

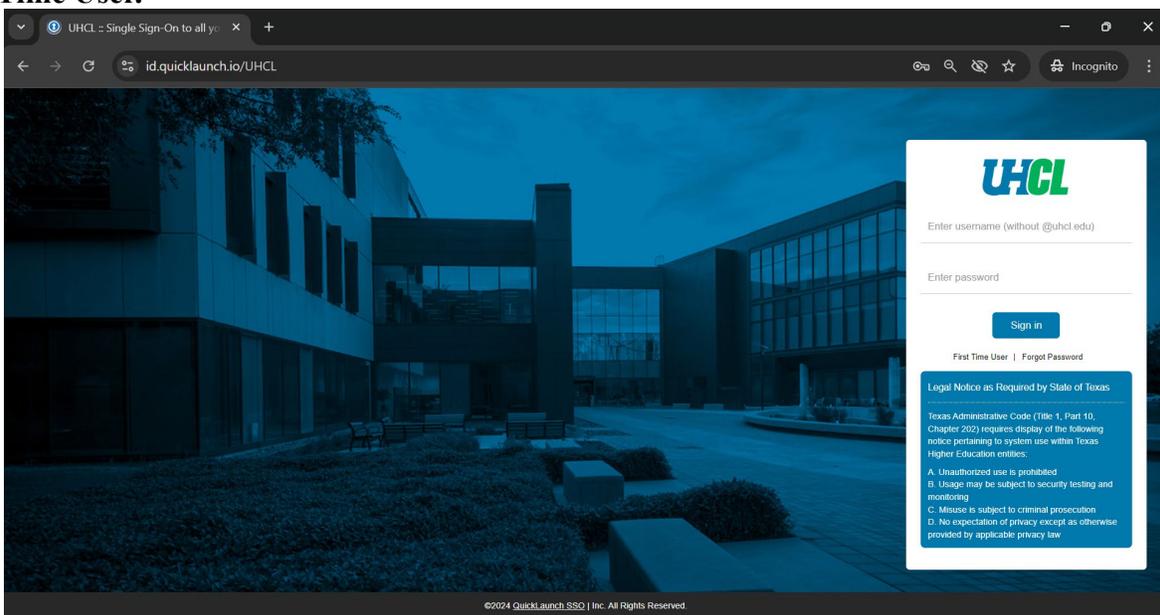
OIT-Support Center

Navigating and Utilizing Go.UHCL.Edu (QuickLaunch)

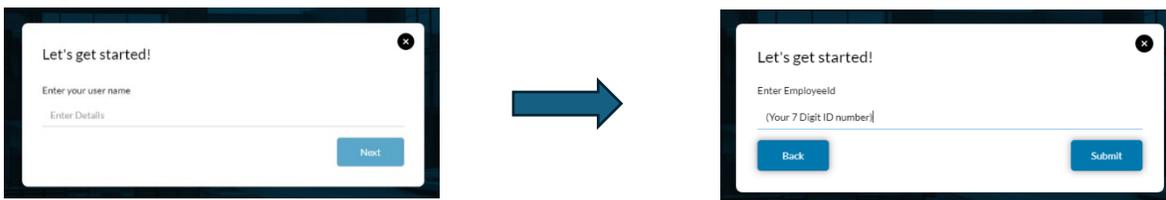
Welcome to Go.UHCL, your one-stop hub for secure access to a diverse array of university software applications and easy management of your computer account passwords at UHCL. In the following guide, we will walk you through the steps to log in to Go.UHCL and access your preferred applications within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

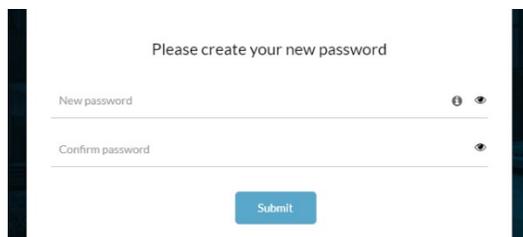
1. On the device you are trying to sign in on – your **main device**, navigate to the Go.UHCL (QuickLaunch) login page using the following web address: <http://go.uhcl.edu>. Enter your UHCL username and password on the login page. Then click the Sign in button. Note: If you are a **new Incoming student**,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



