

# PortalGuard - Pipeline Authenticated Login

First time login will prompt the authentication software to update your account.

Enter your pipeline login credentials, and then click on Login.

Note: this new system requires you to change your password every 120 days.



## 1st of 4-5 steps - onetime setup:

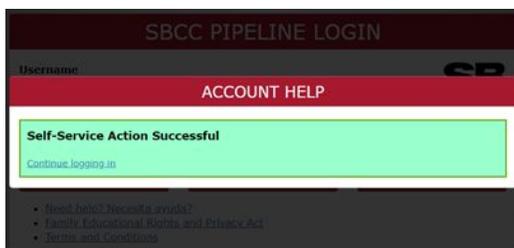
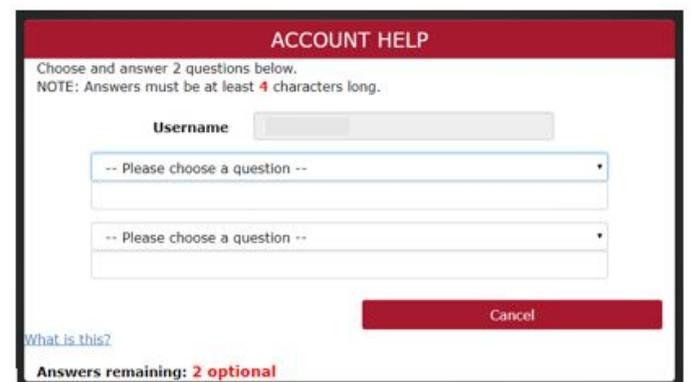
Enter your credentials again, check off the CAPTCHA box, and then click on Continue.

**Note:** you do have the option to skip, and the authentication will come up every time you log in. \*If you check off the 'Don't ask again' box, you will need to setup your security settings within your Account Management access in order to retrieve/reset forgotten username/password. You will also use Account Management to update new personal email, or devices used to authenticate your login in the future.

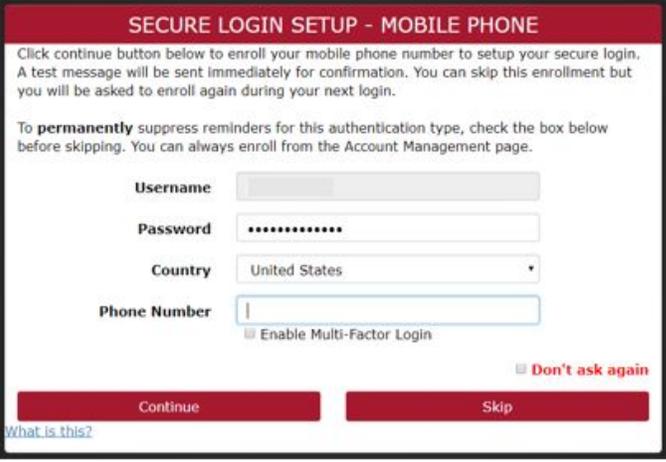
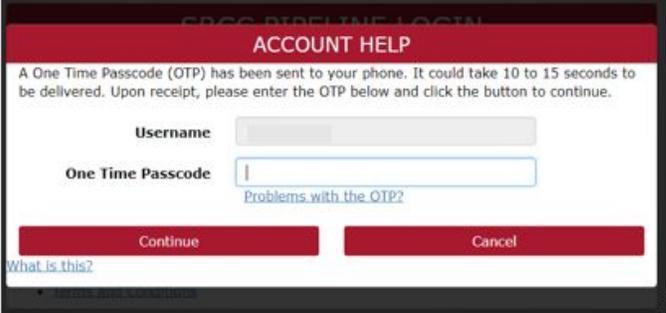
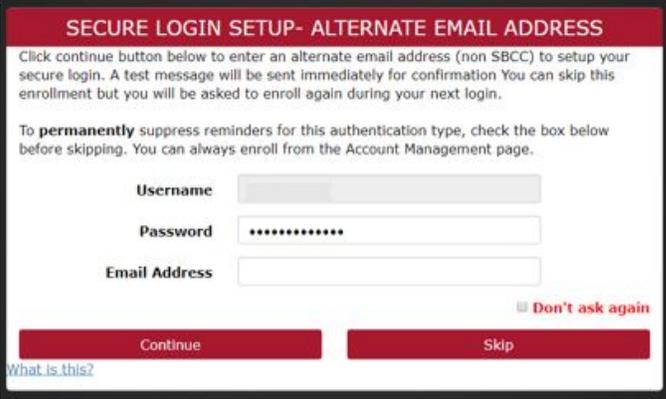


Select and answer two questions from the list, and then click on Continue.

