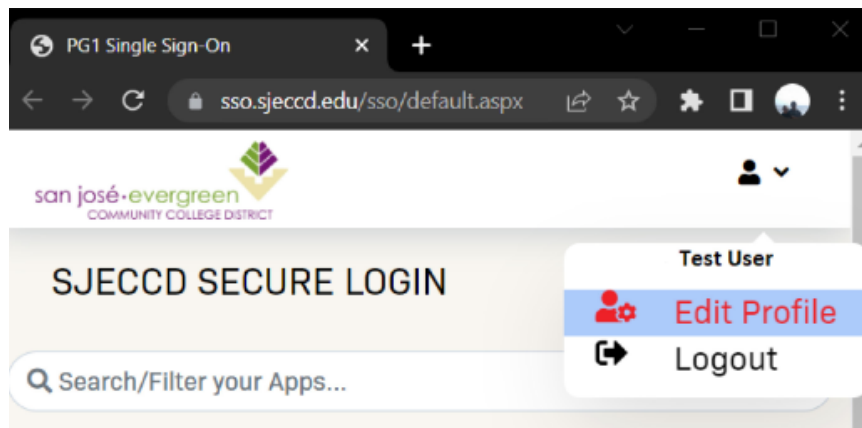


SJECCD Secure Login - Setting up Multi-Factor Authentication (MFA)

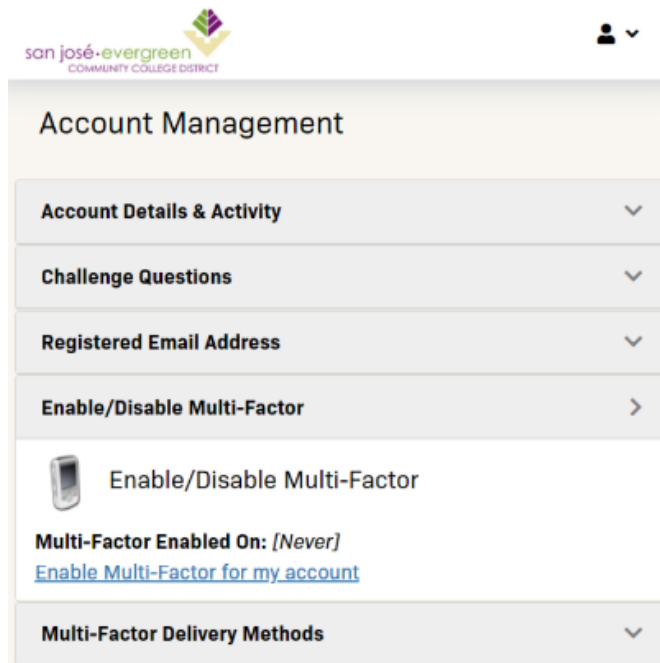
This is a guide for setting up Multi-Factor Authentication via the SJECCD Secure Login site.

For assistance or questions, please contact the [SJECCD ITSS Help Desk](#).

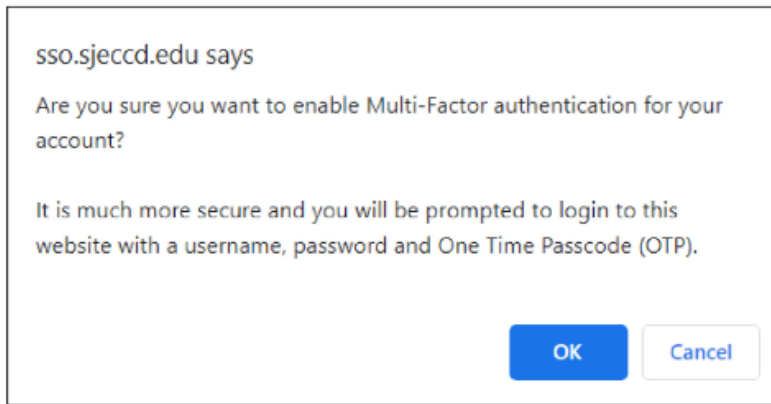
1. Sign in to the SJECCD Secure login at <https://sso.sjeccd.edu/> and select your account name, then select “Edit Profile” from the drop down menu located in the upper-right corner of the page.



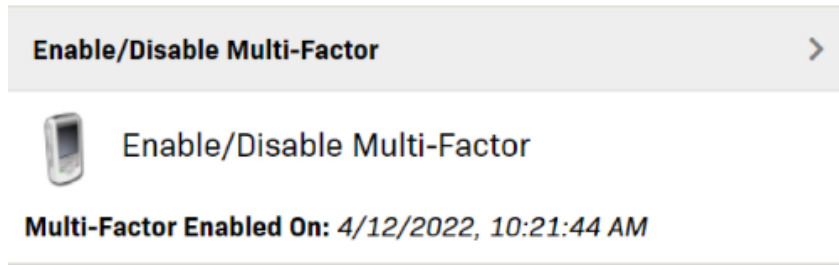
2. Expand the Enable/Disable Multi-Factor option and select “Enable Multi-Factor for my account”.



