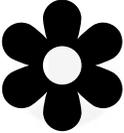# Setting Up Multifactor Authentication

*Please Note: It is highly recommended that everyone sets up multiple MFA sources to avoid issues if a phone is lost or forgotten. An office phone is suggested for use as an alternative method if you are using a cell phone.

COMMUNITY COLLEGE
system of New Hampshire

Sign In

EasyLogin Username
Your username is the characters before the @ symbol for your CCSNH email address.

Enter username

EasyLogin Password

Password

☐ Remember me

Sign In

Need help signing in?

Set up screen will prompt →

Set up multifactor authentication

Your company requires multifactor authentication to add an additional layer of security when signing in to your Okta account

Okta Verify
Use a push notification sent to the mobile app.

Setup

Security Key or Biometric Authenticator
Use a security key (USB or bluetooth) or a biometric authenticator (Windows Hello, Touch ID, etc.)

Setup

SMS Authentication
Enter a single-use code sent to your mobile phone.

Setup

Voice Call Authentication
Use a phone to authenticate by following voice instructions.

Setup

Set up multifactor authentication

Your company requires multifactor authentication to add an additional layer of security when signing in to your Okta account

Okta Verify
Use a push notification sent to the mobile app.

Setup

CLICK

Security Key or Biometric Authenticator
Use a security key (USB or bluetooth) or a biometric authenticator (Windows Hello, Touch ID, etc.)

Setup

SMS Authentication
Enter a single-use code sent to your mobile phone.

Setup

Voice Call Authentication
Use a phone to authenticate by following voice instructions.

Setup

COMMUNITY COLLEGE
system of New Hampshire

Setup Okta Verify

Select your device type

○ iPhone

○ Android

SELECT

Back to factor list

Setting Up Multifactor Authentication

Install app on phone

IPhone

COMMUNITY COLLEGE
system of New Hampshire

Setup Okta Verify

Select your device type

⦿ iPhone

○ Android

Download Okta Verify from the App Store onto your mobile device.

Next

Back to factor list

Android

COMMUNITY COLLEGE
system of New Hampshire

Setup Okta Verify

Select your device type

○ iPhone

⦿ Android

Download Okta Verify from the Google Play Store onto your mobile device.
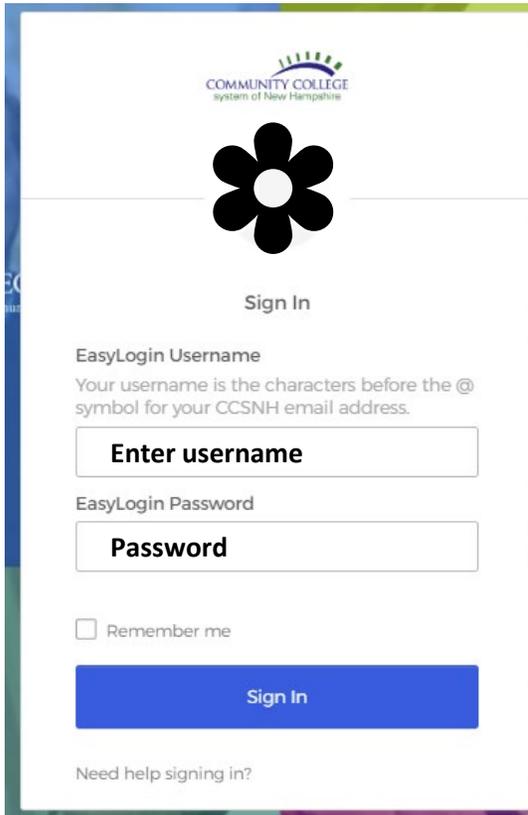
Next

