

New Account Activation

Greetings, and a warm welcome to the University of North Georgia. As a new user, your initiation into the UNG experience begins with the activation and reinforcement of your account.

Start by going to <https://auth.ung.edu> and enter your UNG username (email address) and the temporary password assigned by IT.

- Select "Sign in"

The screenshot displays the UNG Authentication page. At the top, there is a header with the UNG logo (University of North Georgia, The Military College of Georgia) on the left, the text "UNG Authentication" in the center, and "UNG Directories" on the right. Below the header is a "Sign in" form. The form includes a "Username" field with the placeholder "username@ung.edu", a "Password" field with a toggle for visibility, a "Keep me signed in" checkbox, and a blue "Sign in" button. Below the button are links for "Forgot password?" and "Need Help?".

Below the sign-in form is a section titled "Trouble logging in?". It contains the text "Having difficulties? contact the IT Service Desk by c" followed by a list of links:

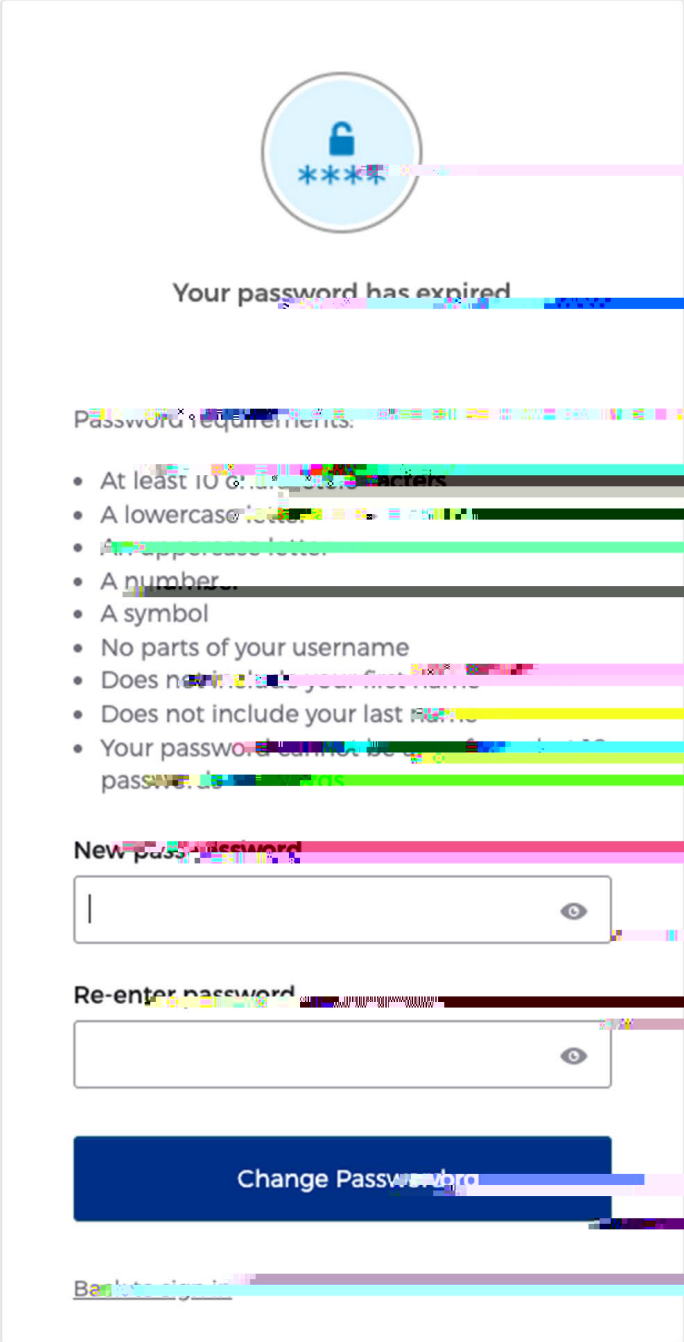
- [Change/Forget Password](#)
- [Enroll in Self-Service Password Reset](#)
- [New Student? First time signing in?](#)
- [IT Service Desk](#)

Once you have logged in with the temporary password, you will be prompted with a message that the password has expired, and you need to create a new one.

1. Using the requirements listed on the prompt, create your new UNG account password.

2. Re-enter the password you just created to ensure the password is typed correctly.

3. Select Change Password.



The screenshot shows a user interface for changing a password. At the top, there is a circular icon with a blue padlock and four asterisks. Below this, the text "Your password has expired" is displayed. The main section is titled "Password requirements:" and lists several criteria for the new password:

- At least 10 characters
- A lowercase letter
- An uppercase letter
- A number
- A symbol
- No parts of your username
- Does not include your first name
- Does not include your last name
- Your password cannot be the same as your previous password

