

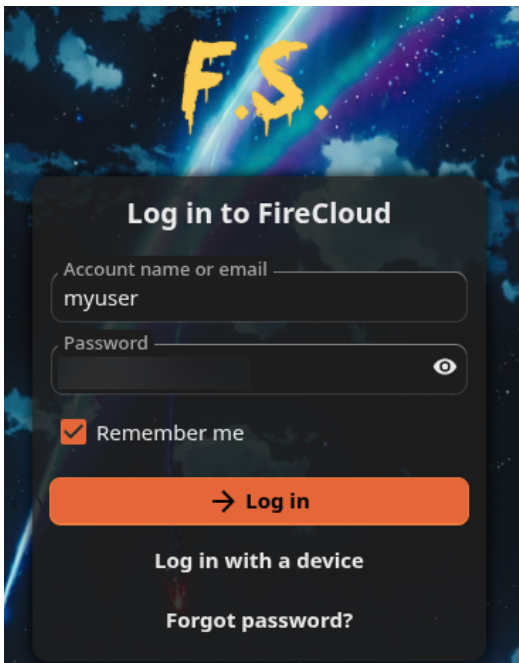
First-time Login

Logging In

Access to Nextcloud requires a Firehawk-Systems account

If you don't have a Firehawk-Systems account, follow this process <https://knowledge.firehawk-systems.com/books/managing-your-account/page/requesting-an-account>

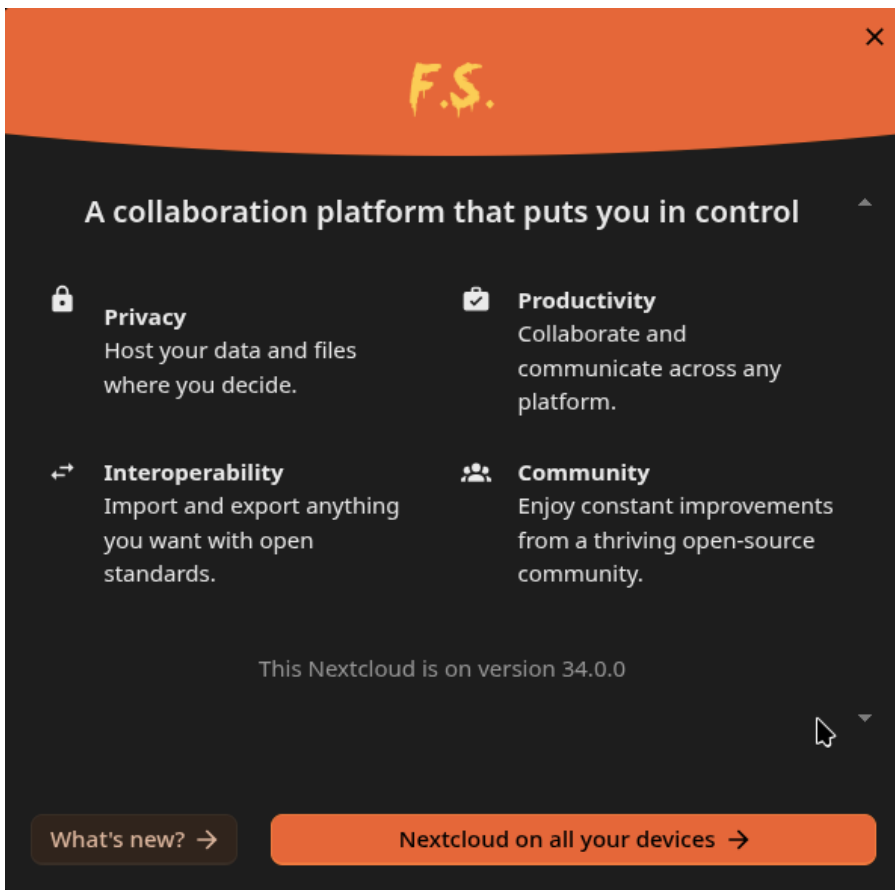
To login to Nextcloud, navigate to <https://cloud.firehawk-systems.com>, and use your Firehawk-Systems account credentials



