



Setup MFA methods as a new user

This tutorial will show you how to setup your MFA methods as a new user

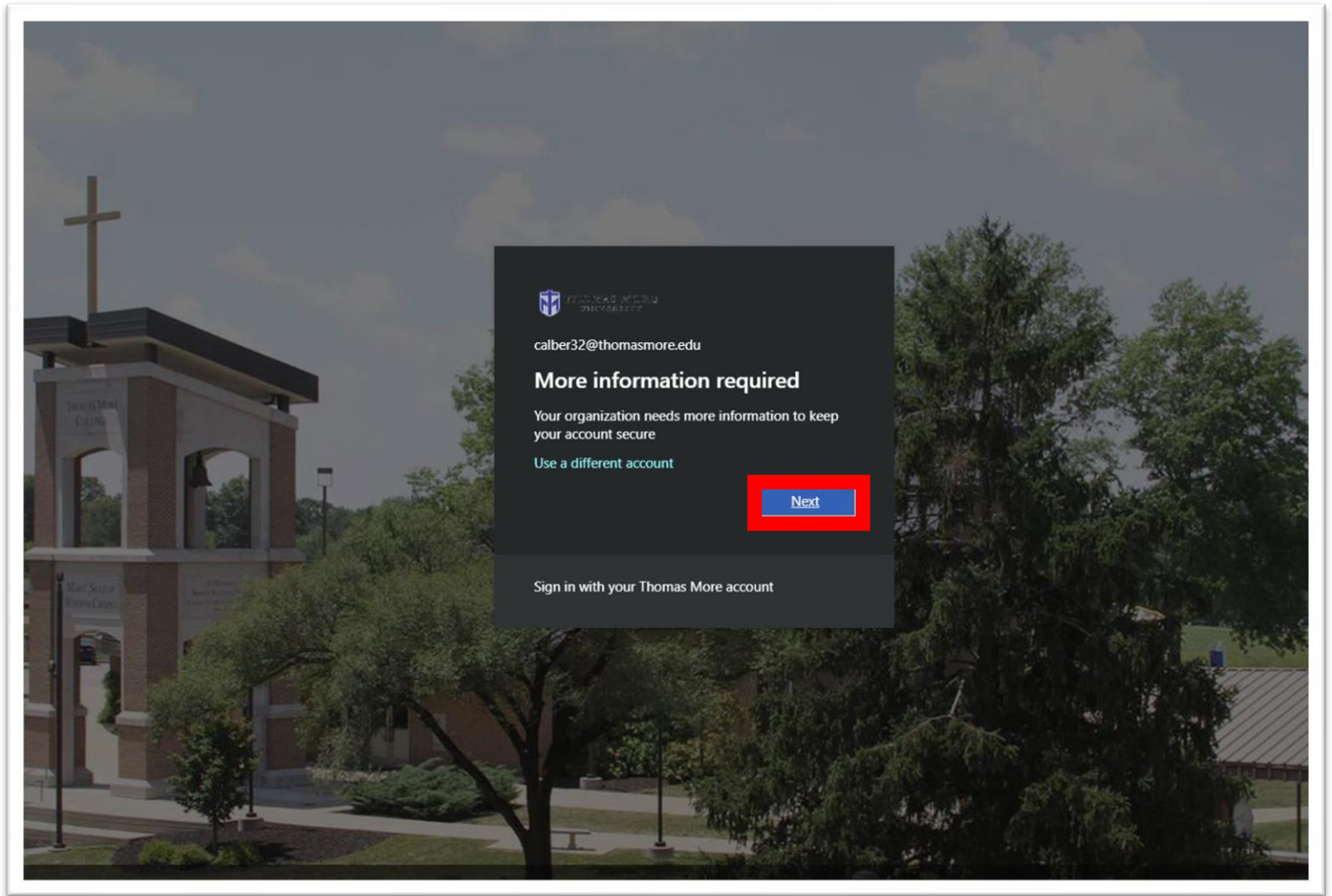
Note: When you sign in you'll go through Multi Factor Authentication, MFA, which is the extra security step of needing a second piece of information (factor) in addition to your password when logging into secure sites. Everyone should be familiar with MFA as it is becoming increasingly common across the web, especially with banking/financial websites. Usually the second factor in MFA will be a passcode sent to your phone as a text message or to an alternate email address. There are also authenticator apps that can be used as well. Microsoft and Google authenticator apps can be downloaded from app stores.

