

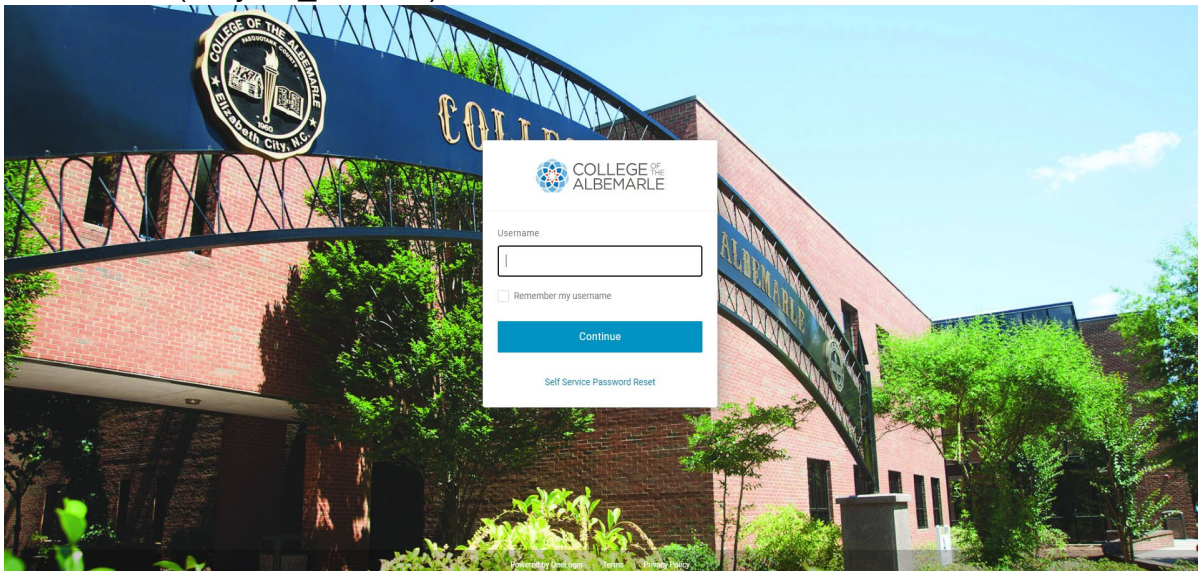
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In order to complete the process for establishing Single Sign On (SSO) for the College of The Albemarle portal, you will need access to your phone and your computer simultaneously.

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.

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



COLLEGE OF THE ALBEMARLE

Username
gatewayuser2 [Not you?](#)

Password
|

Continue

[Self Service Password Reset](#)

4. Click Begin Setup



5. Select your Authentication Factor



Note: If you are **not** familiar with **Authenticator**, choose the **OneLogin Protect app (Easy)** which is **recommended**.

If you select the second option: **Authenticator (Advance)** make sure you download the **Microsoft or the Google Authenticator**. Use this option if you know how to use it.

❖ If you click One Login Protect

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**



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**



[Change Authentication Factor](#)

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 click Authenticator

Download Authenticator 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, open the app

Click begin setup, if necessary

Scan the **QR code** with your phone that is shown on your **computer screen**.

Input code generated from Authenticator App into the computer as requested.

Move to Step 6

6. Once you have registered your device, click Accept to the System Use Notification



System Use Notification

COMPUTER USE CONSTITUTES A CONSENT TO MONITORING . This computer system is for official or authorized use only. College of The Albemarle computer systems are subject to monitoring for maintenance, to preserve system integrity and security, and for other official purposes. You should not expect privacy nor protection of privileged communication or documents on this system. By accessing this system or service, you are agreeing to the Acceptable Use Guidelines, including but not limited to the following items (Unless Specifically Designated) . Individuals Shall Not:

- Use campus computers to conduct credit card (E-Commerce) transactions.
- Use the College computer resources to engage in any illegal activities.
- Use the College wired or wireless resources to download any illegal movies, music -- or software.
- Attempt to subvert or impair the functionality of network and system security.
- Use the College computer resources to engage in activities aimed at the disruption -- of service (viruses, denial of service attacks, packet sniffing/snooping or spying, -- spam, and other technology used for that purpose).
- Create, display, advocate, or transmit threatening, racist, sexist, obscene, offensive, -- annoying or harassing language and/or material . Acceptable Use Guidelines are defined by - Policy 7.2 - Internet and Acceptable Use . **UNAUTHORIZED ACCESS PROHIBITED BY LAW TITLE 18 U.S. CODE SECTION 1030** . By clicking OK, You are Agreeing to the above Terms and Conditions

[Decline](#)

[Accept](#)

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



gg gatewayuser


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:

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 2 Factor Authentication to login to our services: MyService, MyCourses, Email, etc.