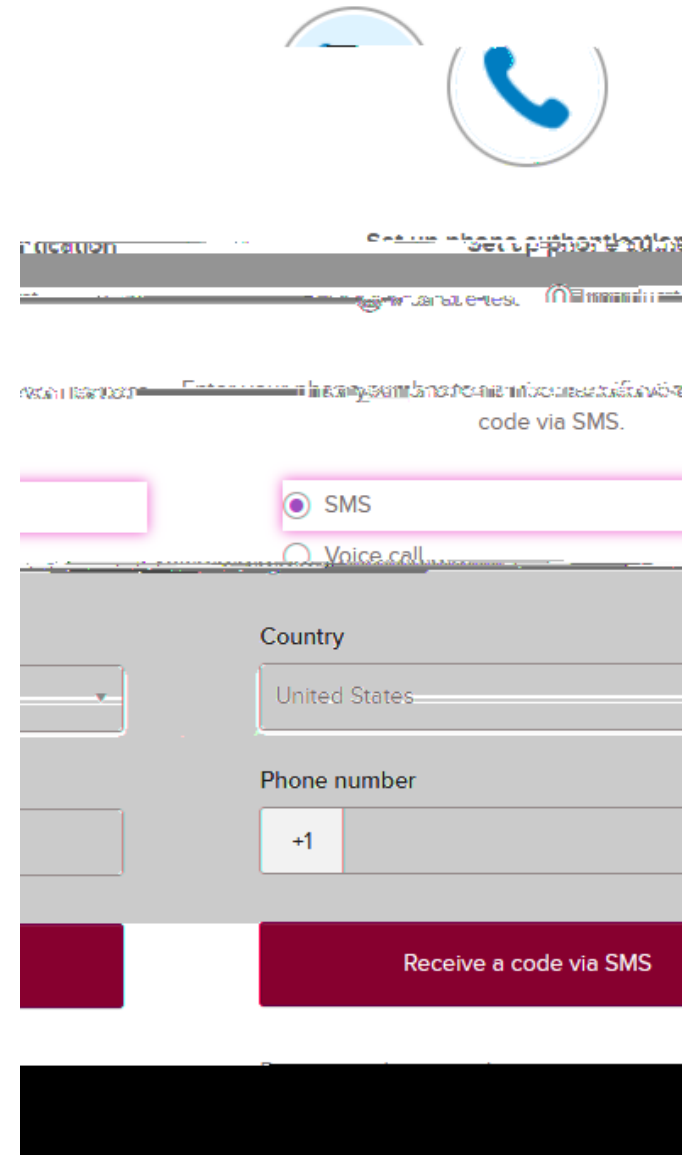
Below the requirements, there are two input fields: "New password" and "Re-enter password". Each field has a small eye icon to the right, indicating a toggle for password visibility. At the bottom of the form is a large blue button labeled "Change Password".

Now that you have successfully created your UNG account password, you will be prompted to set up additional security methods, referred to as two-factor authentication (2FA), to help protect your account.

Now, let's enhance the security features of your account. Click 'set up' under the phone section.



Provide your personal phone number and choose between receiving a verification code via text message or a phone call to authenticate the phone number linked to your account.

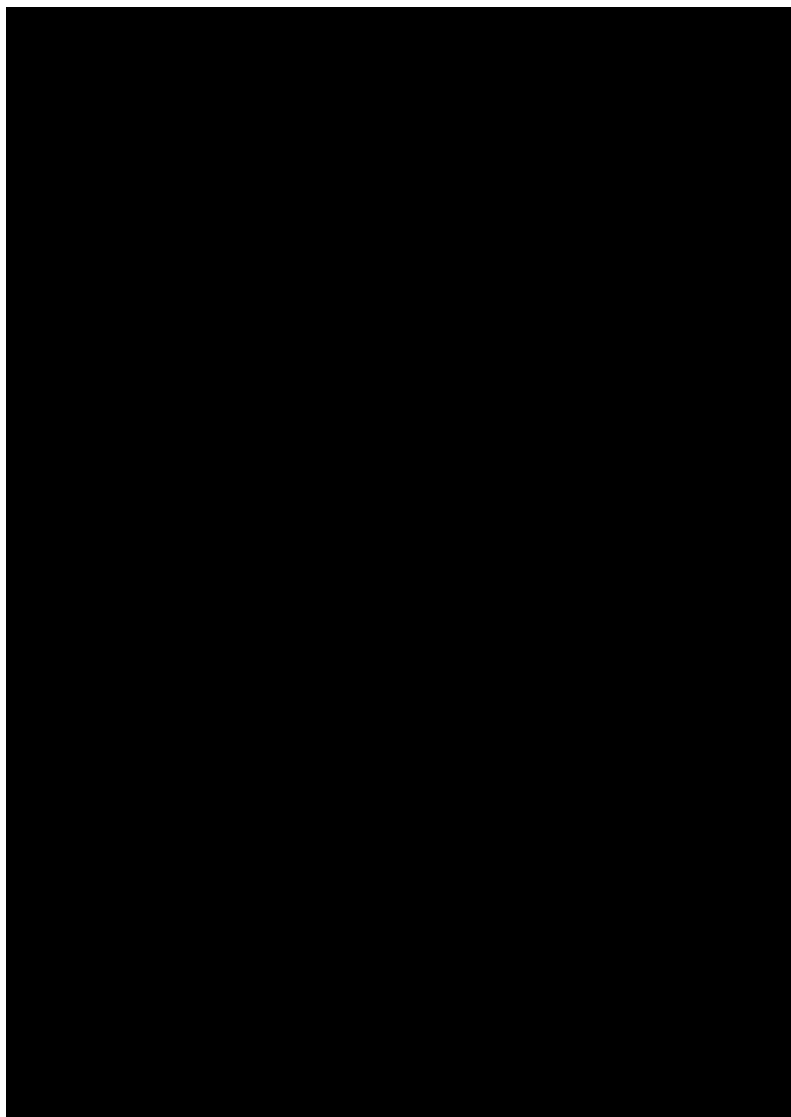


The image shows a mobile application screen for setting up phone authentication. At the top, there are two circular icons: a blue telephone handset and a blue speech bubble. Below the icons, the title "Setup phone authentication" is visible. The screen contains a form with the following elements:

