Two-Factor Authentication Configuration and Usage

Two-factor authentication (2FA) provides you with a two-step verification process for accessing your online accounts through MyVSU and OneUSG, which helps protect your identity and safeguard sensitive academic, human resources and financial records.

Learn how to:

For additional help, contact VSU Solutions Center:
229.245.HELP (4357) | helpdesk@valdosta.edu | www.valdosta.edu/it
Walk-up: Odum Library 2nd Floor – Next to Circulation Desk

Configure 2FA for the First Time

READ FIRST: It is advised to set up 2FA using a desktop computer or laptop. By doing so, you will be able to download and install the Microsoft Authenticator mobile app synchronously on your cell phone or tablet during the setup process if you choose 'Mobile App' as your preferred method of contact. *You may also choose to download the Authenticator app prior to proceeding—see page 4.*

At the MyVSU login screen, **enter your VSU email address and password > click SIGN IN.**
You will be prompted automatically to configure your 2FA settings the first time you attempt to log in after your initial enrollment.

Select your **preferred method of contact** > click **Save**.

Methods:
- **Phone Call** - Receive a call from Microsoft to enter a PIN (personal identification number).
- **Text Message** - Receive a text from Microsoft to reply with a verification code from your cell phone.
- **Mobile App** – Receive an 'Approve or Deny' notification on your mobile device.

Complete the following steps based on your selected contact method:

Phone Call (land line or cell) or **Text Message** (cell phone):

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1. Select your **country and enter a phone number**. You will then be contacted by Microsoft to continue the setup process.

2. Next, **establish four (4) security questions** by using the drop-down menus to select the **Question** and typing your response into the associated **Answer** fields. Then click **Continue**.

Question 4

| What was your favorite teacher's name? | ▼ |

Answer

CONTINUE

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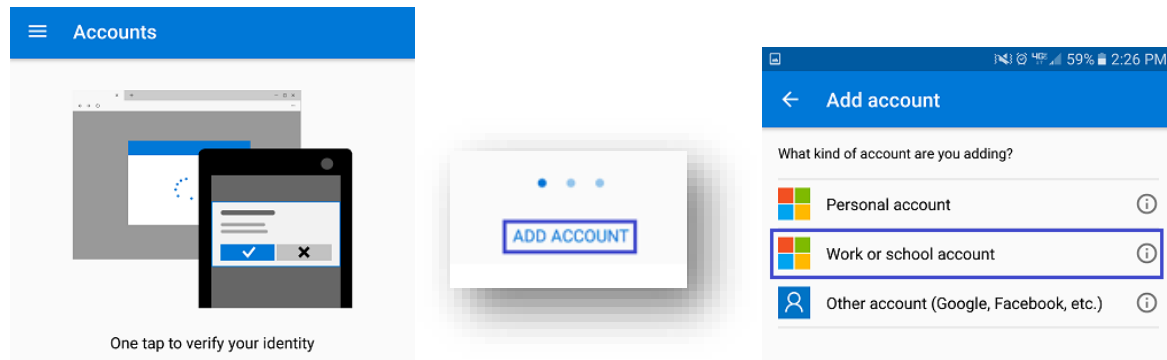
Mobile App (Microsoft Authenticator)

[Additional How-to Help: Microsoft: Get Started with the App](#)

1. **From your mobile device, download and install Microsoft Authenticator App** for [Android](#), [IOS-iTunes](#) , or [Windows Store](#) . Verify that the publisher is Microsoft Corporation.

2. Open the app and click the **ADD ACCOUNT** (+) link. Select **Work or school account**.

3. You then can **activate the app by scanning a QR code or manually entering the code**:

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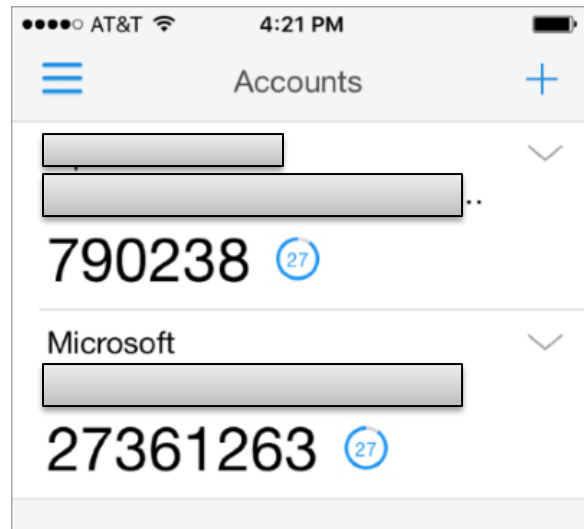*A Regional University of the University System of Georgia and an Equal Opportunity Institution*

Scan QR Code

A QR code displays on your computer screen that you can scan with your mobile device camera *(If applicable, press the 'Scan Barcode' icon to launch mobile device camera)*.