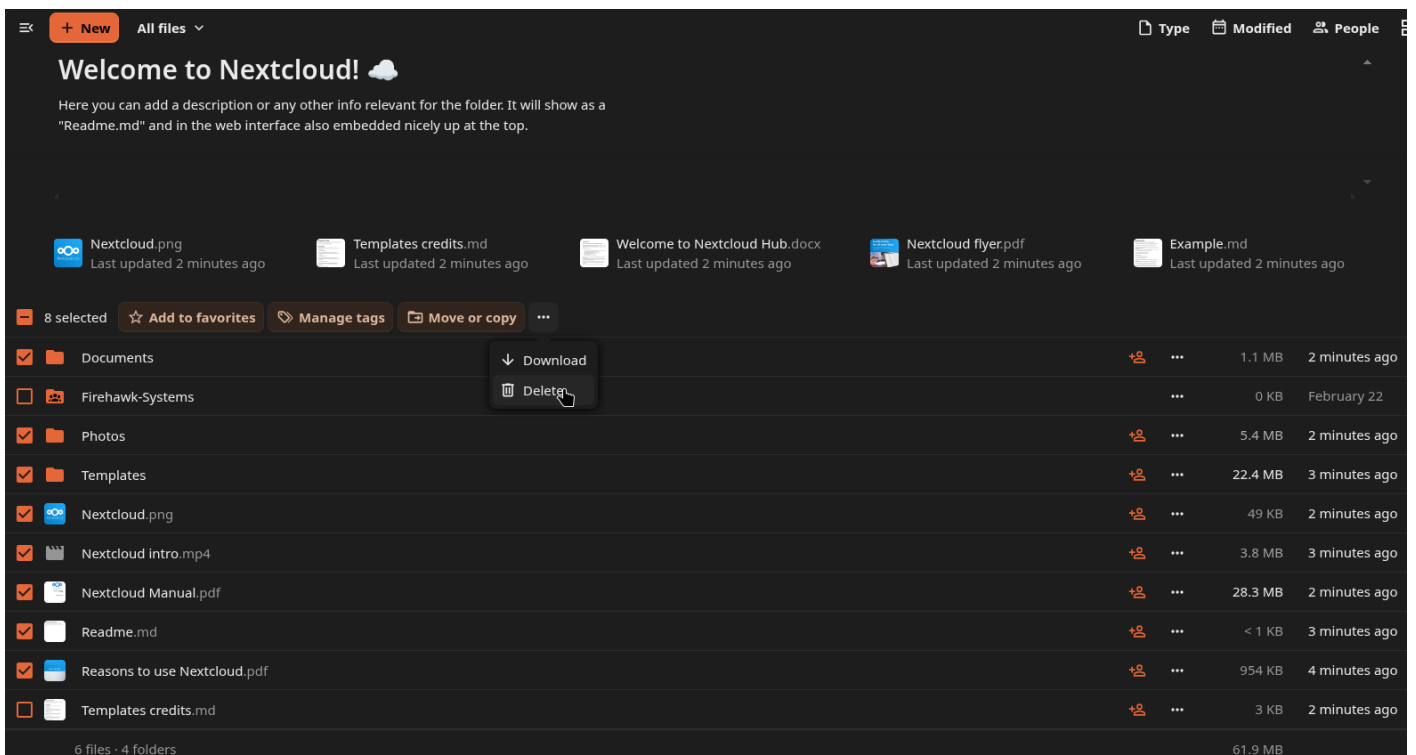
When logging in for the first time, it may take several minutes for your account to be set up

If you cannot login, email support@firehawk-systems.com with the title "REQUEST - Nextcloud Access: <my username>"

When your account is ready, you'll be greeted with a intro popup. You can just close it.



