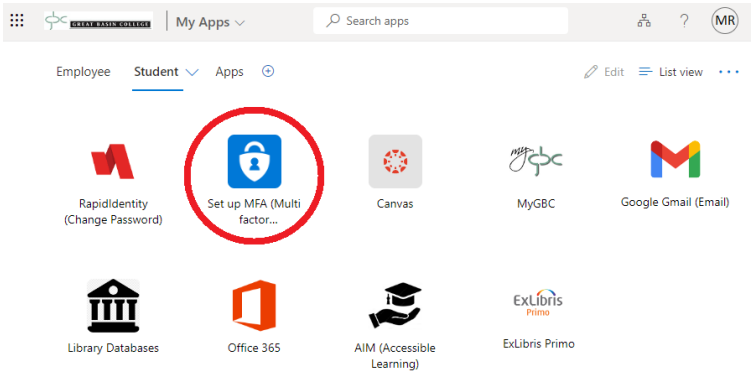
Setting up MFA (multi factor authentication) for employees & students:

Starting January 1, 2023 for employees and February 1, 2023 for students, MFA (multi factor authentication) will be required when signing into most GBC computer accounts. Please set up as soon as possible and set up multiple methods to avoid getting locked out.

Setting up MFA

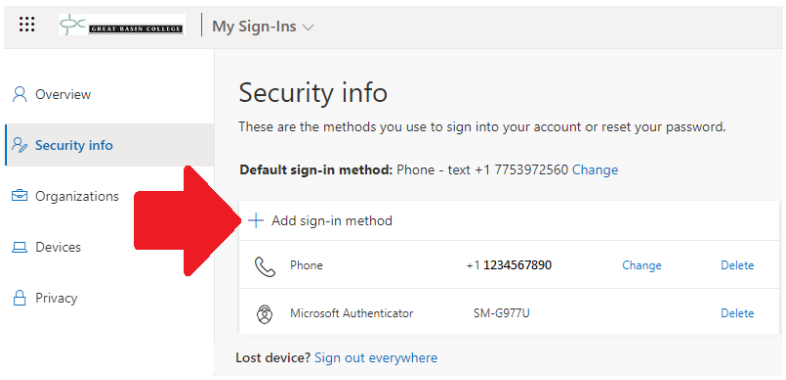
1. Please use the Myapps portal to sign in using your GBC student or employee email.
   https://www.gbcnv.edu/myapps/

Select the “Set up MFA…” shortcut:



You may add your initial or additional MFA options by selecting the “Set MFA…” shortcut

Select the “+ Add sign-in method”, process will look similar to step 4.



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The following methods may be used for MFA:

- Microsoft Authenticator app (smart phone, if available)
- Text message or voice call to cell phone (voice available for personal landline)
- Alternative phone (personal landline or cellular voice call)
- Office phone (Work landline or cellular voice call)
- OTP (one-time password), alternative method using Microsoft Authenticator app or other 3rd party app. We cannot guarantee that 3rd party apps will work property.

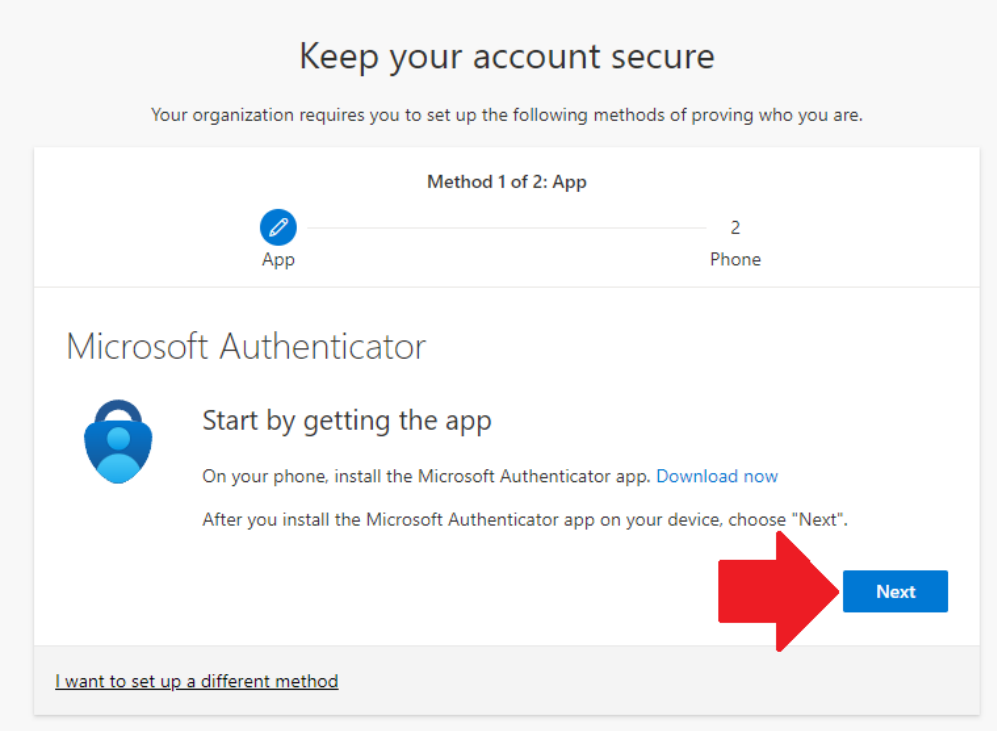
If available, consider using the free Microsoft Authenticator using a smart phone and follow the prompts to scan your QR code or enter it manually. Using the app may require camera, location, notification or other device permissions to function correctly; data rates may apply to download application and use this service. Additional information on the app is available from Microsoft by clicking here.

