



# Two-Factor Authentication

## Modify 2FA Settings

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Rev. 11/27/18

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

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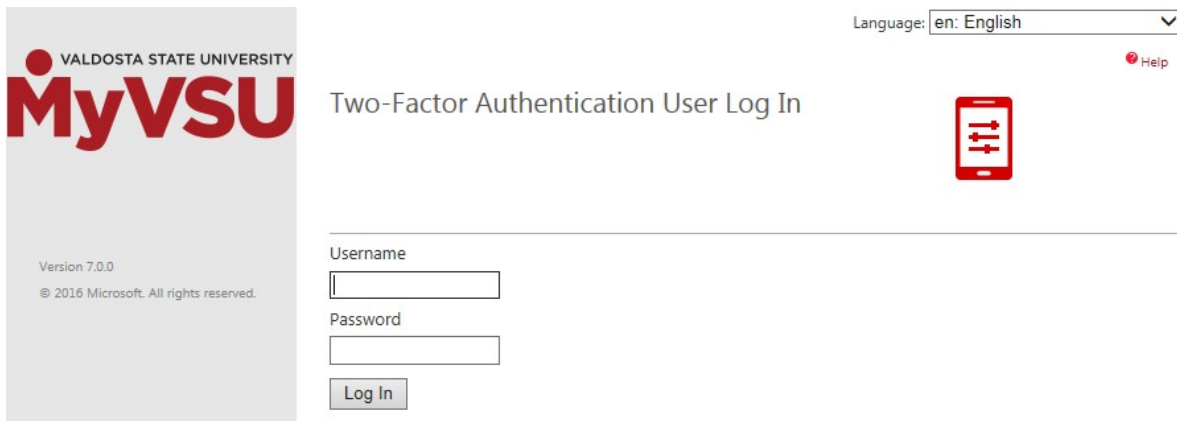
**For additional help, contact VSU Solutions Center:**  
229.245.HELP (4357) | [solutions@valdosta.edu](mailto:solutions@valdosta.edu) |  
[www.valdosta.edu/it](http://www.valdosta.edu/it) Walk-up: Odum Library 1<sup>st</sup> Floor

# Modify 2FA Settings

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

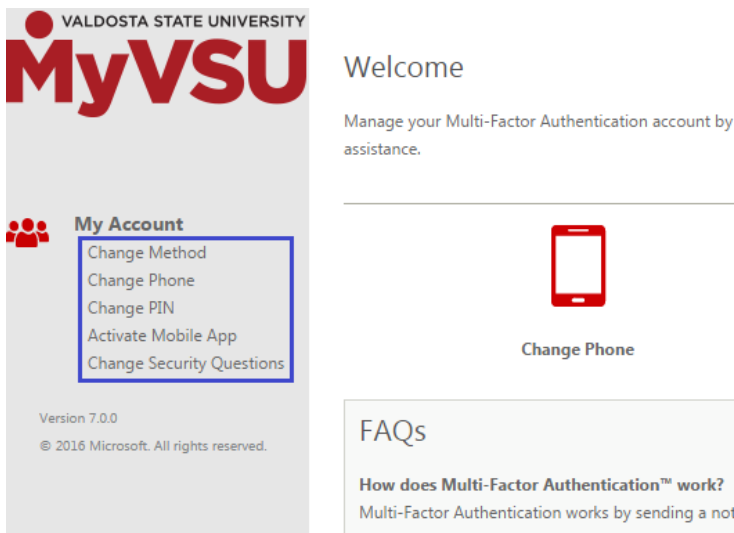
Using your MyVSU login, sign in to the 2FA Management Portal at <https://2fa.valdosta.edu/>

You will need to authorize the login using your current method.



The screenshot shows the login page for the Two-Factor Authentication User. On the left is the MyVSU logo with the text 'VALDOSTA STATE UNIVERSITY MyVSU' and 'Version 7.0.0 © 2016 Microsoft. All rights reserved.' Below the logo is a 'Log In' button. On the right, there is a language dropdown menu set to 'en: English' and a 'Help' link. The main heading is 'Two-Factor Authentication User Log In' with a mobile phone icon. Below this are input fields for 'Username' and 'Password', and a 'Log In' button.

Select: Change Method, Change Phone, Change PIN, Activate Mobile App, or Change Security Questions



The screenshot shows the account management page. On the left is the MyVSU logo and a 'My Account' menu with options: 'Change Method', 'Change Phone', 'Change PIN', 'Activate Mobile App', and 'Change Security Questions'. The 'Change Phone' option is highlighted with a blue box. Below the menu is the text 'Version 7.0.0 © 2016 Microsoft. All rights reserved.' The main content area has a 'Welcome' heading and the text 'Manage your Multi-Factor Authentication account by assistance.' Below this is a 'Change Phone' button with a mobile phone icon. At the bottom, there is an 'FAQs' section with the heading 'How does Multi-Factor Authentication™ work?' and the text 'Multi-Factor Authentication works by sending a not'.

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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**.
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