Setup Multi-Factor Authentication (MFA)

Any system that is protected with Multi-Factor Authentication (MFA) will prompt you to enter a One Time Passcode (OTP) to gain access to the system. You can get the OTP one of three ways as described below:

1. Text message to phone (this requires cell signal and you may incur cost for Text message from your mobile carrier based on your mobile plan)
2. Use Free App called **Google Authenticator** on your mobile device (or tablet). Once installed, this app requires no cell signal nor Wi-Fi to work.
3. Use your personal email to receive the One Time Passcode (OTP)

Each time you are prompted to Enter a One Time Passcode (OTP) you may choose between either of the options, therefore, we highly recommend you setup at least two of the options.

Option 1: To setup SMS/Text message:

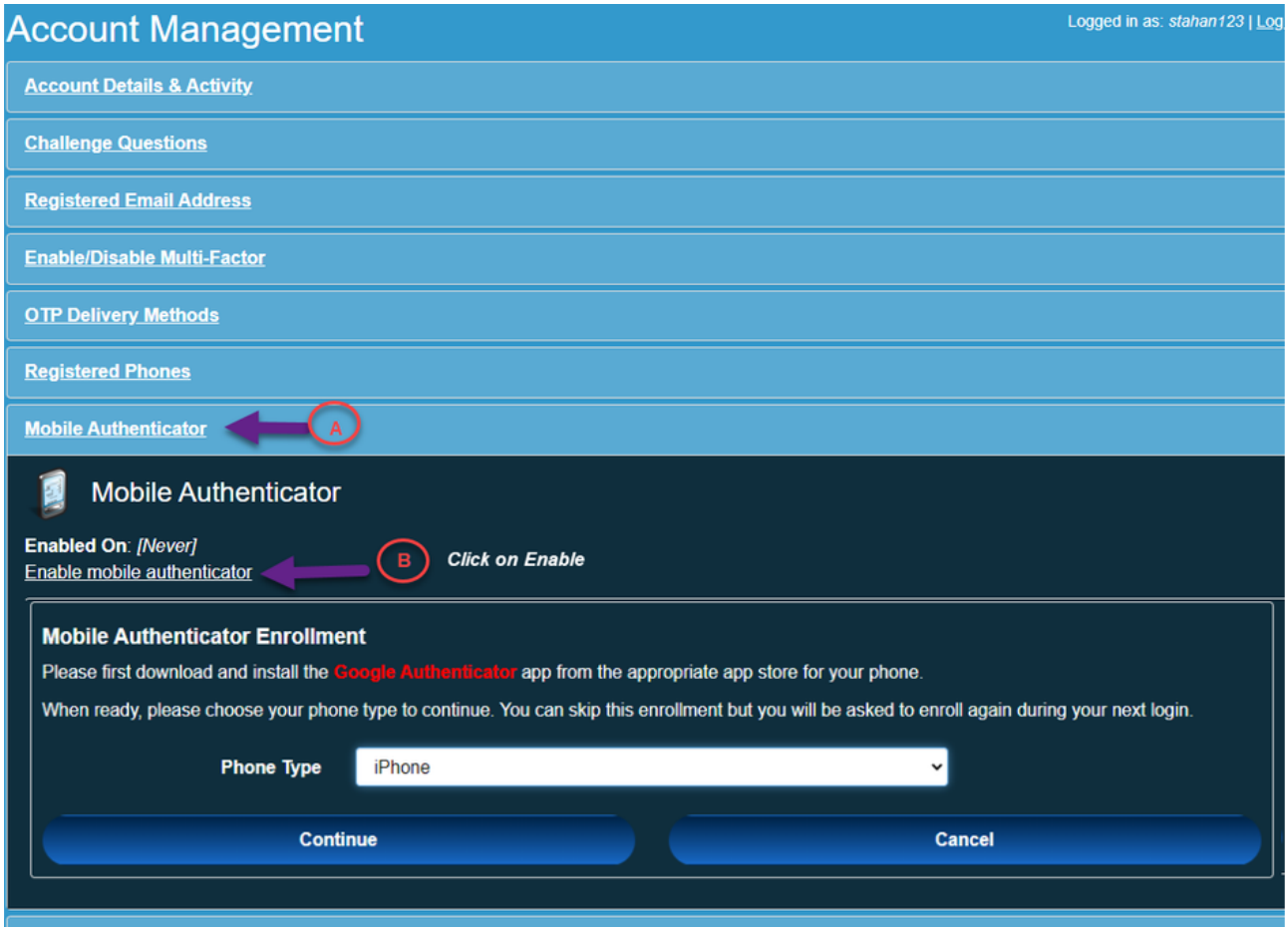
1. Open web browser and go to **https://pg.4cd.edu**
2. Click on **Registered Phone** and double check the mobile phone# displayed is correct, make necessary corrections if needed. *(Even if you do not want SMS/TEXT please keep phone number here as it also be used for emergency notification.)*

⚠ Remember you will need to have cell signal if you choose to use Option 1 ONLY, therefore we recommend you setup Option 2 as well.

Option 2: To setup Google Authenticator

1. Go to Apple App store OR Google Play on your device and search and download "**Google Authenticator**"

2. Once Google Authenticator is downloaded, open web browser and go to **https://pg.4cd.edu** (login if you are prompted) and follow the steps below:



- **Step A:** Click on **Mobile Authenticator**
- **Step B:** Click on **Enable mobile Authenticator**
  - In **Phone Type** choose the appropriate device from the dropdown
  - Click **Continue** (make sure you have Google Authenticator app installed)
  - Open **Google Authenticator** app on your device
  - Touch "**+**" sign on bottom right of the screen to add new entry
  - Choose the option "**Scan a QR code**" then use your camera on your device and scan the QR code shown on screen
    - An entry named "**4CD MFA**" will be created in Google Authenticator.
    - If you have multiple devices you want to use, please repeat this STEP B for each of your devices, once you have scanned QR Code on all the devices then proceed to next step below.
    - In the **One Time Passcode** field *enter the 6-digit number* (without spaces) that is displayed in Google authenticator app under 4CD MFA
    - Click on **Continue**
- You are all set for MFA. Whenever you are prompted for OTP, open the google authenticator app and type in the displayed number (which will change every 40 seconds)

Option 3: Personal Email

You can have the system send you the OTP (one time passcode) to your personal email address, to register your personal email account please go to register/verify your personal email address (please realize for security purpose you should have one of the two options enabled before you are allowed to change or add your personal email address.

To switch between the Google Authenticator, SMS/Text OR personal email options, you can click on **“Problem with the One-Time Password (OTP)?”** that appears each time you are prompted for a OTP.