

FIRST TIME SETTING UP MFA

Go to www.vernoncollege.edu. Do not click on any book marks or saved windows from the past. **Since the new system most of everything has updated with a new link.**

1. On the VC homepage (www.vernoncollege.edu) click either Canvas, MyVC or the envelope for student email.



2. You will be asked to sign in to all accounts with your username. Your username is your student email for all three sites. Your student email will be firstname.lastname@st.vctx.edu
3. You will need to check with your Student Success Specialist or Admissions if you don't know your student email.

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Sign in

youremailaddress@student.vernoncollege.edu


[Can't access your account?](#)

Next


4. Your password is Chaps#XXXX with the XXXX being the last 4 digits of your student ID number. If you do not know your student ID number you will have to contact Admissions or your Student Success Advisor to obtain it.
5. Once you enter your password and hit enter the next box will say:


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Install Microsoft Authenticator



Install the app on your mobile device, then come back here to continue.

 GET IT ON
Google Play


 Download on the
App Store

[Set up a different authentication app](#)


[Set up a different way to sign in](#)

[Next](#)

6. After hitting next, you will get this message:

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Set up your account in app



If prompted, allow notifications. Then add an account, and select **Work** or **school**.

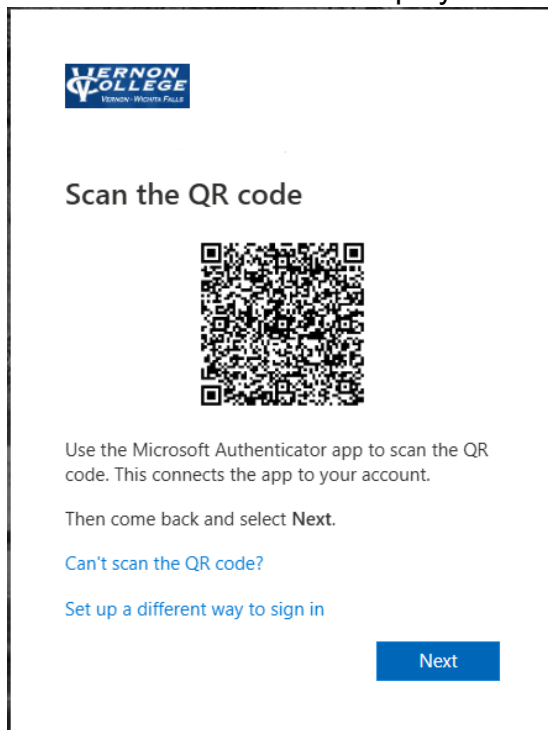
[Set up a different way to sign in](#)

[Next](#)

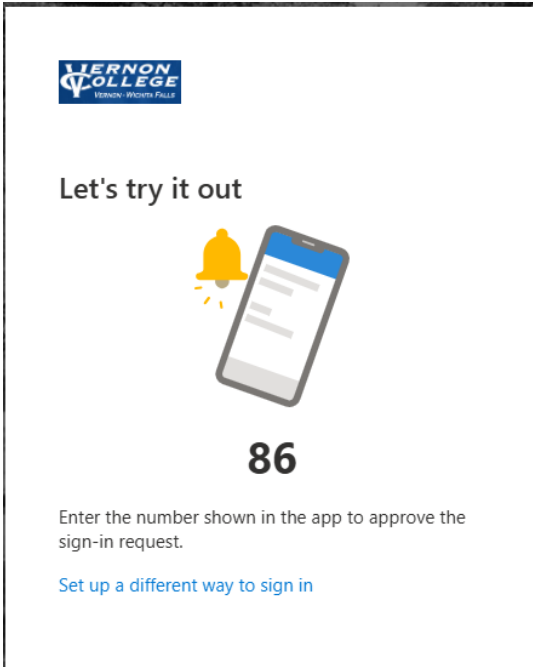
7. You will **STOP** there on your computer and get on your phone.
8. In the store app on your phone find the MFA app and download it. **It looks like screenshot #3**
9. Once it downloads hit "Open".
10. The app will ask you to add device or scan QR Code.

You will choose scan QR code. It has a QR code option at the bottom righthand side.