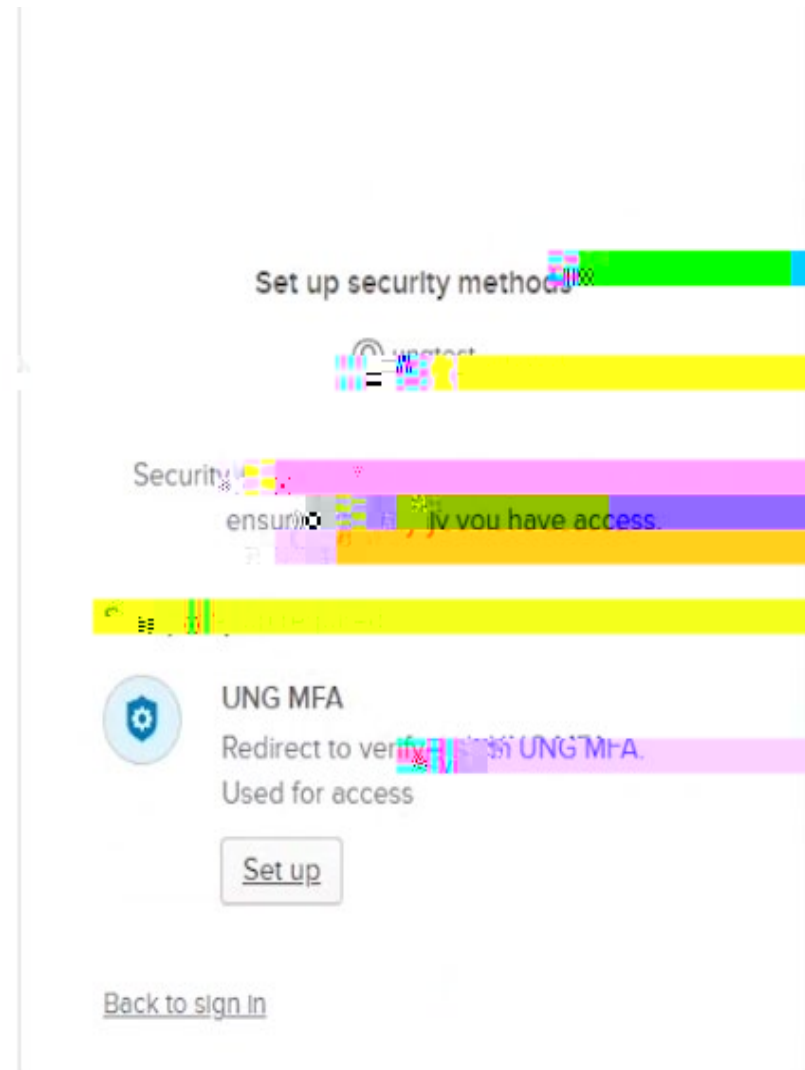
- A text input field for the phone number, highlighted with a pink border.
- Two radio button options: "SMS" (selected) and "Voice call".
- A "Country" dropdown menu with "United States" selected.
- A "Phone number" input field with "+1" entered.
- A red button labeled "Receive a code via SMS".

At the bottom of the screen, there is a solid black rectangular bar.

Enter the code you receive.



Moving into the UNG Multi-Factor Authentication (MFA) domain, proceed by selecting 'set up' and 'enroll,' leading you to the DUO Security enrollment platform.





