



Setting Up Multi-Factor Authentication (MFA)

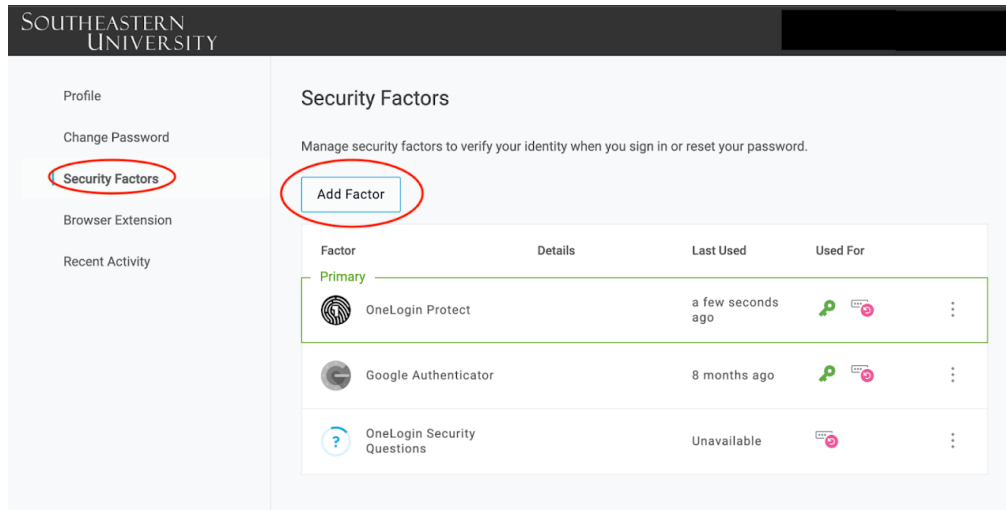
Follow the instructions for setting up your preferred Multi-Factor Authentication (MFA) method on the [Help Desk web page](#).

Set Up Your Preferred MFA

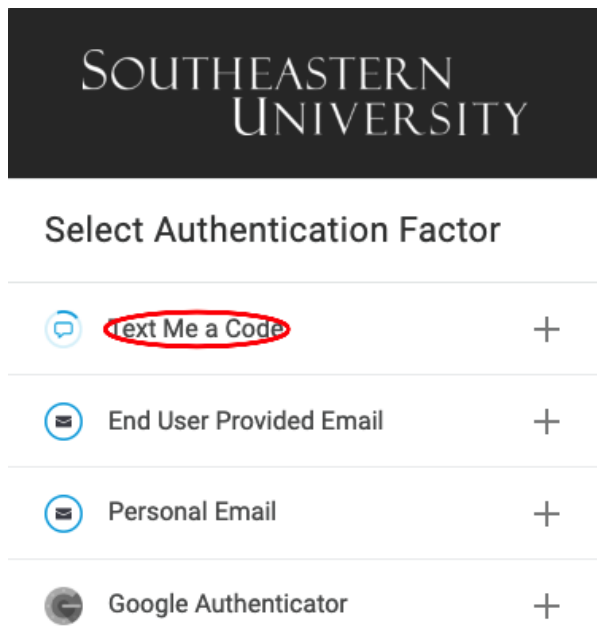
1. Navigate to seu.onelogin.com.
2. Enter your username and 20 character password.
3. Click on your name in the upper right corner. Select *Profile*.

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 user profile picture placeholder (a yellow rectangle) on the right, and a search bar in the center. Below the search bar, there are tabs for 'Frequents' and 'Company: Quick Links'. The main content area displays a grid of quick links, each with an icon and a label: 'Title IX' (dark blue circle), 'Change of Status' (blue circle with 'C'), 'Grades / Class Information' (blue document icon), 'Salesforce Full Sandbox' (blue Salesforce logo), 'Steelman Library' (blue circle with 'S'), and 'Student Finances' (blue document icon). A dark grey dropdown menu is open in the top right corner, showing options: 'Profile' (circled in red), 'Help', 'Log out', and 'Browse App Store'.


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




5. Select *Text Me a Code*.



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


 OneLogin SMS ✕

Enter your phone number

 +1

[Change Security 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.

 OneLogin SMS ✕

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

Enter your confirmation code





[Change Security Factor](#)

8. Select the three vertical dots to the right of *Text Me a Code*. Choose *Set as Primary*.

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
 OneLogin Security Questions		Unavailable	 ⋮
 Text Me a Code	+18638005553	Unavailable	 ⋮

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.