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Select "re-enter my password" and enter your password where prompted	3
Now select "Set it up now" to set up your preferred method for MFA whether that's your personal phone number or email	4
For example, enter the phone number you would like to use and then select "text me" or "call me" to verify that phone number and once you've done one or the other select "verify"	5
Once you've set up either a personal phone number or email then select "finish"	6

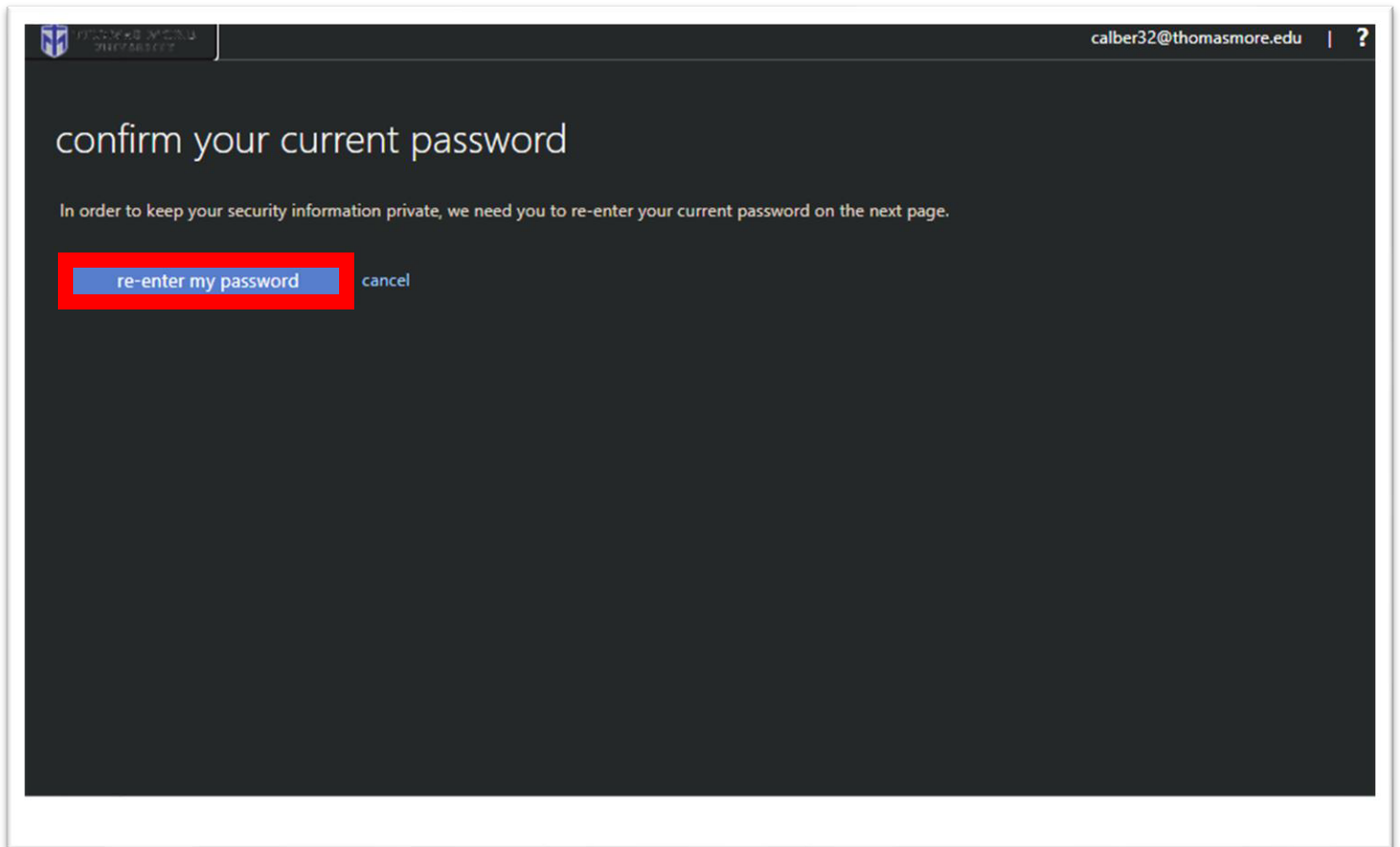
If you need any assistance please contact the IT Helpdesk in one of the following ways.
Browse to www.helpdesk.thomasmore.edu, call 859-344-3646, email helpdeskticket@thomasmore.edu, or stop by the Computer Center on the lower level of the administration building.