You initial set of files will include numerous template files. You can delete them as shown below

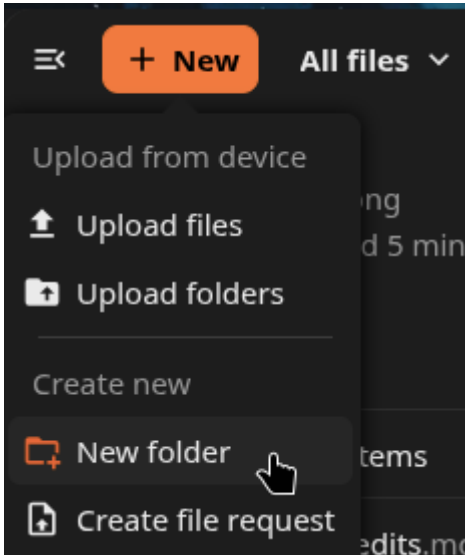


Creating Folders

To avoid future confusion, do the following now:

- Create a Documents folder
- Create a Downloads folder
- Create a Pictures folder
- Create a Videos folder

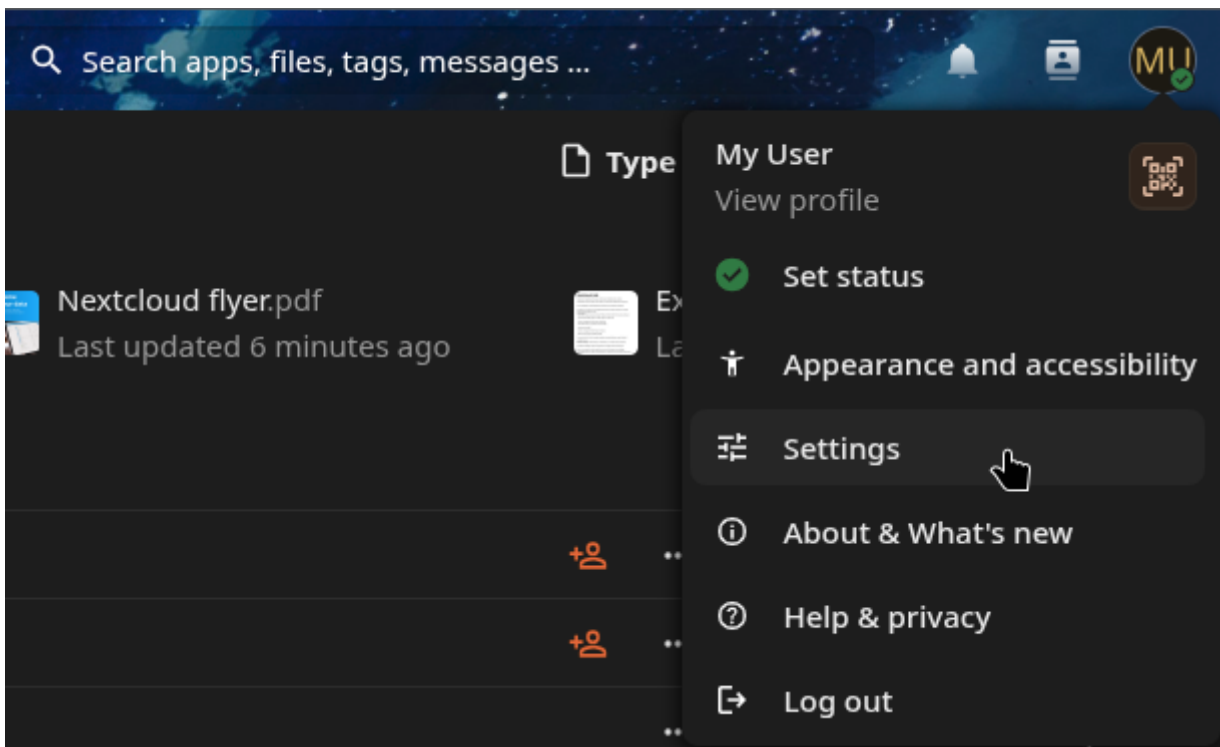
Folders can be created by clicking the "+ New" button then selecting "New Folder"



