Enrolling in GMHEC Multi-Factor Authentication

Applies To

- Middlebury College
- St. Michael's College

Overview

GMHEC uses multi-factor authentication to provide an extra layer of security when you attempt to access GMHEC services, like Oracle or Blackbaud, from an off-campus location.

The Consortium is using Microsoft's multi-factor authentication (MFA) system. The system is easiest to use if you download the Microsoft Authenticator app from your app store and install it on your smartphone. The first time you attempt to log into Oracle or Blackbaud remotely, you will be prompted to enroll in multi-factor authentication.

Although preferred, a smartphone is not required to use MFA. You can configure MFA to send you a text message or to place a voice call to your phone.

The following guide outlines how to enroll in multi-factor authentication, using the Microsoft Authenticator app as your preferred verification option. Other verification options are available, but the Authenticator app is the easiest to work with. The enrollment process is self-guided, but the following tips will help you get started.

Recommendations

- Have your laptop or desktop computer **and** your phone available.
- Before starting, download and install the **Microsoft Authenticator** app from the app store onto your phone.
- Select the **Microsoft Authenticator app** as your preferred verification option when you set up multi-factor authentication.
- Select the option to "**Receive notifications from app**" when prompted during setup.

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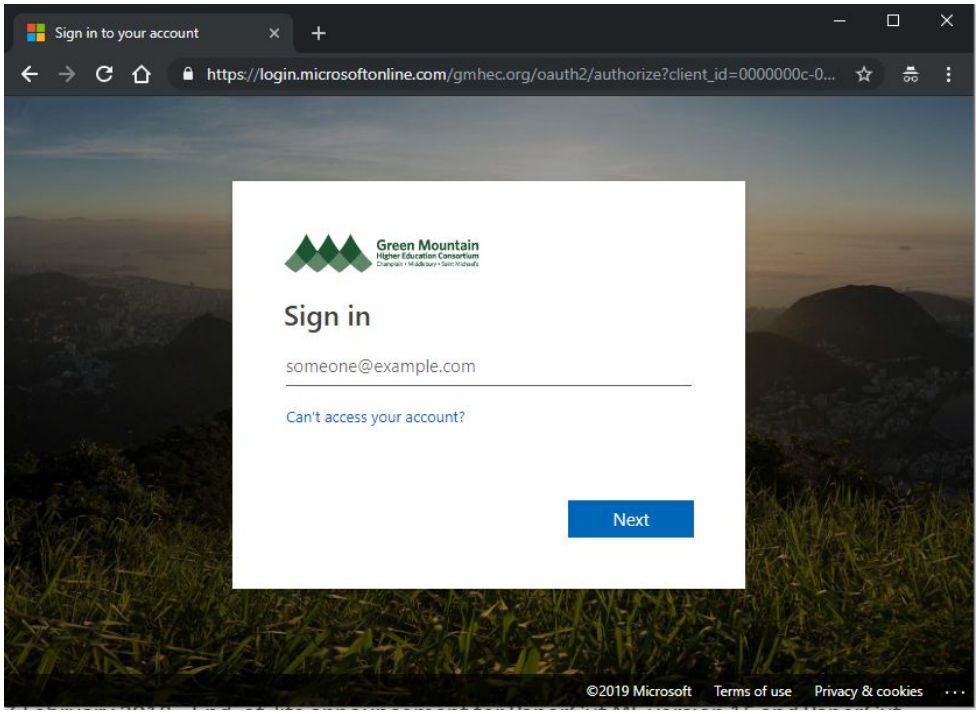
    - This way, when an extra security challenge is necessary, you only have to open the app and tap on Approve.
- Configure your office or home phone number as a backup verification option

