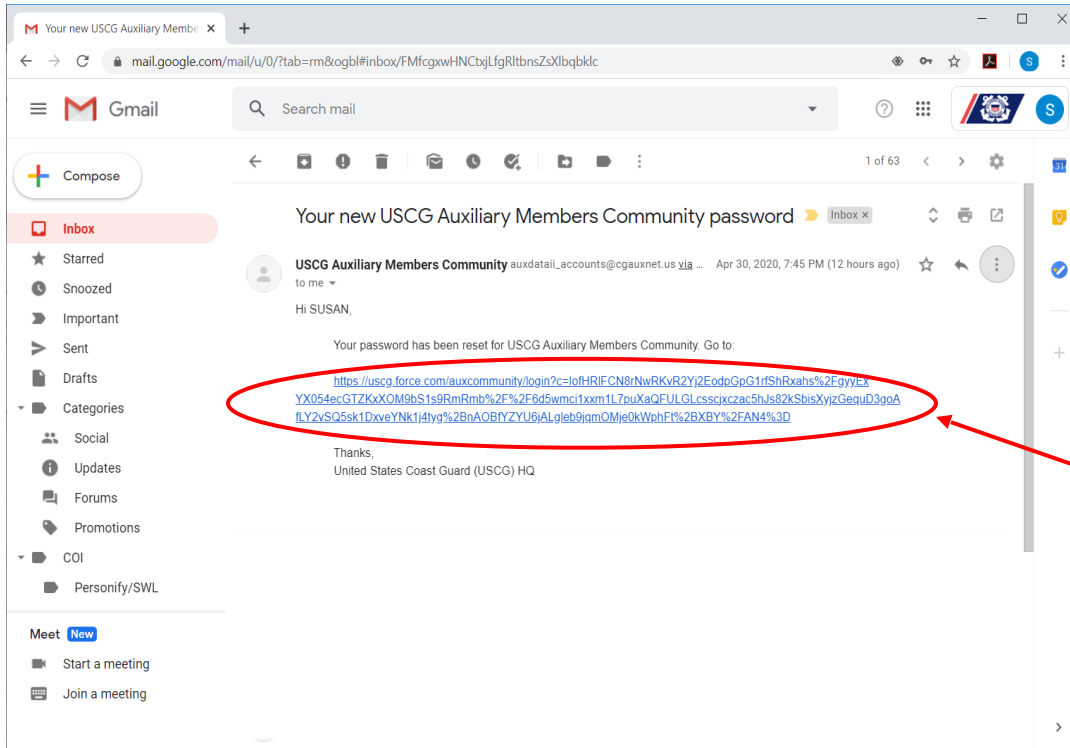




AUXDATA II Account Activation

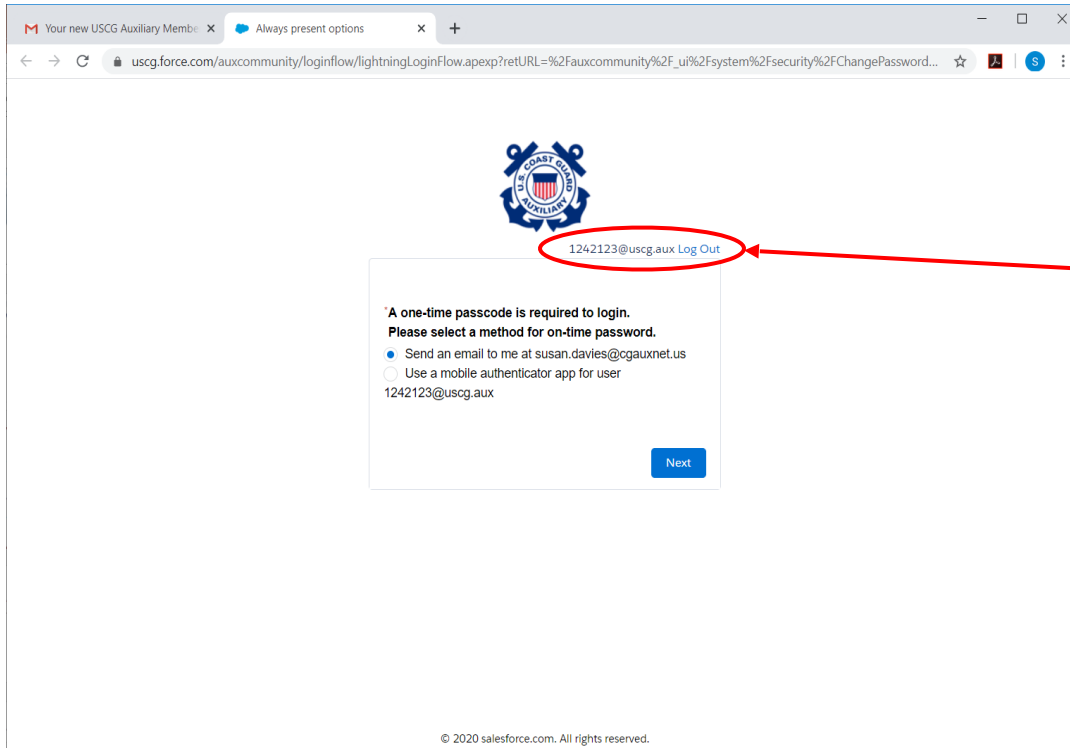
May 2020

AUXDATA II Account Activation



- When your account is ready to be activated, an email will be sent to your primary email address in AUXDATA II from **“USCG Auxiliary Members Community auxdataii_accounts@cgauxnet.us”** with the subject **“Your new USCG Auxiliary Members Community password”**
- To begin the account activation process, click on the link provided in the message and follow the instructions for activating your account in the new system
- If by the end of the planned week for rollout of your account you have not yet received an email, and you have checked your spam or junk folder for the email, contact Auxdata@acumensolutions.com

