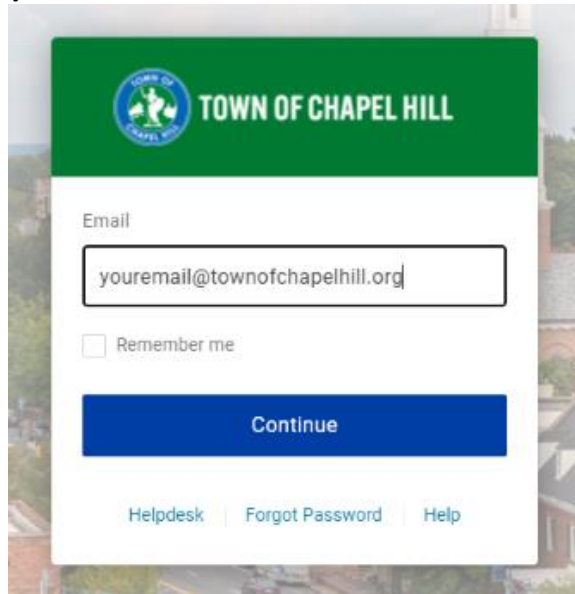


## TOCH OneLogin Protect Setup Instructions

1. From your desktop browser (Chrome or Edge) go to <https://toch.onelogin.com/>
2. Enter your **email address** > click **Continue (If you are on site, it may automatically log you in and skip to step 4.)**



TOWN OF CHAPEL HILL

Email

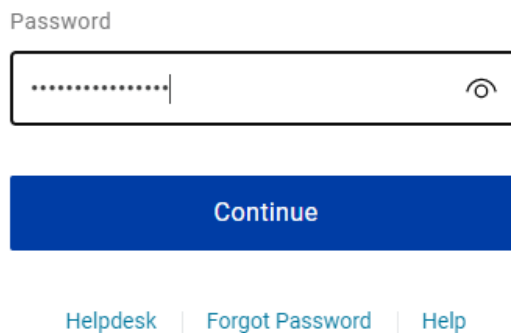
youremail@townofchapelhill.org

Remember me

Continue

[Helpdesk](#) | [Forgot Password](#) | [Help](#)

3. Enter your **Windows password** > **Continue**



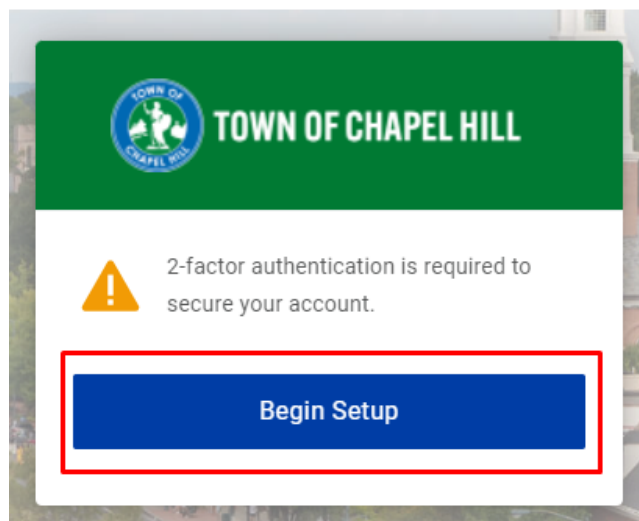
Password

.....


Continue

[Helpdesk](#) | [Forgot Password](#) | [Help](#)

4. Click **Begin Setup**



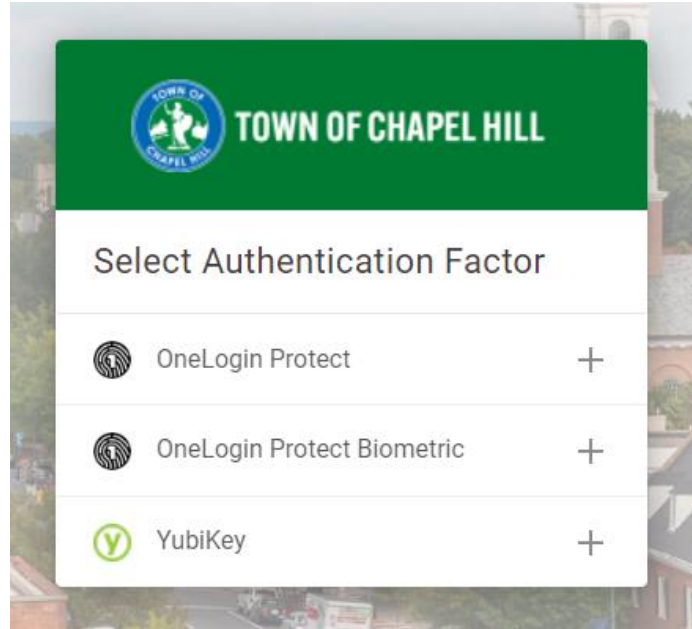
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 2-factor authentication is required to secure your account.