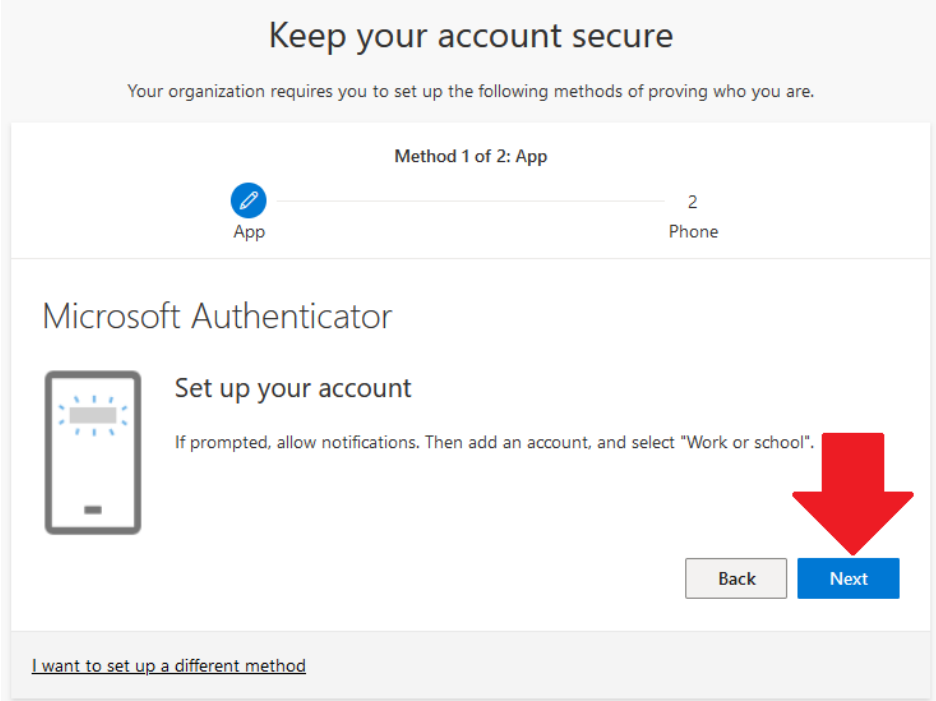
If you previously registered your account onto a smart device with the Microsoft Authenticator app and attempting to set up again, you must remove your account from the app or it will fail to register when setting with QR or manual code!

