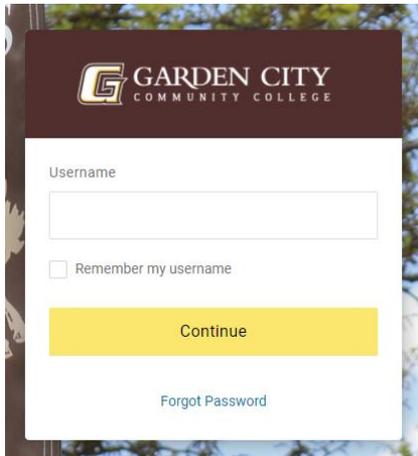


# Setting up Your GCCC OneLogin Account and the Protect app

1. Go to <https://gcccks.onelogin.com>
2. You will see a log in screen like the following:



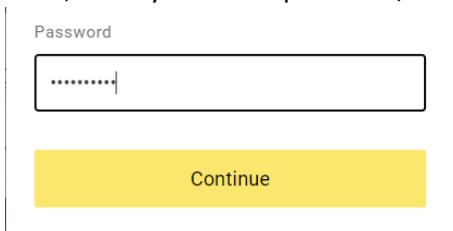
The screenshot shows the login interface for Garden City Community College. At the top, there is a dark blue header with the college's logo and name. Below the header, the word "Username" is displayed above a text input field. Underneath the input field is a checkbox labeled "Remember my username". A prominent yellow button labeled "Continue" is centered below the checkbox. At the bottom of the form, there is a blue link that says "Forgot Password".

3. Type your **Username**, hit **Continue**  
You can type either your **Username** or **Email** in the first screen.



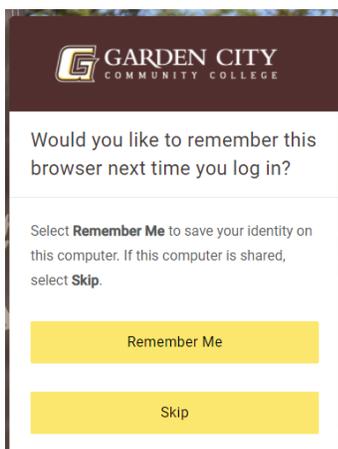
Two examples of valid usernames are shown side-by-side, separated by the word "OR". The first example is a text input field containing the email address "billy.buster@student.gcccks.edu". The second example is a text input field containing the username "billy.buster".

4. Then, enter your initial password, **Continue**



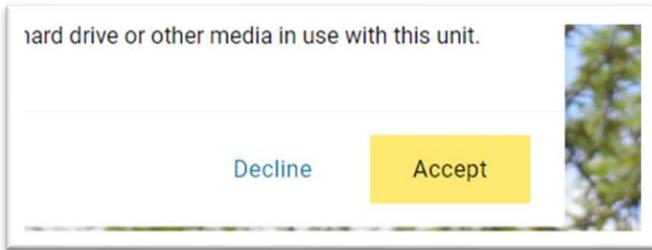
The screenshot shows the password entry screen. It features a "Password" label above a text input field. The input field contains several dots, indicating that the password is masked. Below the input field is a yellow button labeled "Continue".

5. You will now be shown a screen that looks like this. If this is a device that only you have access to, it is ok to select **Remember Me**. If this is a public computer, Select **Skip**

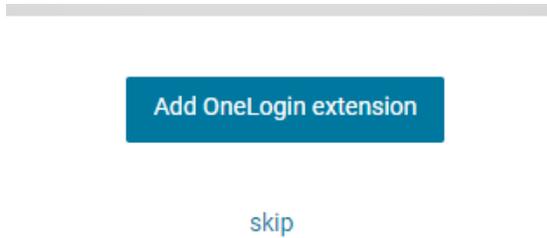


The screenshot shows a confirmation screen with the Garden City Community College logo at the top. The main text asks, "Would you like to remember this browser next time you log in?". Below this, there is explanatory text: "Select **Remember Me** to save your identity on this computer. If this computer is shared, select **Skip**." At the bottom, there are two yellow buttons: "Remember Me" and "Skip".

