How to set up QuickLaunch

QuickLaunch is our new single sign-on system and application dashboard. If you navigate to these websites to access your accounts, succeed.myunion.edu, campusweb.myunion.edu, or webmail.myunion.edu, you will be redirected to the QuickLaunch landing page.

Navigate to Quicklaunch.myunion.edu

Simplified Username: Students and alumni will use their Union ID number prefaced with a "U" as in U123456.
If you are staff, faculty, or a contractor, your username is lastname first initial in most cases (for example, JonesB). Note that your password remains the same unless you choose to change it.

The first time you access the site, it will prompt you for your password a second time, then it will go through the Multi-Factor Authentication (MFA) setup.

This document will cover setting up all of the available account recovery options. You need to add two account recovery options.

Security Questions (these are required):

Use the drop-down arrow to select a question and type your answer for the four question spaces provided:
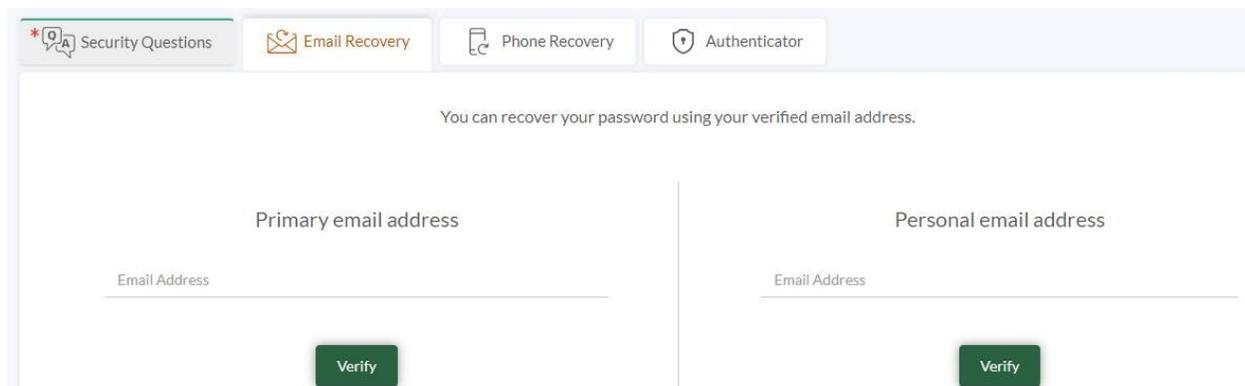
Q	--Please select a question--	⌄		Q	--Please select a question--	⌄
A	Answer	👁		A	Answer	👁

Q	--Please select a question--	⌄		Q	--Please select a question--	⌄
A	Answer	👁		A	Answer	👁

Click **Submit.**

Click on the **Email Recovery** tab:

Enter a **non-MyUnion email address** for the Primary email. Click **Verify**. Go to your email to retrieve the verification code. The email will be similar to the one below:

Important - Your Union Institute & University Portal MFA Verification Code

ⓘ This message was identified as junk. It's not junk

D **donotreply@myunion.edu**
Thu 5/12/2022 2:12 PM
To: Amos, Mary

Hello amosm,

Your verification code for the Union Institute & University Portal is: 1271396

NOTE: If you are not attempting to reset your password, and have received this email notification, please contact Union Institute & University Helpdesk immediately at:

888-858-6466 or 859-491-6601

Email: help@myunion.edu

Copy the verification code and enter it on the QuickLaunch page. Click **Submit**.

Note, you may need to check your Junk Email Folder for the verification email. You must click on verify to continue setup.

If desired, complete the steps above for the second Personal email address. Please note that this information is only used for account validation purposes.

Click on the **Phone Recovery** Tab.
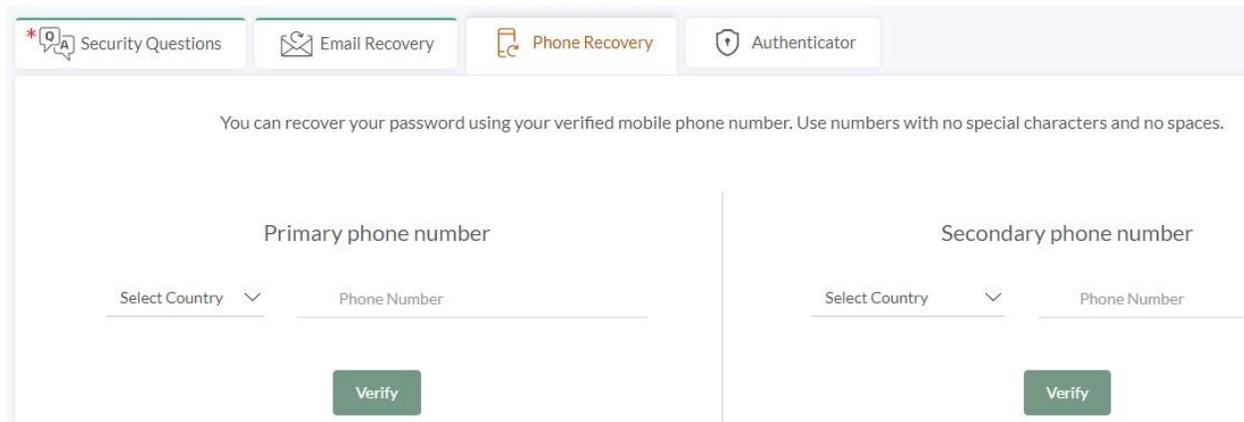
Use the drop-down arrow to select the Country and enter a Primary phone number. Click Verify. You will receive a text message with the verification code. Enter the code and click **Verify**. You must click on verify to continue setup.