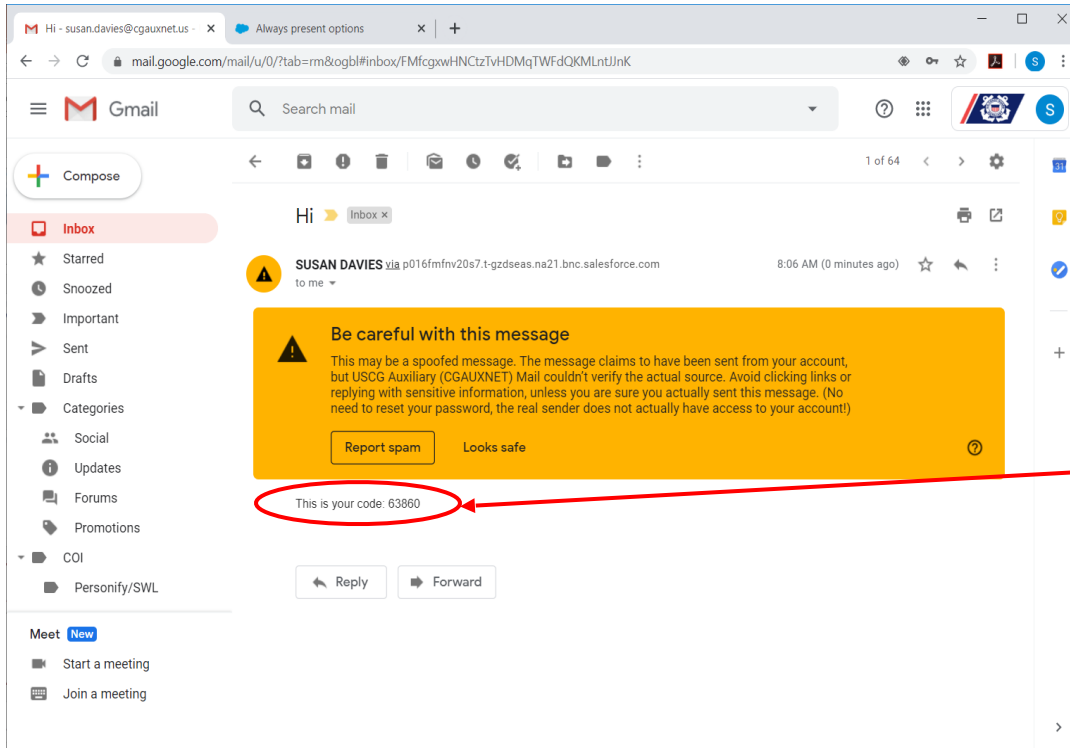
AUXDATA II Account Activation



- AUXDATA II login requires a user name, password, and a second form of verification (“two-factor authentication”)
- Your AUXDATA II user name is your seven-digit member id number followed by “@uscg.aux”, e.g., 1234567@uscg.aux
 - Don’t login with your email address or your Auxiliary Member Zone credentials; AUXDATA II uses a unique user name and password
- You will be asked to select a method to receive a verification passcode, either to an email address or to a mobile authentication app*
- Click “Next”