Enrolling in Multi-Factor Authentication

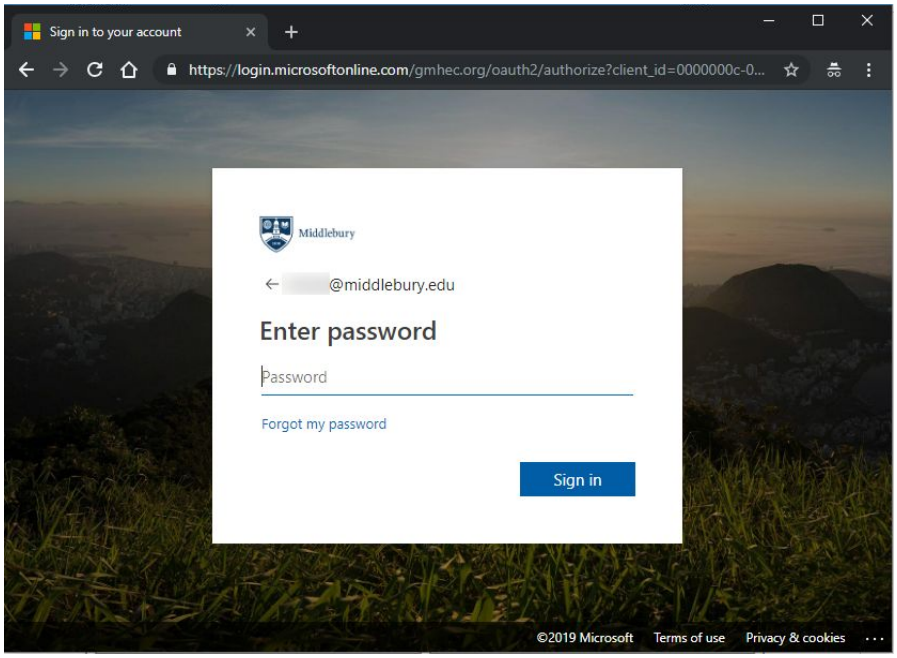
- Login to the GMHEC Access Panel (**http://myapps.microsoft.com/gmhec.org**).
- Click on the **Setup MFA** link.
- Follow the on-screen instructions to enroll in multi-factor authentication, selecting the Microsoft Authenticator app as your preferred verification option, with the “Receive notifications from app” option.

Detailed Walkthrough

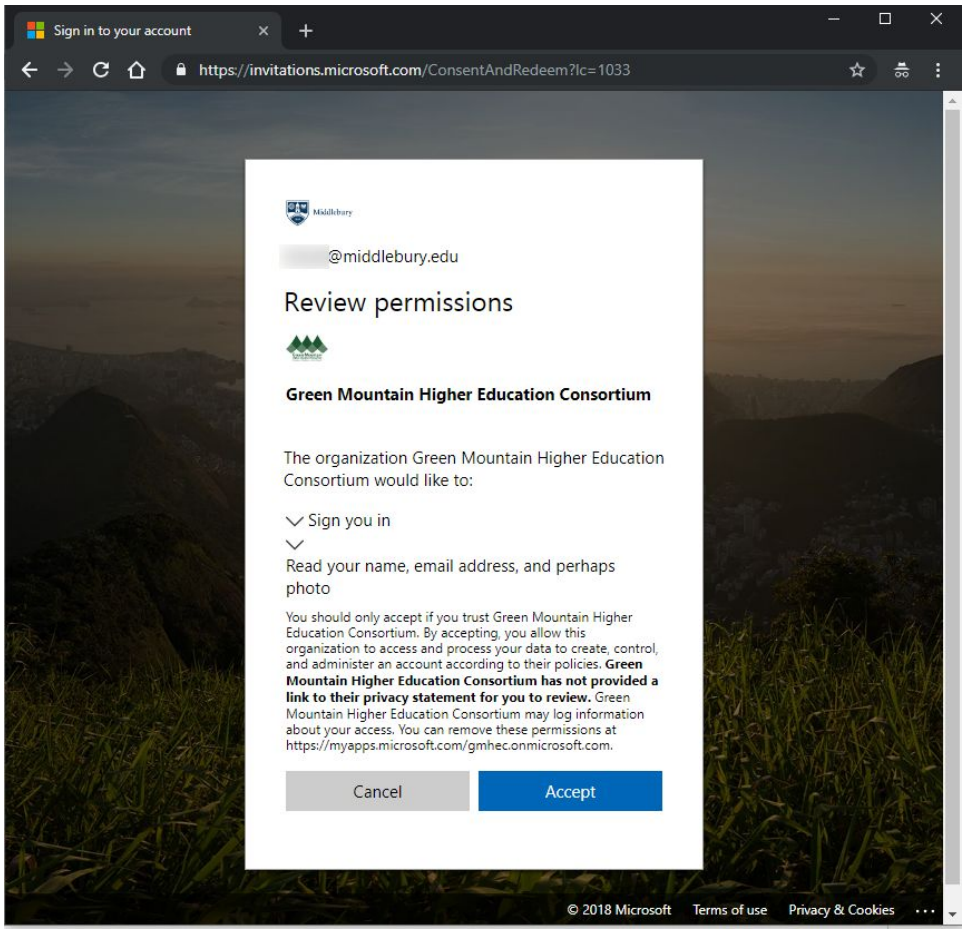
1. Open a web browser and visit the GMHEC Apps Panel: **http://myapps.microsoft.com/gmhec.org**
2. On the GMHEC “Sign in” screen, enter your username (in email address form, i.e. username@middlebury.edu or username@smcvt.edu or username@champlain.edu).



