Activate Your Drury Email and OneLogin Accounts

Account Activation Instructions

1. Create your universal password by going to:
   https://passwordreset.microsoftonline.com/

2. Enter your Drury email address in the username field and click **Next**

3. On the next page, select the "*I forgot my password*" option and click **Next**

4. Select one of the two verification methods listed below:

   1. Select **Email** and verify your alternate email (must match the one provided to Drury when applying).

   OR

   2. Select **Text** on the "*text my mobile phone*" option.

5. Enter the verification number sent to either your personal email or cell phone. Click **Next.**

6. On the following page, **enter your new password.** Your password must meet all of the following requirements:

   1. **Minimum 12 characters**
   2. **Maximum 128 characters**
   3. **One lowercase character**
   4. **One uppercase character**
   5. **One number**
   6. **One special character (no quotes or apostrophes).**

7. Click **Finish** after confirming your new password.

8. Close the browser tab.

Access your Email

- Visit **outlook.office.com**

Access OneLogin

- Visit **drury.onelogin.com**

Set up Multi-Factor Authentication

- Visit **Knowledge Base / FAQ (drury.edu)**

Set up Multi-Factor Authentication and Access MyDrury, Email, and Canvas

Phase Two:

Set Up Multi-Factor Authentication (MFA)

After following the steps in phase one, students must set up MFA to log in to all Drury accounts.

1. Go to https://drury.onelogin.com/

2. Enter Drury email and password (this is your druryusername@drury.edu)

3. Set up MFA by clicking **Begin Setup**

4. Select your preferred form of MFA.
   - It is highly recommended to choose the OneLogin Protect App as the student's school may have protections/firewalls from alternate email accounts.

5. Choose OneLogin Protect App. Scan the QR code with your phones (be sure to use the student's phone for this, not a parent/guardian's phone).
   - Skip the extension installation for now (you can install later).

6. Download the OneLogin Protect App from your phone's app store.
7. Once the app is installed, click Activate on the previous screen from step 6. Select Accept on the OneLogin Protect App.
   - Every time you login to MyDrury, Canvas, or your Drury email you will be prompted to click accept on the OneLogin Protect App.

Phase Three

Access Drury Applications

1. Go to https://www.drury.edu/

2. In the top right corner, there are links to MyDrury, Email, Canvas, and OneLogin. Use these to access the appropriate Drury application with the login information and MFA process listed above.