

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](https://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--	▼
A	Answer	👁

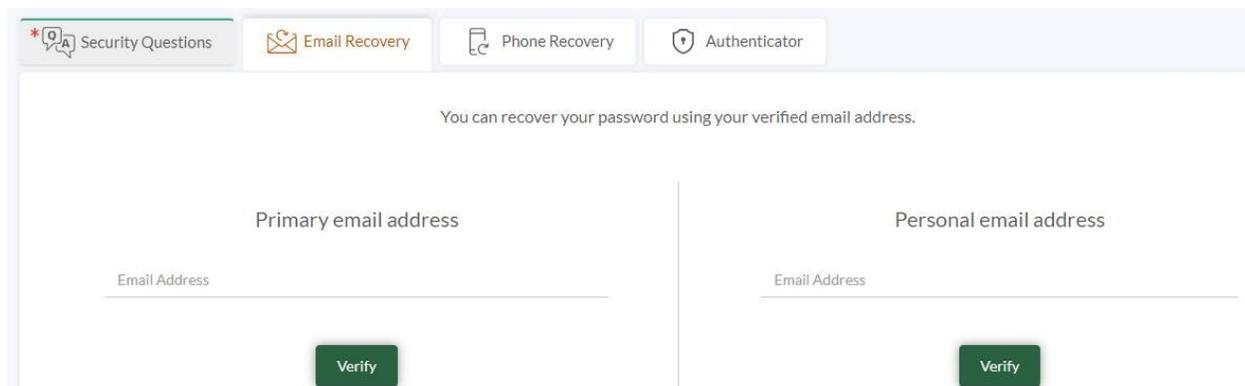
Q	--Please select a question--	▼
A	Answer	👁

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

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

Click **Submit**.

Click on the **Email Recovery** tab:



* Security Questions

Email Recovery

Phone Recovery

Authenticator

You can recover your password using your verified email address.

Primary email address

Personal email address

Email Address

Verify

Verify

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

 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

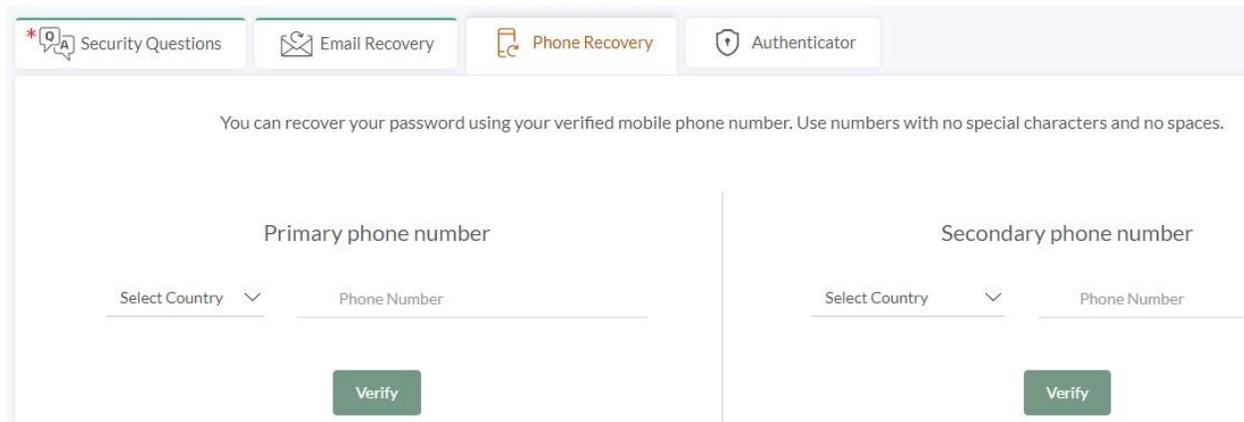
Email: help@myunion.edu

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.



* Security Questions | Email Recovery | **Phone Recovery** | Authenticator

You can recover your password using your verified mobile phone number. Use numbers with no special characters and no spaces.

Primary phone number

Select Country Phone Number

Verify

Secondary phone number

Select Country Phone Number

Verify

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.

Security Questions | Email Recovery | Phone Recovery | **Authenticator**

Choose a Security Method

Any time you log in from a phone or computer we do not recognize, we'll ask for your password and a login code.



Authenticator
Set up Google or Microsoft Authenticator to generate login code.

[Back](#) [Next](#)

Security Questions | Email Recovery | Phone Recovery | **Authenticator**

Set up Authenticator

Please use your authentication app (Google or Microsoft Authenticator) to scan this QR code.