Sign into your email, and this screen will appear; you will need to select "Next"



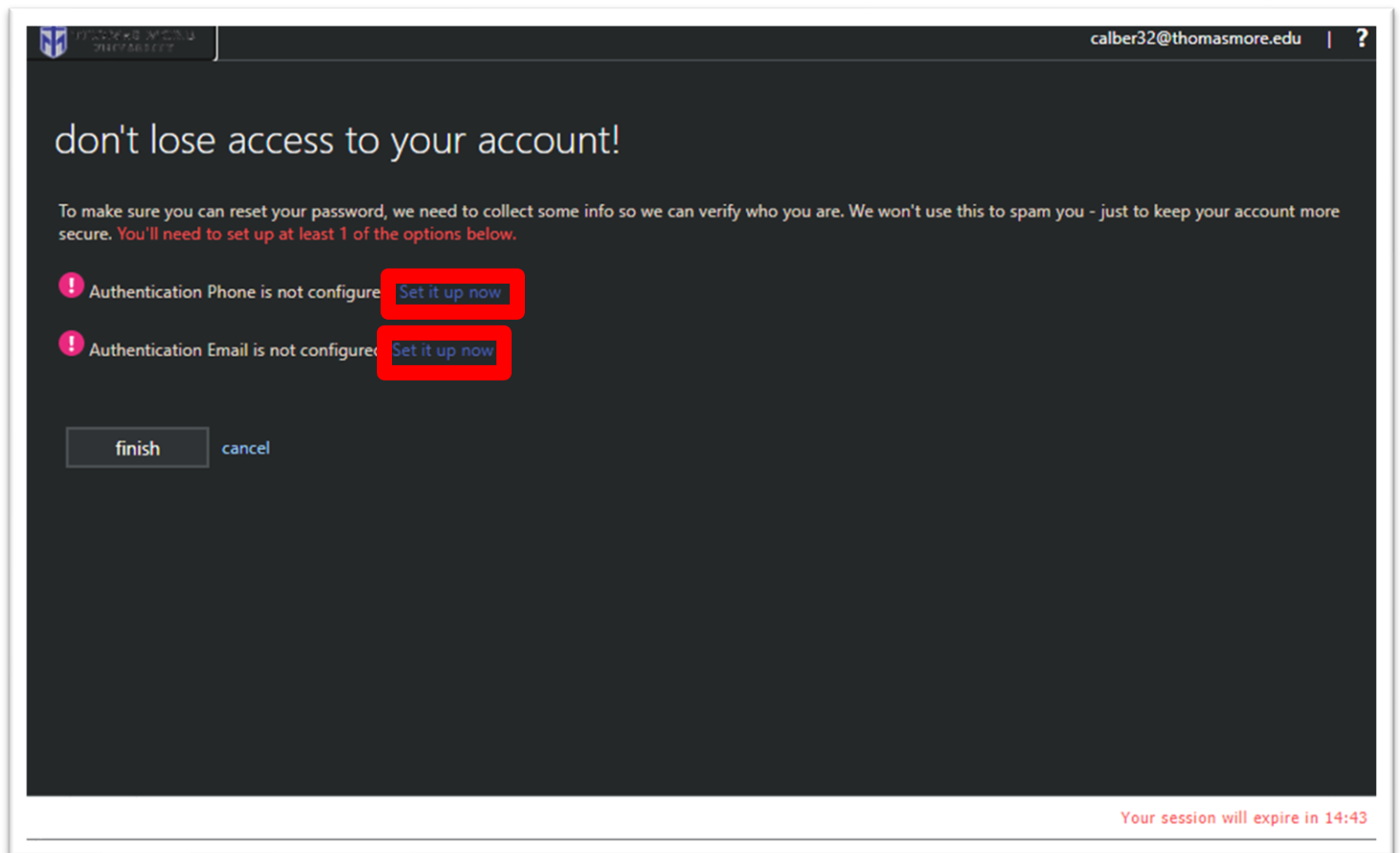
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don't lose access to your account!