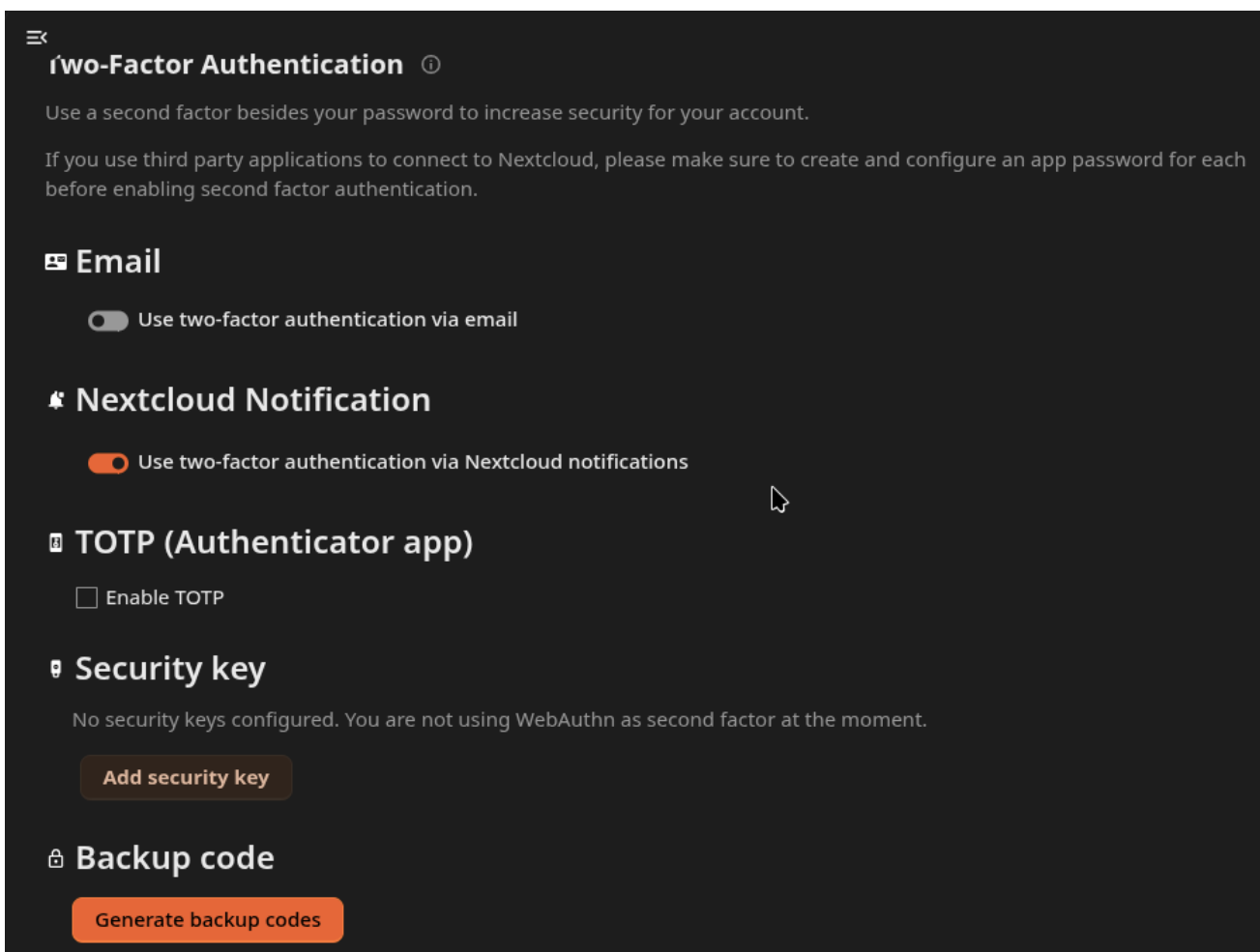
Configuring Two-Factor Authentication (TFA)

As Nextcloud may contain your private data, you should always secure it with TFA

Click on your user icon then click "Settings"



From the Settings menu, click on "Security"



Always check "Use two-factor authentication via Nextcloud notifications". Once you set up Nextcloud on your mobile devices, you can use that to approve new logins to Nextcloud.

