1. Starting AuxData II. <u>https://uscg.force.com/auxcommunity/s/</u>

Username	1 Saved Username
Password	
Log	In

- a. Enter your Username. (Member ID@uscg.aux)
- b. Enter your Password. If you don't know your password go to Step #2.a
- c. Click "Log In".
- d. The following will be displayed.



1219582@uscg.aux Log Out

Next

A one-time passcode is required to login. Please select a method for one-time passcode. Send an email to me at john@stuhr.us

- Serio an email to me at joint@stufil.ds
- Use a mobile authenticator app for user

1219582@uscg.aux

- e. Select a one-time passcode sent to your email address or use a mobile authenticator on your Smart phone. Select a one-time passcode sent to your email address if you have not installed the Salesforce Authenticator.
- f. Click on the Link below for a procedure to install and activate the mobile authenticator. <u>https://www.dropbox.com/s/65svvvx35tzk7vs/AUXDATA%20II%202FA%20Guide.docx?dl=0</u>
- g. Click "Next"



1219582@uscg.aux Log Out

Enter Time-Based Token
Enter the token from the authenticator ap on your mobile device
* Complete this field.
Having trouble?
If you can't access your authenticator app, contact your administrator to reset your key.
Previous Next

- h. Enter the "Time-Based Token".
- i. Click "Next".
- j. The AuxData II Home screen should be displayed.



2. Problems Logging In?

a. If you are having problems logging in or you forgot your Password Click on "Forgot Your Password?" on the Login Screen.



Jsername	1 Saved Username
1219582@uscg.aux	
Password	
•••••	
Loį	g In
🗌 Remember me	

United States Coast Guard (USCG) HQ employee? Log In

b. The following will be displayed.



Forgot Your Password

laaraanaa	
Username	
Cancal	Continue
Cancer	Continue

- c. Enter your Username (Member ID@uscg.aux)
- d. Click "Continue".



Check Your Email

Return to Login	
ontact yo	ur administrator.
f you still	can't log in, have us resend the email or
Can't find	the email? Try checking your spam folder.
our pass	vord.
10 10 501	Lyou an email with a link to mish resetting

e. Below is a sample email that you will receive from USCG Auxiliary Members Community. If you don't see the email check your "Junk" and Spam" folders. If can't find the email go to Step #3.

Your password has been reset for USCG Auxiliary Members Community. Go to:

https://uat-uscg.cs32.force.com/auxcommunity/login? c=No5XEbamiKREQiVT.Sf3vZFJVKuWuLjDtj.4hsX5D1CgAVsz745i8zebB6FKPakYvg1JHYIR6xAMrGSuraeewC7hO1rbQRYPBTyCd2GBZ2RKtSsy.tupcUEu5gUUd5pERhA0YpBghcu3eeTyNVW Fx8mpB1QHkbZquXWtWYjGC3bjJnxnVr9v38bgGyK07fgf2SpEQBDpTMosaidYPZ_0cgDk.gHC_w%3D%3D

Thanks, United States Coast Guard (USCG) HQ

- f. Click on the "Link" in the email.
- g. The following screen will be displayed.



Reset your password?

Let's get y	ou set up with a new password.	
	Reset Password	

h. Click on "Reset Password". The following will be displayed.



Change Your Password

0	
0	10 characters
0	1 letter
0	1 number
New	Password

- i. Enter "New Password".
- j. Confirm New Password.
- k. Click "Change Password".
- I. The Auxdata II Home screen should be displayed.
- m. Life is good.

3. Not receiving emails

a. Have a Flotilla member or your FSO-IS officer verify in AuxData II that your primary email address is correct. If it is correct go to Step #4 Customer Support required. Otherwise continue to the next step.

- b. Only DIRAUX can update the primary email address. Send DIRAUX an email at <u>diraux@uscg.mil</u> requesting your primary email address to be updated. Include your Member ID, Name and Email address.
- c. Once your Primary email address is corrected go Step #2.a

4. Customer Support required.

- a. Send an email to <u>Auxdata@acumensolutions.com</u> stating you cannot login to Auxdata II and to Reset your password. Include your Member ID, Name and Email address.
- b. In a day or two you will receive an email from USCG Auxiliary Members Community (Acumen Solutions).
- c. Click on the Link in the email and follow the instruction on the screen.