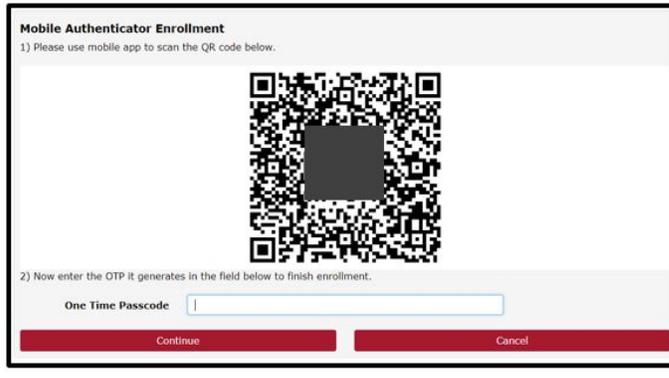
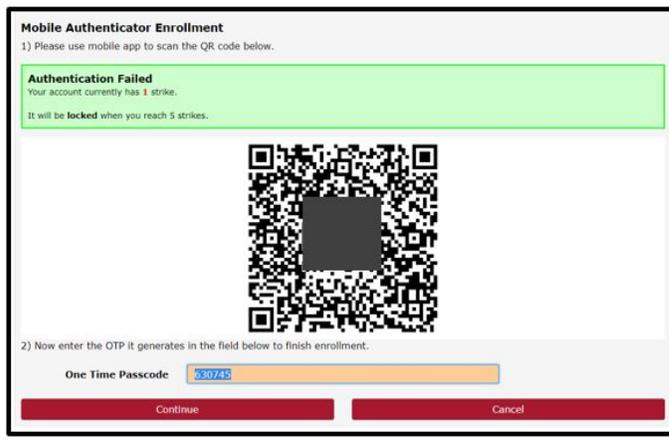
A confirmation screen, shown below, will indicate if you were successful, or prompts you to correct. This screen pops up at the end of each step of authenticating your login. To advance to the next step, click on the 'Continue logging in' link within the screen.



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<p><b>2nd step:</b> You must have your mobile phone with you to setup this function. If you don't have your phone, click on Skip, you will be prompted with this setup the next time you log in.</p> <p>Enter your login credentials and phone number, including the area code.</p> <p><b>Note:</b> Enable Multi-Factor Login; check this box <u>if</u> you want to use one time passcodes in addition to your password each time you login. You will need to have access to your mobile device, email or printed list of one time passcodes (OTP) <u>if</u> you enable this functionality.</p>	
<p>System will send to your mobile phone a text message with the one time passcode (OPT) to activate this function. Enter that number into the One Time Passcode field, then click on Continue to see if the setup is successful.</p> <p>The confirmation screen will indicate success, or not. Use link within that screen to continue logging in.</p>	
<p><b>3rd step:</b> To setup this function, you must have an email other than your SBCC email. If you don't, click on Skip and come back to this step once you've obtained an email. You will be prompted with this setup the next time you log in.</p> <p>Enter your login credentials and alternative email, then click on Continue.</p> <p>The confirmation screen will indicate success, or not. Use link within that screen to continue logging in.</p>	

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<p><b>4th step:</b> You must have an Authenticator App on your cell phone before setting up this function. Google's App is recommended. Skip this step until you have the App on your phone.</p> <p>Select your phone type from the drop down menu, and then click on Continue.</p>	
<p>Bring up the Authenticator App on your cell phone. Select the scan barcode. On the Google App you would tap the + icon, and choice of scan or manual entry will appear.</p> <p>Tap on the Scan Barcode option and aim the focal point on the QR code image on the screen. Scan will generate a OTP number that will display on your phone. Type that number into the One Time Passcode field, and then click on Continue. It is a time sensitive process, OTP numbers expire quickly.</p>	
<p>Sample error message:</p> <p>If you take too long to type in the OTP number, or typed in the incorrect number, the authentication will fail, as in example to the right. Quickly enter in the next the OTP that's shown on your phone into the One Time Passcode field, and then click on Continue. You have a total of 5 attempts before your account is locked.</p> <p>The confirmation screen will indicate success, or not. Use link within that screen to continue logging in.</p>	
<p>You made it!</p> <p>Screen to the right is an example of a home landing page you will see when you login through Pipeline. Apps displayed on the page will be your entry access to the various software you work with within the College.</p> <p>My understanding is that student logins will see Pipeline.</p>	