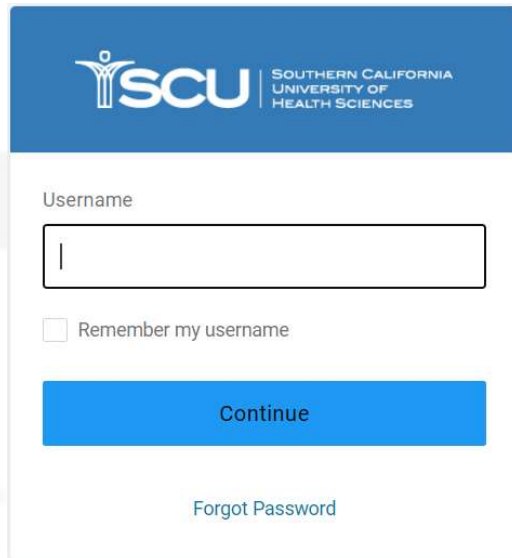


# OneLogin End User Handbook

OneLogin Portal Initial Login Experience - <https://scuhs.onelogin.com>

## Login

1. Type in your username in the Username textbox.
2. Click Continue.



SCU | SOUTHERN CALIFORNIA  
UNIVERSITY OF  
HEALTH SCIENCES

Username

☐ Remember my username

Continue

[Forgot Password](#)

3. Type your password in the Password textbox.
4. Click Continue.
5. If prompted, agree to any Terms and Conditions.



SCU | SOUTHERN CALIFORNIA  
UNIVERSITY OF  
HEALTH SCIENCES

Username

Not you?

Password

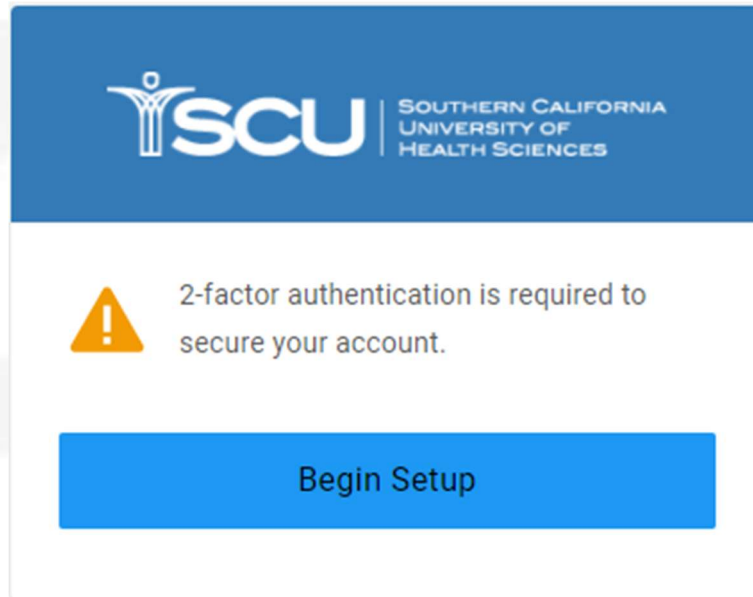
Continue

[Forgot Password](#)



### Register an Authentication Factor

Upon clicking continue you will be prompted to select a 2-factor authentication tool. To do so, click Begin Setup.



In the next screen, select "Authenticator"



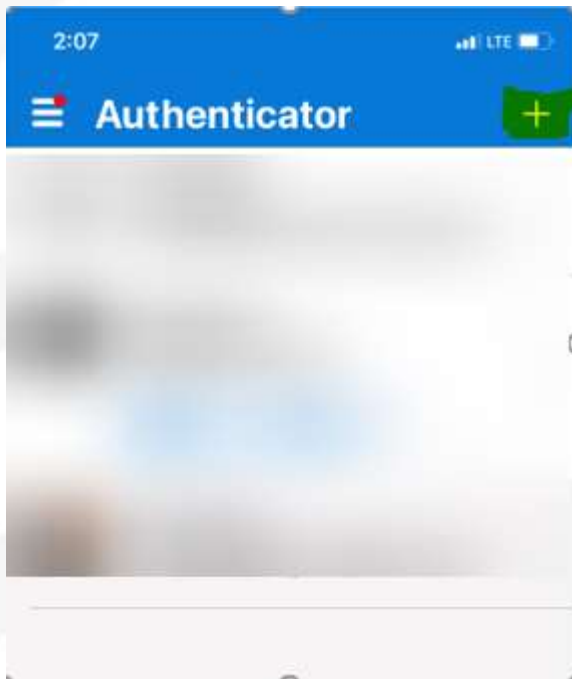
If you have not already done so, please download and install MS Authenticator from either the Apple or Android App Store.



