** Open your browser and go to: <https://vip.symantec.com/> and click "DOWNLOAD"



2. Make sure you choose the **"VIP Access for Computer"** and choose either Mac or Windows depending on your computer.



3. Make sure that you install the program once you have downloaded it to your computer. Just click Next through the install screens until you get click Finish.
4. Open the Symantec VIP program and it will look like this:



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



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Username

☐ Remember my username


Continue

[News](#) | [Transcripts](#) | [FAQ](#)
[Forgot Password](#)

- > 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!**

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 PRCC is implementing additional security.
You have until October XX to register a
MFA (Multi Factor Authentication)
method. If you have any questions please
contact the help desk.



Begin Setup

Skip For Now

7. If you clicked the "Begin Setup", you will now need to select your Authentication Factor **"VIP Access"**

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Select Authentication Factor

	PRCC Security	+
	VIP Access	+

8. After you select "VIP Access" you will see this screen



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 VIP Access 

Enter Credential ID and two consecutive Security Codes from Symantec VIP Access.

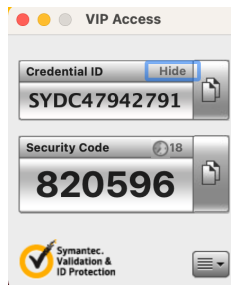
Credential ID

First Security Code

Second Security Code

Continue

9. Go back to the Symantec VIP Access program that should be open on your computer and enter the Credential ID and First Security Code your received. You will need to wait approximately 30 seconds or until the security code changes to enter the Second Security Code.



10. You will then be automatically logged into your PRCC Portal. Going forward you will only need input one Security code from the VIP Access program as shown below.



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✓ VIP Access

Enter your code

Show

Continue

ONCE LOGGED INTO PRCC PORTAL

11. 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

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

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LL Luke

Profile

Change Password

Security Factors

Browser Extension

Recent Activity

Security Factors

Manage security factors to verify your identity when you sign in or reset your password.

Add Factor

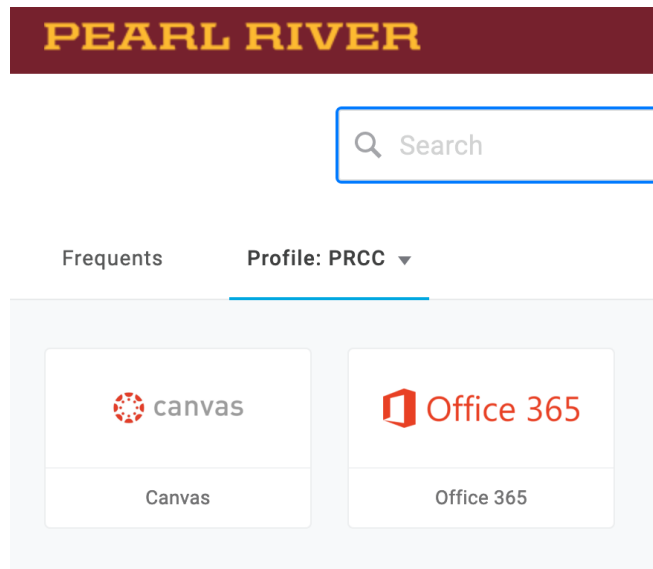
Factor	Details	Last Used	Used For
Primary	PRCC Security	Unavailable	



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Post Login Instructions

13. 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**



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