Set up UNG MFA

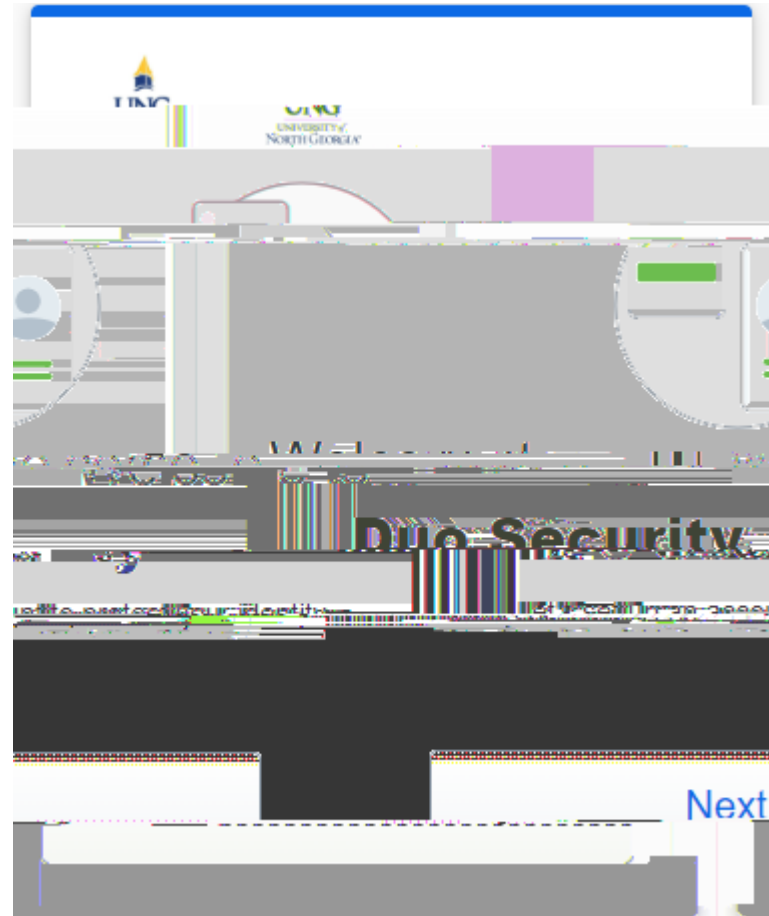
kipardue-test

You will be redirected to enroll in UNG MFA

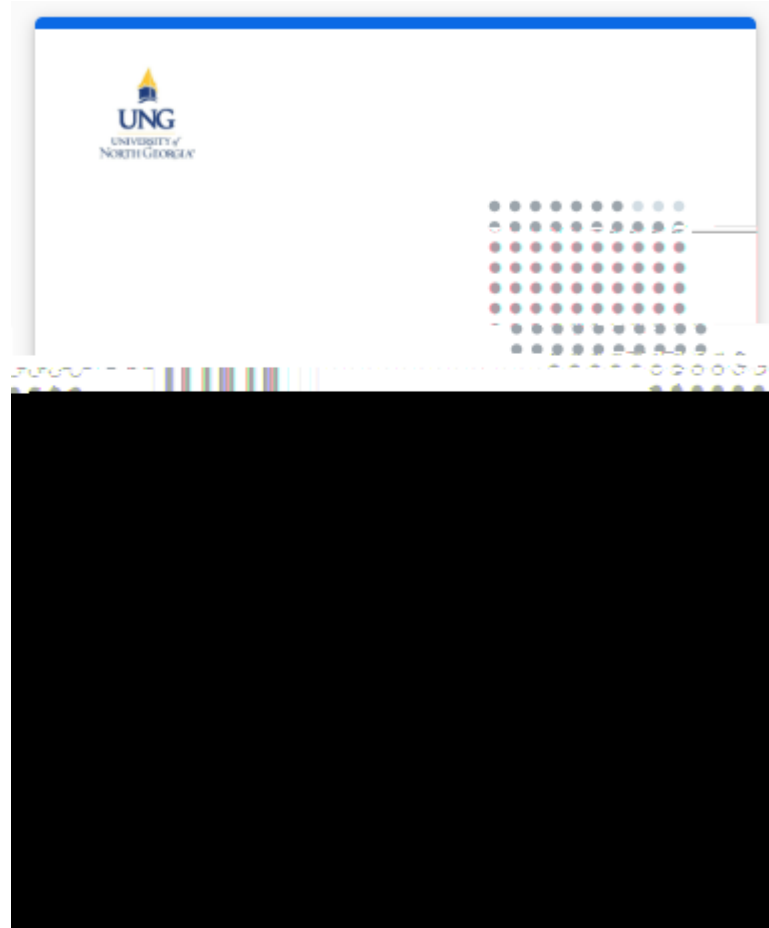
Enroll

[Back to sign in](#)

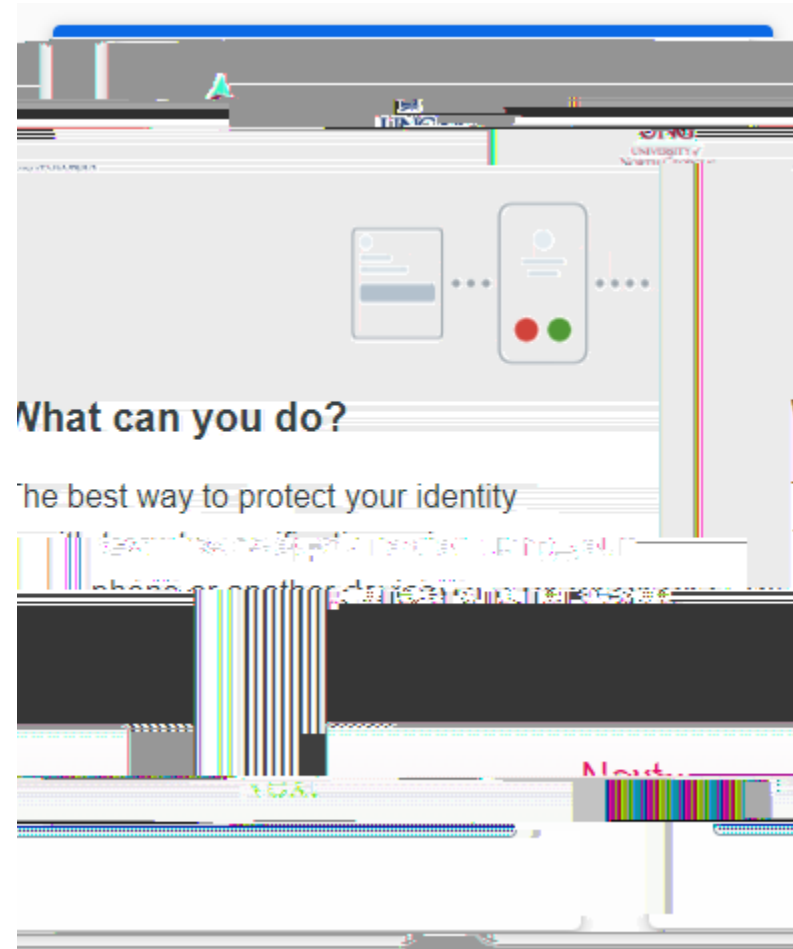
When presented with the Duo Security prompt, select Start setup.



