


# Multi-Factor Authentication Setup Guide

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# Multi-Factor Authentication (MFA) Initial Setup

1. Navigate to [OneUSG Connect](#) and log in using your CanesNet credentials ([first.last@gsw.edu](mailto:first.last@gsw.edu))



Georgia Southwestern  
State University

Sign in with your organizational account

[Sign in](#)

[I forgot my password](#)

If you have problems logging in (and the [password reset](#) link above does not help), please contact GSW Technical support:  
[techsupp@gsw.edu](mailto:techsupp@gsw.edu)  
229-931-2074

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2. You'll be prompted to select from **one of three options**: phone call, text message, or authenticator application.
3. To configure the phone call option, follow the marked steps. After you click "call me now," the system will call your primary number and play a prerecorded message. Follow the prompts.

For security reasons, we require additional information to verify your account

Your admin has required that you set up your account for additional security verification.

How should we contact you?

Phone call

PRIMARY

Enter the phone number you'd like to use for verification

1

United States & Canada +1

2299312074

Enter the extension (optional)

BACKUP

Enter the phone number you'd like to use for verification

2

United States & Canada +1

2299311234

Enter the extension (optional)

3

Call me now

4. To configure text message option, follow the marked steps. When you select “text me now,” your phone will receive a text message with a six digit confirmation number. Enter the confirmation number to confirm your phone number.

Welcome GSW\andrew.brooks

For security reasons, we require additional information to verify your account

Your admin has required that you set up your account for additional security verification.

How should we contact you?

Text message

1 Enter the phone number you'd like to use for verification

United States & Canada +1

2299312074

2 Text me now

The screenshot shows a user verification interface. At the top, it says 'Welcome GSW\andrew.brooks' and 'For security reasons, we require additional information to verify your account'. Below that, it states 'Your admin has required that you set up your account for additional security verification.' The user is asked 'How should we contact you?' and has selected 'Text message'. A red callout box labeled '1' points to the phone number entry section, which includes a dropdown menu for the country (currently 'United States & Canada +1') and a text input field containing the number '2299312074'. Another red callout box labeled '2' points to a blue button labeled 'Text me now'.

5. To configure the authenticator application, download Microsoft Authenticator from Google Play or the iTunes app store. [Google Play - Microsoft Authenticator](#) or [iTunes store - Microsoft Authenticator](#)
6. Follow the marked steps. After you select “authenticate me now,” the application will send a notification to your device requesting that you approve or deny the request. Approve the request to activate your mobile app.

Welcome GSW\andrew.brooks

For security reasons, we require additional information to verify your account


Your admin has required that you set up your account for additional security verification.

How should we contact you?

Mobile app

Complete the following steps to configure your mobile app.

1. Install the mobile app for Windows Phone, Android or iOS.
2. In the app, add an account and choose "Work or school account".
3. Scan the image below.



If you are unable to scan the image, enter the following information in your app.

CODE: 489 931 477

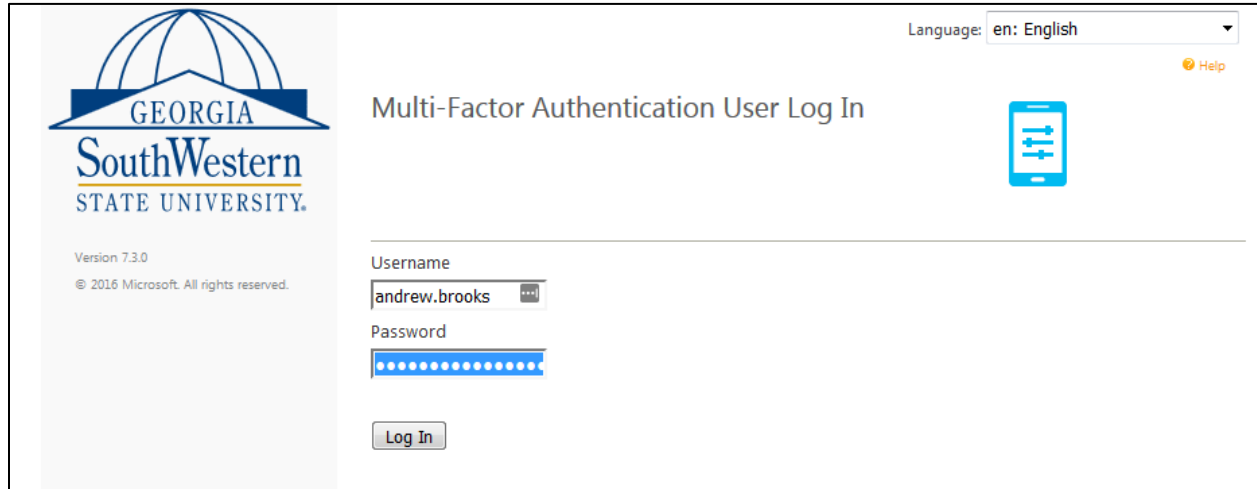
URL: <https://draft.gsw.edu/mobile/>

[Generate new activation code](#)