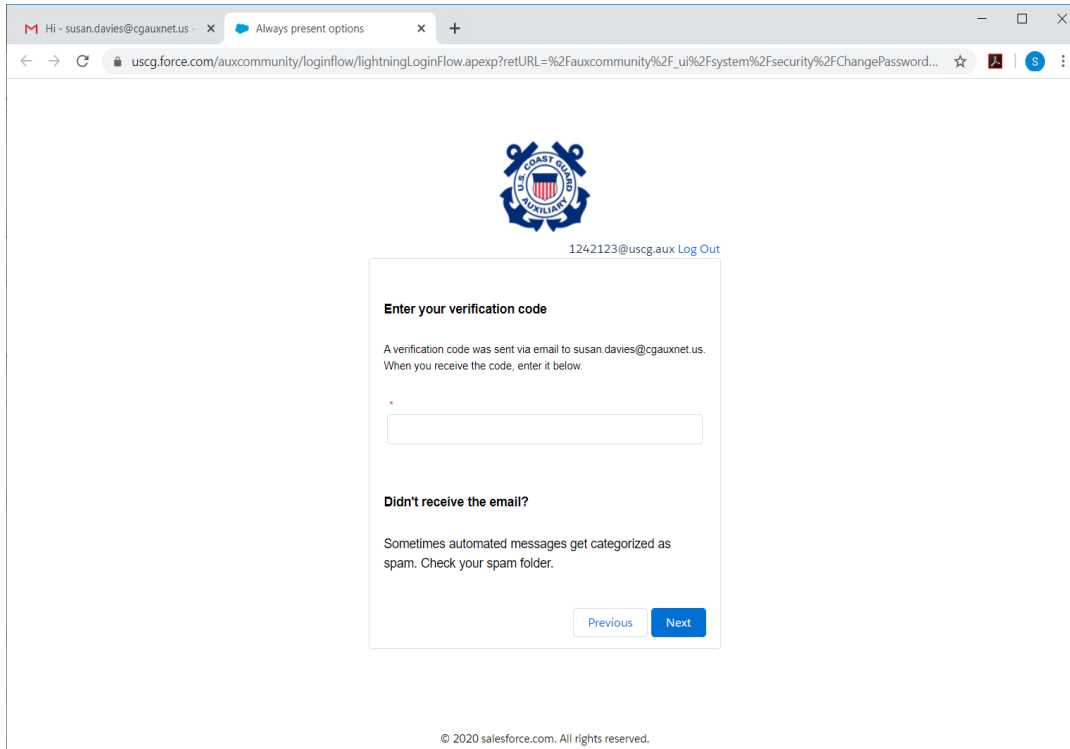
* The recommended app is called “Salesforce Authenticator”, which can be downloaded from the Apple or Android app stores. More information is available at <https://www.salesforce.com/solutions/mobile/app-suite/security/> and in Slides 13 through 18 of this presentation

AUXDATA II Account Activation



- If you select “email” to receive your verification code, you will receive an email from “me” with the subject “Hi – This is your code: xxxxx”
 - Check your spam or junk folder for this email
- The code will be in the subject line and in the body of the message

