

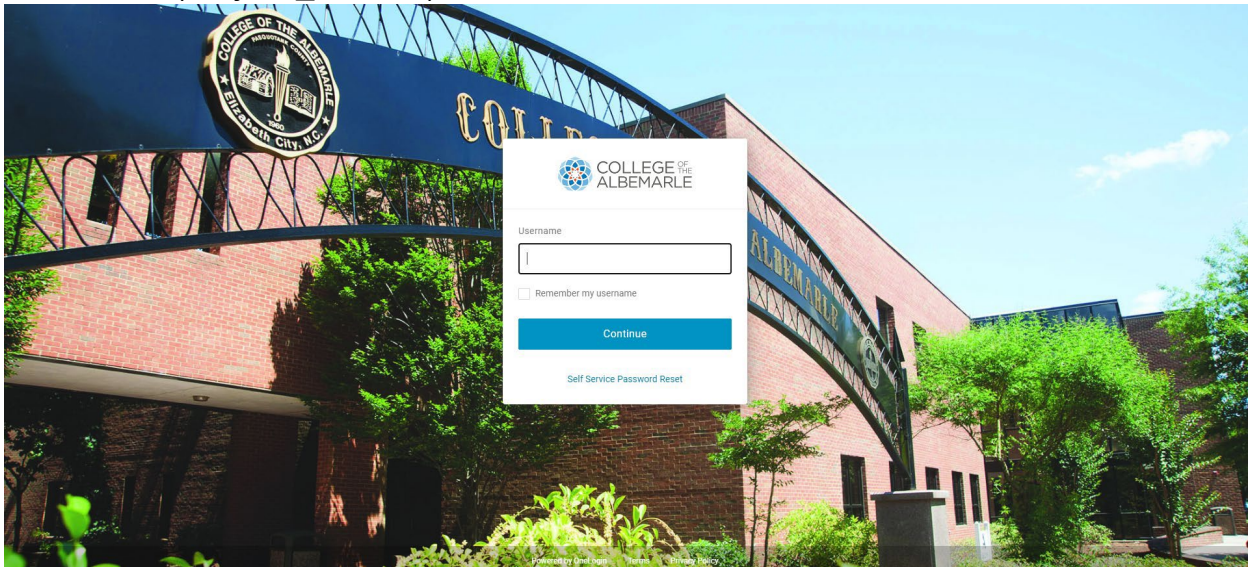
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****Instructions for High School Students Only****

In order to complete the process for establishing Single Sign On (SSO) for the College of The Albemarle portal, you will need access to your phone and your computer simultaneously.

Please follow the steps as outlined below.

1. On your computer click the link below to access your applications: <https://albemarle.onelogin.com/> 2. Enter your username (ex. john_smith12)



3. Enter your password

A screenshot of the password entry step in the login process. At the top is the College of The Albemarle logo. Below it is the 'Username' field, which contains the text 'gatewayuser2' and a 'Not you?' link. Below the username field is the 'Password' field, which is empty with a cursor. At the bottom is a blue 'Continue' button and a link for 'Self Service Password Reset'.

Note: If you forgot your password please click “Self Service Password Reset” to reset your password.

4. Click Begin Setup



5. Select your Authentication Factor



******IMPORTANT******

OPTION #1:

If you have a phone available select **OneLogin Protect** App, which is **recommended**.

or

OPTION #2

If you **don't** have a phone or have bad cell service, please choose the second option, **Password Reset Security Questions**.

Note: Once you register you can always go back and add both options from your profile.

❖ If you click **One Login Protect (OPTION#1)**

Download One Login Protect from your phone's app store (Google Play Store or Apple Store) if you do not already have it downloaded.

Once the app is downloaded on your phone, click Activate **on your computer**



Open the app from your phone and click the plus (+) sign
Scan the **QR code** with your phone that is shown on your **computer screen**.
Input code generated from One Login Protect App into the computer as requested.

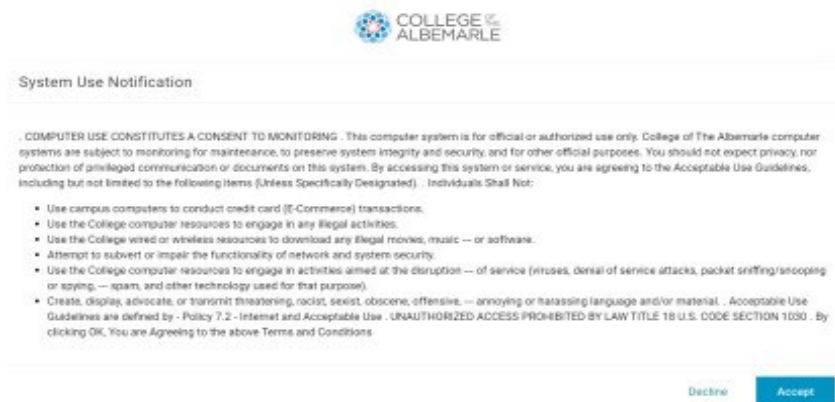
Move to Step 6

❖ If you select **Password Reset Security Questions (OPTION #2)**

Select 5 Security Questions for your authentication

Move to Step 6

6. Once you select your questions or registered your device, click Accept to the System Use Notification



7. Once you click accept, you should see the screen below. If you don't, please submit a help ticket.



gg gatewayuser

Search

Frequents

Company: Everything ▾

You don't have any apps set up.

8. Your registration is complete. Please log out of the One Login Portal.
9. If you have any issues, please submit a help ticket.

Special Note (If you chose Option #1 for your registration):

Depending on your phone you may or may not get the push notifications sometimes. The app may go to sleep depending on your phone settings. **If you try to login and you don't get the push notification or the 6-digit code**, start the OneLogin Protect app manually from your phone and it will show you a 6-digit number. The number refreshes every 25 seconds. If you didn't install the OneLogin Protect App and registered with the Google or Microsoft Authenticator just start the app and you will get a code.

Once you are registered, please do not delete the app. We are now required to use Two Factor Authentication (2FA) to login to our services: MyService, MyCourses, Email, etc.