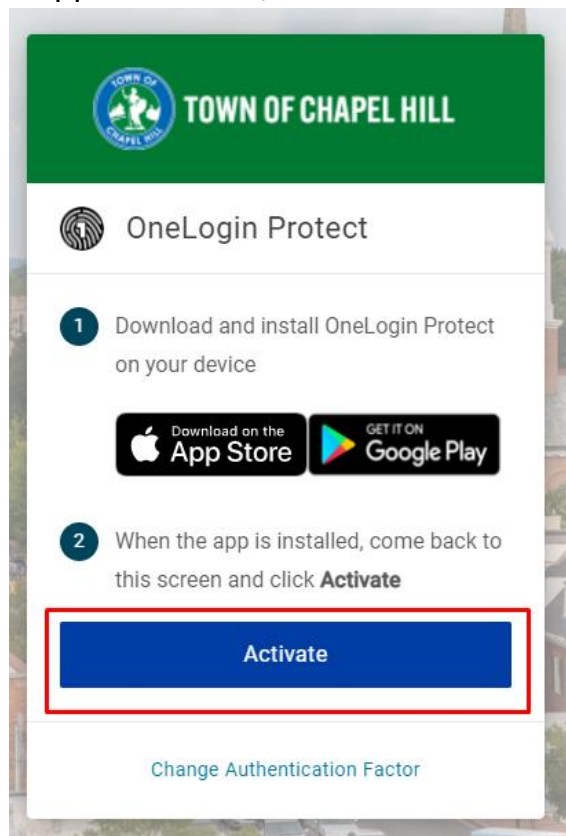
Begin Setup

[Helpdesk](#) | [Forgot Password](#) | [Help](#)

5. If you use your **fingerprint or Apple Face ID** to unlock your phone click **OneLogin Protect Biometric**. Otherwise click **OneLogin Protect**

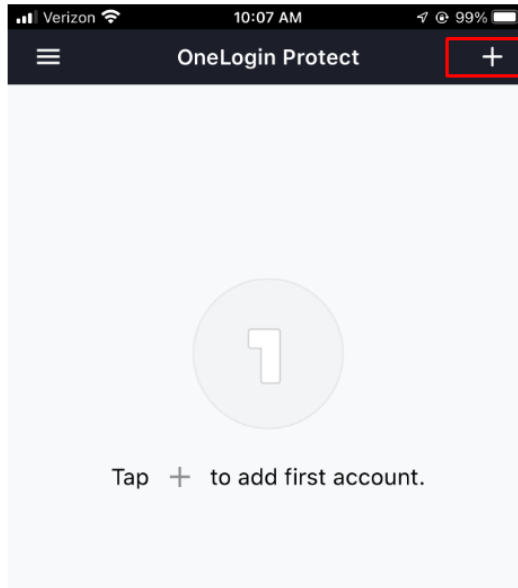


6. Install the **OneLogin Protect** app from the app store or google play store if you have not done so already. Once the app is installed, click **Activate**



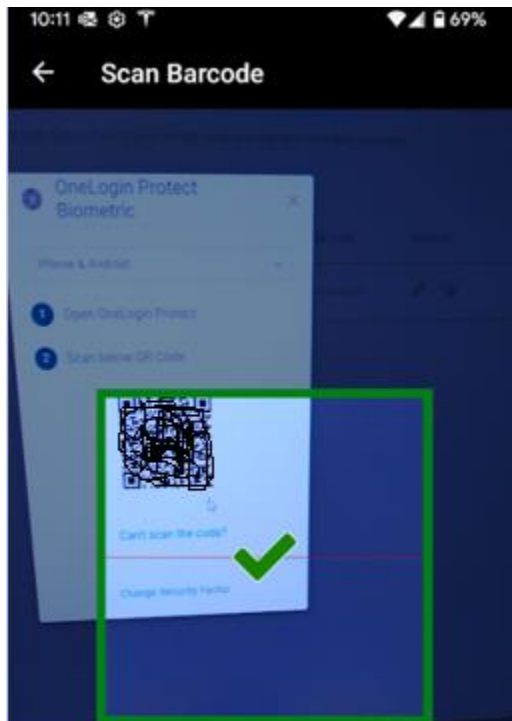
A barcode will then display on the page.

7. Open the OneLogin Protect app and click the **+ icon**.



The camera on your phone will now display.

8. Point the camera at the barcode on the screen. You should then get a green check mark.



Your OneLogin Protect app is now set up as your 2<sup>nd</sup> factor for login purposes.

If you have any questions you can contact the TS Helpdesk by entering a ticket, via email, or

calling (919) 969-2020. The TS team will get back to you as soon as we can.

Helpdesk – <https://toch.bosssdesk.io/helpdesk/tickets/new>

Email – [tshelpdesk@townofchapelhill.org](mailto:tshelpdesk@townofchapelhill.org)