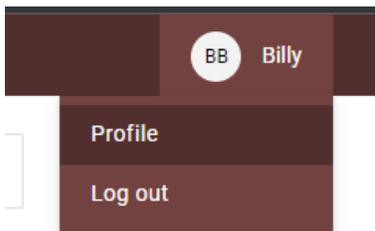
6. The next screen you will see is a privacy policy warning, please read through it and hit **Accept**



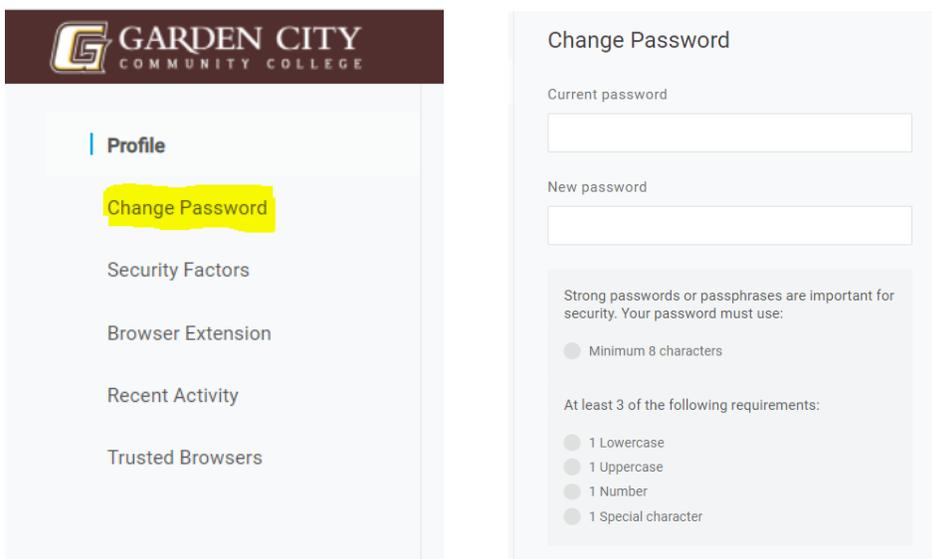
7. You will be prompted with a video for browser extension which is a password manager. This is not required, though helpful. Scroll to the bottom and hit **Skip**.



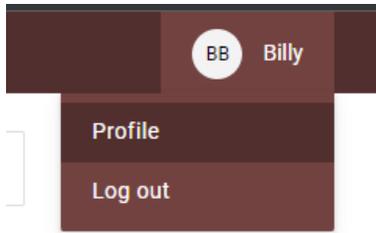
8. Once logged in, you will need to change your password to a more secure one that you create. Look to the top right, you will see your first name and your initials. Select **Profile**



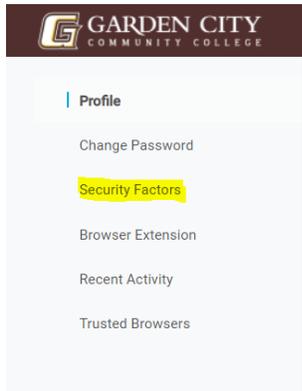
9. On your profile page, select Change Password. Enter your current password and then enter a new password following the criteria included.



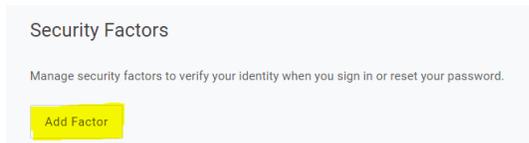
10. Second, you'll need to set up the OneLogin Protect app. Select your **Profile** again.



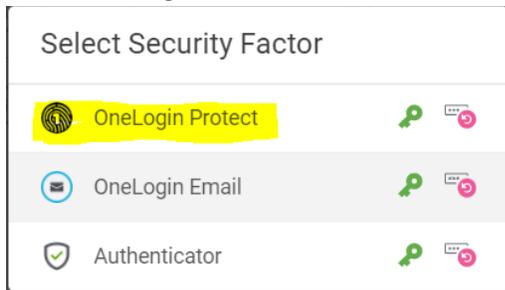
11. On the right-hand side select **Security Factors**



12. Now Select **Add Factor**

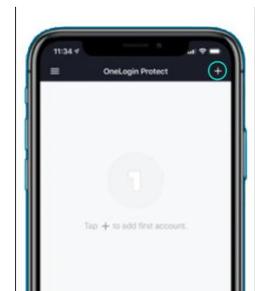


13. Select **OneLogin Protect**

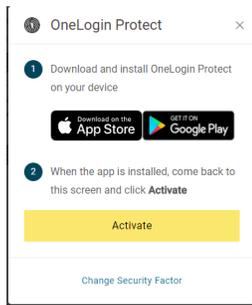


14. **iPhone (Skip to Step 15 if you own an Android)**

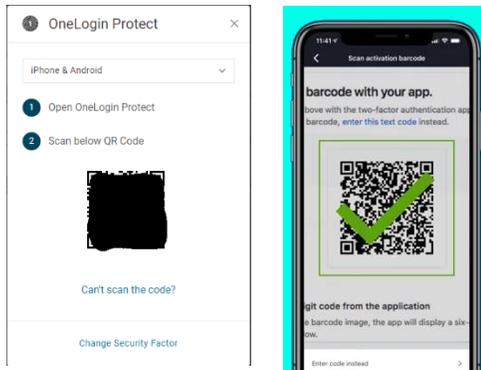
- a. On your cellphone, go to the App Store and download **OneLogin Protect**
- b. Once downloaded, Open the app on your phone you should be greeted with a screen like the following. There may be an option to allow push notifications Tap the + in the top left
- c. You may have to grant access to the device to use your camera, do so for now