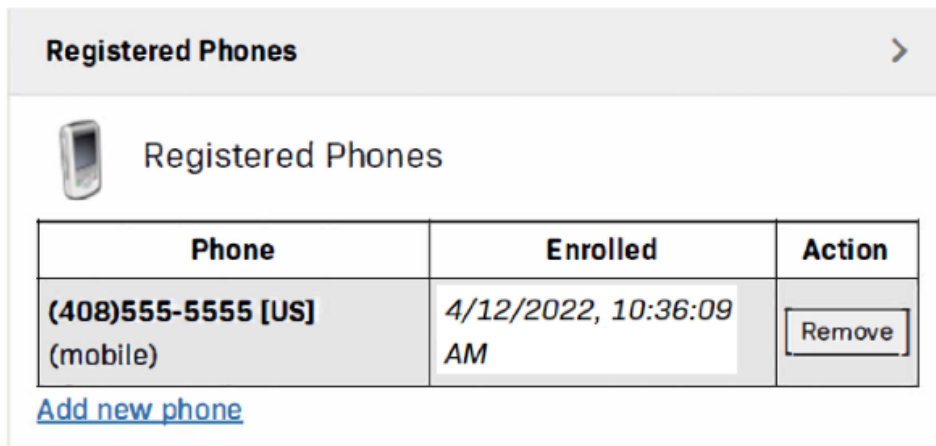
A popup message will appear requesting confirmation. Select OK



Example showing Multi-Factor enabled



You may already have a mobile phone registered, if not, select “Add new phone”.



3. For the United States, enter a 10-digit phone number and select Continue.

[Add new phone](#)

Phone Enrollment

Please enter your phone number below to enroll. A test OTP will be sent immediately for confirmation.

Country

United States

Phone Number

Continue

Cancel

A text message with a code will be sent to your phone.

Example text: "Here is your one-time use passcode for authentication: 55543210"

4. Enter the One-Time-Passcode (OTP) and select continue when you reach this screen.

[Add new phone](#)

Phone Enrollment

A One Time Passcode (OTP) will be delivered as a text/SMS to:
XXX-XXX-5555

It could take 10 to 15 seconds to be delivered. Upon receipt, please enter the OTP below to continue.

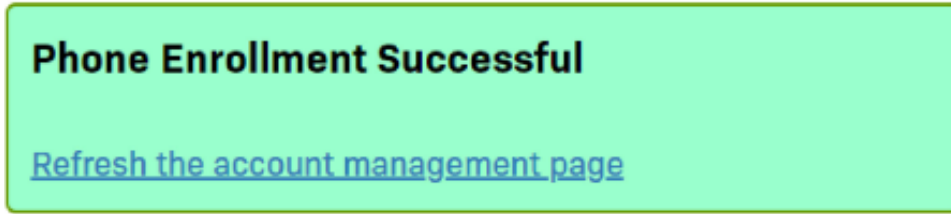
2nd Factor / One Time Passcode

< Enter passcode sent to your phone here >

Continue

Cancel

Success!



5. You may already have an email registered, if not, under Registered Email Address, click "Add my email" to register an alternative email address.

A screenshot of a web interface section titled "Registered Email Address" with an envelope icon. It shows "Email Address:" and "Confirmed On: [Never]". There is a blue link "Add my email". Below is the "Email Enrollment" section with instructions: "Please enter your email address below to enroll. A test OTP will be sent immediately for confirmation." There is an input field for "Email Address" and two buttons: "Continue" and "Cancel".

6. Enter your personal email and select Continue. A One Time Passcode will be sent to your email. You will enter that code to verify your email account.


A screenshot of a web interface section titled "Email Enrollment". It states: "A One Time Passcode (OTP) will be delivered as an email to: xxxxxxxxxxxx@gmail.com". Below that, it says: "It could take 10 to 15 seconds to be delivered. Upon receipt, please enter the OTP below to continue." There is a label "2nd Factor / One Time Passcode" above an input field. At the bottom are two buttons: "Continue" and "Cancel".

Email Enrollment Successful

[Refresh the account management page](#)

7. Expand the Multi-Factor Delivery Methods option. Select “Change” to modify to Phone or Email, as desired.

Multi-Factor Delivery Methods >

 **Multi-Factor Delivery Methods**

Default OTP Methods

Action	Method	Modify
Website Login	Phone	<input type="button" value="Change"/>
Account Unlock	Email	<input type="button" value="Change"/>
Password Reset	Phone	<input type="button" value="Change"/>

Thank you!

You have enabled Multi-Factor Authentication. You are doing your part to keep our school safe by implementing industry recommended security practices.

Another recommendation to harden your security is to select a long password or passphrase.

Example passphrase (please do not use): L3aping lemur5 jump funny!

The above phrase is 26 characters yet can be entered quickly.

Check for Phishing or Spam Emails by clicking below:

<https://services.sjeccd.edu/TDClient/1862/Portal/KB/?CategoryID=21520>

If you suspect a phishing attack or other possible information security incident, report it here:

<https://services.sjeccd.edu/TDClient/1862/Portal/Requests/ServiceDet?ID=40085>