AUXDATA II Account Activation



The screenshot shows a web browser window with the URL `uscg.force.com/auxcommunity/loginflow/lightningLoginFlow.apexp?retURL=%2Fauxcommunity%2F_ui%2Fsystem%2Fsecurity%2FChangePassword...`. The page features the US Coast Guard Auxiliary logo at the top center. Below the logo, the text "1242123@uscg.aux Log Out" is visible. The main content area is titled "Enter your verification code" and contains the following text: "A verification code was sent via email to susan.davies@cgauxnet.us. When you receive the code, enter it below." Below this text is a single-line text input field. Underneath the input field, there is a section titled "Didn't receive the email?" with the text: "Sometimes automated messages get categorized as spam. Check your spam folder." At the bottom of the form, there are two buttons: "Previous" and "Next". The "Next" button is highlighted in blue. At the very bottom of the page, there is a copyright notice: "© 2020 salesforce.com. All rights reserved."

- This screen will appear asking you to enter your verification code
- You will be sent a one-time verification code to your primary auxiliary email address or mobile device authentication app
 - You will be prompted to enter a new passcode whenever you login to AUXDATA II
- Enter your verification code and click “Next”

AUXDATA II Account Activation

Change Your Password

Enter a new password for 1242123@uscg.aux. Make sure to include at least:

- 10 characters
- 1 letter
- 1 number

* New Password

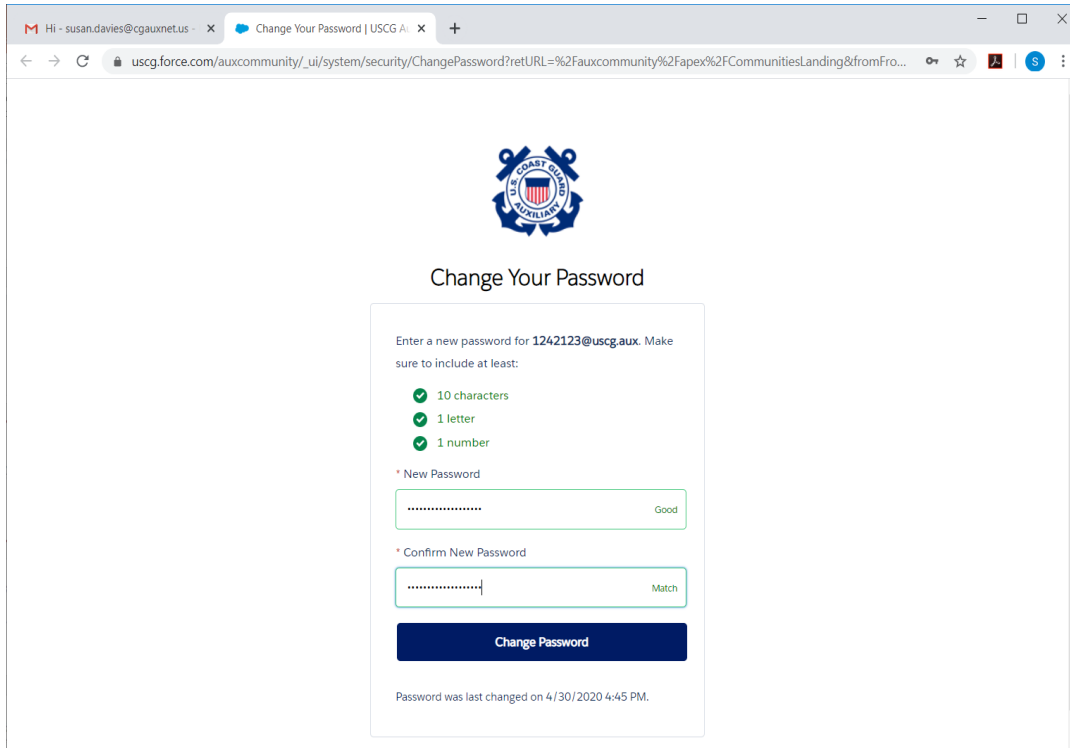
* Confirm New Password

Change Password

Password was last changed on 4/30/2020 4:45 PM.

