

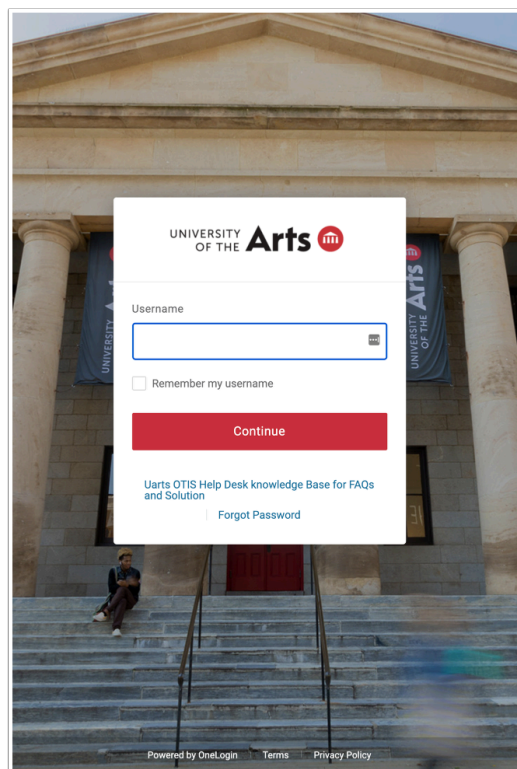
OneLogin Account Setup

OneLogin is secure a single sign on solution

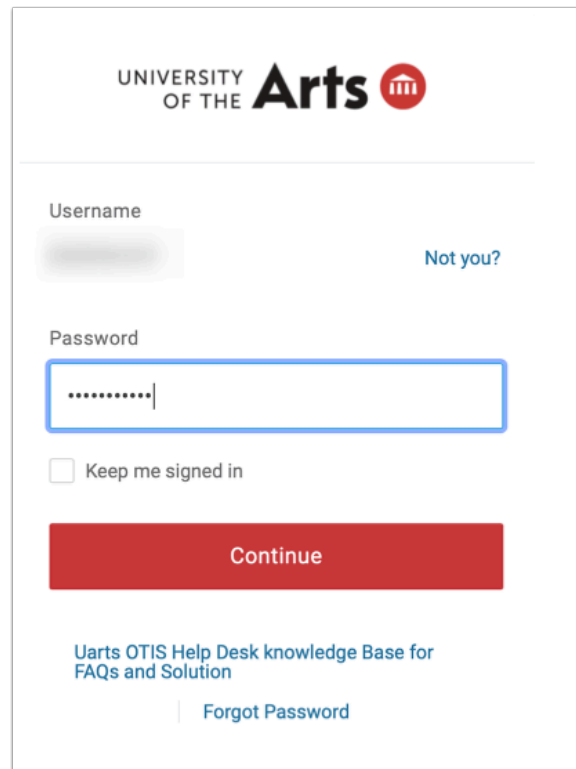
1. On a computer using any web browser go to uarts.onelogin.com

💡 Doing these first steps on a computer and not on your smart phone or tablet will make things easier later

2. Enter your UArts username

A screenshot of the University of the Arts (UArts) login page. The page is overlaid on a background image of a classical building with columns and a person sitting on the steps. The login form is white with a red 'Continue' button. It includes a 'Username' label, a text input field, a 'Remember my username' checkbox, and a 'Forgot Password' link. The footer of the form mentions 'Powered by OneLogin', 'Terms', and 'Privacy Policy'.