Back to factor list
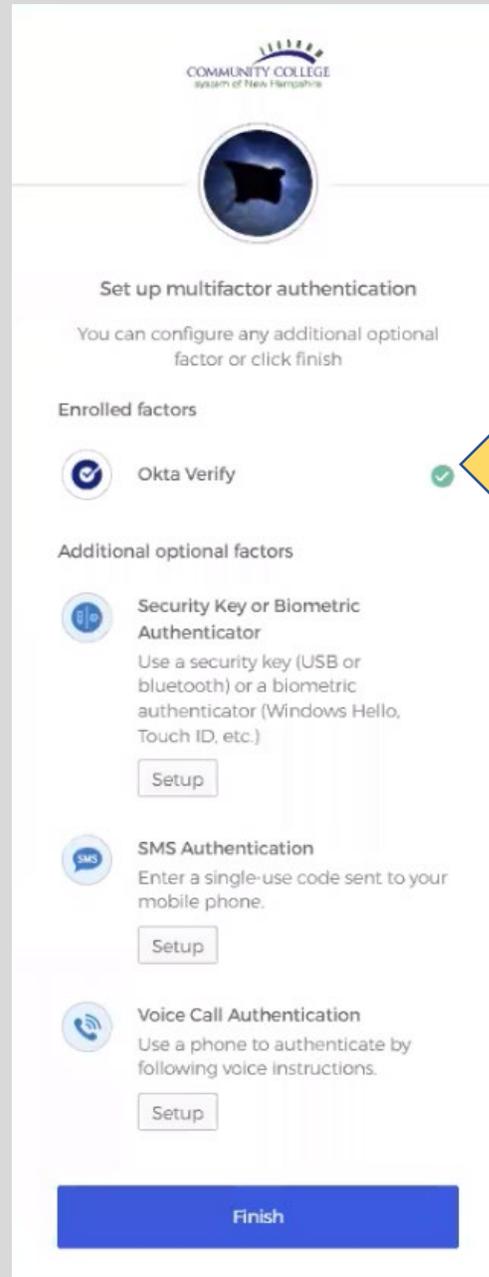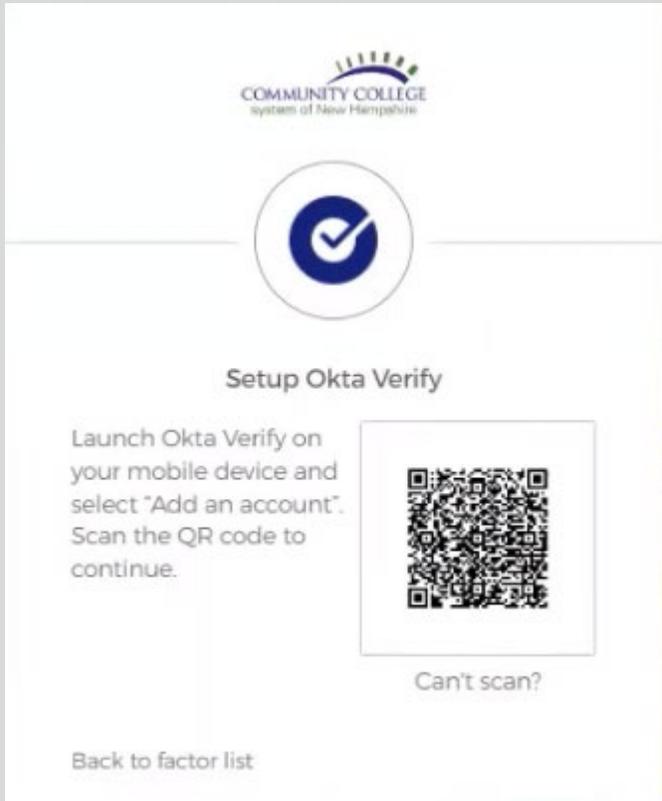
Setting Up Multifactor Authentication

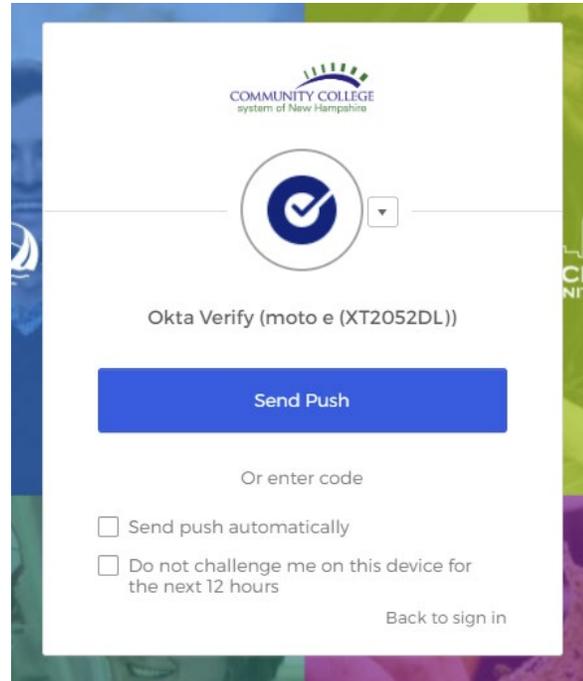Green circle with white check mark means successfully setup

