

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

Starting December 23rd 2024, MFA (multi factor authentication) will no longer support text messaging for authorization. Multi-factor is required when signing into GBC resources.

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 additional MFA options by selecting the "Set MFA..." shortcut Select the "+ Add sign-in method", process will look similar to step 4.

Sector Extension of the My Sign-Ins V					
A Overview	Security info				
ℜ Security info ℜ Organizations	Default sign-in method: Phone - text +1 7753972560 Change				
Organizations	+ Add sign-in method				
🖵 Devices	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)
- Office phone (Work landline)
- 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 due to many different variations of software and hardware.
- Authorized USB token key (purchased at bookstore or on Amazon)

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.



You	Keep your	account secure p the following methods of proving who you are.
	Meth App	od 1 of 2: App 2 Phone
Microso	oft Authenticator Set up your account If prompted, allow notifications. T	hen add an account, and select "Work or school". Back Next
<u>l want to set up</u>	o a different method	

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 Authenticator				
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. Although 3rd party options are available, we cannot guarantee they will work as there are many variations of applications and devices.

If you would like to setup a 3rd part authentication application or an Android/Apple mobile device as your passkey, please visit the following for directions: <u>https://learn.microsoft.com/en-us/entra/identity/authentication/how-to-register-passkey-authenticator?tabs=i0</u>

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.