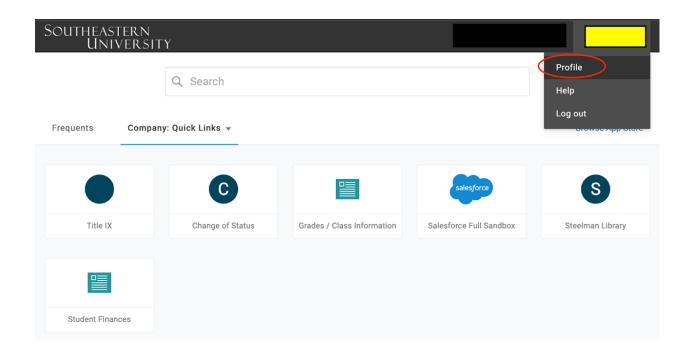


Setting Up Multi-Factor Authentication (MFA)

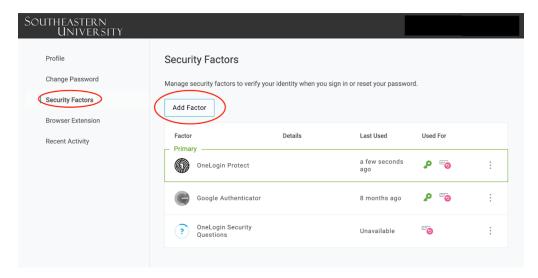
Follow the instructions for setting up your preferred Multi-Factor Authentication (MFA) method on the <u>Help Desk web page</u>.

Set Up Your Preferred MFA

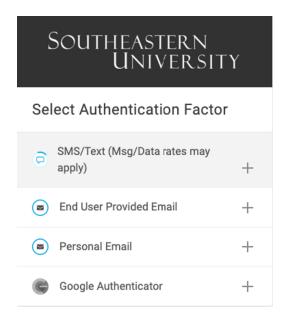
- 1. Navigate to seu.onelogin.com.
- 2. Enter your username and 20 character password.
- 3. Click on your name in the upper right corner. Select Profile.



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

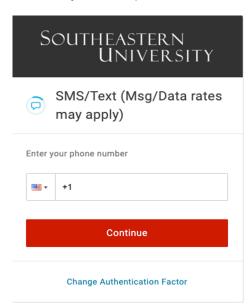


5. Select SMS/Text.

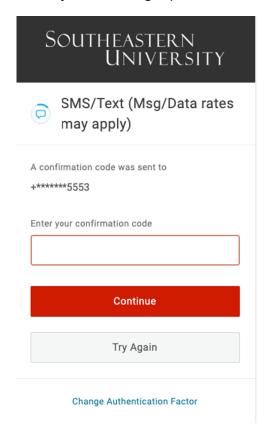


Click here for SMS/TEXT Opt-in/Opt-out information

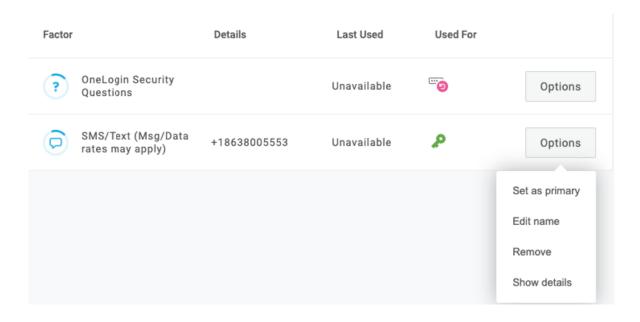
6. Enter your cell phone number. Select Continue.



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.



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



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.