OneLogin User Guide and Password Reset

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Password Reset
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Lee College's Password Reset Instructions If you are unable to log into the Blackboard system, Office 365, or the PeopleSoft (myLC) system, your network password might have expired. You will need to visit the myLC login page to reset your password.

First Time Login and Setting up Authentication Factors

Enter your Lee College email address and then click **Continue**. If you want to remember the username on the device that you are using, check the checkbox. Next, enter your network password, then click **Continue**.

The next screen prompts you to set up 2-Factor Authentication, which protects your account from intruders by prompting a security notification or code after entering your password. The more you log in with a particular device (such as your work computer), the less you are prompted because OneLogin recognizes your most-used devices. Click on **Begin Setup**.

You can choose between the **OneLogin Protect Mobile App**, S**MS Text Message**, a **Personal Authenticator App**, or in the future **Personal Email** as authentication factors.

OneLogin Protect App

The OneLogin Protect App is an easy authentication factor that sends an authentication notification for login approval directly to your mobile device. You can also use the code that is automatically populated to authenticate after entering your password. Click on **OneLogin Protect** to continue with this choice. The following prompt advises getting the OneLogin app from the appropriate app store for your phone. Once you have downloaded and installed the app, click **Activate**, then follow the directions to scan the QR code. After scanning, follow the directions on the app, and the setup is complete.

SMS Text Message

Choosing the Text Message option sends a code via text message to the phone number you enter to authenticate your account after entering your password.

Personal Authenticator App

The Authenticator option is available if you already have an authenticator app that you prefer installed on your device. Click **Authenticator** to proceed and follow the steps.

Personal Email Verification

Choosing the Email Address authentication factor sends a code to your email address on file to authenticate your account after entering your password. We will be implementing this option soon, so it will not be available for the first few application migrations.

Modern Authentication for Desktop Applications

If you are using Outlook, Webex, Adobe, or another desktop app, you are brought back to the application after finishing your authentication method.

OneLogin Front Page

When going to an online Lee College resource such as Blackboard or myLC Campus, or going straight to https://leecollege.onelogin.com, you reach the OneLogin main page after logging in. This page will eventually house tiles of all of your day-to-day web applications like myLC Campus, Blackboard, Email, Adobe, and more. Just click on an application tile, and you are taken straight into the application with no need to log in again!

You may not see all applications right away, as we are completing application integrations in stages based on specific applications over the next few weeks. You can access the rest of the applications via the usual channels of the Lee College website and the www.lee.edu/logins page until they are successfully migrated. After getting logged in, you can reset your password, update your profile, and add more authentication factors by clicking on your name in the top right-hand corner.

Forgotten Password Reset

If you forget your password, you can use the Forgot Password link to create a new one. If you have already set up your authentication factors, you can use one of them to verify yourself before changing the password. If you haven't set them up yet, you can choose to have an authentication code text message sent to your phone or a password reset link sent to your email on file or for verification.

If you cannot use any of these methods or have any questions, please call the myLC Help Desk at **281.425.6952**. We can reset your password and get you set up for the next time you log in.