3. Enter your UArts Password.

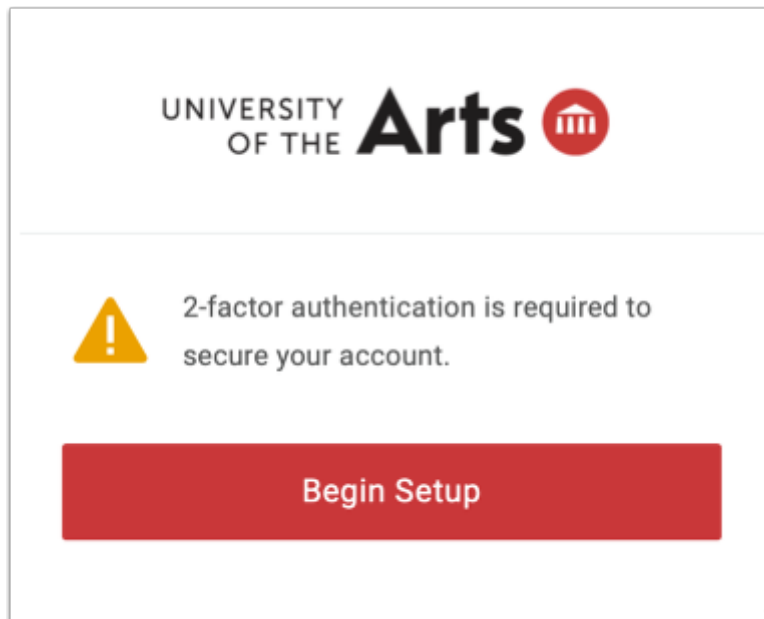


The login form for the University of the Arts (UArts) is displayed. At the top, the UArts logo is shown, consisting of the text "UNIVERSITY OF THE Arts" and a red circular icon with a white building facade. Below the logo, there is a "Username" field with a blurred input area and a "Not you?" link. The "Password" field is highlighted with a blue border and contains a series of dots. Below the password field, there is a checkbox labeled "Keep me signed in". A red "Continue" button is positioned below the checkbox. At the bottom, there is a link to the "Uarts OTIS Help Desk knowledge Base for FAQs and Solution" and a "Forgot Password" link.

4. You will be prompted to set up 2-factor authentication. Click Begin Setup.



2-factor authentication requires an additional login credential - beyond just the username and password - to gain access to your account.




5. Select your primary 2-factor authentication method.

Choices for 2-factor authentication:

- OneLogin Protect - Requires installing the OneLogin Protect app on your tablet or smart phone
- OneLogin SMS - Uses SMS texting on your mobile phone
- OneLogin Security Questions - Requires you to select and answer five security questions
- Google Authenticator - Requires installing the Google Authenticator app on your tablet or smart phone

You can change and/or add any of these methods to your account later but you must have at least one.

-  Using OneLogin Security Questions is the only option if you do not have/wish to use a smart phone or tablet, however it is also the least secure and is therefore not recommended.

6. Jump to the 2-factor authentication method you wish to set up.

[OneLogin Protect](#)

[OneLogin SMS](#)

[OneLogin Security Questions](#)


[Google Authenticator](#)

7. OneLogin Protect







To use OneLogin Protect you will need to install the OneLogin Protect app on your smart phone or tablet

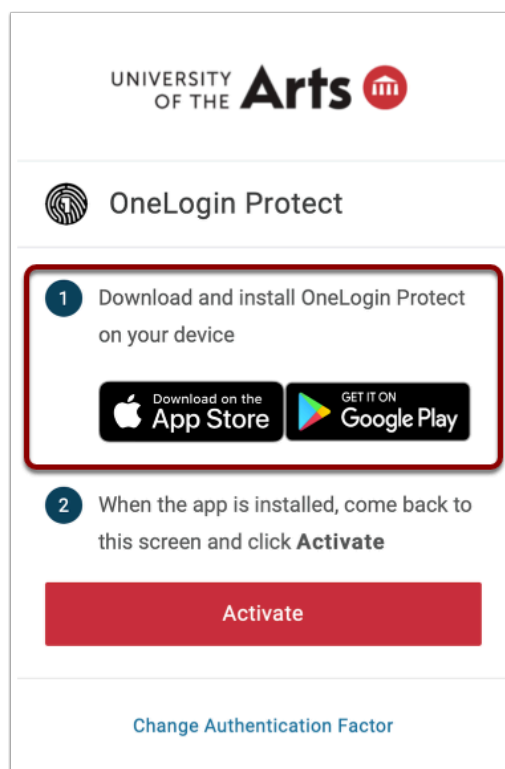
Select OneLogin Protect

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OF THE **Arts** 

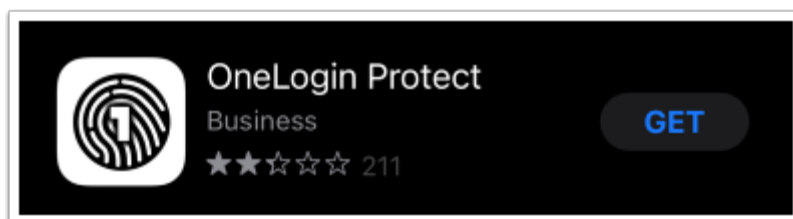
Select Authentication Factor

	OneLogin Protect	+
	OneLogin SMS	+
	OneLogin Security Questions	+
	Google Authenticator	+


You will be prompted to download and install the OneLogin Protect app on your smart phone or tablet.