Email TFA

To use email as your TFA method, click on the "Use two-factor authentication via email" button. An email containing a link will be sent.

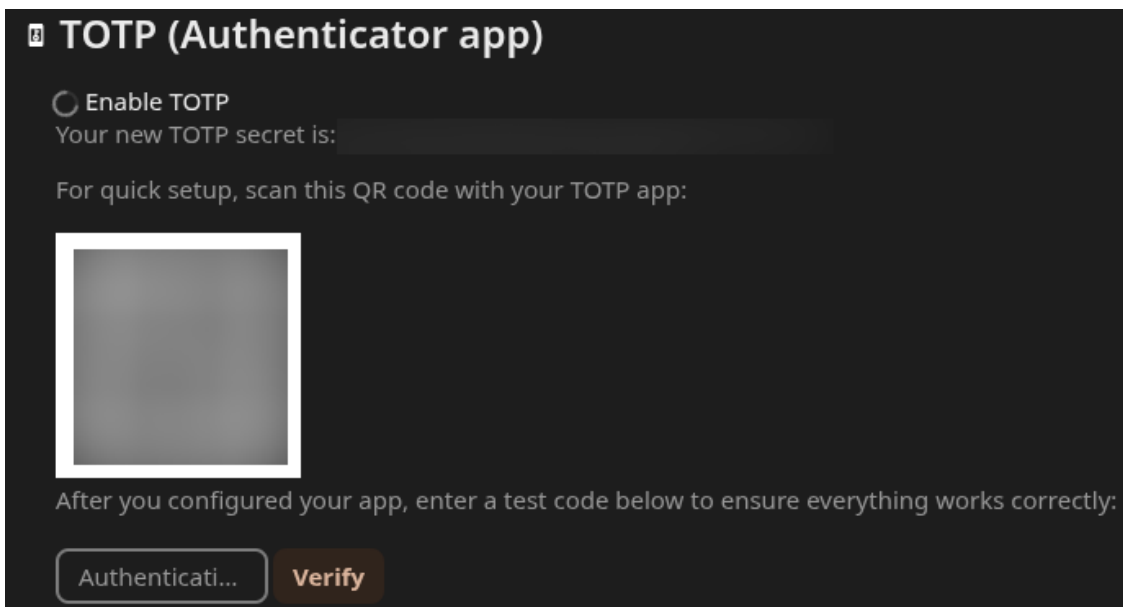
When the link is opened, email TFA will be complete.

TOTP TFA

We recommend using Firehawk-Systems Bitwarden for TOTP, see here:

<https://knowledge.firehawk-systems.com/books/bitwarden/page/account-setup>

To use TOTP as your TFA method, click on the "Enable TOTP" button. A QR code will be created, which you can scan with your TFA app, then input the 6-digit code it generates to complete the setup.



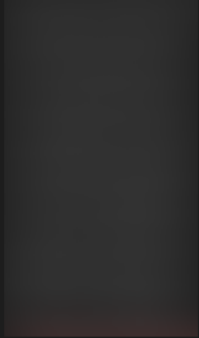
TFA Recovery Codes

Recovery codes for TFA always important, save them in a safe place

To set up TFA Backup/Recovery codes, click the "Generate backup codes" button. Save the generated codes with the "Save backup codes" button, or copying them manually.

🔒 Backup code

These are your backup codes. Please save and/or print them as you will not be able to read the codes again later.



Regenerate backup codes

Print backup codes

Save backup codes

If you regenerate backup codes, you automatically invalidate old codes.

You have completed the Nextcloud First-time Login

Revision #1

Created 2026-09-12 11:12:36 UTC by The Firehawk

Updated 2026-09-12 11:37:16 UTC by The Firehawk