



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. At the top left, the text "SOUTHEASTERN UNIVERSITY" is displayed in white on a dark grey background. To the right of this text is a black rectangular area, likely a user profile picture, and a yellow rectangular area. Below the header is a search bar with a magnifying glass icon and the word "Search". Underneath the search bar, there are two tabs: "Frequents" and "Company: Quick Links", with the latter being selected. A dropdown menu is open on the right side of the dashboard, showing three options: "Profile", "Help", and "Log out". The "Profile" option is circled in red. Below the menu, there are several quick link tiles. The first row contains five tiles: "Title IX" (with a dark teal circle icon), "Change of Status" (with a dark teal circle containing a white 'C' icon), "Grades / Class Information" (with a teal document icon), "Salesforce Full Sandbox" (with a blue Salesforce logo icon), and "Steelman Library" (with a dark teal circle containing a white 'S' icon). The second row contains one tile: "Student Finances" (with a teal document icon).

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

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Profile
Change Password
Security Factors
Browser Extension
Recent Activity

Security Factors

Manage security factors to verify your identity when you sign in or reset your password.

Add Factor

Factor	Details	Last Used	Used For
Primary OneLogin Protect		a few seconds ago	
Google Authenticator		8 months ago	
OneLogin Security Questions		Unavailable	

5. Select *SMS/Text*.

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Select Authentication Factor

- SMS/Text (Msg/Data rates may apply) +
- End User Provided Email +
- Personal Email +
- Google Authenticator +

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

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

The screenshot shows the Southeastern University logo at the top. Below it, a blue speech bubble icon is next to the text "SMS/Text (Msg/Data rates may apply)". Underneath, the instruction "Enter your phone number" is displayed. A form field contains a dropdown menu with a flag icon and the text "+1". Below the form field is a red button labeled "Continue". At the bottom of the screen, there is a blue link that says "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.

The screenshot shows the Southeastern University logo at the top. Below it, a blue speech bubble icon is next to the text "SMS/Text (Msg/Data rates may apply)". Underneath, the instruction "A confirmation code was sent to" is displayed, followed by the phone number "+*****5553". Below this, the instruction "Enter your confirmation code" is displayed. A form field is provided for entering the code. Below the form field is a red button labeled "Continue". At the bottom of the screen, there is a grey button labeled "Try Again". At the very bottom, there is a blue link that says "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.