Install the OneLogin Protect app on your tablet or smart phone





Go back to your browser and click Activate

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 **OneLogin Protect**

1 Download and install OneLogin Protect on your device





2 When the app is installed, come back to this screen and click **Activate**

Activate

[Change Authentication Factor](#)

Select your device from the drop down menu


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 OneLogin Protect

iPhone & Android

iPhone & Android

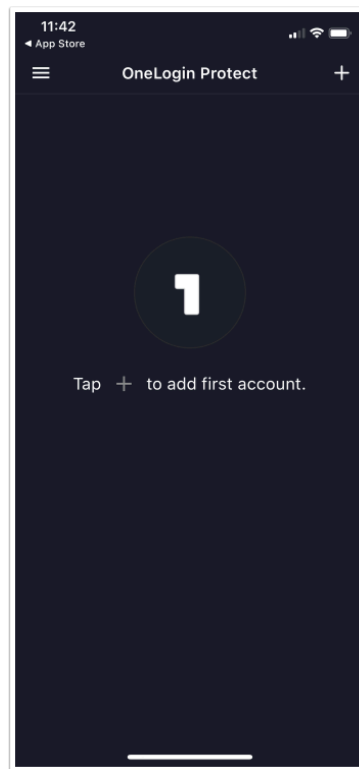
Windows



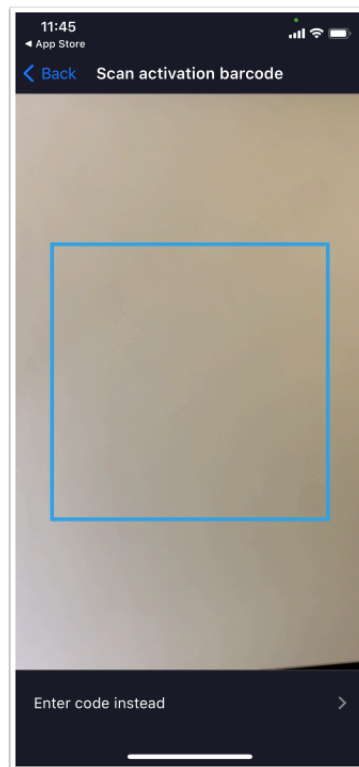
Can't scan the code?

Change Authentication Factor

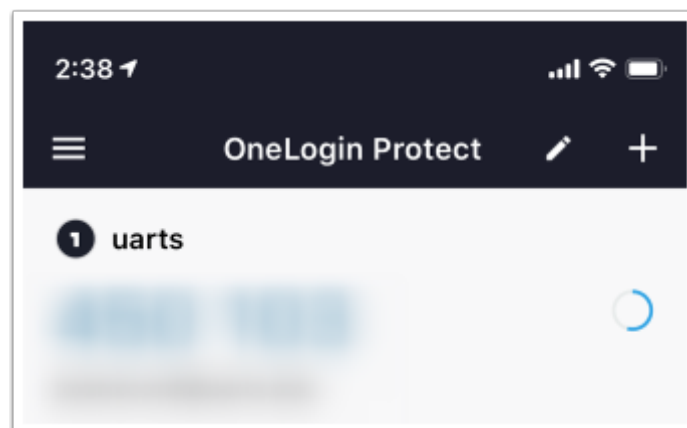
Open the One Login Protect app on your smart phone or tablet and tap the + to add an account