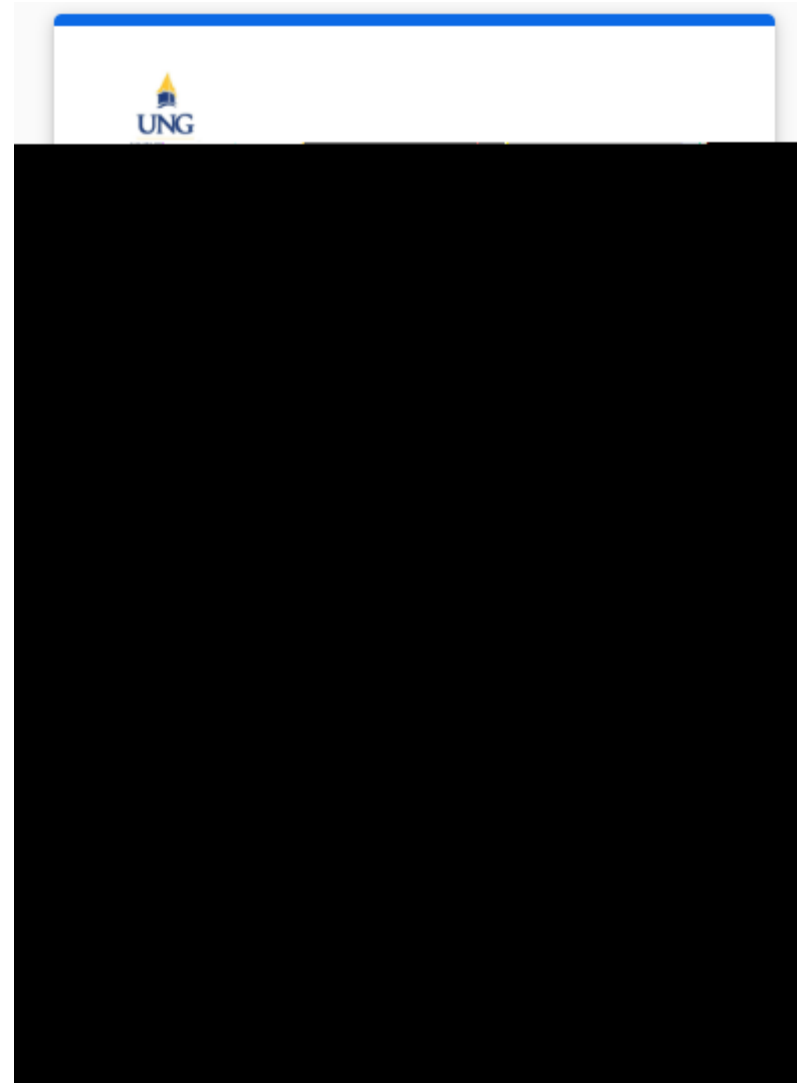
5



5



Choose your preferred method for 2-factor authentication on DUO Mobile. Options include verification via a Duo Mobile App, Security Key, or Phone Number. We suggest the Duo Mobile app for its streamlined functionality.



First, put your phone number into the system to receive a passcode for your device.

The screenshot shows a mobile application interface with a white header containing a blue back arrow and the text '< Back'. Below the header, the main title 'Enter your phone number' is displayed in bold black text. A sub-header reads 'You'll have the option to log in with Duo Mobile'. The form includes a 'Phone number' input field with a pink underline, a 'Country code' dropdown menu, and a 'Add phone number' button. A pink link labeled 'I have a tablet' is positioned below the button. At the bottom, the text 'Secured by Duo' is visible.

[← Back](#)

Is this correct?

10701 750 1111 a@a.com

Yes, it's correct

Secured by Duo

[← Back](#)

Confirm owner

(678) 758-8119

[Send me a passcode](#)

[Or call my phone](#)

[← Back](#)

passcode

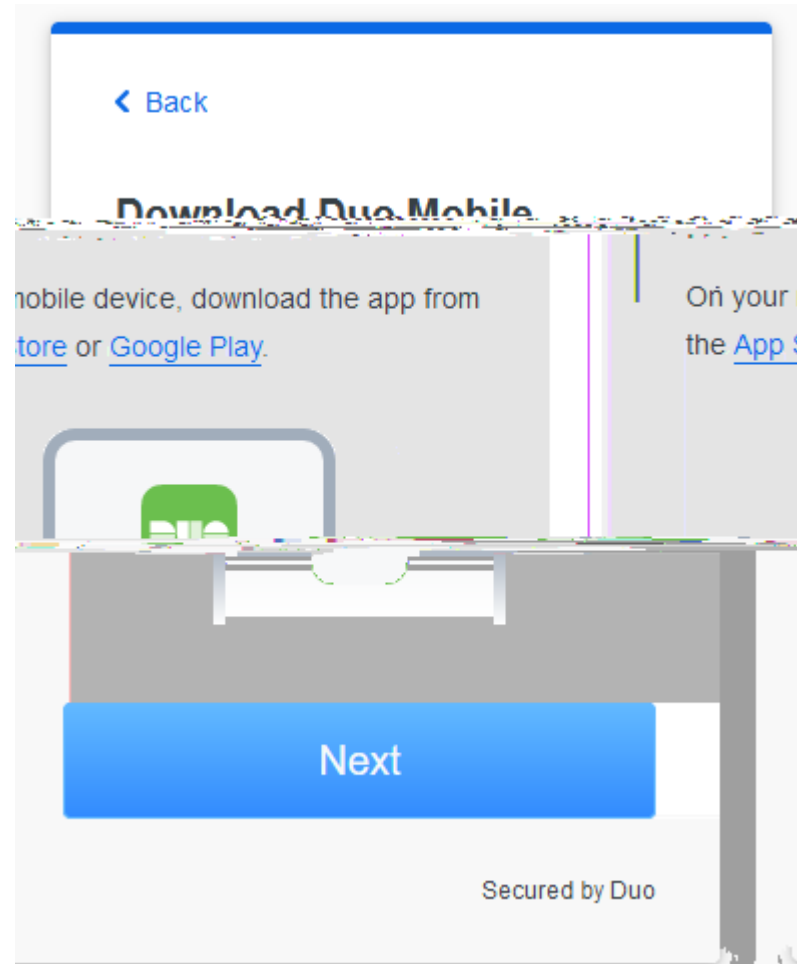
Enter the two-factor authentication
sent to (678) 758-8119