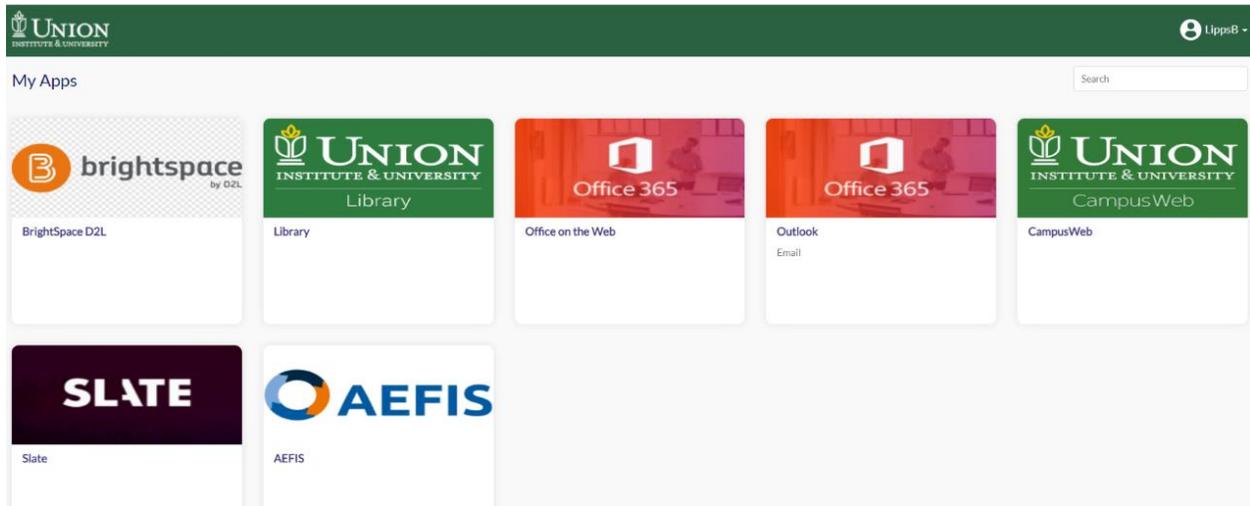
Or enter this code into your authentication app

5NIQ3C7ABSE63SXU

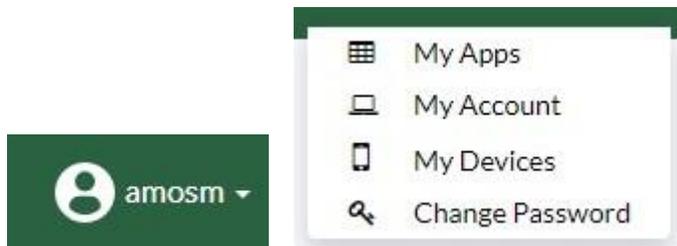
[Back](#) [Next](#)

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:



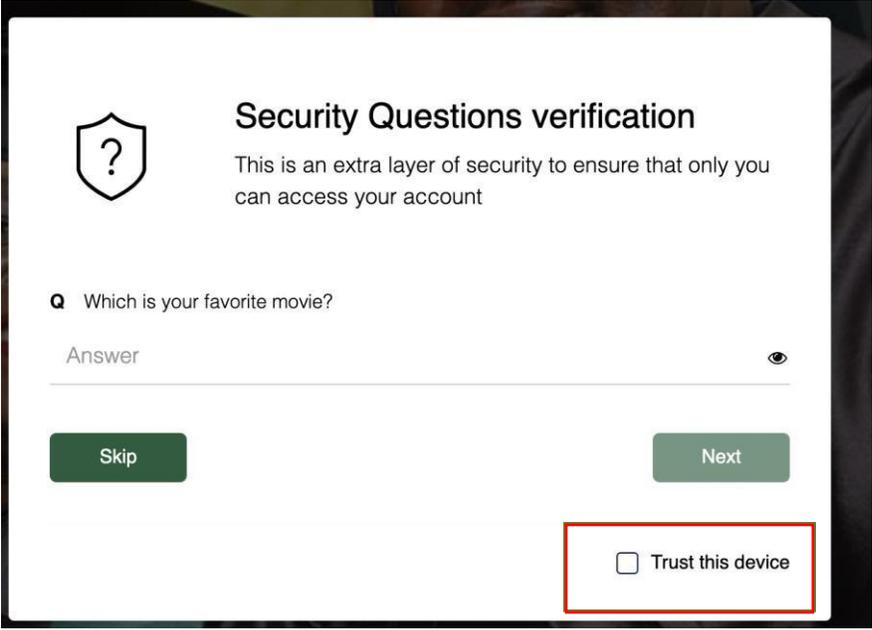
From the profile widget at the top right side of the screen, you can go to My Apps, My Account (to change your account recovery settings), My Devices (Recently accessed devices) and Change Password.



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.



The image shows a mobile application screen for "Security Questions verification". At the top left is a shield icon with a question mark. The title "Security Questions verification" is followed by the text "This is an extra layer of security to ensure that only you can access your account". Below this is a question: "Q Which is your favorite movie?". A text input field labeled "Answer" is provided, with a small eye icon to its right. At the bottom, there are two green buttons: "Skip" on the left and "Next" on the right. A red rectangular box highlights a checkbox labeled "Trust this device" located below the "Next" button.

If you have any questions, please email help@nexigen.com