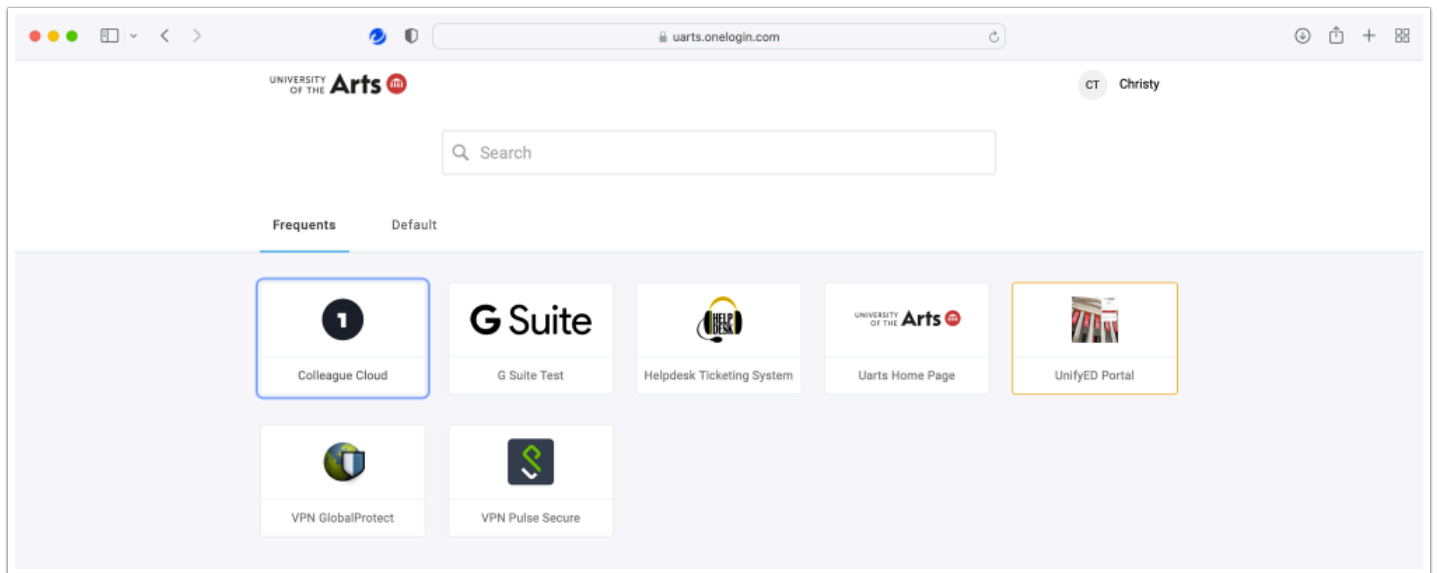


You will be prompted to scan the QR code - point your device's camera at your computer screen to frame the QR code in the blue box



Your UArts account will now appear in your OneLogin Protect app and you will be taken to your OneLogin dashboard on your computer






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8. OneLogin SMS


i To use OneLogin SMS you will need to provide a mobile phone number


! Message and data rates may apply depending on your plan


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Select Authentication Factor

 OneLogin Protect +

 OneLogin SMS +

 OneLogin Security Questions +

 Google Authenticator +

Select OneLogin SMS and type in your cell phone number and click Continue



OneLogin SMS

Enter your phone number

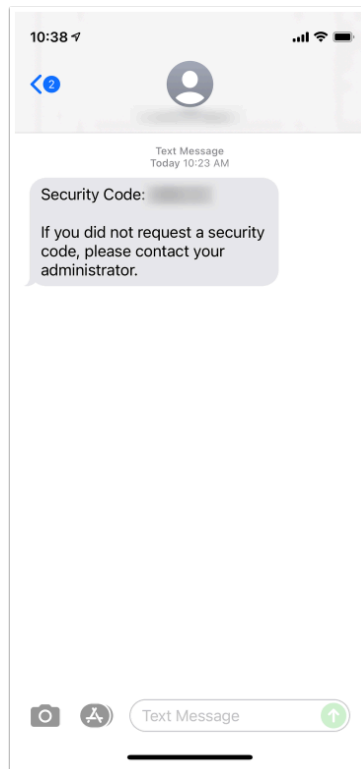


+1

Continue

[Change Authentication Factor](#)

You will receive a text message containing a code



Enter the code into your web browser

9. OneLogin Security Questions





! We recommend using security questions as your primary 2-factor authentication method only if you do not have a mobile phone or tablet

! You will need to answer 3 out of 5 security questions every time you log in



Select OneLogin Security Questions

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Select Authentication Factor


	OneLogin Protect	+
	OneLogin SMS	+
	OneLogin Security Questions	+
	Google Authenticator	+

Select a security question from the list

UNIVERSITY OF THE Arts 	
	OneLogin Security Questions
Select Security Question 1 / 5	
In what city were you born? (Enter full name of city only)	
What is your mother's middle name?	
What was your favorite restaurant in college?	
What street did your best friend in high school live on? (Enter full name of street only)	
What was the first name of your first manager?	
Change Authentication Factor	

Provide an answer that you will be able to remember and click Continue

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Arts



OneLogin Security
Questions

In what city were you born? (Enter full name of city only)

.....