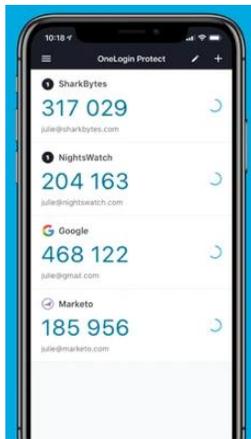
- d. Back to your computer, click **Activate**



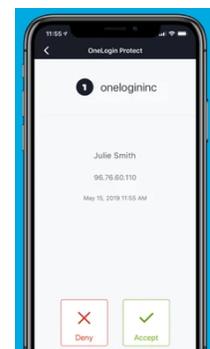
You will now see a barcode, Scan the barcode using your phone



- e. You should now see a six-digit number and a timer in blue. This means the devices are now linked and you can use that device to log in

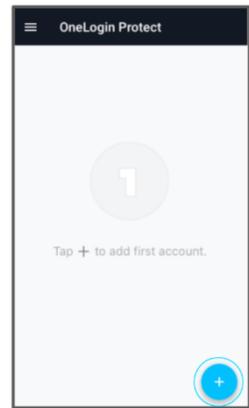


- f. If you have push notifications enabled, whenever you try to log in, you will see a prompt to confirm it is you that has logged in. Make sure that the location and information seems correct, and tap accept to confirm the log in.

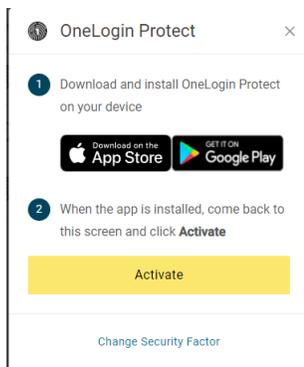


## 15. Android (Skip this step if you own an iPhone, go to step 16)

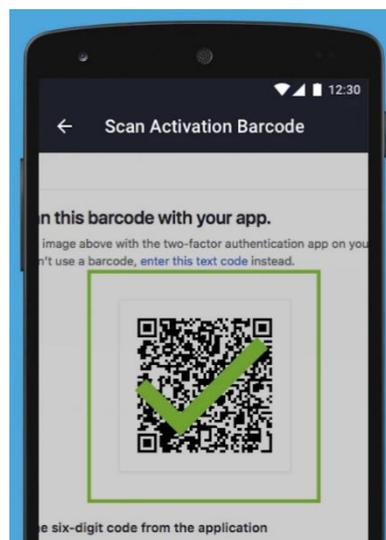
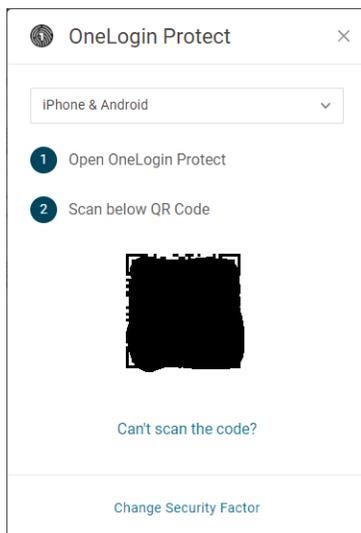
- On your cellphone, go to the Play Store and download **OneLogin Protect**
- Once downloaded, open the app on your phone you should be greeted with a screen like the following. There may be an option to allow push notifications Tap the + in the bottom right
- You may have to grant access to the device to use your camera, do so for now



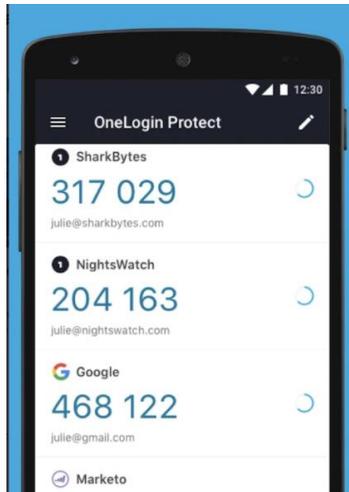
- Back to your computer, click **Activate**



- You will now see a QR code, Scan the QR code using your phone



- f. You will see a six-digit number and a timer in blue. This means the devices are now linked and you can use that device to log in



- g. If you have push notifications enabled, when you log in you will see a prompt to confirm it is you that has logged in. Make sure that the location and information are correct, and tap accept to confirm the log in.



16. Once you have changed your password and set up the OneLogin Protect app, click on the GCCC logo at the top. This will take you to your OneLogin portal that contains all the applications a student will need.

