



IT Helpdesk — Initial Account Setup

[Set up your account here](#)

Step 1: Clicking the link above will present you with this screen. Please enter {2} and click *Continue*.

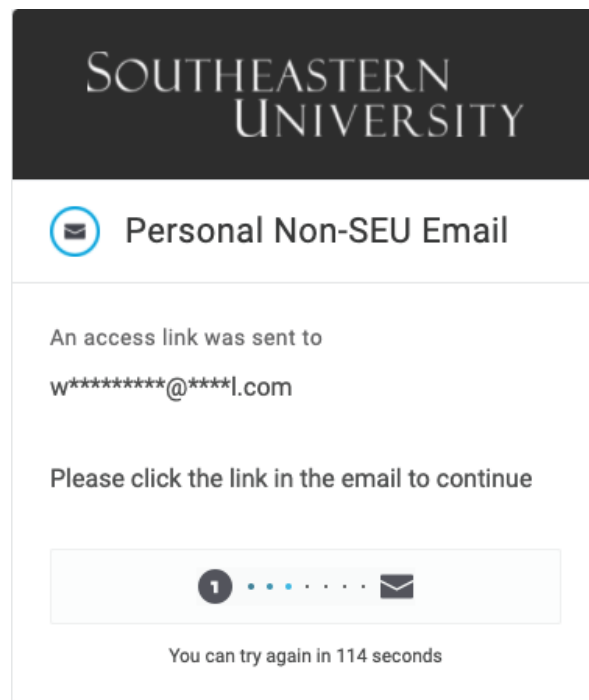
A screenshot of a web form titled "Reset Your Password" from Southeastern University. The form has a dark grey header with the university's name in white. Below the header, the title "Reset Your Password" is displayed in a bold, black font. The main content area contains a paragraph of instructions: "If you are a NEW student, enter your SEU Email and click Continue to receive a new link to set your password." Below this text is a label "SEU Email" followed by a white rectangular input field with a blue border. At the bottom of the form is a prominent red button with the word "Continue" in white text. Below the button are two links: "New Student Info" and "Back to Sign In", both in a blue font and separated by a vertical line.

Step 2: You will be asked to choose an authentication factor. The only factor available at this time is your Personal Non-SEU Email address, which you provided during the application process. Click on *Personal Non-SEU Email* to continue.



Step 3: After clicking *Personal Non-SEU Email*, you will receive an email (sent to the Personal Non-SEU Email address that you provided during the application process). You will see the following screen to verify where the email was sent.

This screen will remain until you click the link that was sent to your email. You have roughly two minutes to click the link in the email. **Do not close this browser window, as you will need to return to this screen to continue the process.**



Step 4: Below is an example of the email you will receive. Click the link to proceed.

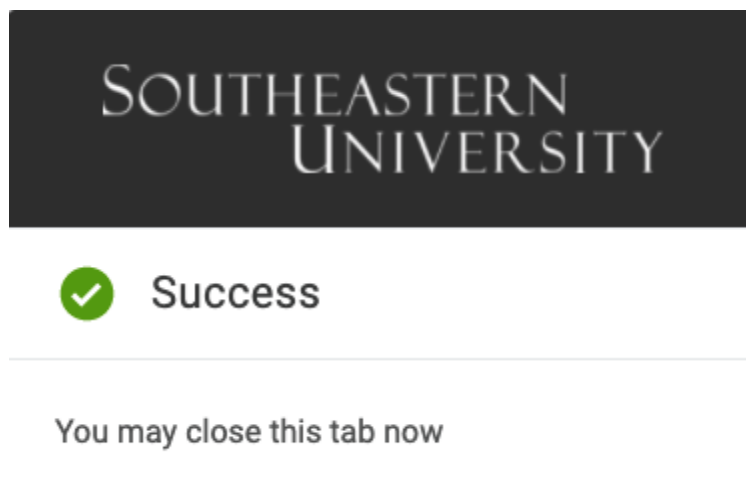
From: <noreply@onelogin.com>
Date: Wed, Oct 20, 2021, 10:18 AM
Subject: Your OneLogin access link
To: Robert White ·

To access OneLogin, click or tap the following link.

[Click here](#)

If you didn't request a OneLogin access link, please contact your administrator.

You should see the following screen after clicking the link. Once you do, you can safely close this browser tab and return to your initial browser tab from Step 3.



Step 5: In this step, you will set your 20-character SEU password. Please choose a password that meets the following criteria:

1. Minimum 20 characters
2. Maximum 128 characters

Once you enter a password, click *Submit*.

SOUTHEASTERN UNIVERSITY

Change Password

New Password

[Show](#)

- Minimum 20 characters
- Maximum 128 characters

[Cancel](#)

[Submit](#)

Step 6: Once you have successfully set your password, enter your SEU email address and click *Continue*.

SOUTHEASTERN UNIVERSITY

Your password has been updated


Remember me

[Continue](#)

[New Student Info](#) | [Forgot Password](#)

| [Help](#)

Step 7: Then, enter the password that you just set up and click *Continue*.



