



Setting Up Multi-Factor Authentication (MFA)

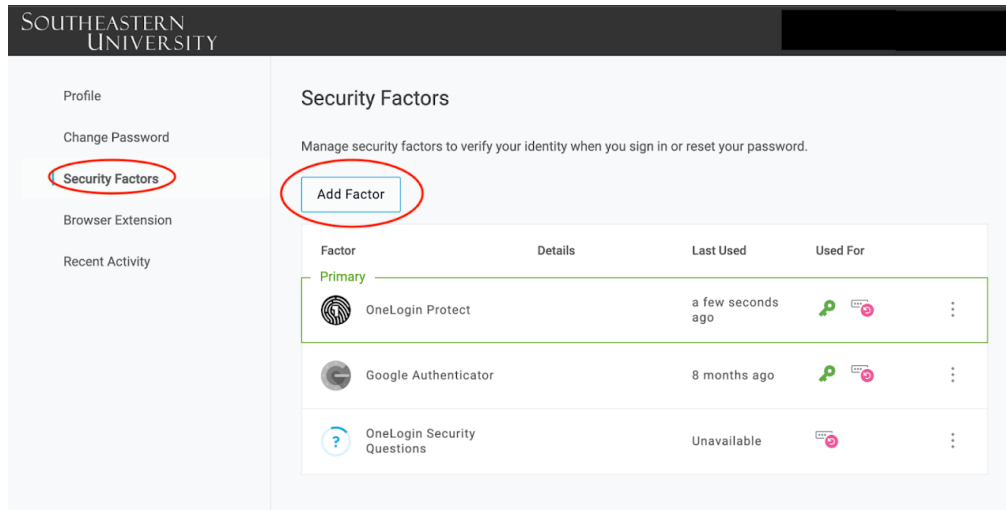
Follow the instructions for setting up your preferred Multi-Factor Authentication (MFA) method on the [Help Desk web page](#).

Set Up Your Preferred MFA

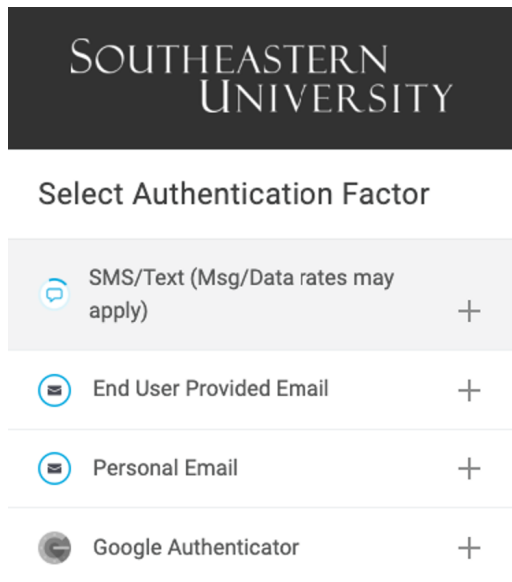
1. Navigate to seu.onelogin.com.
2. Enter your username and 20 character password.
3. Click on your name in the upper right corner. Select *Profile*.

A screenshot of the Southeastern University OneLogin dashboard. The top navigation bar is dark grey and contains the 'SOUTHEASTERN UNIVERSITY' logo on the left, a black user profile picture placeholder in the center, and a yellow profile picture placeholder on the right. Below the navigation bar is a search bar with a magnifying glass icon and the text 'Search'. To the right of the search bar is a dark grey dropdown menu with the following options: 'Profile' (circled in red), 'Help', 'Log out', and 'Browse App Store'. Below the search bar are two tabs: 'Frequents' and 'Company: Quick Links'. The 'Company: Quick Links' tab is active and shows a grid of six quick link cards. The cards are: 'Title IX' (dark teal circle icon), 'Change of Status' (dark teal circle with 'C' icon), 'Grades / Class Information' (teal document icon), 'Salesforce Full Sandbox' (blue Salesforce cloud icon), 'Steelman Library' (dark teal circle with 'S' icon), and 'Student Finances' (teal document icon).