- You will be prompted to change your password
- Your password must be at least:
 - 10 characters
 - Have at least 1 letter
 - Have at least 1 number

AUXDATA II Account Activation



The screenshot shows a web browser window with the URL `uscg.force.com/auxcommunity/_ui/system/security/ChangePassword?retURL=%2Fauxcommunity%2Fapex%2FCommunitiesLanding&fromFro...`. The page features the US Coast Guard Auxiliary logo at the top center. Below the logo, the heading "Change Your Password" is displayed. The main content area contains a form with the following elements:

- Instruction: "Enter a new password for 1242123@uscg.aux. Make sure to include at least:"
- Requirements list:
 - ✓ 10 characters
 - ✓ 1 letter
 - ✓ 1 number
- Field: "* New Password" with a text input containing masked characters and a "Good" status indicator.
- Field: "* Confirm New Password" with a text input containing masked characters and a "Match" status indicator.
- Button: "Change Password" (dark blue)
- Footer: "Password was last changed on 4/30/2020 4:45 PM."

- Once you have successfully completed entering and confirming your new password, select “Change Password”
 - You will be prompted to change your password every 90 days
 - Every time you login you will be asked to enter a different one-time passcode which you will receive by either email or mobile device

AUXDATA II Account Activation

The screenshot shows a web browser window with the URL uscg.force.com/auxcommunity/s/. The page features a navigation menu with items like Home, Members, Units, Activity Logs, Facilities, Facility Inspections, Requests, Patrol Orders, and More. A large banner image shows a U.S. Coast Guard boat and a person in a red life jacket with 'U.S. COAST GUARD AUXILIARY' on the back. The main heading reads 'Build Skills That Save Lives'. Below the banner, a personalized welcome message says 'WELCOME SUSAN DAVIES!'. The dashboard includes three main sections: 'Activity Logs by Status' with a donut chart showing 6.1M records; 'List of Tasks Grouped by Comp.' with a funnel chart showing 130 records; and 'Current and Next Month Patrol' with a donut chart showing 161 records. A 'QUICK LINKS' section on the right provides access to various resources like the National Website, CGAUXA, and training manuals.

- Upon successful login you will be taken to the AUXDATA II landing page
- **You are now logged into AUXDATA II**
- Bookmark this page for future logins:

<https://uscg.force.com/auxcommunity/s/>

AUXDATA II Account Activation

The screenshot shows the USCG AUXDATA O&M Status Report website. The browser address bar displays "uscg.force.com/auxcommunity/s/". The website header includes navigation links: Home, Members, Units, Activity Logs, Facilities, Facility Inspections, Requests, Patrol Orders, and More. The main banner features a U.S. Coast Guard inflatable boat and a person in a life jacket, with the text "Build Skills That Save Lives". A security warning dialog box is overlaid on the page, asking "Still there?" and stating: "For security, we suspend your session if you're inactive too long. If you don't click Continue Working within 30 seconds, we log you out." The dialog box has "Log Out" and "Continue Working" buttons. Below the dialog, the "Auxiliary Member Dashboard" is visible, showing activity logs, task lists, and patrol status.

Dashboard
Auxiliary Member Dashboard
As of Apr 30, 2020 6:54 AM Viewing as SUSAN DAVIES

Activity Logs by Status

Review Status	Record Count
Open	6.1M
Approved	

List of Tasks Grouped by Comp...

Competency	Record Count
AIR CO-PILOT	31
AIR CREW	15
AIR FIRST PL.	93
AIR OBSER...	15
AIRCRAFT ...	26
Other	

Current and Next Month Patrol ...

