

# 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](https://succeed.myunion.edu), [campusweb.myunion.edu](https://campusweb.myunion.edu), or [webmail.myunion.edu](https://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:

\* Security Questions   Email Recovery   Phone Recovery   Authenticator

Set up your security questions and answers to recover your password.

Q	Which is your favorite movie?	Q	Which is your favorite sports team?
A	*****	A	****
Q	Which city were you born in?	Q	What is your favorite food?
A	*****	A	****

Submit

< Go to My Apps

Click **Submit**.

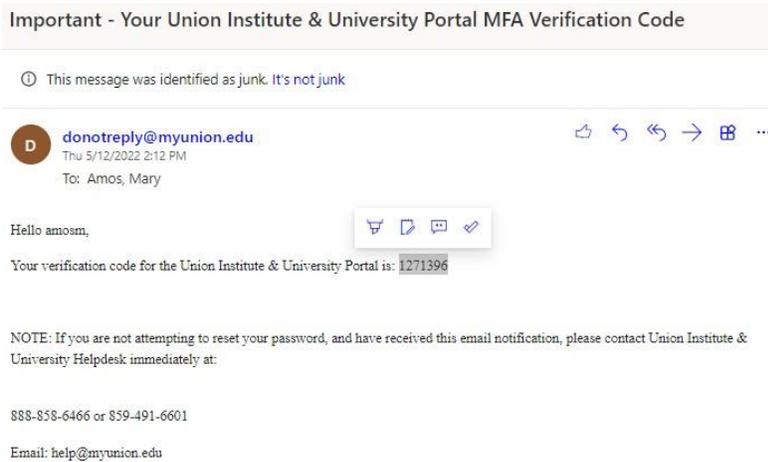
Click on the **Email Recovery** tab:

## Account Recovery Settings

To facilitate password recovery, Security Questions must be added to your account.  
For multi-factor authentication (MFA), add at least one (we recommend two) of the additional recovery options

The screenshot shows the 'Account Recovery Settings' page with the 'Email Recovery' tab selected. The page title is 'Account Recovery Settings'. Below the title, there is a note: 'To facilitate password recovery, Security Questions must be added to your account. For multi-factor authentication (MFA), add at least one (we recommend two) of the additional recovery options'. There are four tabs: 'Security Questions', 'Email Recovery' (selected), 'Phone Recovery', and 'Authenticator'. The main content area has a heading: 'You can recover your password using your verified email address.' Below this, there are two columns. The left column is titled 'Primary email address' and contains the text 'theresa.warren@myunion.edu' with a green checkmark to its right. Below this is a green 'Update' button. The right column is titled 'Personal email address' and contains a text input field labeled 'Email Address' with a green 'Verify' button below it. At the bottom right of the page, there is a green button labeled '< Go to My Apps'.

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 like the one below:



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.

## Account Recovery Settings

To facilitate password recovery, Security Questions must be added to your account.  
For multi-factor authentication (MFA), add at least one (we recommend two) of the additional recovery options

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.

<p>Primary phone number</p> <p>+15134871228 <span>✓</span></p> <p><a href="#">Update</a></p>	<p>Secondary phone number</p> <p>Select Country <span>▼</span> Phone Number</p> <p><a href="#">Verify</a></p>
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[← Go to My Apps](#)

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 in the lower right corner and you are ready to go!

Security Questions | Email Recovery | Phone Recovery | Authenticator

Set up your security questions and answers to recover your password.

Q Which is your favorite movie? A \*\*\*\*\*

Q Which is your favorite sports team? A \*\*\*\*

Q Which city were you born in? A \*\*\*\*\*

Q What is your favorite food? A \*\*\*\*

Submit

< Go to My Apps

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

UNION INSTITUTE & UNIVERSITY | LippsB

My Apps | Search

BrightSpace D2L

UNION INSTITUTE & UNIVERSITY Library

Office 365 Office on the Web

Office 365 Outlook Email

UNION INSTITUTE & UNIVERSITY CampusWeb

Slate

AEFIS

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.

amosm

- My Apps
- My Account
- My Devices
- Change Password

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



Enter username (without @myunion.edu)

Enter password

Sign in

[Forgot Password](#) | [Forgot Username](#)

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.

A screenshot of a "Security Questions verification" screen. It features a shield icon with a question mark, the title "Security Questions verification", and a subtitle "This is an extra layer of security to ensure that only you can access your account". A question "Q Which is your favorite movie?" is followed by an "Answer" input field with a toggle eye icon. Below the input field are "Skip" and "Next" buttons. At the bottom right, a checkbox labeled "Trust this device" is highlighted with a red border.

**Security Questions verification**  
This is an extra layer of security to ensure that only you can access your account

Q Which is your favorite movie?

Answer 👁

Skip Next

Trust this device

If you have any questions, please email [help@nexigen.com](mailto:help@nexigen.com)