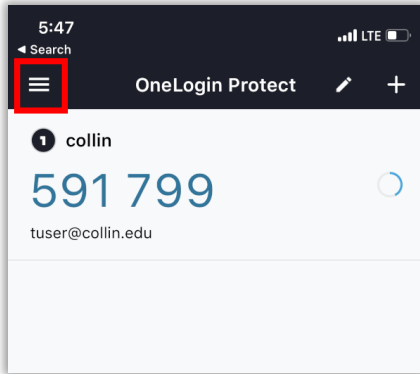


# Backing Up OneLogin (Old Device)

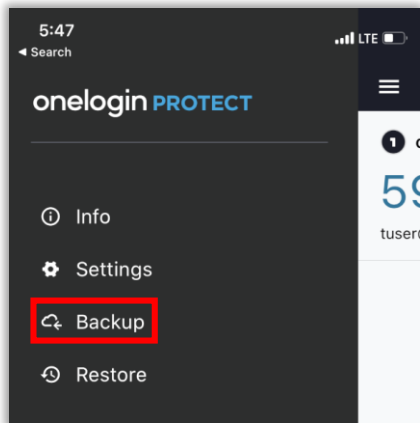
Many users purchase new phones during the Holidays, this guide will help **BACKUP** your OneLogin from your *old device* and **RESTORE** it on the *new device*

**BEFORE YOU START: DO NOT DELETE THE ONELOGIN APP**

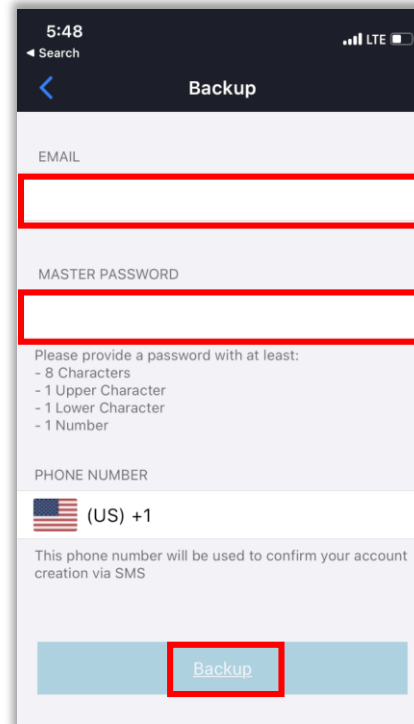
Deleting the OneLogin App will lock you out of OneLogin resources (Collin Email, Workday, Etc..)



1. Select the menu in the OneLogin Protect App



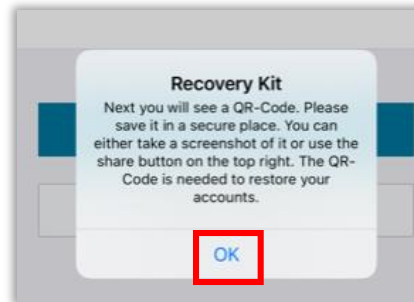
2. Select the "Backup" option



3. Enter your collin.edu email, regular network/collin.edu password and a valid mobile # (for verification)

**IMPORTANT:** Don't have this option? Continue to **Step 8 and Step 9** on **Page 2**

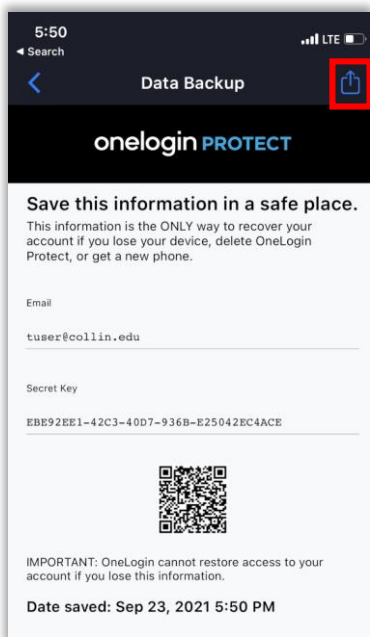
4. Select "Backup"



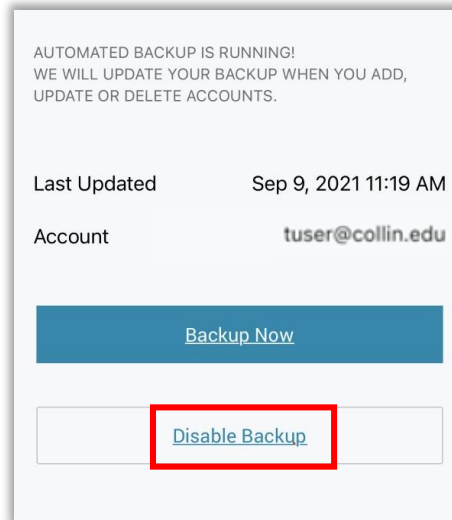
5. The OneLogin Protect app with create a "Recovery Tool Kit"

# Backing Up OneLogin (Old Device)

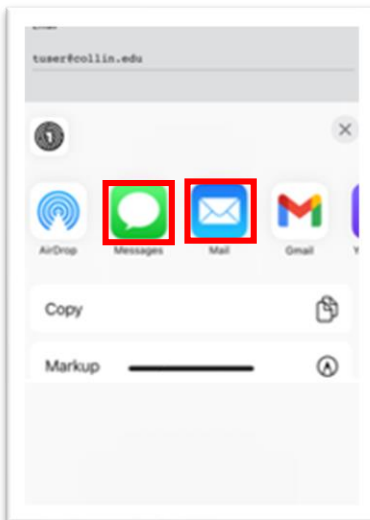
## Page 2



6. The “Recovery Tool Kit” will show and you will have the choice to “Share” the file

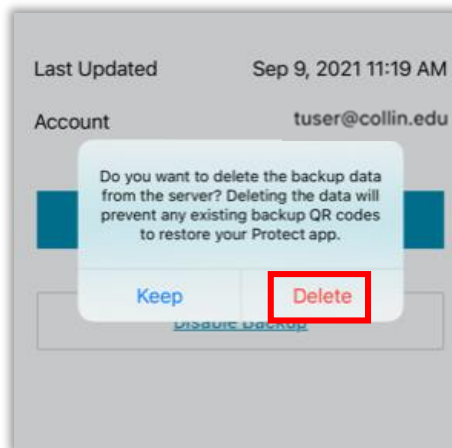


8. (If needed) In addition to the regular backup process, please click “Disable Backup”



7. You will have the option to “Share” your “Recovery Tool Kit” via text, email or save to your personal files

**IMPORTANT:** Please share this to an alternate email or text that does not incorporate OneLogin (**Do not send the file to your Collin.edu email account**)



9. (If needed) Select “Delete”

Continue to Step 3 on page 1