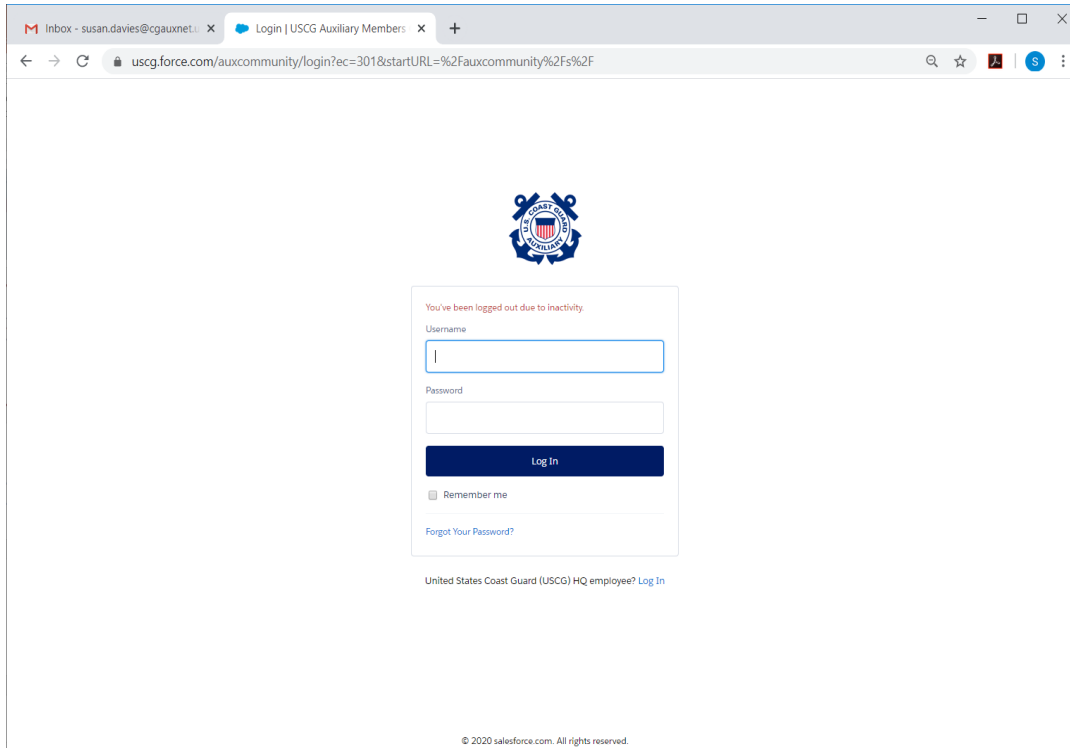
Patrol Type	Record Count
01A: MARIT...	12
02: REGAT...	161
03: NAVIG...	12
22A: OPER...	12
22B: OPS T...	12
Other	

QUICK LINKS

- NATIONAL WEBSITE
Official website of the USCG Auxiliary
- CGAUXA
Official website of the CG Auxiliary Association
- AUXILIARY MANUALS
Auxiliary Policy and Program Manuals
- AUXILIARY ONLINE CLASSROOM
Member Training Portal
- AUXLMS
Auxiliary Learning Management System

- After approximately 30 minutes of inactivity you will be prompted to either continue working or log out
- This notification only stays on the screen for about 30 seconds
- If you do not make a selection you will be logged out automatically

AUXDATA II Account Activation

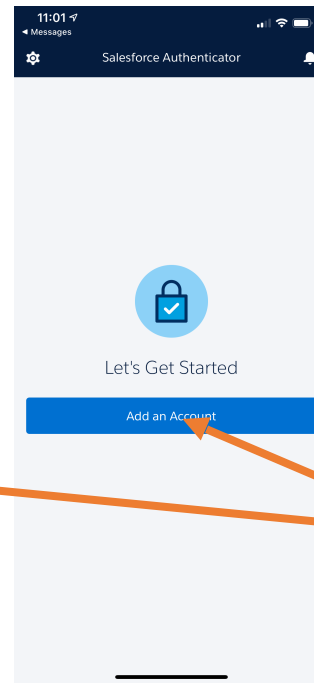
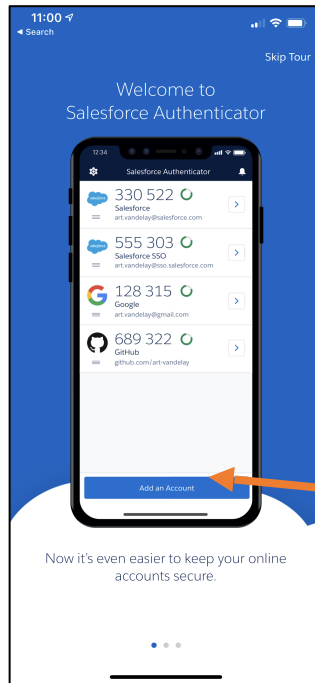
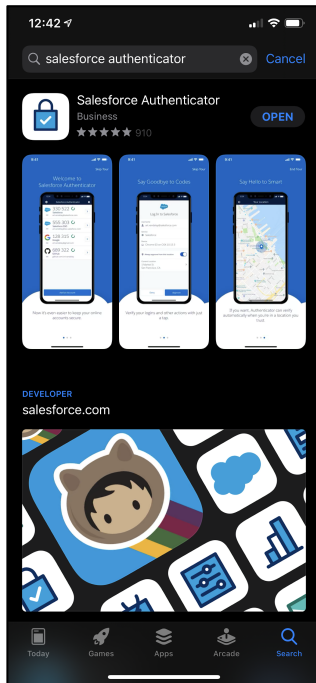