COMPLETE STEPS ON PHONE
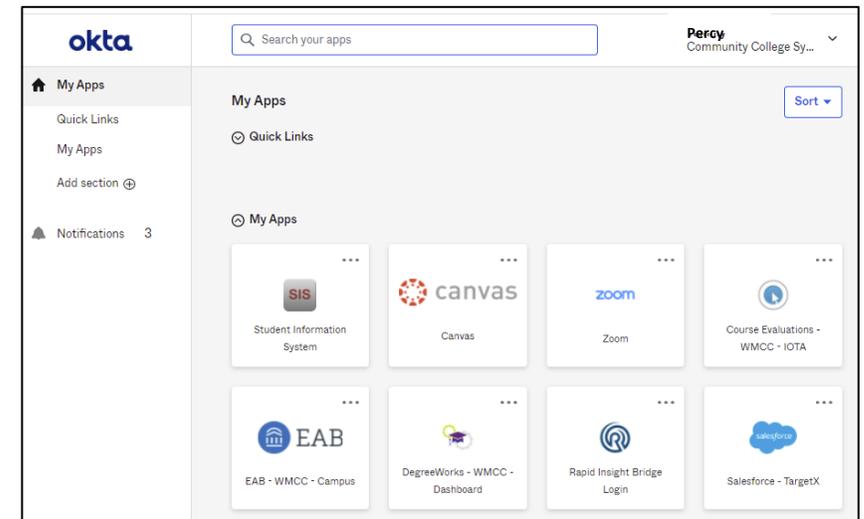
Step One: Okta Login
No change

Step Two: MFA
New Step

Portal Dashboard
portal.ccsnh.edu

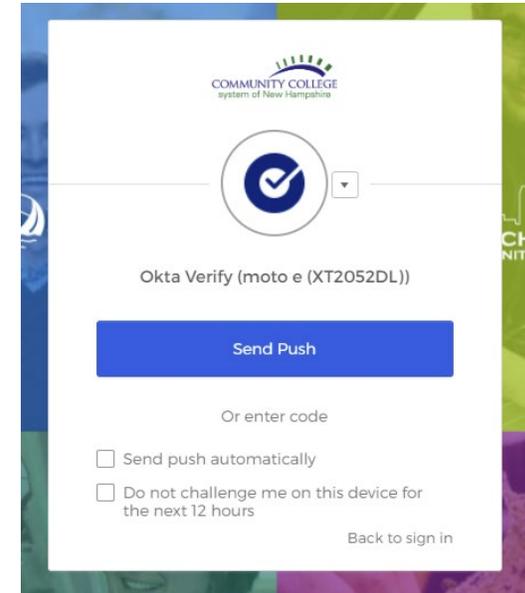## Step One: Banner Login
No change

Step Two: Okta Login
No change
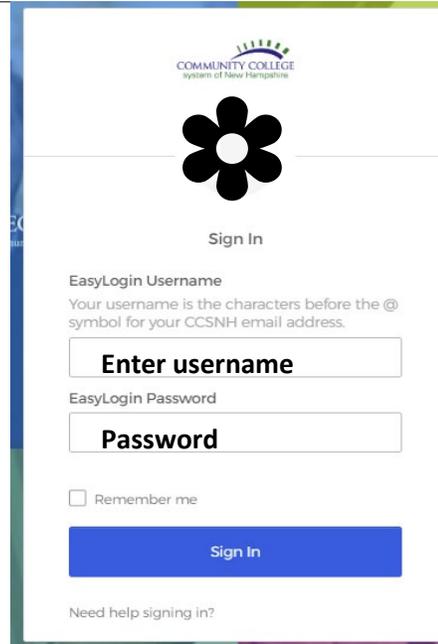
Step Three: MFA
New Step