Note, staff with the Ring account can use their Ring number if desired.

Authenticator tab is optional.
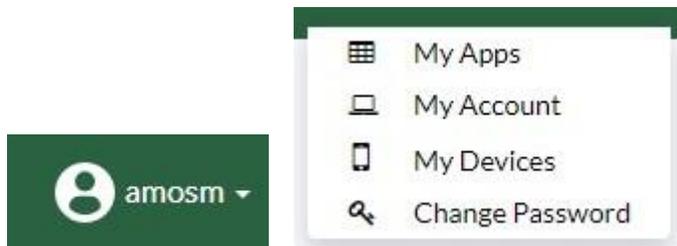
Click the **Go to My Apps** button and are ready to go!

Once you are logged in you can access any of the apps for your role at Union by clicking on the icon:
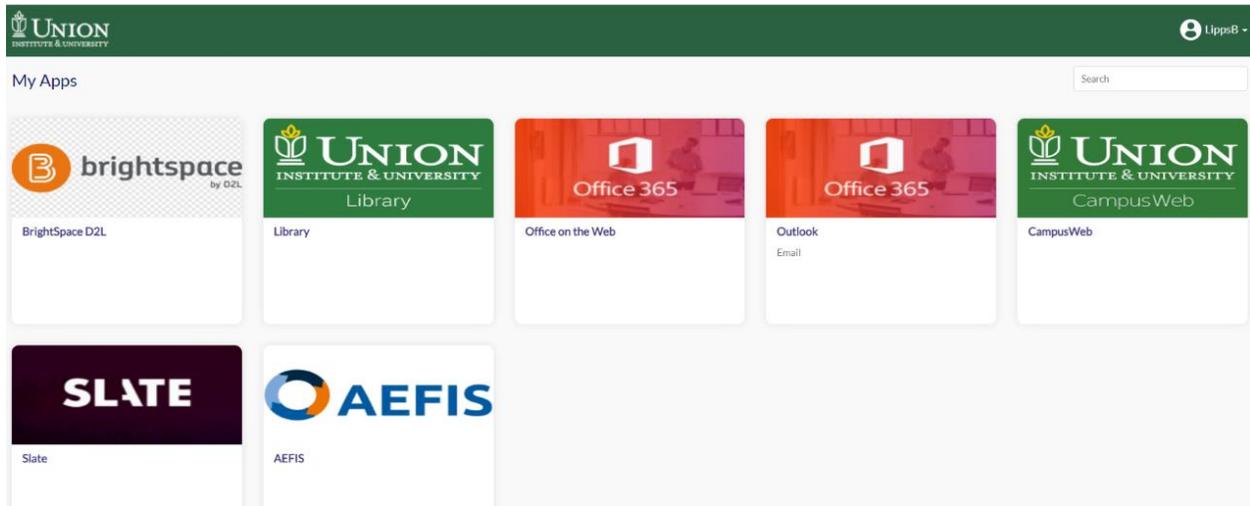

From the profile widget at the top right side of the screen, you can go to My Apps, My Account (to change your account recovery settings), My Devices (Recently accessed devices) and Change Password.

After setting up your account, the next time you go to QuickLaunch, you can log in with your current username and password:

If you are on a personal device, check the "Trust this device" box and you will not need to respond to the two-factor authentication each time.
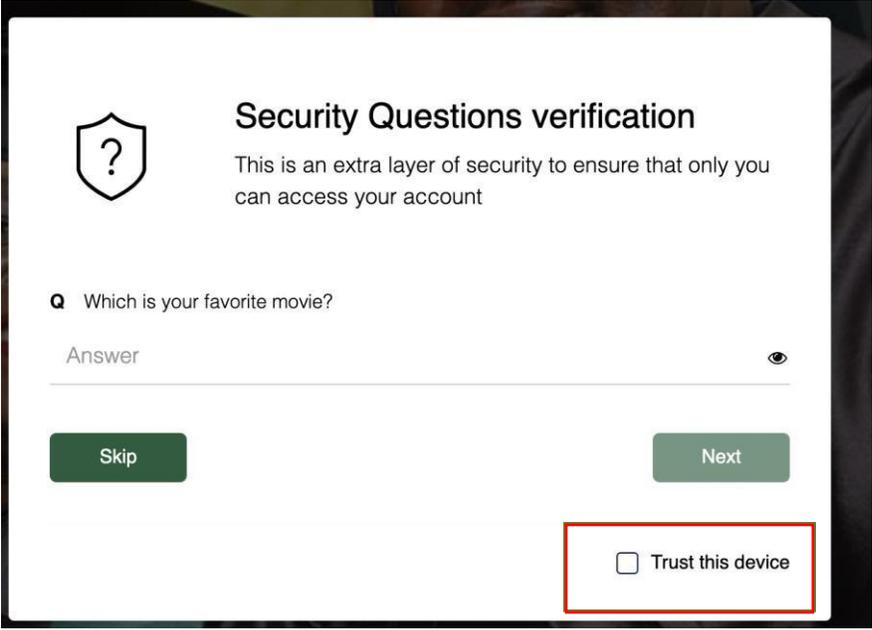
If you have any questions, please email help@nexigen.com