If requested at login, please set up your MFA method:

2. If using the Microsoft Authenticator, select “next” and follow the on screen instructions.

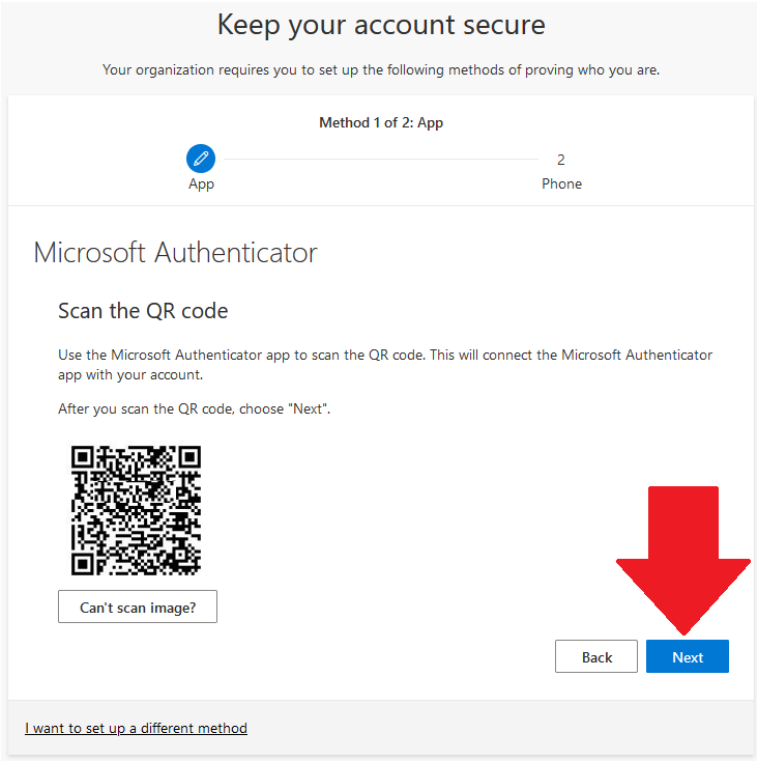
   If a smart phone is not available, please click the “I want to setup a different method” and skip to step 4:



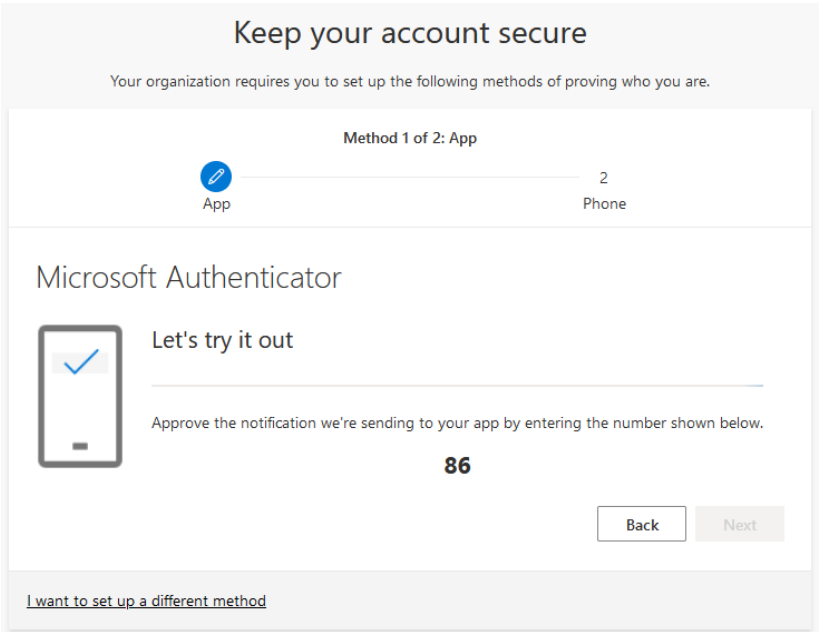


3. Once downloaded, open and click on plus “+” within the app to sign to and add account.

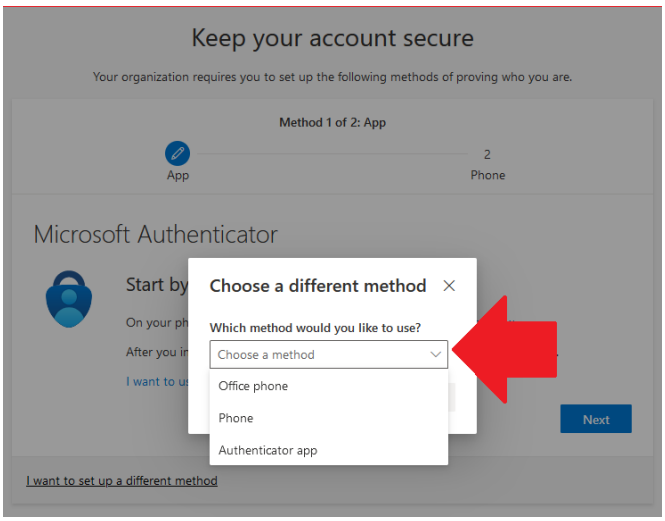
   This may look different between Android and Apple app versions. When adding account, choose “Work or school account” and scan the QR code or enter the code manually. Select “Next” after adding:



Enter the 2 digit code provided on your smart phone within the Microsoft Authenticator app:



4. If the Microsoft Authenticator app is not available or preferred, you may set up MFA using a text or voice call. Please select the “I want to set up a different method” and select “Phone” or “Office” and enter the phone number.