verify

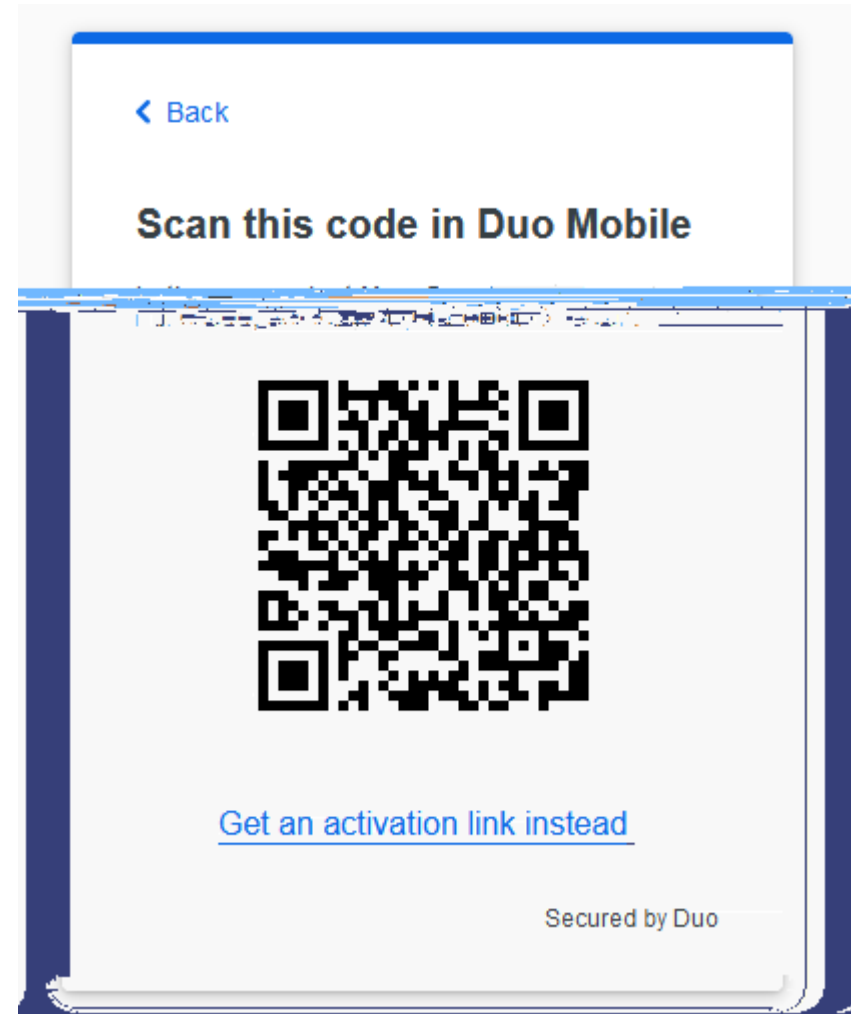
[Send a new passcode](#)

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Then, download the Duo Mobile app from your device's app store.



Open the app and scan the QR code on your screen or use an activation link instead.





✓ Added Duo Mobile

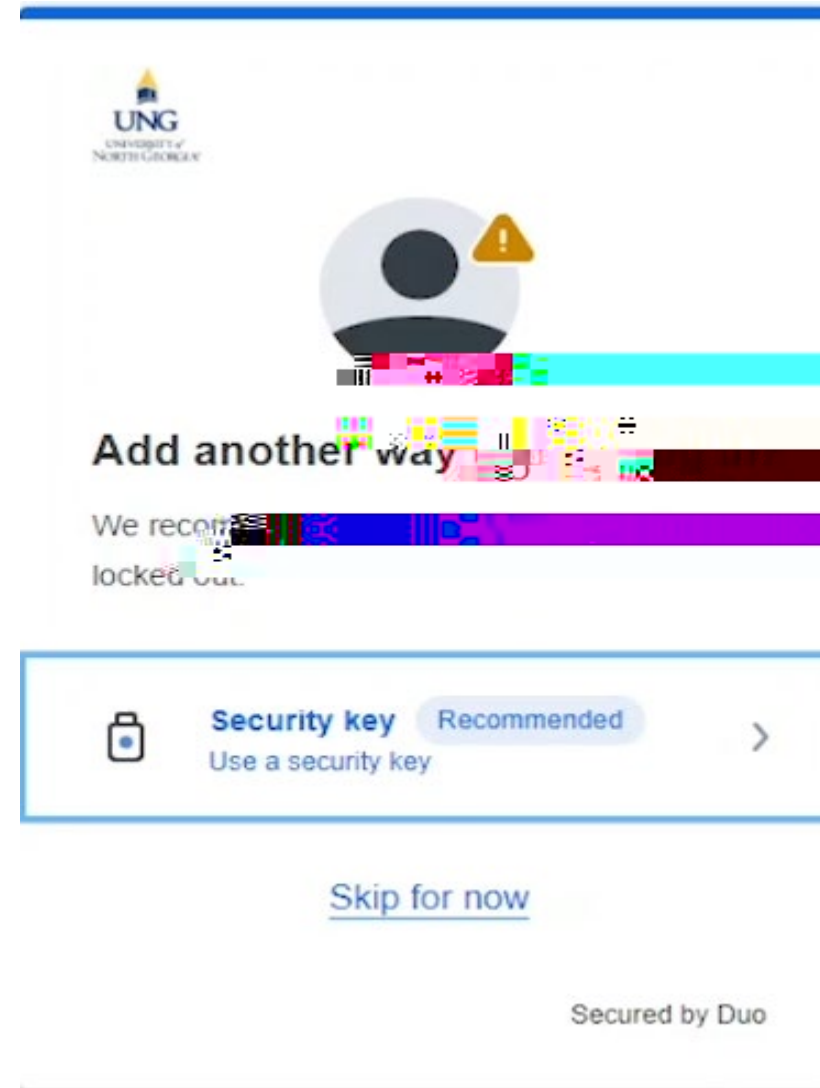
You can now use Duo Mobile to sign in using a push notification sent to your mobile device.