Click the **Authenticate Me Now** button and scan the QR code by moving your phone until the QR code is centered and the app is activated. Press **Done** to close the QR code screen.
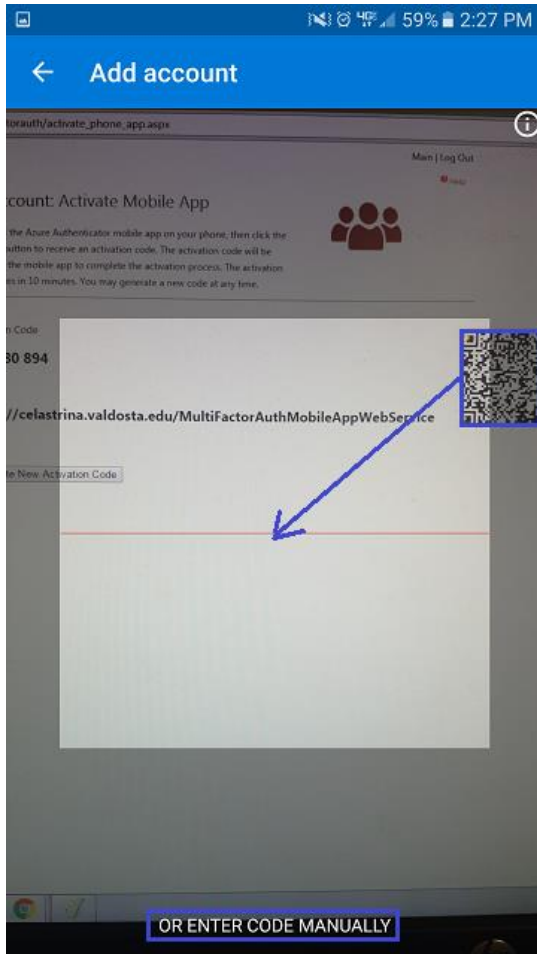
When the app shows your account name with a six-digit code, you are finished.

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Manually Enter Code

If you prefer or are unable to scan the QR code image, click the **'Enter Code Manually'** link and enter the provided **Code and URL** using your mobile device and click **Finish**.

If you are unable to scan the image, enter the following informa app.
CODE: 860 604 723
URL: https://celastrina.valdosta.edu/MultiFactorAuthMobileApp

Generate new activation code

AUTHENTICATE ME NOW

← **Add account**

Code

URL

FINISH

When the app shows your account name with a six-digit code, you are finished.

4. Next, **establish four (4) security questions** by using the drop-down menus to select the **Question** and typing your response into the associated **Answer** fields. Then click **Continue**.

Question 4
What was your favorite teacher's name?
Answer

CONTINUE

Great job! Initial set-up is complete.

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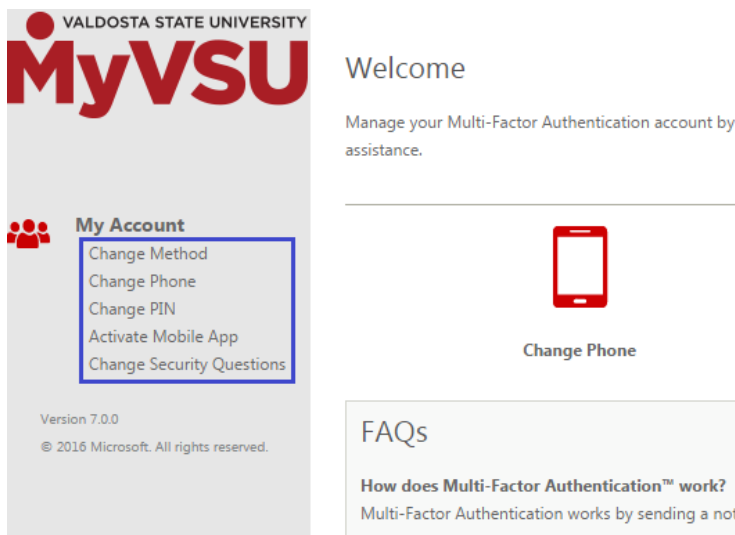
Modify 2FA Settings

You can change your 2FA contact methods and information anytime and as often as needed.

