## **OIT-Support Center** Navigating and Utilizing Go.UHCL.Edu (QuickLaunch)

Welcome to Go.UHCL, your one-stop hub for secure access to a diverse array of university software applications and easy management of your computer account passwords at UHCL. In the following guide, we will walk you through the steps to log in to Go.UHCL and access your preferred applications within this intuitive portal.

To sign into your account for the first time, it is recommended you use two devices – a mobile device to practice two factor authentication, and a main device to do the sign in on (such as a desktop or laptop).

On the device you are trying to sign in on – your main device, navigate to the Go.UHCL (QuickLaunch) login
page using the following web address: <u>http://go.uhcl.edu</u>. Enter your UHCL username and password on the login
page. Then click the Sign in button. Note: If you are a **new Incoming student**, set up your password by clicking
"First Time User."



2. You will be prompted to input your username (last name, first initial, and last four digits of your ID). Then you will be prompted to input your 7 digit ID number. Click "Submit"

Let's get started!	0	Let's get started!	8
Enter your user name Enter Details		Enter Employeeld (Your 7 Digit ID number)	
Nor		Back	Submit

3. Then you can create your new password. Click the (i) on the screen for password requirements:

New password	0 4
Confirm password	4

4. The first time you attempt to log in, you will be presented with a screen on which you need to set up your account recovery/security questions, as shown in the image below. Set up your security questions and then click the Submit button to proceed.

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5. Next, click on the "Duo Security" tab to begin setting up Duo Mobile. Duo Mobile is a straightforward app that enhances university security by offering convenient two-factor authentication, helping to safeguard your online accounts and data. The following steps will guide you through the setup process.

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UHCL					
Account Recovery	Settings				
Security Questions allows you to	provide personal answers that ca	an be used to verify your identity	in case you forget your pas	sword. The answers should be easy to remember and difficult to guess.	
Email Recovery allows you to spe	cify one email address where you	a may receive verification codes.	Please enter your preferre	d address and click Update to complete the email verification process. Do not use your university address (i.e. uhcl.edu).	
Phone Recovery (optional) allows area code.	you to specify two mobile phone	e number where you may receive	everification codes via text.	Select your Country, enter your 10 digit phone number without formatting (i.e. numbers only) and click Verify to complete the phone verification process. Do not include a	"1" before your
Security Questions	Email Recovery	Phone Recovery	Duo Security*		
				540	
				Duo Security	
			Any time you log in from	a phone or computer we do not recognize we'll ask for your password and a login code.	
				Setup Duo	
					Go to My Apps

- 6. Start by clicking "Setup Duo."
- 7. On the next screen (see below) Click "Get Started."

LHCL	< Back
First, add a device You'll use this to log in with Duo. You can add another option later.	Enter your phone number You'll have the option to log in with Duo Mobili Country code Phone number
Get a notification or code on your device	Example: "201-565-5555"
Security key > Use a security key	Continue
Get a text message	<u>I have a tablet</u> <u>Need help?</u> Secured by D
	<b>UTCL</b> First, add a device         You'l use this to log in with Duo. You can add another option later.         Image: Duo Mobile Recommended of the economic of the econ

Secured by Duo

- 8. Select "Duo Mobile" when prompted to add a Device.
  - a. For information regarding use of a security key or phone number, contact the support center by emailing <u>supportcenter@uhcl.edu</u> or calling (281) 283 2828.
- 9. Enter your phone number, then confirm your phone number is correct.
- 10. On your mobile device, go to the App Store to Download Duo Mobile, then click "Next."
- 11. A QR code will appear for you to scan within the Duo Mobile app on your mobile device.



- 12. Open the Duo Mobile app on your mobile device and click "Continue."
- 13. Click Use QR Code, and your camera will open. Scan the QR code found in Step 9.
- 14. Click "Next."



- 15. The name of the university will appear in the prompt. Click "Save."
- 16. You will receive a prompt stating your account has been linked. Click "Practice now" or "Skip."

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Account name			
University of Houston - Clear Lake		Account linked!	
Username or email to be displayed for this account.		Next, let's practice how to prote	ct your identity.
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- 17. On your main device, click "Continue."
- 18. Click "I don't want to add more devices."
- 19. You will receive a prompt stating that the Duo setup is complete. Click "Log in with Duo."

<b>UHCL</b>	LHCL	LHCL
Added Duo Mobile		Setup completed!
You can now use Duo Mobile to log in using a push notification sent to your mobile device.		You're ready to log in with Duo.
Since you added a phone number, you can also use text messages. Continue	Add one more device With more options to log in, you'll be less likely to get locked out.	
Ned beb2	Security key Recommended > Use a security key	Log in with Duo
Neeg neip? Secured by Duo	I don't want to add more devices	Need help? Secured by Duo

- 20. On your mobile device, click "Continue" or "Turn off." For more information regarding DUO's privacy settings, click "View Duo Mobile Privacy Information." Then click "OK."
- 21. Once you see UHCL listed on your list of accounts, your account has been fully set up.

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View Duo Mobi	e Privacy Information				
	Continue				
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22. Now you have the Duo App setup, open <u>UHCL.edu</u> Homepage from your main device, and click on the <u>go.uhcl.edu</u> hyperlink at the top of the page:



23. You will be asked to sign in, as shown in the following image. Enter your username and minimum 14 character password you set up:



24. Upon signing in, you should be prompted to use two factor authentication. If you linked your account to DUO mobile, the device you're signing in on will ask you to confirm the device with the DUO app. Hit "Approve." What you see on your main device: What you see on your mobile device:

<b>UHCL</b>			
Check for a Du	o Push		CTUL
Verify it's you by approv	ving the notification		Are you logging in to QuickLaunch Production Web SDK with DUO Universal Prompt?
Sent to 'iOS	° (m.m.4345)		<ul> <li>University of Houston - Clear Lake</li> <li>Houston, TX, US</li> <li>4:13PM</li> </ul>
<u>Other</u>	options		
Need help?	Secured by Duo		Deny Approve

25. You will then arrive at the Go.UHCL applications page on your main device, on which you will see clickable "tiles" for each app that can be accessed from within QuickLaunch. Click on any tile to access that application. For this handout, we will click the "Orientation Launchpad" tile as the example:



26. Congratulations! You are in. Select all that apply and hit "Submit."



27. Now hit "Get Started" to get started.



Welcome to University of Houston-Clear Lake! <u>https://www.uhcl.edu/computing/students</u>