Banner Landing Page
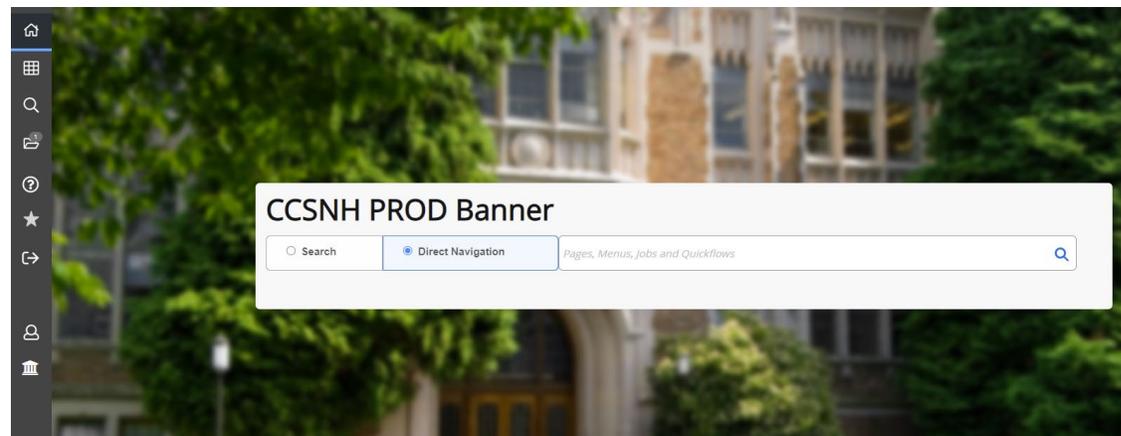
Change to other verification setup using the drop-down menu
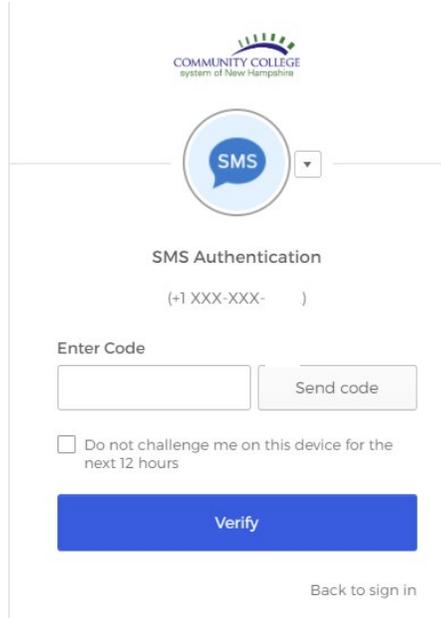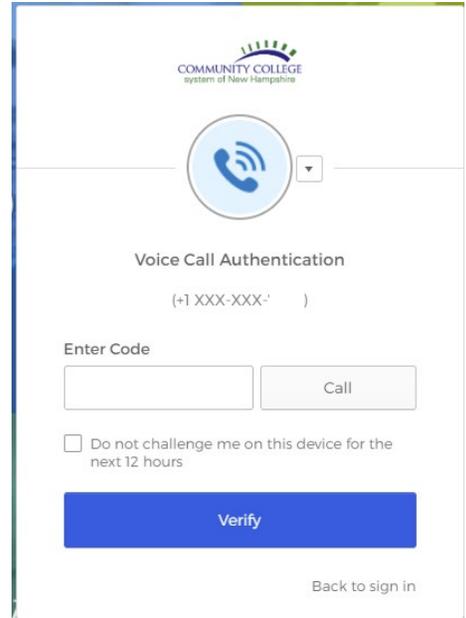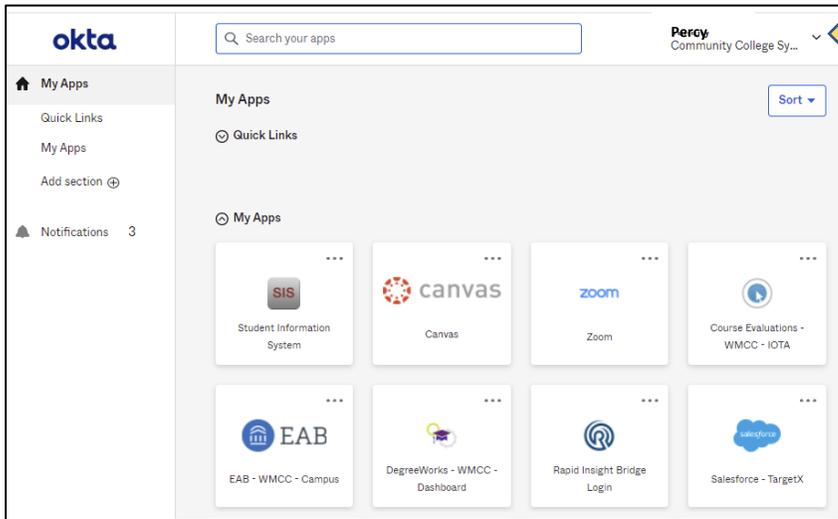
CHECK MARK BOX ON YOUR WMCC ISSUED DEVICE OR PERSONAL DEVICE