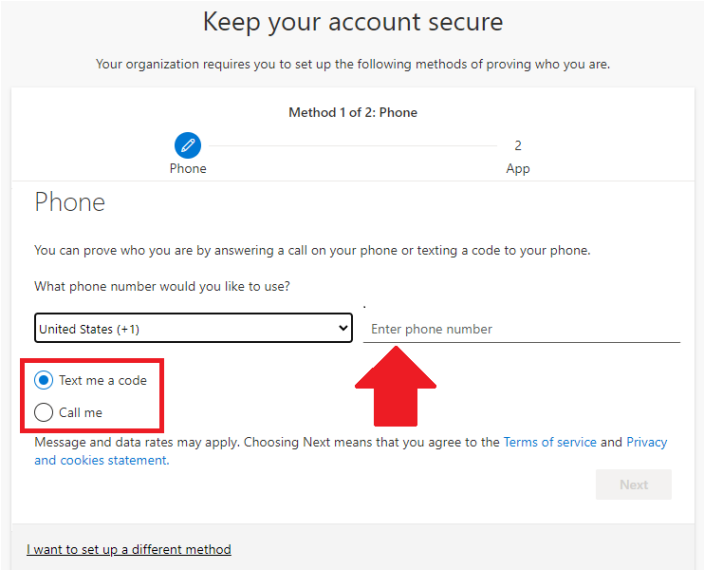


- You may use a personal mobile or landline instead, although SMS texting is ONLY available for the “Phone” option

- If using text message, select “Phone” then “text me a code”, followed by the phone number you want to receive the text from. You will receive a 6 digit code that you will need to verify on the next screen.

- If using a voice call, select “Phone” then “call me”, you will receive a phone call from Microsoft, enter # to confirm the phone number.

- If using a work phone, select “Office” and enter work number



5. When logging into your account, you will be able to choose from a list of methods you created.

    - Depending on which device you log in from, it may remember your last method and automatically choose it. You can always change it to use another method from your list.

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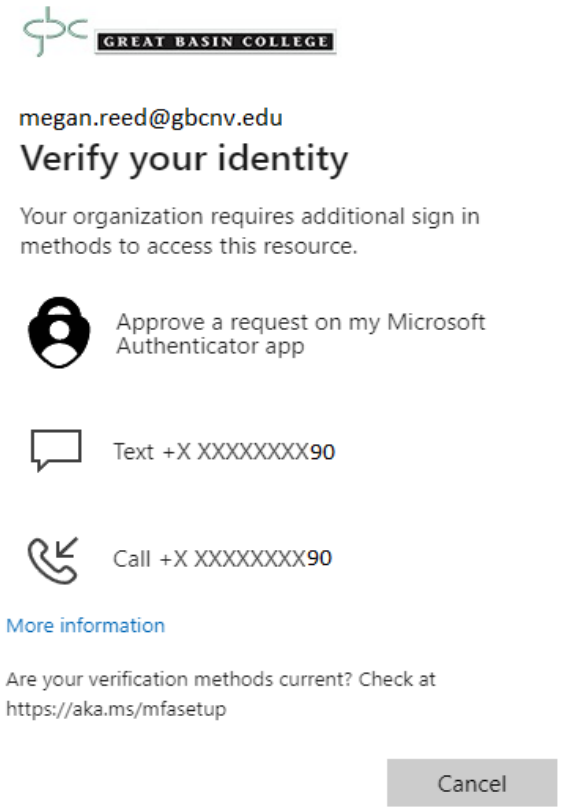
    - Mobile apps, such as Gmail and Office 365, may request you to answer your MFA at first login and when you change your password.



If you are having trouble setting up MFA or need to have your MFA reset, please contact the Helpdesk at 775-327-2170 or by emailing helpdesk@gbcnv.edu.