SEU Email

[Not you?](#)

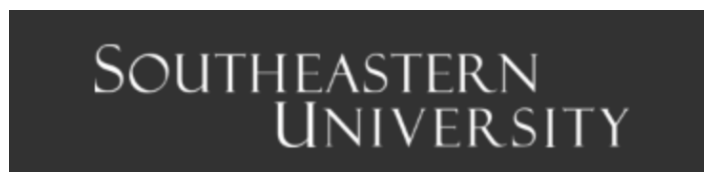
Password

Keep me signed in

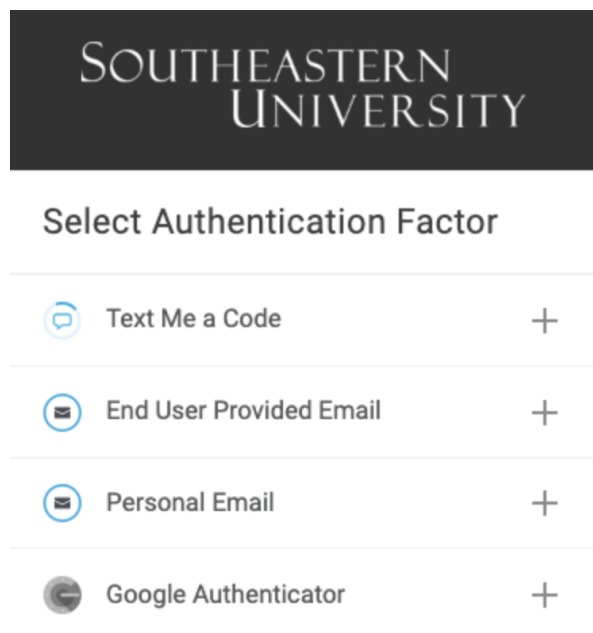
[Continue](#)

[New Student Info](#) | [Forgot Password](#)
| [Help](#)





Choose "Begin Setup"



Select the Authentication Factor you would like to use. (DO NOT CHOOSE PERSONAL E-MAIL)



The screenshot shows the Southeastern University logo at the top. Below it is the heading "Select Authentication Factor". There are four options listed, each with an icon, the text of the option, and a plus sign to its right:

Icon	Text	Action
	Text Me a Code	+
	End User Provided Email	+
	Personal Email	+
	Google Authenticator	+

Text me a Code - Sends a numeric code to the phone number you supply

End User Provided E-mail - Sends a link to a personal (NOT SEU) e-mail address you provide

Personal E-mail - DO NOT USE

Google Authenticator - Provides a numeric code to enter into your browser

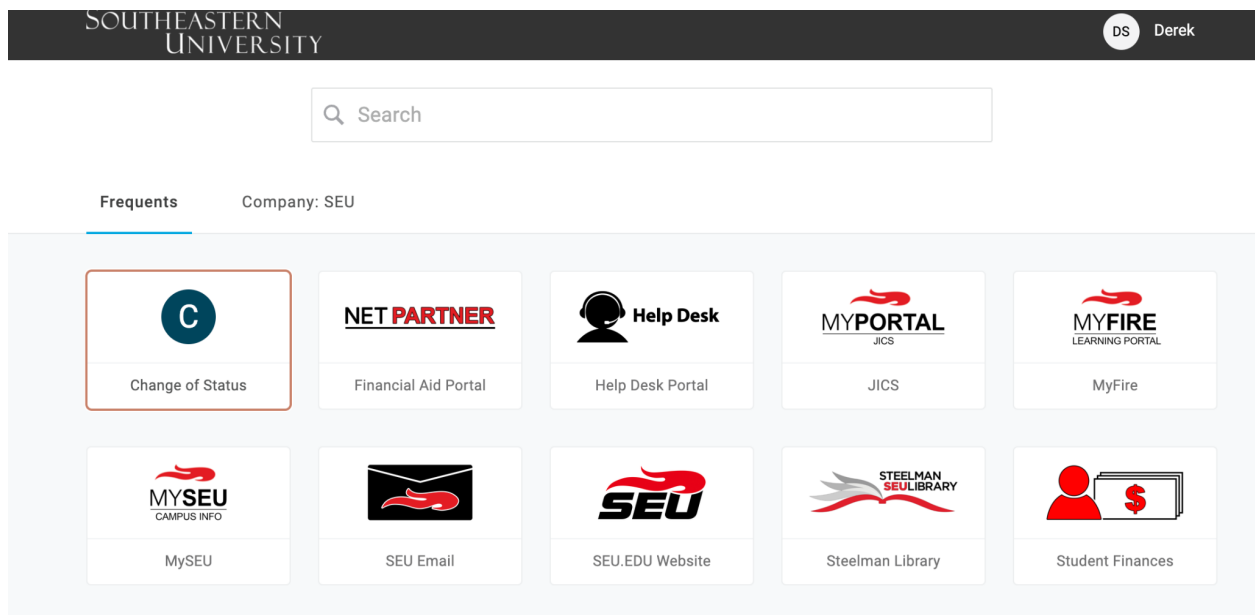
After Choosing Authentication Factor follow the prompts to configure your choice.

Step 8: You will then be asked to select your security questions and provide the answers. This will be used in the future when your password expires. Select questions that have answers you will readily remember. Click *Submit* at the bottom of the screen when finished.

Register Security Questions

Required Questions	If there is a problem with your account, this information will make it easier for you to log back in. Tips for your answers to the security questions:
<p>Question 1</p> <p>What was the name of your kindergarten teacher? <input type="text"/></p>	<ul style="list-style-type: none">• Do not use the same answer for multiple questions.• Do not use a password as an answer.• Answer a minimum of 5 questions.• Answers are not case-sensitive.• Special characters such as @#&*. will be ignored• Do not share your questions and answers with anyone.• Blank answers will not be accepted
<p>Question 2</p> <p>What was the last name of your first grade teacher? <input type="text"/></p>	
<p>Question 3</p> <p>What is your oldest sibling's middle name? <input type="text"/></p>	
<p>Question 4</p> <p>What month is your father's birthday? <input type="text"/></p>	
<p>Question 5</p> <p>What month is your mother's birthday? <input type="text"/></p>	

Step 9: Now you have successfully set up your SEU password. You will be taken to your SEU Dashboard as shown below.



Next, continue the setup process by setting up your preferred Multi-Factor Authentication.