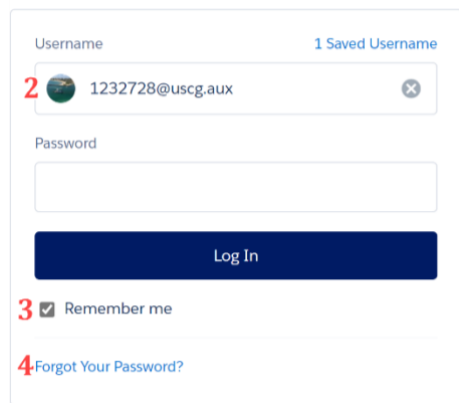


How to Set Up an Account in AUXDATA II

General Info:

- Save this link <https://uscg.experience.crmforce.mil/auxcommunity/s> to your Bookmarks or Favorites, whichever works for your system. This is where you will go every time you access AUXDATA II.
- Add auxcata@acumensolutions.com to your contacts so that when you receive information about updates or changes, the information will NOT be sent to your spam folder.
- Keep a record of your passwords as you will be asked to create a new one every 90 days.

Logging In	
<p>1. Go to the link</p>	<p>Link: https://uscg.experience.crmforce.mil/auxcommunity/s</p>
<p>2. Enter your Username Username: member#@uscg.aux</p> <p>3. Click on the box "Remember me"</p> <p>4. Click on "Forgot Your Password?"</p>	
<p>5. Enter your Username member#@uscg.aux</p> <p>6. Click "Continue"</p>	<p style="text-align: center;">Forgot Your Password</p> <p style="text-align: center;">To reset your password, enter your username.</p> <p style="text-align: center;">Username</p> <p>5 1232728@uscg.aux</p> <p style="text-align: center;">6</p> <p style="text-align: center;">Cancel Continue</p>
<p>7. You'll see a notice that an email was sent</p>	<p>7 Check Your Email</p> <p style="font-size: small;">We've sent you an email with a link to finish resetting your password.</p> <p style="font-size: small;">Can't find the email? Try checking your spam folder.</p> <p style="font-size: small;">If you still can't log in, have us resend the email or contact your administrator.</p>

<p>8. Go to your email and click on the link in your email</p>	<p>Your new USCG Auxiliary Members Community password</p> <p>USCG Auxiliary Members Community <auxdatail_accounts@cgauxnet.us> to me ▾</p> <p>Hi [REDACTED]</p> <p>Your password has been reset for USCG Auxiliary Members Community. Go to:</p> <p>8 https://uscg.force.com/auxcommunity_nc_external/identity/ui/login/ForgotPasswordInterstitial?HemRTEg8wMkd0MDAwMDAwMEhMc1oaDzAwNXQwMDAwMDA0TjZVYjR6_gQ6C4SEKHkgrdI9_TcnajFJWShI9E2fQ_3MJr-gXchlPV&display=page&fnot=202b8f2e-71f0-48e4-a449-703d96285</p> <p>Thanks, United States Coast Guard (USCG) HQ</p>
<p>9. Click "Reset Password"</p>	<p>Reset your password?</p> <p>Let's get you set up with a new password.</p> <p>9 Reset Password</p>
<p>If you have login/password reset issues, and you have checked your spam folder or junk folder, contact Auxdata@acumensolutions.com</p>	
<p>10. Follow steps to set up your password.</p> <p>New Password Confirm New Password Change Password</p>	<p>Change Your Password</p> <p>Enter a new password for 3007059@uscg.aux. Make sure to include at least:</p> <ul style="list-style-type: none"> <input type="radio"/> 10 characters <input type="radio"/> 1 letter <input type="radio"/> 1 number <p>* New Password</p> <p>10 [Input Field]</p> <p>* Confirm New Password</p> <p>[Input Field]</p> <p>Change Password</p>
<p>New screen opens asking for the second level of verification. You have <u>two options</u> to receive your one-time passcode.</p> <p><u>First Option</u></p> <p>11. Select "Send an email" and click "Next"</p>	<p>11 * A one-time passcode is required to login. Please select a method for one-time passcode.</p> <ul style="list-style-type: none"> <input checked="" type="radio"/> Send an email to me at intracoastallife@gmail.com <input type="radio"/> Use a mobile authenticator app for user 1232728@uscg.aux <p>Next</p>

12. A one-time 4 or 5 digit code will be sent to your email. Get the code and enter it into the box and click on "Next".

Enter your verification code

A verification code was sent via email to intracoastallife@gmail.com. When you receive the code, enter it below.

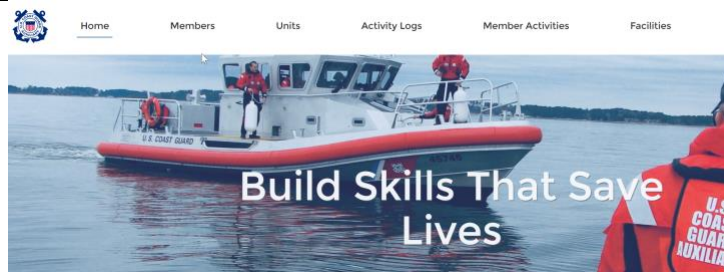
12 ↓

Didn't receive the email?

Sometimes automated messages get categorized as spam. Check your spam folder.

[Previous](#) [Next](#)

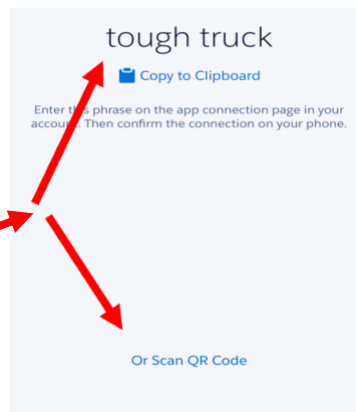
13. You will now see the home page of AuxData II. You're in the system 😊



Second Option

Set up the authenticator app on your phone:

1. Download Salesforce Authenticator on your phone from the App Store. You may be asked to set up a 4-digit code.
2. When screen changes, select Add an Account
3. Screen opens with a two-word phrase and the option to Scan QR Code – don't do anything on this page on your phone just yet



4. Open AD2 on your computer - when asked for your one-time passcode method - select "Use a mobile authenticator app..."

5. A QR code will appear
6. Go back to your phone and select the option to scan the QR code and

1

* A one-time passcode is required to login. Please select a method for one-time passcode.

Send an email to me at intracoastallife@gmail.com

Use a mobile authenticator app for user 1232728@uscg.aux

[Next](#)

use your phone to scan the QR code that is showing on your computer screen

7. Your app is now ready

If you can't scan and want to use the two- word phrase instead:

1) log in to AD2 and select "A one-time passcode..."

2) enter the two-word phrase showing on your phone

Enter Time-Based Token

Enter the token from the authenticator ap on your mobile device

2 enter the code sent to the App

Having trouble?

If you can't access your authenticator app, contact your administrator to reset your key.

[Previous](#) [Next](#)

3. You will now see the home page of AuxData II. You're in the system