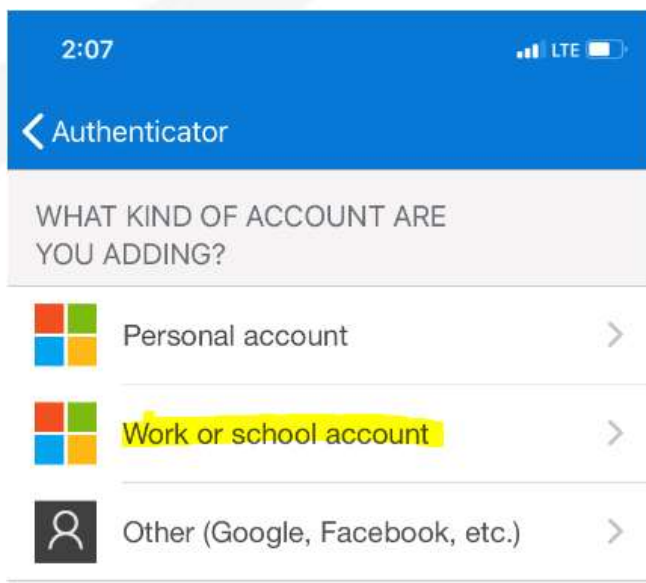
Install the latest version of the Microsoft Authenticator app, based on your operating system:  
Google Android. On your Android device, go to Google Play to [download and install the Microsoft Authenticator app](#).

Apple iOS. On your Apple iOS device, go to the App Store to [download and install the Microsoft Authenticator app](#).

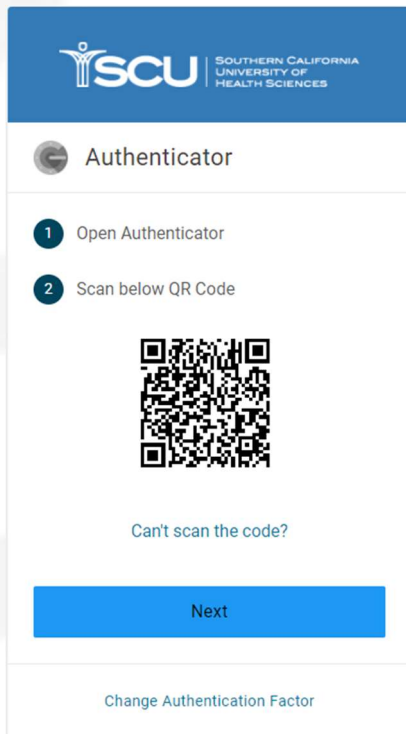
Open MS Authenticator and touch the “+” in the upper right hand corner.



Select “Work or School account”



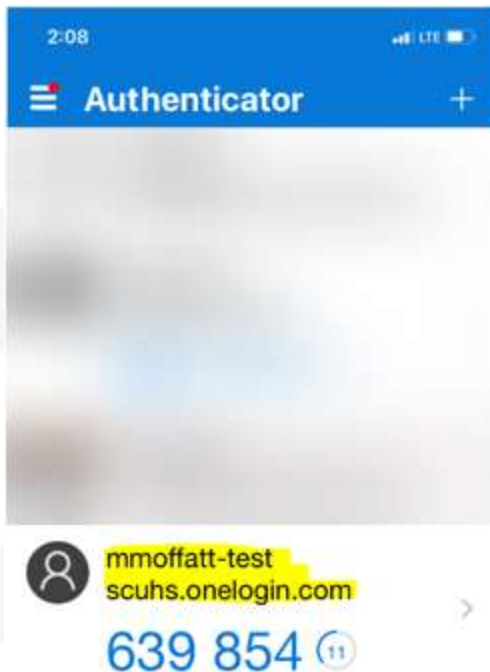
Scan the QR code on your workstation screen with your phone.



The screenshot shows the SCU Authenticator app interface. At the top is the SCU logo and the text "SOUTHERN CALIFORNIA UNIVERSITY OF HEALTH SCIENCES". Below this is a back arrow icon and the word "Authenticator". A numbered list shows two steps: "1 Open Authenticator" and "2 Scan below QR Code". A QR code is displayed in the center. Below the QR code is the text "Can't scan the code?". At the bottom is a blue "Next" button and a link "Change Authentication Factor".

This will add scuhs.onelogin.com as an entry.





Click Next on the OneLogin screen containing the QR Code:

Enter the 6 digit code that appears in the scuhs.onelogin.com section of your MS Authenticator and click Next.

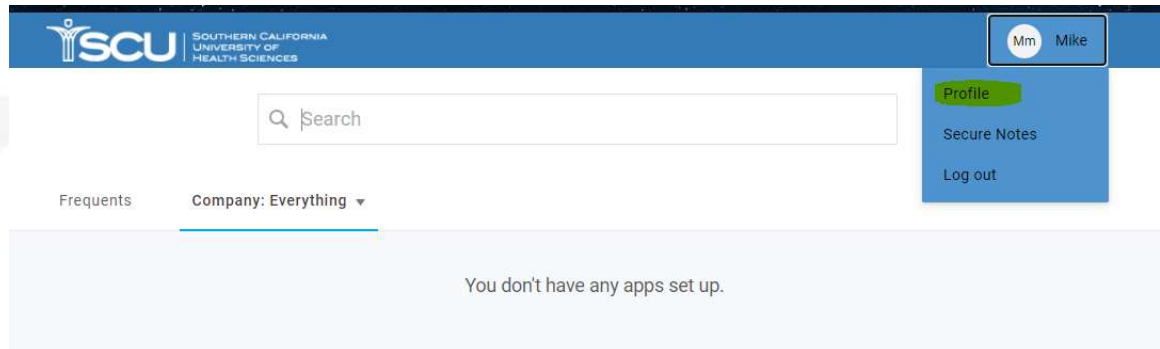
You are now ready to reset your password as needed.