4. On the left side of the page, select *Security Factors*. Choose *Add Factor*.

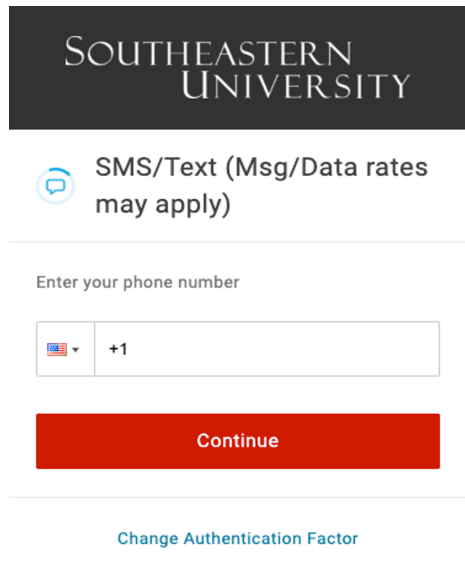


5. Select *SMS/Text*.




[Click here for SMS/TEXT Opt-in/Opt-out information](#)


6. Enter your cell phone number. Select *Continue*.



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 SMS/Text (Msg/Data rates may apply)

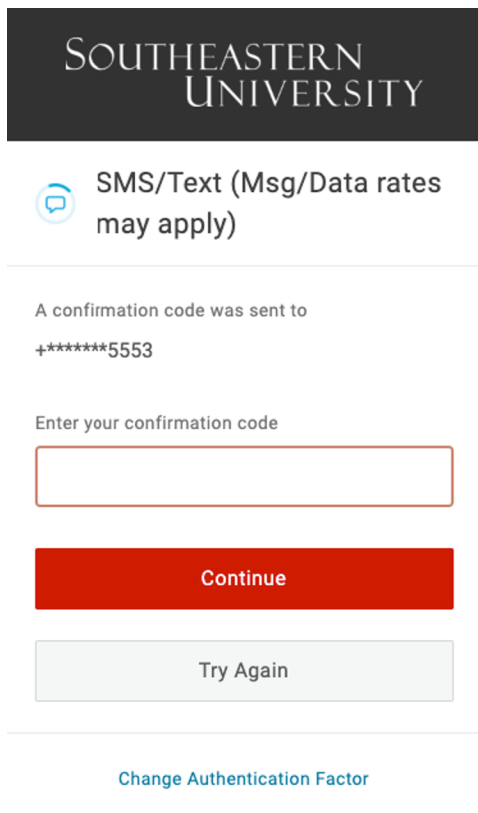
Enter your phone number

 +1


Continue

[Change Authentication Factor](#)

7. A text message will be sent to your phone. Enter the 6-digit code at *Enter Your Confirmation Code* and select *Continue*. You will now have an additional Security Factor within your OneLogin profile.



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 SMS/Text (Msg/Data rates may apply)

A confirmation code was sent to
+*****5553





Enter your confirmation code

Continue

Try Again

[Change Authentication Factor](#)

8. Select options to the right of *SMS/Text*. Choose *Set as Primary*.

| Factor | Details | Last Used | Used For | |
|---|--------------|-------------|--|---------|
|  OneLogin Security Questions | | Unavailable |  | Options |
|  SMS/Text (Msg/Data rates may apply) | +18638005553 | Unavailable |  | Options |

- Set as primary
- Edit name
- Remove
- Show details

9. Each time you log into the OneLogin Dashboard, you will need to have your mobile device near you in order to receive the code to log in. If you do not have your device near you, you may select a different, *previously* configured authentication method by clicking on the **Change Authentication Factor** link shown above.

New Devices

If you purchase a new mobile device at any point after you have completed this process, contact helpdesk@seu.edu for assistance in verifying your new device.