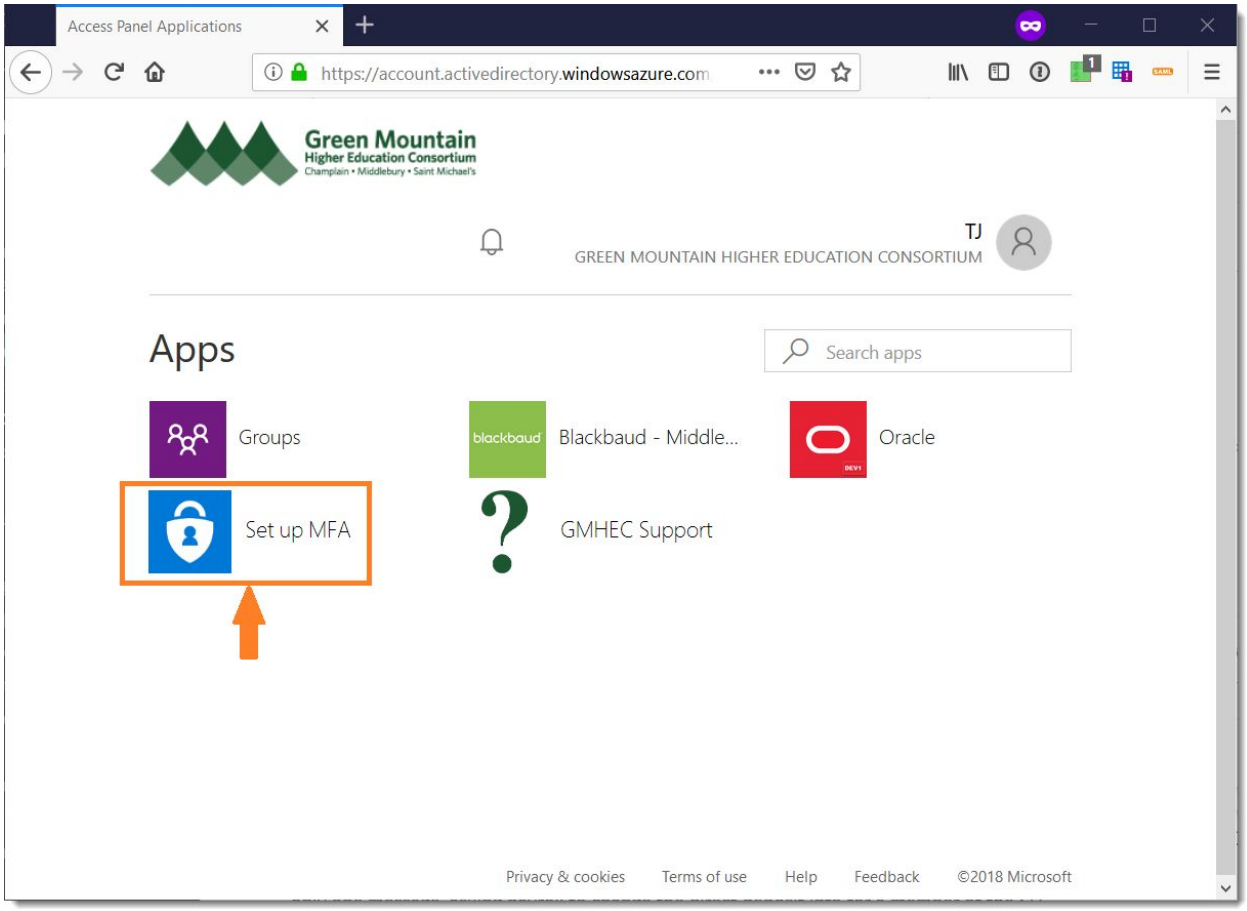
3. On your home institution's login screen, enter your network password.