**Change your password**

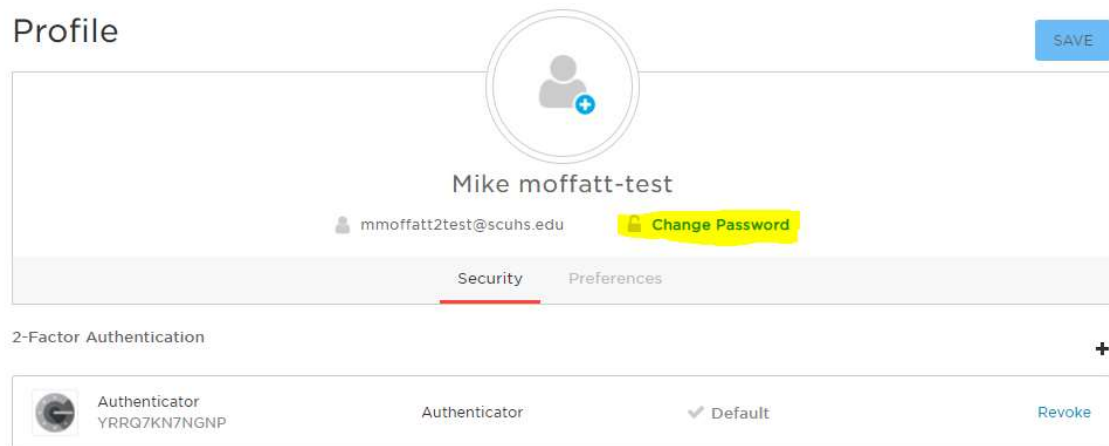


If you know your current password and can log in

1. Click on your name in the upper right-hand corner.
2. Select Profile from the menu.



3. Select Change Password from the left menu.



4. Input current password and new password.

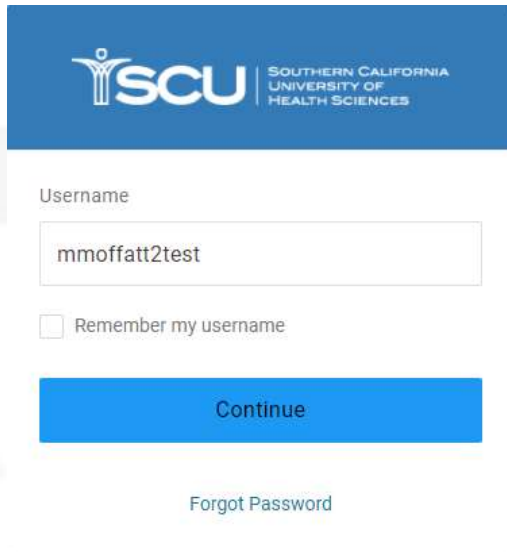
A screenshot of the "Change Password" form. The form has a title "Change Password" and a password policy note: "Password must be at least 12 characters long, must contain at least three of, upper case letters, lower case letters, numbers, and special characters. Valid special characters include: ! @ # € % & . , \$ + \$ / ( ) = \* ; : \_ -". There are three input fields: "Current Password", "New Password", and "Re-type New Password". At the bottom right, there are "CANCEL" and "SAVE" buttons.

5. Click on Update Password

**Update Password**

**If you forgot your password**

1. Go directly to your company's login page - <https://scuhs.onelogin.com>
2. Click on Forgot Password.
3. Type your username into the box provided.



The image shows the login page for Southern California University of Health Sciences (SCU). At the top is the SCU logo and name. Below that is a 'Username' label and a text input field containing 'mmoffatt2test'. There is a checkbox labeled 'Remember my username' which is unchecked. Below the input field is a blue 'Continue' button. At the bottom, there is a link that says 'Forgot Password'.


4. Click the "Authenticator Option



The image shows a screen titled 'Select Authentication Factor'. It features the SCU logo and name at the top. Below the title, there is a single option: 'Authenticator', which is preceded by a circular icon containing a stylized 'S'.

5. Open MS Authenticator and type the 6 digit code that appears under "scuhs.onelogin.com"





### Authenticator


Enter your Authenticator code

Show

Continue

[Change Authentication Factor](#)

6. You will now be prompted to enter your new password. Enter your new password and click Submit.



### Change Password

New Password

Show

- Minimum 12 characters
- Maximum 128 characters
- 1 Lowercase
- 1 Uppercase
- 1 Number
- 1 Special character

Cancel

Submit