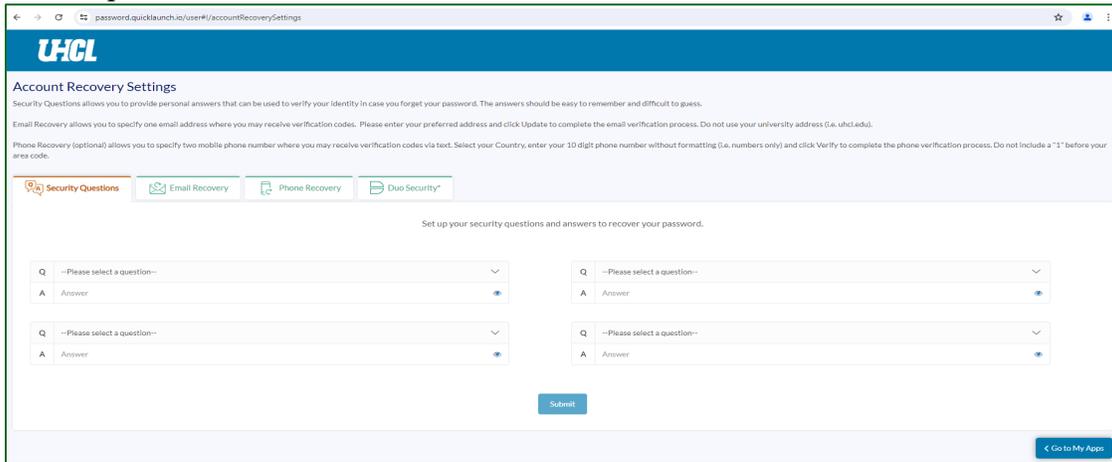
2. You will be prompted to input your username (last name, first initial, and last four digits of your ID). Then you will be prompted to input your 7 digit ID number. Click “Submit”



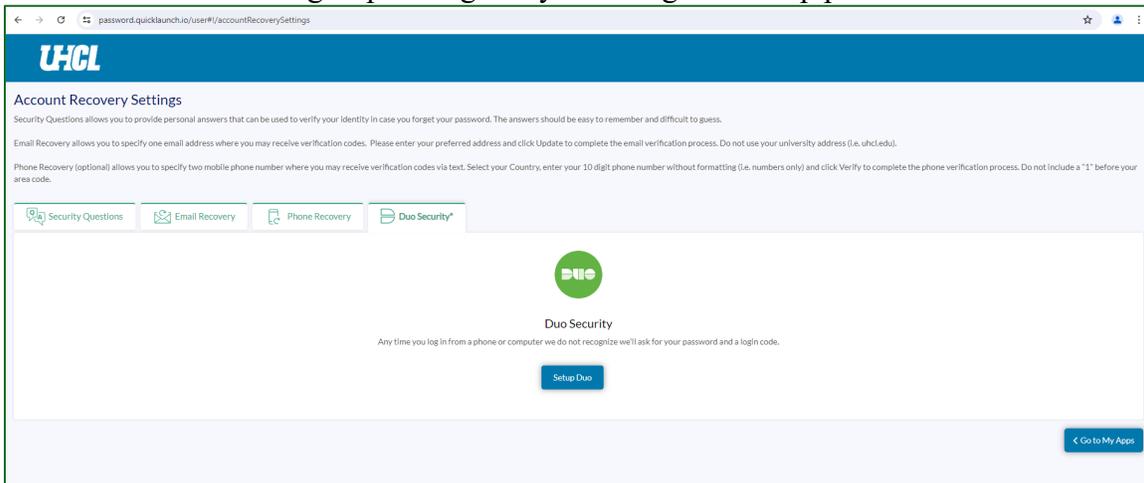
3. Then you can **create your new password**. Click the (i) on the screen for password requirements:



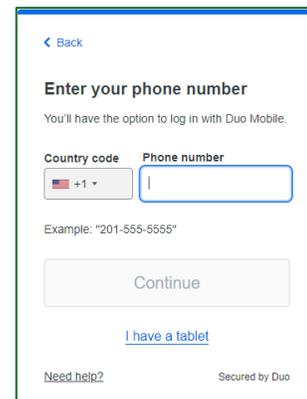
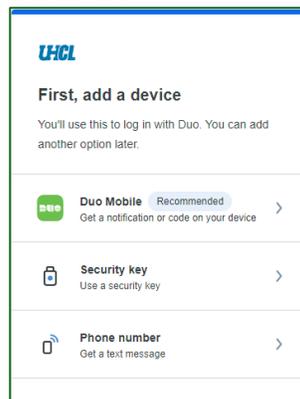
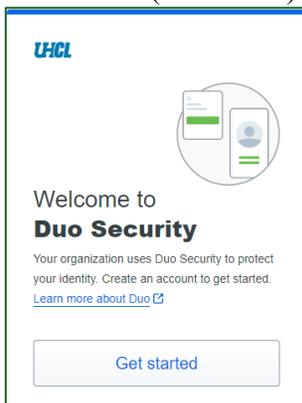
- The first time you attempt to log in, you will be presented with a screen on which you need to set up your account recovery/security questions, as shown in the image below. Set up your security questions and then click the Submit button to proceed.



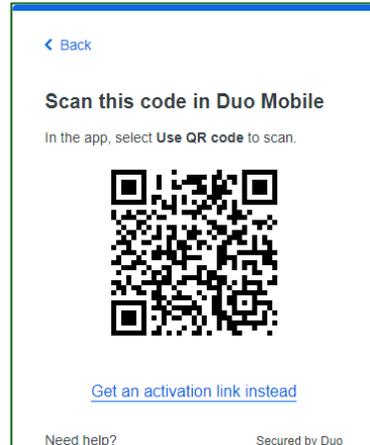
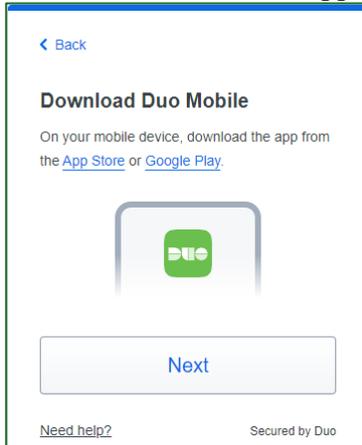
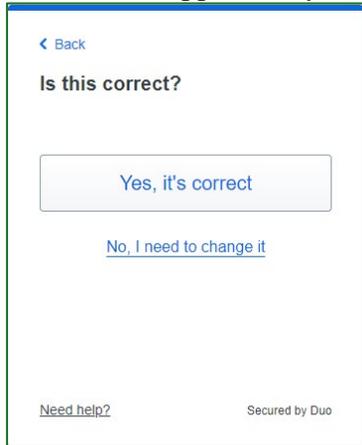
- Next, click on the “**Duo Security**” tab to begin setting up Duo Mobile. Duo Mobile is a straightforward app that enhances university security by offering convenient two-factor authentication, helping to safeguard your online accounts and data. The following steps will guide you through the setup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