- If you are automatically logged out due to inactivity you will see this screen
- You will need to login again with your AUXDATA II user name (memberid@uscg.aux), password, and a new verification code

AUXDATA II Account Activation

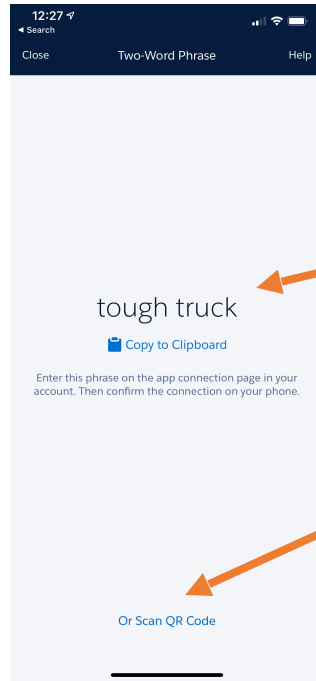
- Can I get an account if I don't have an email address?
 - You need an email address in order to have an account.
- What if I only use text messaging?
 - AUXDATA II is not configured to support text messaging.
- What if I forgot my password?
 - On the login screen at the bottom of the login section select "Forgot Your Password". You will be prompted to change your password. There is no need to submit a Help Desk ticket.
- I haven't been in AUXDATA II in over six months and I can't login or reset my password. What do I do?
 - After 180 days of inactivity accounts are "deactivated" and require an administrator to activate them. Contact your IS Officer who can submit a service request ticket to initiate the process to reactivate your account.

AUXDATA II Account Activation – Mobile Devices



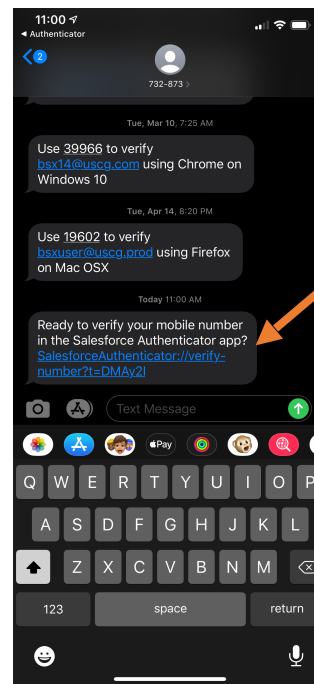
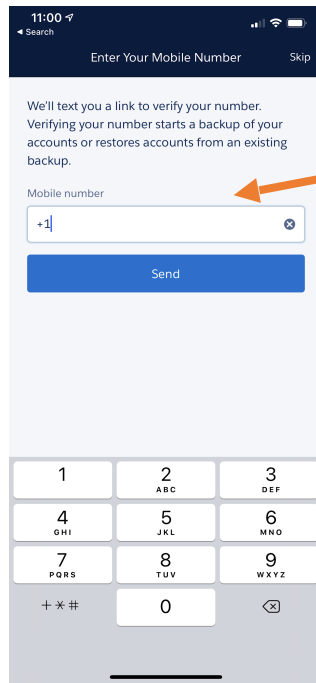
- To set up the Salesforce Authenticator app for your mobile device, go to your app store and look for the Salesforce Authenticator app
- Follow the instructions to download the app
- Click on "Add an Account" at the bottom of the screen

AUXDATA II Account Activation – Mobile Devices



- You will be directed to enter a pass phrase on your browser where you are logging in or scan the QR code displayed on that page