4. [Authenticate me now](#)

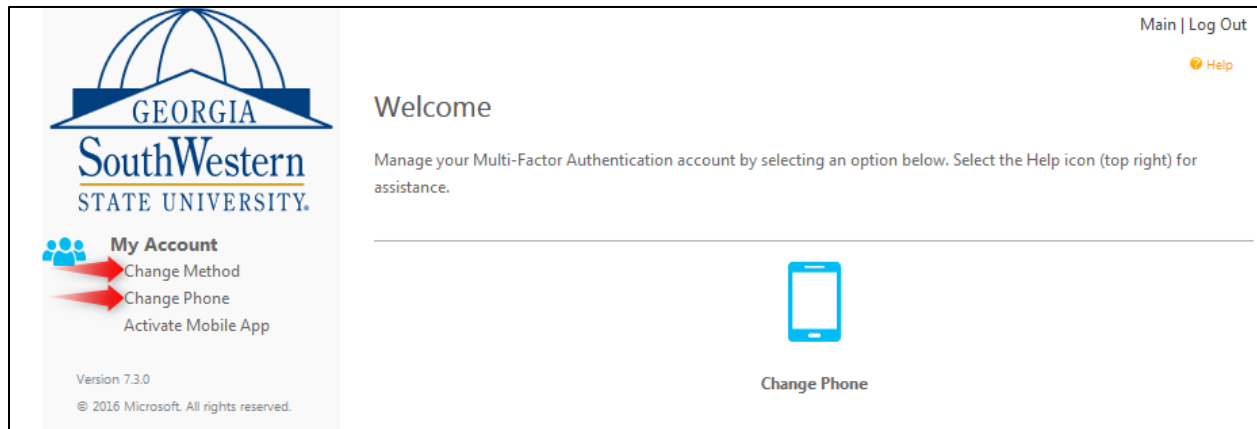
# Changing Your Authentication Method

1. To change your Multi-Factor options, navigate to <https://draft.gsw.edu/mfa/>. Your default authentication method will need to be available to log in.



The screenshot shows the login interface for the Multi-Factor Authentication system. On the left is the Georgia SouthWestern State University logo. The main heading is "Multi-Factor Authentication User Log In". There are input fields for "Username" (containing "andrew.brooks") and "Password" (masked with dots). A "Log In" button is at the bottom. In the top right, there is a language dropdown set to "en: English" and a "Help" icon.

2. To change your number or authentication method, select one of the options under "my account." "Change method" allows you to select one of the three available authentication options. "Change phone" allows you to change the associated number for your account. See [step 3-4](#) for changing to the mobile authenticator option.



The screenshot shows the "Welcome" page. On the left is the Georgia SouthWestern State University logo. Under the heading "My Account", there are three options: "Change Method", "Change Phone", and "Activate Mobile App". A red arrow points to "Change Method". Below the options is a "Change Phone" button with a mobile phone icon. The main heading is "Welcome". Below it, there is a message: "Manage your Multi-Factor Authentication account by selecting an option below. Select the Help icon (top right) for assistance." In the top right, there are links for "Main | Log Out" and a "Help" icon.

3. Prior to changing your authentication method to the Mobile App, you must first activate your application. [Download the application from step 5 of the MFA initial setup guide.](#)
4. Click "Activate Mobile App," select "Generate New Activation Code," and enter the activation code and URL into your application.

Main | Log Out

Help

## My Account: Activate Mobile App

First install the Microsoft Authenticator mobile app on your phone, then click the Generate button to receive an activation code. The activation code will be entered in the mobile app to complete the activation process. The activation code expires in 10 minutes. You may generate a new code at any time.

After activating the Microsoft Authenticator mobile app on your device, you'll need to change your method to Mobile App. Click the Change Method link in the navigation menu and specify the Mobile App method to start using the app.

Activation Code  
**806 542 694**

URL  
**https://draft.gsw.edu/mobile/**

Generate New Activation Code

Back

Main | Log Out

Help

## My Account: Change Method

Select **Phone Call** method to receive a phone call to authenticate. Select **Text Message** method to receive a text message to authenticate. Select **Mobile App** method to authenticate using push notifications to the Microsoft Authenticator mobile app.

Method  
Mobile App

Save

Back