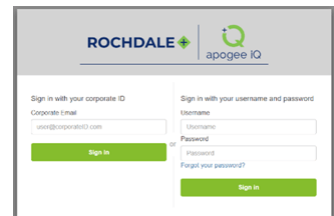


apogee iQ Login Update Now Live: Setting up your account in the new apogee iQ

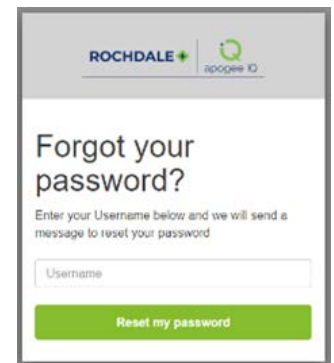
1. Ensure you have an authenticator app installed on your mobile device or through your browser and available for completion of the login setup process.
2. Navigate to the apogee iQ login page.
3. Once on the apogee iQ site, you will be presented with the new landing page. On this page click the “Login” button (note the New Login PDF contains these same detailed instructions).



4. On the login page, click the “Forgot your password?” hyperlink underneath the box for your password.



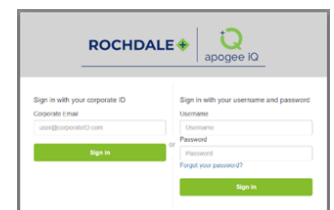
5. Enter your email address on the forgot password page and click the “Reset my password” button.



6. You will be directed to a page as shown and receive an email from apogee iQ with a six-digit code. Copy the code from the email into the “Code” box.
7. Then, enter your password (either the same password you used before or a new one) in the “New Password” box. As you begin to type your password, the page will display the minimum password requirements.
8. Re-enter your password in the “Enter New Password Again” box.
9. Once you have entered all fields on this page and there are no errors, click the “Change Password” button.

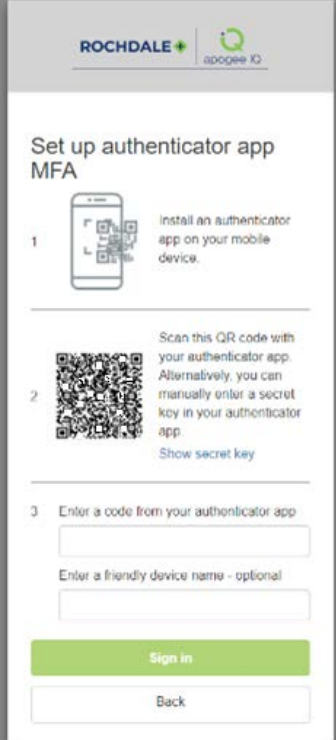




10. You will now be returned to the login page. Enter your email in the “Username” box and your newly created password in the “Password” box and click the “Sign In” button.





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11. If successfully authenticated via password, you will now be directed to set up multi-factor authentication (MFA) via an authenticator app. You can do this via a mobile app or browser extension. Your IT department can determine if there is already a recommended application within your organization.
12. Follow the directions of your app by adding the connection to your app and entering the generated six-digit code into the “Enter a code from your authenticator app” box on this page.
13. The “Enter a friendly device name - optional” box can be left blank, or you can give it a meaningful name, such as your device name, or the specific app that was used for your authentication.
14. Then click the “Sign In” button to complete the MFA setup process.



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Set up authenticator app MFA

- 1  Install an authenticator app on your mobile device.
- 2  Scan this QR code with your authenticator app. Alternatively, you can manually enter a secret key in your authenticator app.
[Show secret key](#)
- 3 Enter a code from your authenticator app

Enter a friendly device name - optional

15. Now that you are successfully logged in, you will see the following screen that is verifying your login before arriving at the home page of the apogee iQ system.

If you returned to the login page instead of going to the Verifying Login page, your login timed out during the MFA process. Please delete the login.apogeeiq.com entry from your authenticator app and repeat steps 9 through 15.



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VERIFYING LOGIN