Please verify your authentication phone number below.

Authentication phone

United States (+1)

8596522196

text me call me

We've sent a text message containing a verification code to your phone.

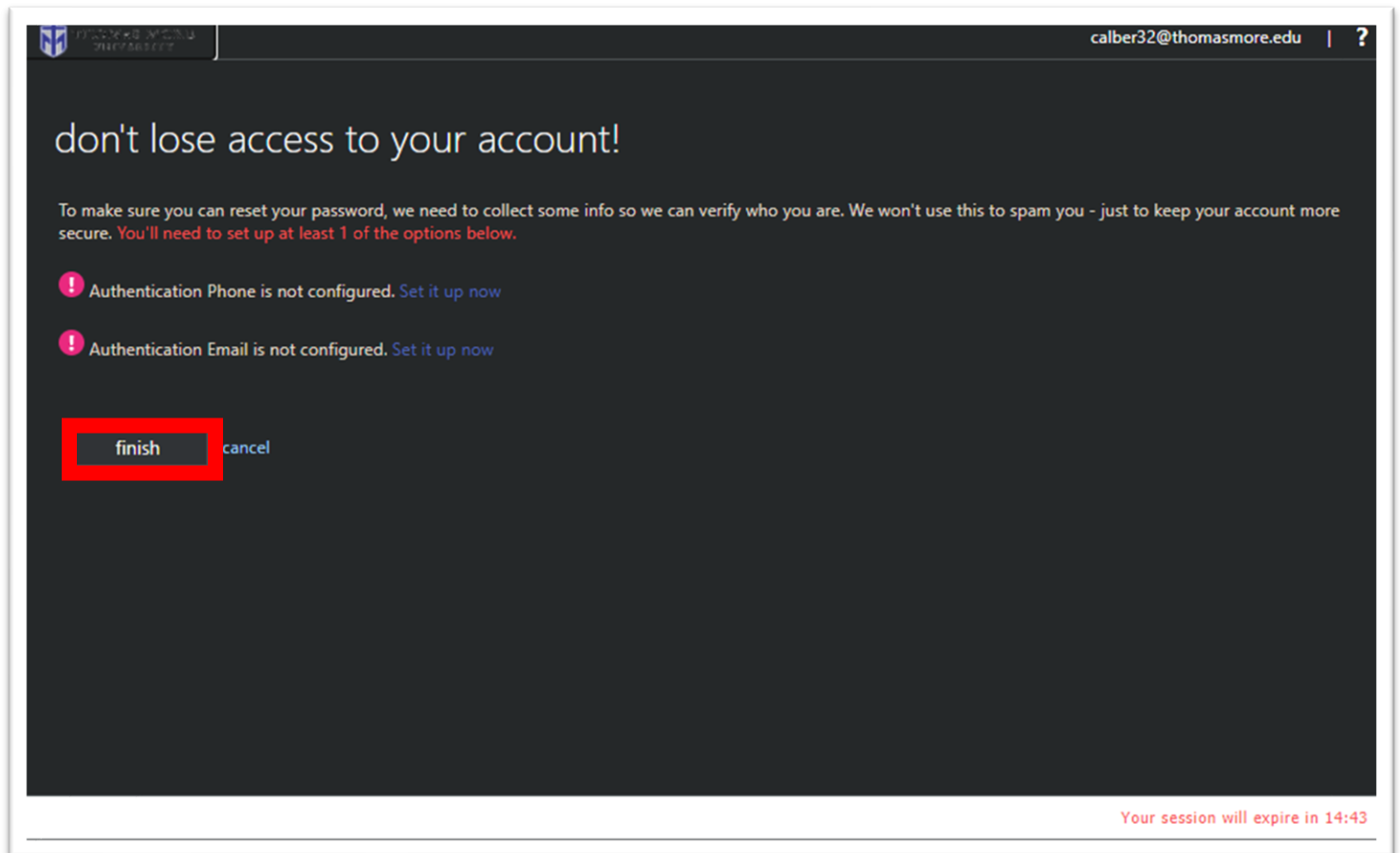
verify try again

back

Your session will expire in 14:38

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