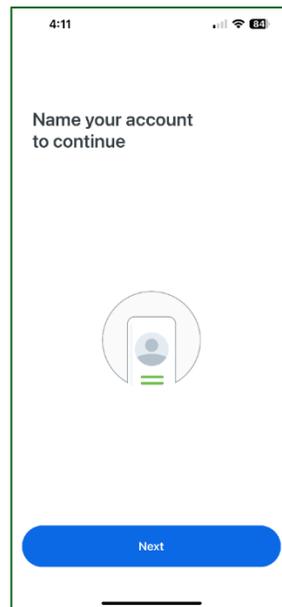
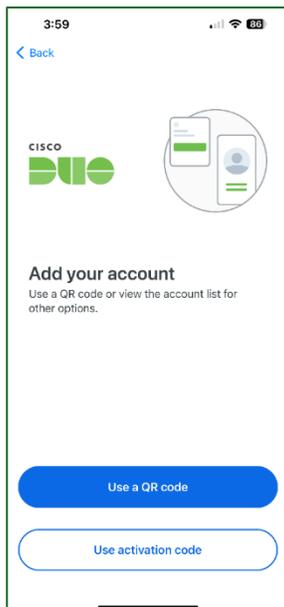
- Start by clicking "Setup Duo."
- On the next screen (see below) Click “Get Started.”



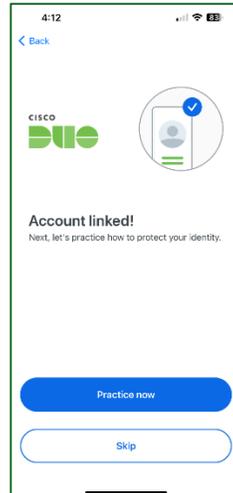
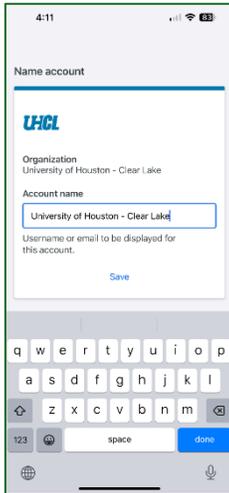
8. Select **“Duo Mobile”** when prompted to add a Device.
 - a. For information regarding use of a security key or phone number, contact the support center by emailing supportcenter@uhcl.edu or calling (281) 283 - 2828.
9. Enter your phone number, then confirm your phone number is correct.
10. On your 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.



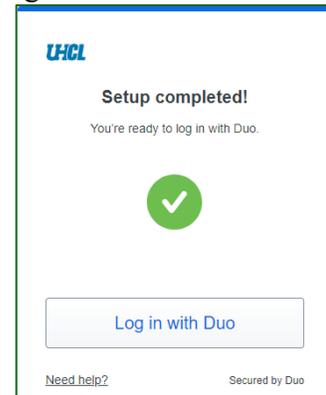
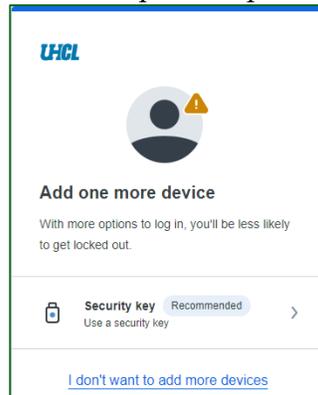
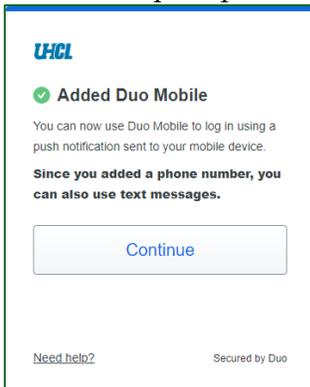
12. Open the Duo Mobile app on your **mobile device** and click **“Continue.”**
13. Click Use QR Code, and your camera will open. Scan the QR code found in Step 9.
14. Click **“Next.”**



