

## 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.

> III of GITAT DASINGOULOGE My Sign-Ins ~ Q Overview Security info These are the methods you use to sign into your account or reset your password. 𝒫 Security info Default sign-in method: Phone - text +1 7753972560 Change 🖻 Organizations + Add sign-in method Devices S Phone +1 1234567890 Change Delete A Privacy Microsoft Authenticator SM-G977U Delete Lost device? Sign out everywhere

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 3<sup>rd</sup> party app. We cannot guarantee that 3<sup>rd</sup> 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 <u>here</u>.

## Get the app on your phone

Scan the QR code with your Android or IOS mobile device.







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:

Keep your account secure				
Your organization requires you to set up the following methods of proving who you are.				
Method 1 of 2: App				
	Арр	2 Phone		
Microso	oft Authenticator			
	Start by getting the app			
	On your phone, install the Microsof	Authenticator app. Download now		
	After you install the Microsoft Authors	enticator app on your device, choose "Next".		
l want to set up	p a different method			
Keep your account secure				
Yo	ur organization requires you to set up th	e following methods of proving who you are.		
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Vo Microso	ur organization requires you to set up th Method App Oft Authenticator Set up your account If prompted, allow notifications. Then	e following methods of proving who you are.		

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:

Keep your account secure				
Your organization requires you to set up the following methods of proving who you are.				
Method 1 of 2: App				
	2 Phone			
Microsoft Authenticator				
Scan the QR code				
Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account.				
After you scan the QR code, choose "Next".				
Can't scan image?				
	Back Next			
l want to set up a different method				

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

Keep your account secure				
Your organization requires you to set up the following methods of proving who you are.				
	Method 1 of 2: App			
Дрр	2 Phone			
Microsoft Authentic	ator			
Let's try it out	:			
Approve the notificat	tion we're sending to your app by entering the number shown below. ${f 86}$			
	Back Next			
I want to set up a different method				

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.

Your organization r	Ceep your account secure
	Method 1 of 2: App
App Microsoft Authe	Phone
Start by	Choose a different method ×
On your ph After you in	Which method would you like to use? Choose a method
i want to u	Phone Next
<u>l want to set up a different met</u>	Authenticator app

- 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

Keep your account secure				
Your organization requires you to set up the	e following methods of proving who you are.			
Method 1 of 2: Phone				
Phone	2 Арр			
Phone				
You can prove who you are by answering a call on you What phone number would you like to use? United States (+1)	r phone or texting a code to your phone. Enter phone number			
Text me a code     Call me Message and data rates may apply. Choosing Next me and cookies statement.	ans that you agree to the Terms of service and Privacy Next			
I want to set up a different method				

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



megan.reed@gbcnv.edu Verify your identity				
Your organization requires additional sign in methods to access this resource.				
0	Approve a request on my Authenticator app	Microsoft		
$\Box$	Text +X XXXXXXX <b>90</b>			
R	Call +X XXXXXXXX90			
More information				
Are your verification methods current? Check at https://aka.ms/mfasetup				
		Cancel		

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.