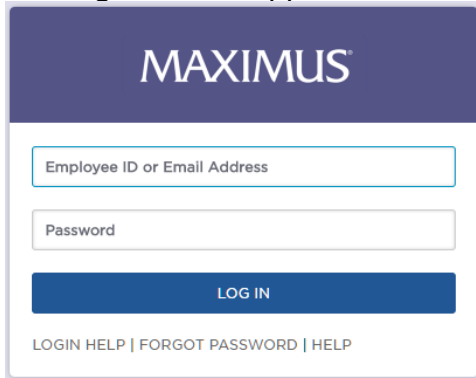


# OneLogin Instructions for New Hires

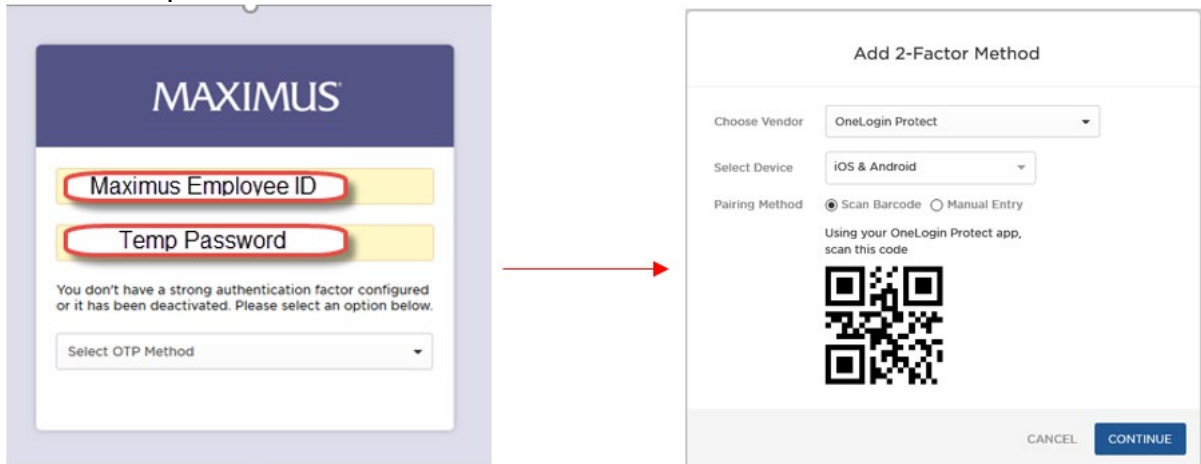
## Enroll in OneLogin

1. Enter the OneLogin URL into the web browser on your desktop computer or mobile device:  
<https://maximusinc.onelogin.com>

- The login screen appears:



2. Enter your employee ID and temporary password into the spaces provided.
3. Click the **LOG IN** button.
4. You will get a screen with a drop down 'Select OTP Method.' Select **OneLogin Protect**.
  - This will require the use of an Android or iPhone.



## Set Up OneLogin Protect Multi-Factor Authentication

5. To continue from the previous screen and complete these steps, you will need an Apple or Android mobile device that is connected to the internet.
6. From your cell phone or tablet, open your device's app store.
  - Apple device: iTunes App Store

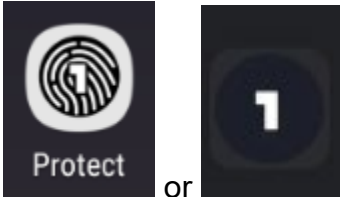
- Android device: Google Play Store

7. Search for **OneLogin Protect** and select the app from the search results.

- The Apple iOS Icon looks like:



- The Android Icon looks like:



8. Tap **Get** (Apple) or **Install** (Android) to install the app.

- After installation is complete, tap **Open** (Apple and Android) to open the app.
- You can also open and use OneLogin Protect by tapping the OneLogin Protect icon on your device's apps screen.

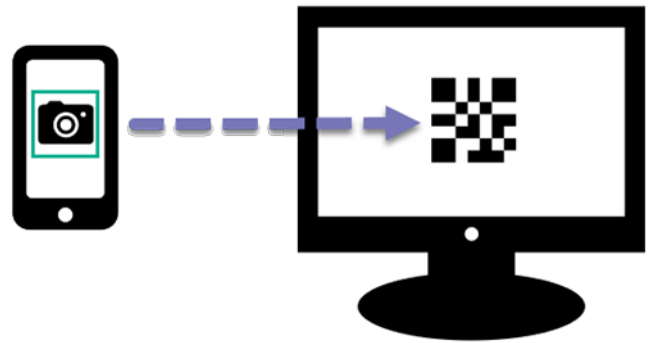
9. After you have installed the app you must register ("pair") it with your Maximus account. Refer back to the Add 2-Factor Method screen.

- Select Device: **iOS & Android**
- Pairing Method: **Scan Barcode**

10. On your mobile device, tap the + button. If you're prompted to permit OneLogin Protect to use the camera on your mobile device, click **ALLOW** or **OK**.

11. From the OneLogin Protect **Scan Barcode** screen, point your device's camera to the QR code shown in the browser on your desktop or laptop PC. The box on the screen turns green once your device is registered to your OneLogin account.

- If the code doesn't scan for you, tap Enter the code instead in the mobile app, and in your PC web browser, click Pairing Method: Manual Entry to display a registration code. Then on your mobile device, enter the registration code.
- If you enabled push notifications on your device, select "accept" or enter the 6 digit code on your phone where it says "OneLogin Protect OTP." You will then be signed in.



12. After setting up MFA, you will be prompted to change your temporary password. You will see the following screen, enter your temporary password in the "current password" field and your new password in the "new password" and "confirm new password" fields.

- **Please note:** Your new password needs to be 8 characters long, contain 1 upper case, 1 lower case, 1 number, and 1 special character.

13. After setting your password, you will be brought back to the sign in screen.

- You can now sign in with the password you just made along with the MFA method you set up.

14. From the menu in the upper right corner, you can navigate between your **Profile** and **App Portal**.

- The tiles shown on your **App Portal** depend on your OneLogin account configuration.