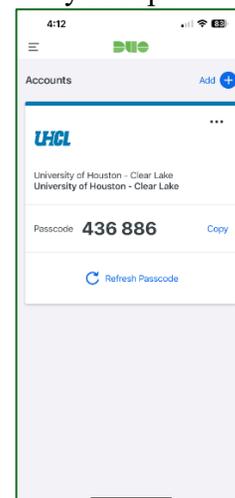
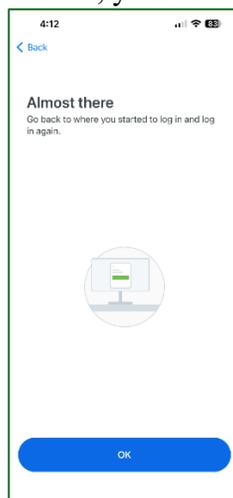
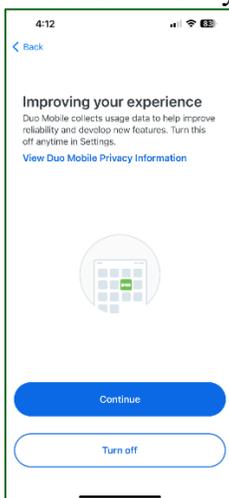
15. The name of the university will appear in the prompt. Click **“Save.”**
16. You will receive a prompt stating your account has been linked. Click **“Practice now”** or **“Skip.”**



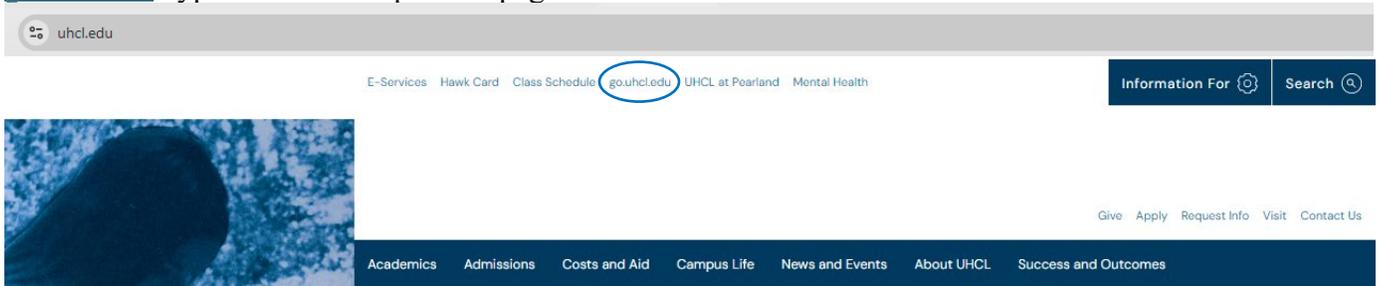
17. On your **main device**, click “Continue.”
18. Click “I don’t want to add more devices.”
19. You will receive a prompt stating that the Duo setup is complete. Click “Log in with Duo.”



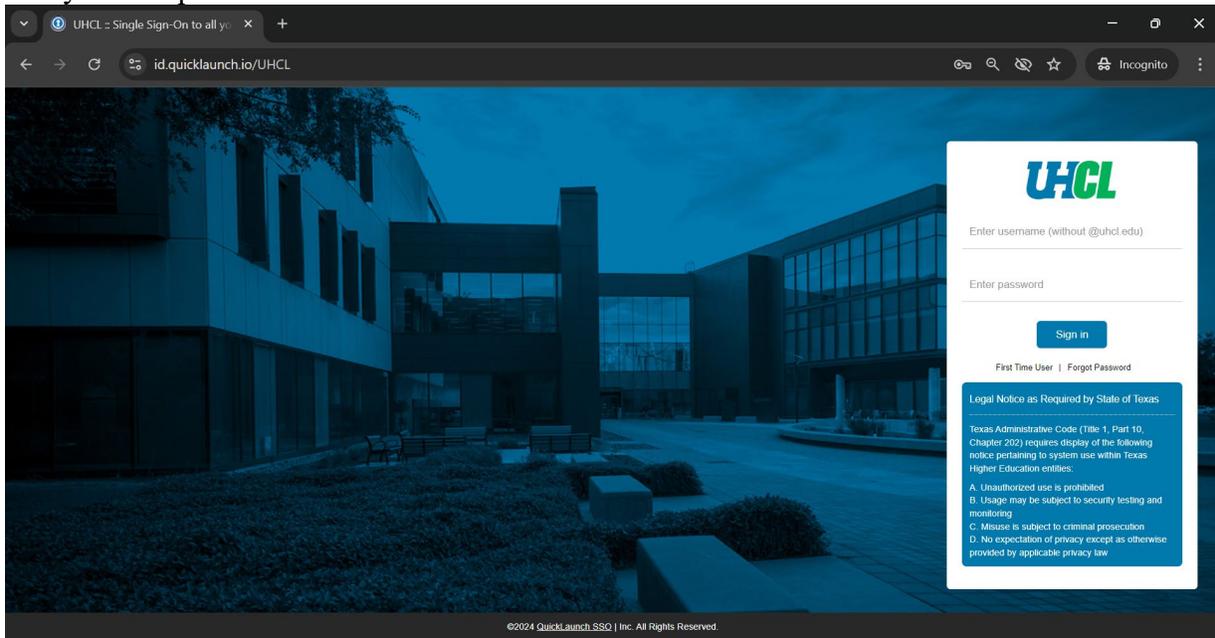
20. On your **mobile device**, click “Continue” or “Turn off.” For more information regarding DUO’s privacy settings, click “View Duo Mobile Privacy Information.” Then click “OK.”
21. Once you see UHCL listed on your list of accounts, your account has been fully set up.



