

# How to Set Up Multi-Factor Authentication (MFA)

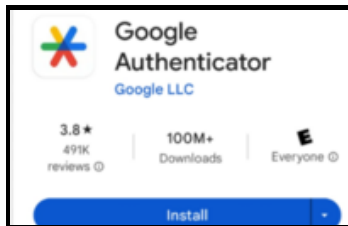
## Before You Begin:

### Must Have Tools:

- Have your desktop/laptop and your mobile device available.

### Google Authenticator App:

- Make sure you have the authenticator app installed on your mobile device.
- Select your **personal email account** when installing



- **Google Play:** search for Authenticator app
- Use [this link](#) for Android setup help
- **iPhone App Store:** search for Authenticator app - Authkey
- Use [this link](#) for IOS setup help

### QR Code Capability:

- Make sure your mobile device can scan QR Codes.
- You **must** use the Google Authenticator App (see **Step 3**).
- This app is how you will receive the **6-digit verification code** you will need to log in.

## Need Help ?

For assistance, contact the IT service desk :

- **Email:** [itservicedesk@montclair.edu](mailto:itservicedesk@montclair.edu)
- **Phone:** 973-655-7971 (option 1)
- **Live Chat:** [msuchat.montclair.edu/](https://msuchat.montclair.edu/)

## Setting Up MFA:

1

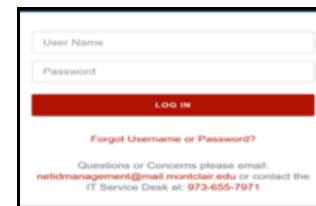
### Go to your NEST or Canvas account

- They are SSO (single sign on enabled)

2

### Log In:

- Enter your NetID (username)
- Enter your Password
- Click '**LOG IN**'



3

### Scan the QR Code (new screen image):

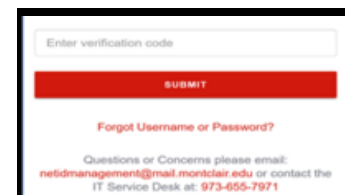
- Use the Google Authenticator app on your mobile device to scan the QR code.
- Once you have scanned the code, click on the **NEXT** button.



4

### 6-Digit Verification Code

- Retrieve your 6-digit code from the Google Authenticator app on your mobile device.
- Enter the 6-digit code (**without any spaces!**)
- Click the **SUBMIT** button.



5

### Finished !

- Your mobile device is now registered!
- **Please DO NOT** uninstall the Google Authenticator app!
- Every time you log in, you will be prompted to **enter a 6-digit verification code** you will receive on the Google Authenticator app.