DON'T NOT CHECK OFF THIS BOX IN CLASSROOMS OR COMPUTER LABS

UPDATE/CHANGE MFA SETTING
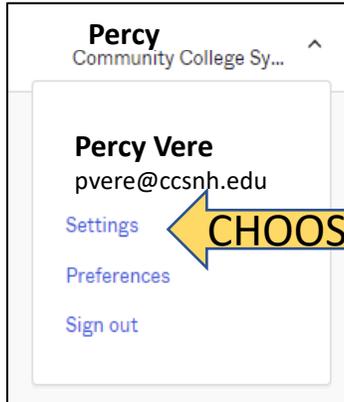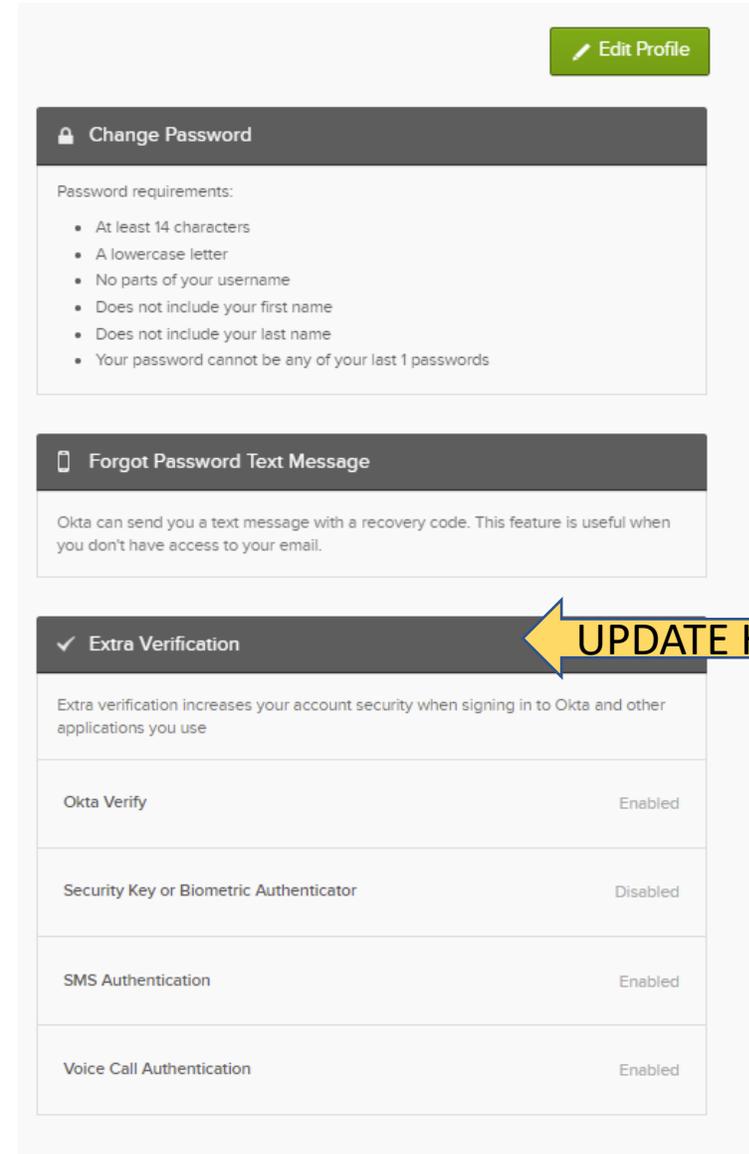
Login into portal.ccsnh.edu

okta

Search your apps

Percy
Community College Sy...

CLICK

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Quick Links
My Apps
Add section ⊕

🔔 Notifications   3

My Apps
⊘ Quick Links

Sort ▼

My Apps

SIS
Student Information System

canvas
Canvas

zoom
Zoom

Course Evaluations - WMCC - IOTA

EAB
EAB - WMCC - Campus

DegreeWorks - WMCC - Dashboard

Rapid Insight Bridge Login

salesforce
Salesforce - TargetX

Percy
Community College Sy...   ∧

Percy Vere
pvere@ccsnh.edu

Settings

CHOOSE

Preferences

Sign out

✏ Edit Profile

🔒 **Change Password**

Password requirements:
- At least 14 characters
- A lowercase letter
- No parts of your username
- Does not include your first name
- Does not include your last name
- Your password cannot be any of your last 1 passwords

📱 **Forgot Password Text Message**

Okta can send you a text message with a recovery code. This feature is useful when you don't have access to your email.

✓ **Extra Verification**

UPDATE HERE

Extra verification increases your account security when signing in to Okta and other applications you use

Okta Verify	Enabled
Security Key or Biometric Authenticator	Disabled
SMS Authentication	Enabled
Voice Call Authentication	Enabled