

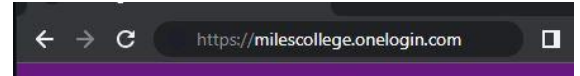
MILES COLLEGE STUDENT ONELOGIN PORTAL INSTRUCTIONS

Miles College OneLogin Portal Includes your email, Canvas, Bears Den Self-Service, and Miles College Helpdesk. Your Miles College email will allow you access to Office 365, One Drive, Grammarly, Timely Care, and most Google applications (Google Docs, Google Meet, Google Drive, etc.).

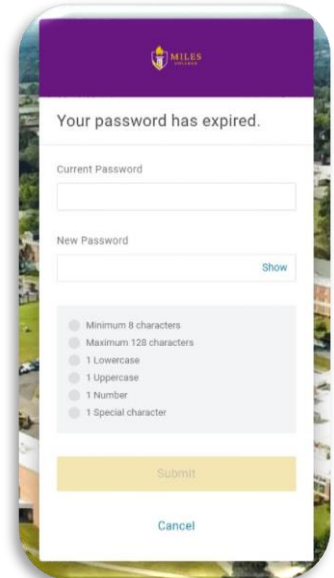
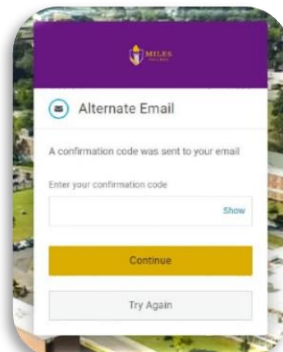
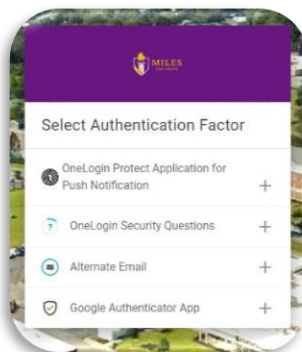
Your Email Address is the **First Initial of your First Name** followed by your **Full Last Name** and the **Last 4 Digits of your Student Number**.

Example: **Name - John Doe Student Number: 054321**
Email Address: jdoe4321@miles.edu

The default Password is "**MC#**" and your **Full Student ID** combined.
Password: MC#054321



1. Go to <https://milescollege.onelogin.com>
2. Insert your Miles College email address (example: *jdoe4321@miles.edu*)
3. Click "**Continue**"
4. Insert Default Password (example: *MC#054321*)
5. Click "**Begin Setup**" (If you choose "**Skip For Now**," this will cause problems)
6. Select "**Alternate Email**" for the authentication factor
7. Insert Your Personal Email Address
8. Click "**Continue**"
9. An email will be sent from "*noreply@onelogin.com*" with the subject of "Your OneLogin Login Code."
10. Insert the **OneLogin Security Code** in the confirmation code (Must Match Exactly)
11. Click "**Continue**"



12. Change the Default Password: "**Your password has expired**"
 - a. First Line - **Current Password:** (Default Password - example: *MC#054321*)
 - b. Second Line - **New Password:** Enter New Password
(Show your password to Confirm. Please store your password somewhere safe)
13. Click "**Submit**"
14. Click "**Skip**"

You are now In the Miles College OneLogin Portal. To log out, click your name at the upper right and press "**Log Out**".
(Please Remember to Log Out)






For easier access use for OneLogin, you can set up any of the other authentication factors.


1. After login onto the OneLogin Portal. Press on your name at the upper right
2. Click **“Profile”**
3. Click **“Security Factors”**
4. Click on **“Add Factor”**
5. After Completion of the Security Factor of your choice, click **“Option”** of the one that’s added and **“Set as Primary.”**
6. To exit, click Miles College on the upper left corner.

Security Factors

Manage security factors to verify your identity when you sign in or reset your password.












Add Factor

Factor	Details	Last Used	Used For	
 Alternate Email	wrice@miles.edu	2 hours ago	 	Options
 OneLogin Security Questions		Unavailable		Options

 To edit your security questions, please delete this factor and setup a new one.

- Set as primary
- Edit name
- Remove
- Show details

Select Security Factor

-  OneLogin Protect Application for Push Notification  
-  OneLogin Security Questions 
-  Alternate Email  
-  Miles College Email 
-  Google Authenticator App 