Since you've added a phone number, you can also use text messages and phone calls.

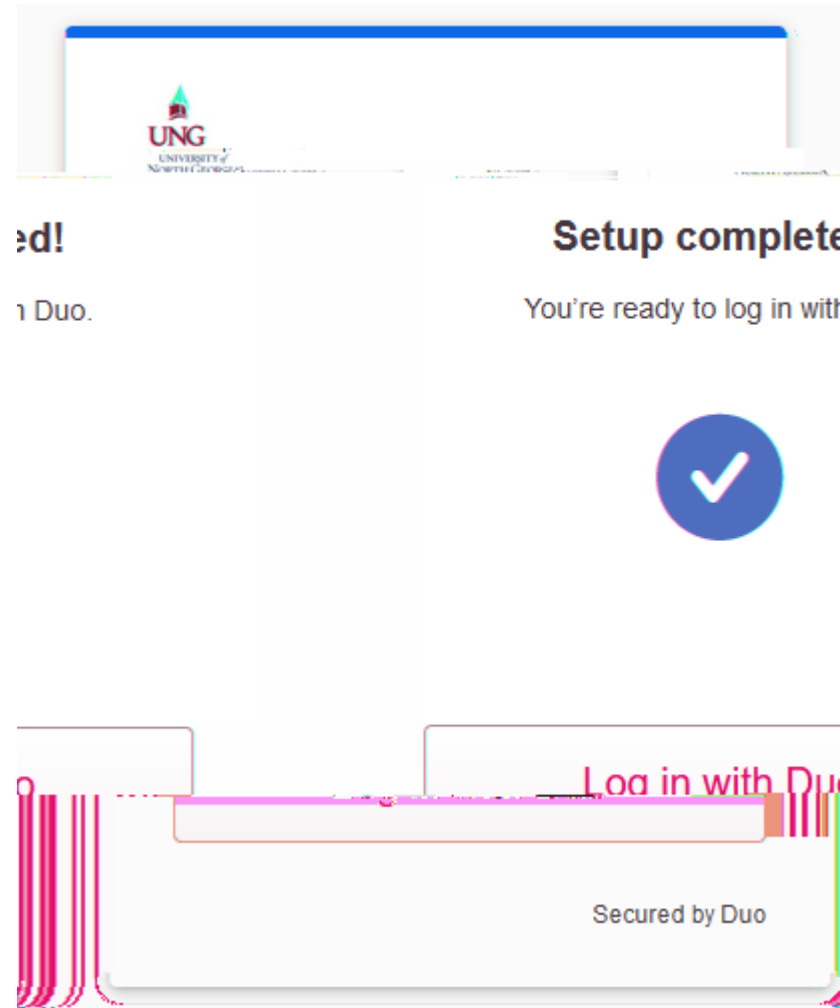
Continue

Secured by Duo

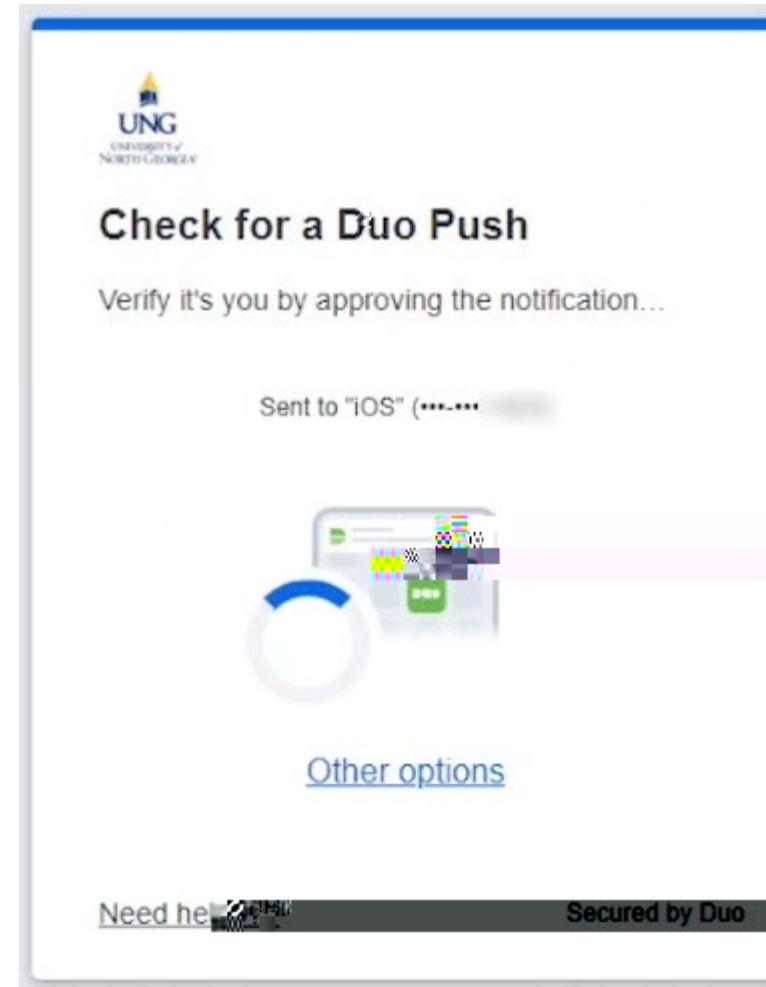
If you are interested in using a 3rd party device for authentication, please contact the IT Service Desk at 706-864-1922 or via email at helpdesk@ung.edu. For now, choose to skip.