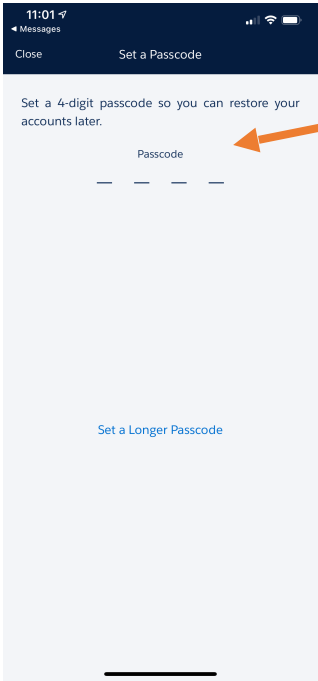
AUXDATA II Account Activation – Mobile Devices



At this point, you will be prompted to enter your phone number

Once you enter your phone number, you will get a text message to verify your phone number for the authenticator app; click on the link provided in the text message

AUXDATA II Account Activation – Mobile Devices



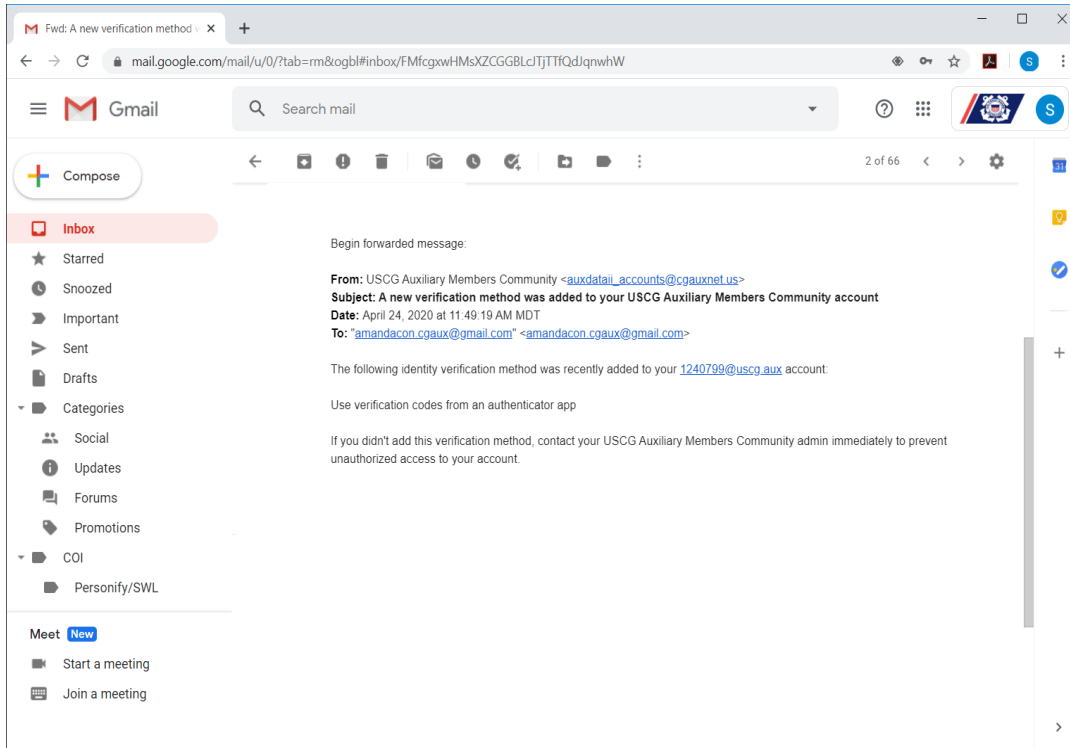
You will then be prompted to enter a 4-digit passcode for account restoration when/if necessary

AUXDATA II Account Activation – Mobile Devices



- When prompted on the AUXDATA II login screen, open the authenticator application on your phone and use the 6 digit number displayed in the app
- The number will time out so make sure the count-down circle is green when you enter the number
- If the number does time out, just enter the number number generated

AUXDATA II Account Activation – Mobile Devices



- Once you have set up Salesforce Authenticator, you will receive an email indicating you set up a new authentication method