Show

Continue


Change Authentication Factor

Repeat until 5 questions have been answered. You will then be taken to your OneLogin dashboard


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10. Google Authenticator


 To use Google Authenticator you will need to install the Google Authenticator app on your smart phone or tablet


Select Google Authenticator


UNIVERSITY OF THE **Arts** 

Select Authentication Factor

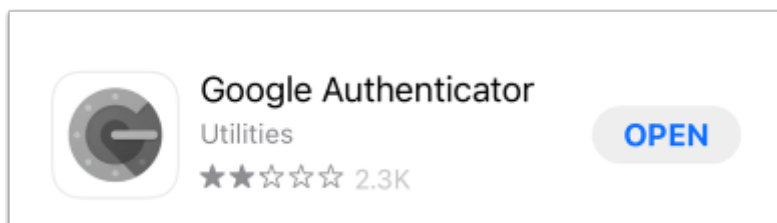
 OneLogin Protect +

 OneLogin SMS +

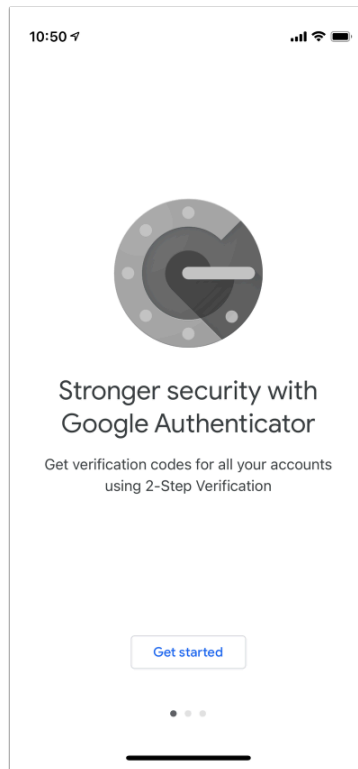
 OneLogin Security Questions +

 Google Authenticator +

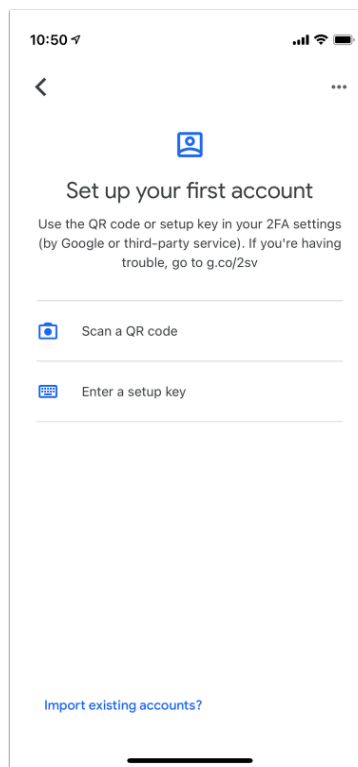
Download and install the [Google Authenticator](#) app on your smart phone or tablet