11. Now jump back to your computer screen and hit **NEXT**.
12. The QR code should be displayed.

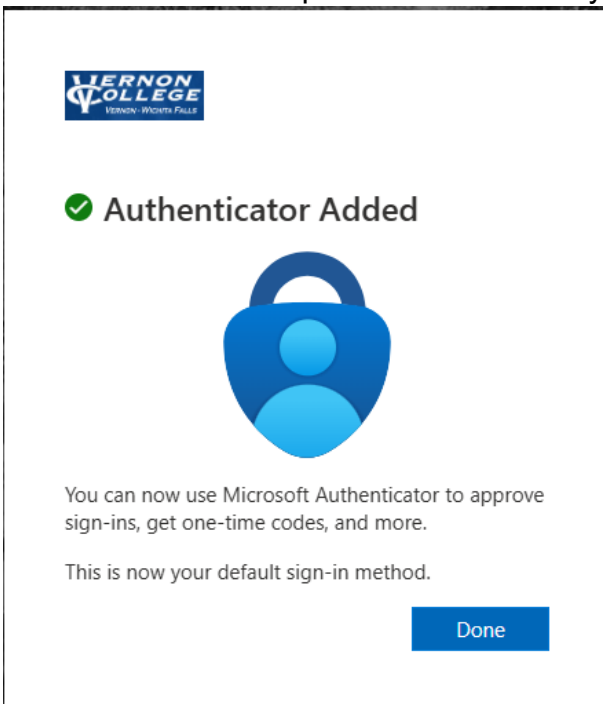


13. Scan the QR code with your phone (it is time sensitive). After it scans hit **NEXT** on your computer.
A 2 digit code should display on your computer screen.



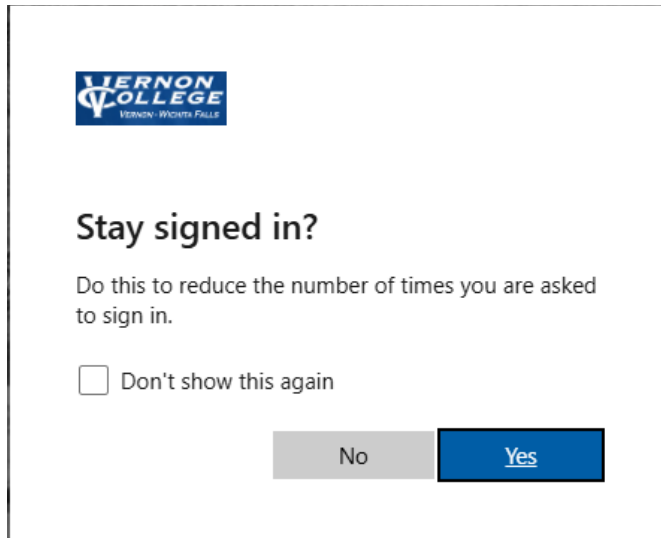
After it displays **YOUR PHONE** should get an **"Approve sign on"** notification.

14. Click it and enter the 2 digits that are displaying on your computer. Once it APPROVES the computer should now say



Click **DONE**

15. You should get the following message after clicking **DONE**



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Stay signed in?

Do this to reduce the number of times you are asked to sign in.

Don't show this again

No Yes

If it is a SHARED computer click NO. If it is your personal click YES. Your account should open after this step is done.

YOUR COMPUTER IS NOW SET UP.

16. NOW JUMP BACK TO YOUR PHONE 😊

- You should still be in the Microsoft Authenticator app.
- At the bottom left there is a Home button in the app. When you click that it will take you to the apps home page.
- At the top you should see your student email with a right arrow button.
- When you click the right arrow button you will see 6 digits pop up. Right below the 6 digits if it says “register device or Enable passwordless sign in” click on it and enter your student credentials to sign in.
- It will ask if you want to register device- Click REGISTER. It will load then give you a finish button or take you to the MFA home page. After this step your account should be set up.

If you **change your phone number or change devices** you will have to submit a help ticket here: <https://www.vernoncollege.edu/sts> to get your Microsoft Authenticator app reset.

If you are still having issues with setting up Microsoft Authenticator (MFA) please follow the steps below to submit a help ticket:

- Go to <https://www.vernoncollege.edu/sts>
- Fill out the help ticket. Give as much info as possible.
- We will contact you through **PERSONAL** email first then by phone.