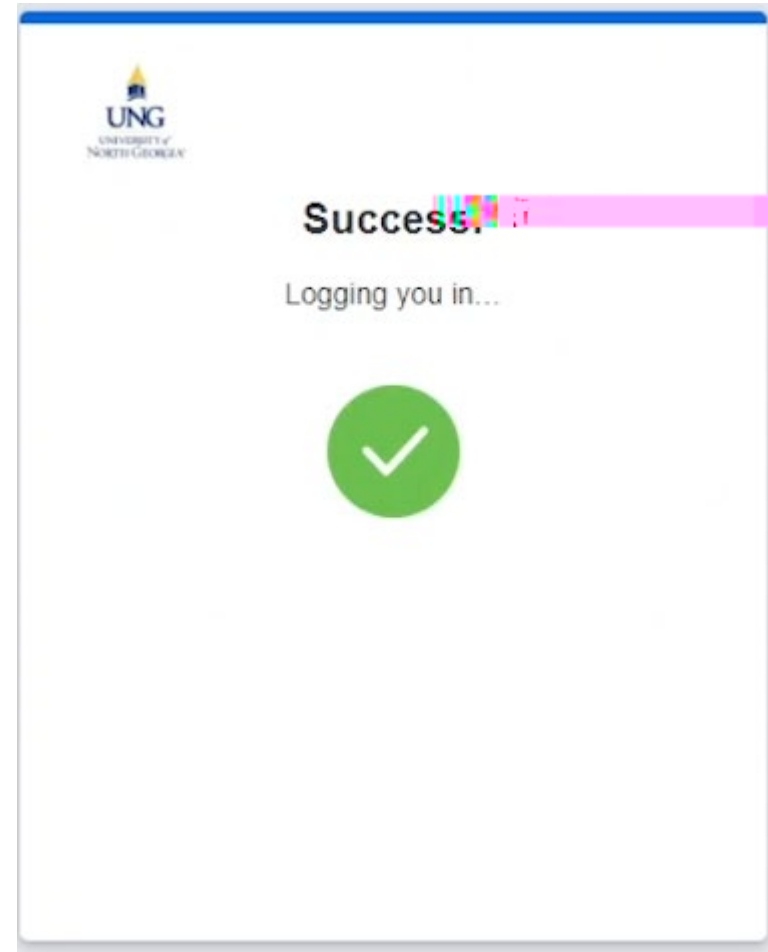
Your two-factor Authorization is now set up. Click the log-in with Duo button.



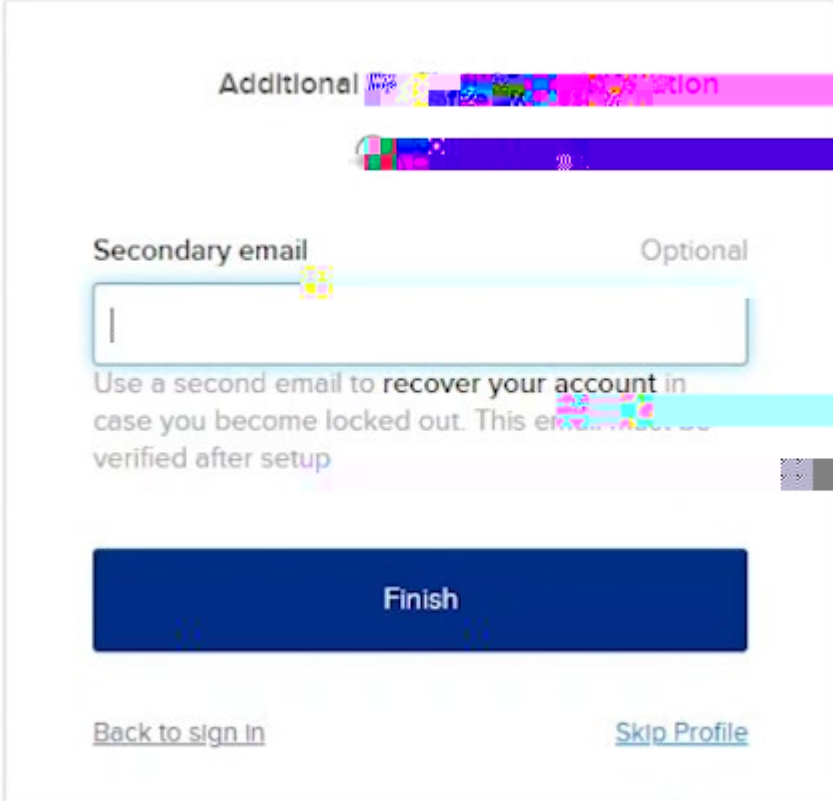
Check your phone for the DUO notification and click to approve.



You should receive a success message.



Optionally, you can add a secondary email to your student account. Choose to skip if not desired, granting you immediate access. This step is not required but is recommended.



The screenshot shows a form titled "Additional Information" with a "Secondary email" field. The field is currently empty and has a light blue border. To the right of the field is the word "Optional". Below the field is a paragraph of text: "Use a second email to recover your account in case you become locked out. This email will be verified after setup". At the bottom of the form is a large blue button labeled "Finish". Below the button are two links: "Back to sign in" on the left and "Skip Profile" on the right.

Additional Information

Secondary email Optional

Use a second email to recover your account in case you become locked out. This email will be verified after setup

[Back to sign in](#) [Skip Profile](#)

Finish