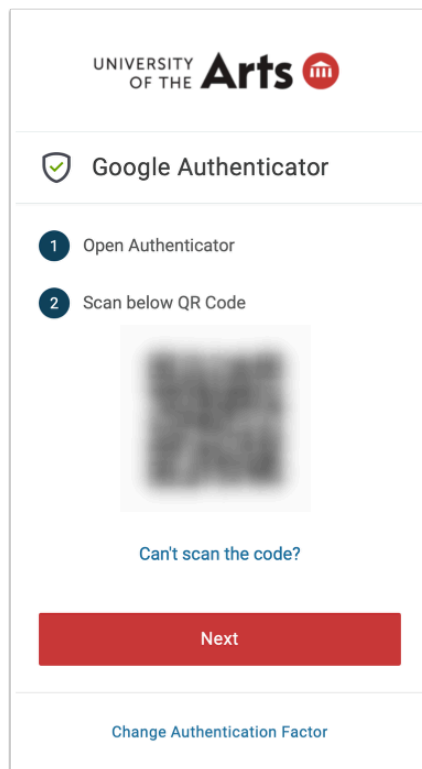


Launch the Google Authenticator app and tap Get Started

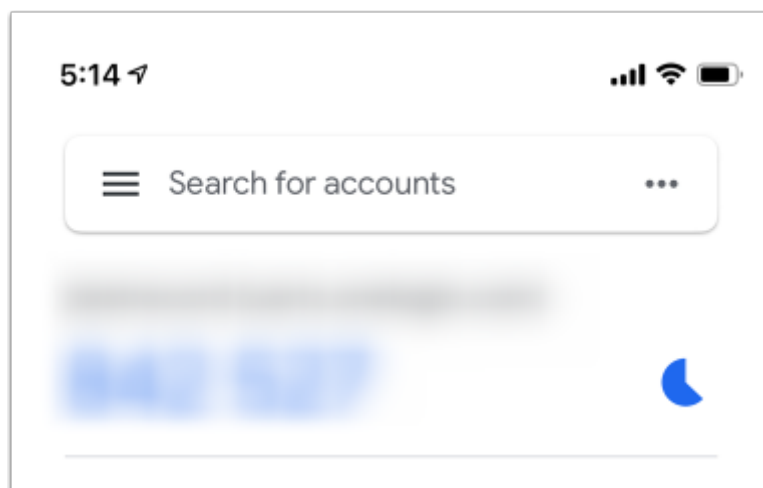



Tap Scan a QR code and scan the QR code on your computer screen






You will see your account added to the Google Authenticator app. Click Next on your browser and type in the six digit code shown on your phone







Google Authenticator

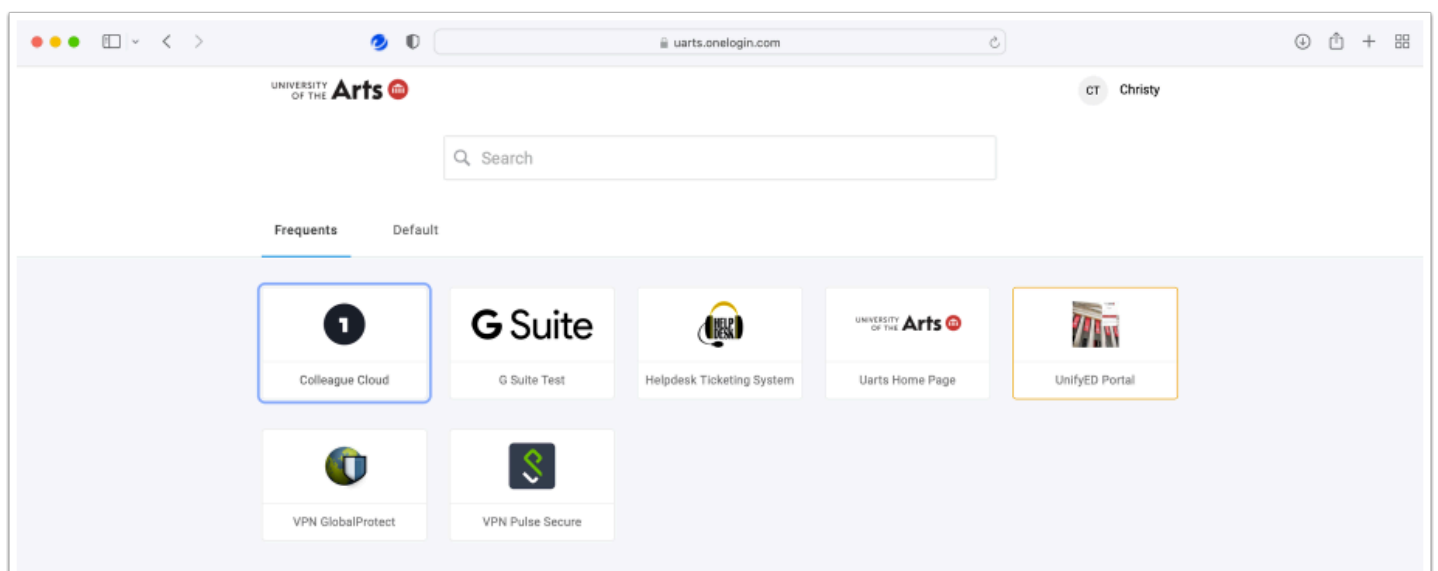
Enter your code

.....|
Show

Continue

[Change Authentication Factor](#)

You will be taken to your OneLogin dashboard on your computer



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