22. Now you have the Duo App setup, open UHCL.edu Homepage from your **main device**, and click on the go.uhcl.edu hyperlink at the top of the page:

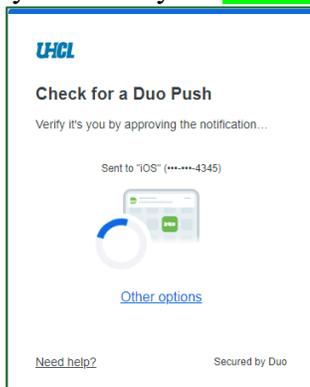


23. You will be asked to sign in, as shown in the following image. Enter your username and minimum 14 character password you set up:

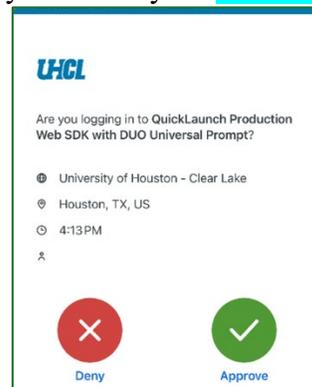


24. Upon signing in, you should be prompted to use two factor authentication. If you linked your account to DUO mobile, the device you're signing in on will ask you to confirm the device with the DUO app. Hit "Approve."

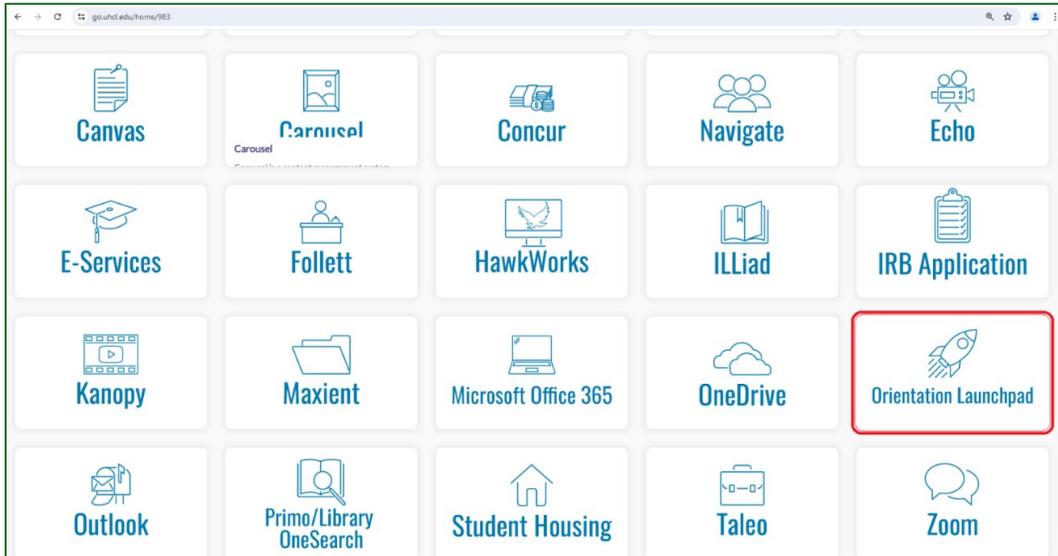
What you see on your **main device**:



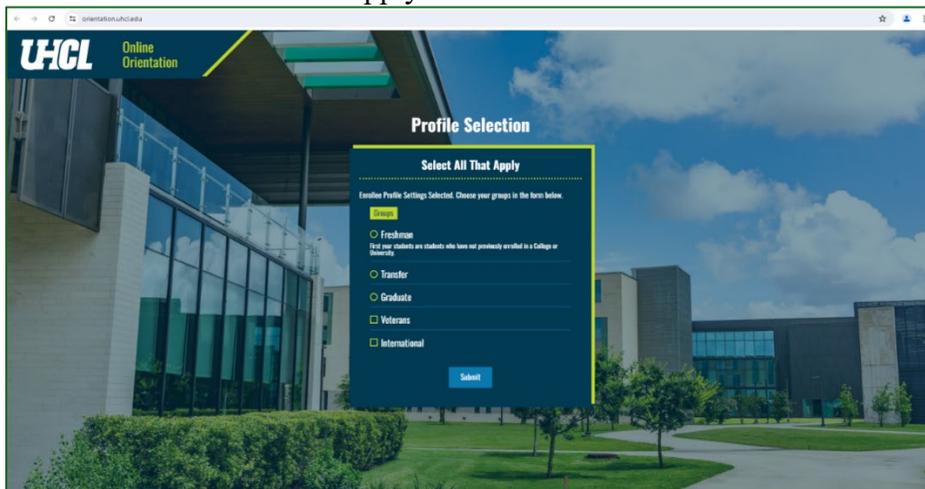
What you see on your **mobile device**:



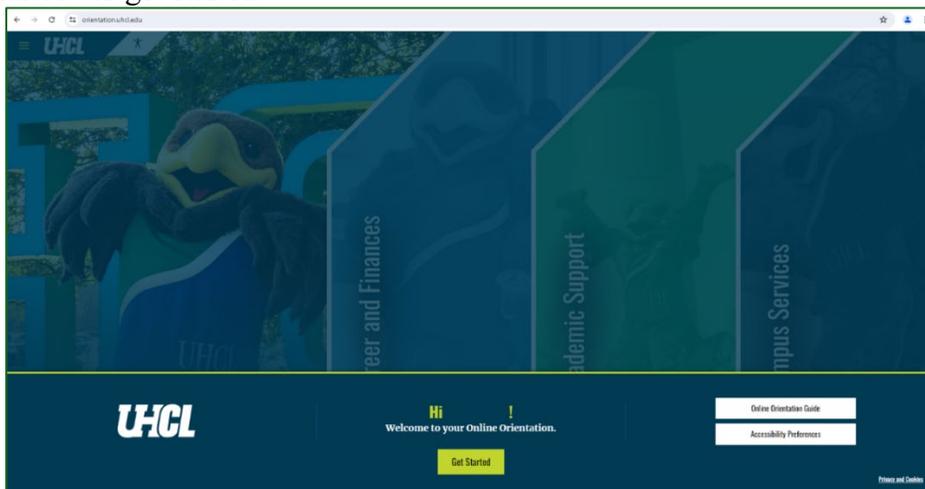
25. You will then arrive at the Go.UHCL applications page on your **main device**, on which you will see clickable "tiles" for each app that can be accessed from within QuickLaunch. Click on any tile to access that application. For this handout, we will click the **"Orientation Launchpad"** tile as the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