Using your MyVSU login, sign in to the 2FA Management Portal at https://2fa.valdosta.edu/

You will need to authorize the login using your current method.
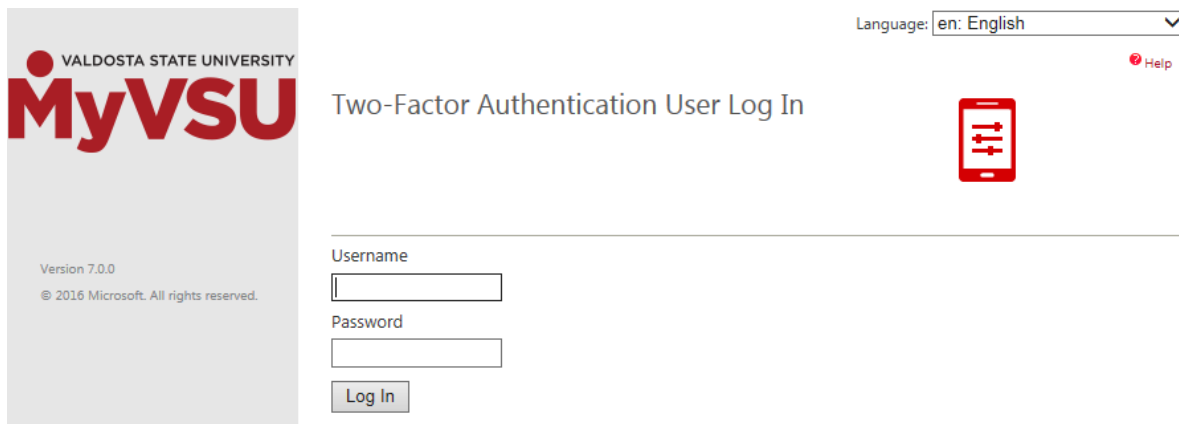
Select: Change Method, Change Phone, Change PIN, Activate Mobile App, or Change Security Questions

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Change Method - Select a method and click **Save**.

- **Phone Call** - Receive a call from Microsoft to enter your **PIN** and press the **pound (#)** key on your phone.
- **Text Message** - Receive a text from Microsoft with a verification code. **Reply to the message** from your cell phone with the **same verification code.** (Carrier message rates may apply.)
- **Mobile App** - Receive an 'Approve or Deny' notification on your mobile device. **(**Power Save mode may interfere with notification appearing. Carrier data usage may apply).

Change Phone - Select country. Enter phone number. Click **Save**.

Although a previous phone number cannot be removed, if your phone is **lost or stolen**, you can change the number listed to a **fake phone number (555-555-5555)** in order to de-activate your old phone until a new phone can be acquired.

Change PIN - Enter and confirm your PIN. Click **Save**.

The PIN must be at least 4 digits.

- **Activate Mobile App** - Click the **Generate Activation Code** button to display information to quickly activate Microsoft Authenticator on your device. Alternatively, click the **Deactivate** link to deactivate the Microsoft Authenticator mobile app on that device.

- **Change Security Questions** - Select from a list of security questions. Type your answers. Click Save.

You're a 2FA rock star!

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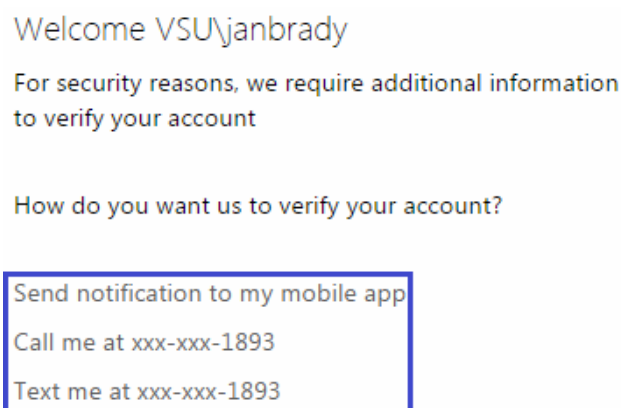
Use 2FA to log in to the MyVSU Portal & OneUSG

Now that you've setup 2FA, it's time to begin logging in to MyVSU and OneUSG more securely . . .

At the MyVSU or OneUSG login screen, enter your username and password and click **SIGN IN,** and select one of the following options:
'Send notification to my mobile app, Call me, or Text me'

Welcome VSU\janbrady

For security reasons, we require additional information to verify your account

How do you want us to verify your account?

Send notification to my mobile app
Call me at xxx-xxx-1893
Text me at xxx-xxx-1893

- **Send a notification to my mobile app** - A notification on your mobile phone will appear.
  Select **Approve** or **Deny.** Note: Power Save mode may interfere with this pop-up appearing.

- **Call me** - You will receive an automated call from Microsoft. When prompted, enter your **PIN** and press the **pound (#)** key.

- **Text me** - You will receive a text message on your cell phone from Microsoft with a verification code. **Reply to the message using your cell phone (not the computer screen) with the same verification code listed in Microsoft's text message.** Note, carrier messaging rates may apply.

346029
Reply with this code for User Portal verification   2:02 PM

*Carrier messaging rates may apply
2:02 PM   346029

Congrats, you have successfully logged in!

Security Questions – Alternate Method

If you prefer or you do not have access to a cell phone or landline phone, **wait 60 seconds *after* attempting one of the primary methods and select 'Use a different verification option' and 'Answer security questions'**.

Correctly answer your two security questions and click SIGN IN.

Awesome, you have successfully logged in!