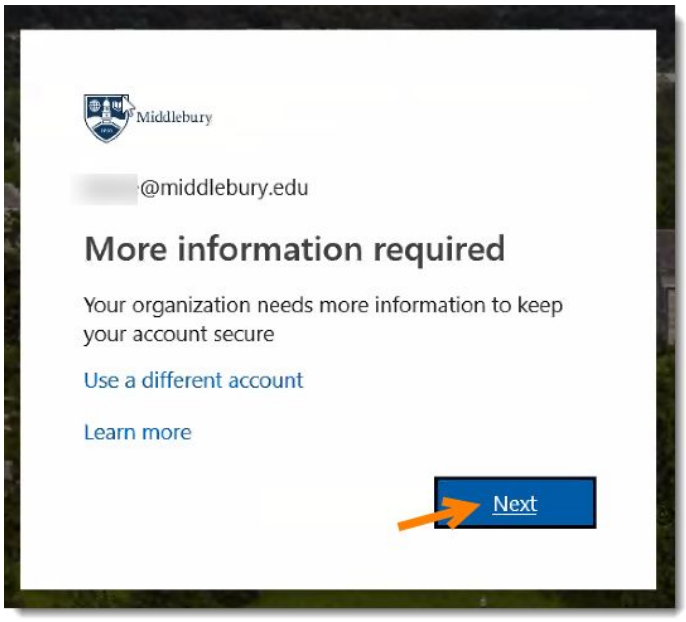
4. If this is your first login, you will be prompted "Review permissions." Kindly review and click "Accept"



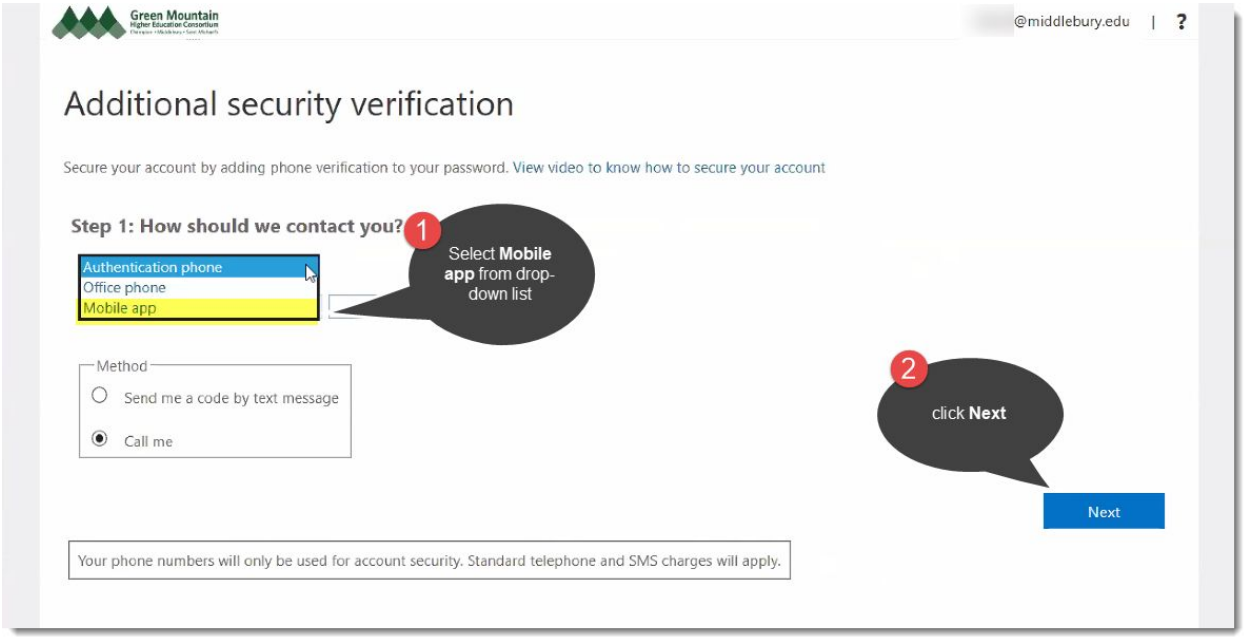
5. From the GMEHC **Access Panel**, click on the **Setup MFA** link.



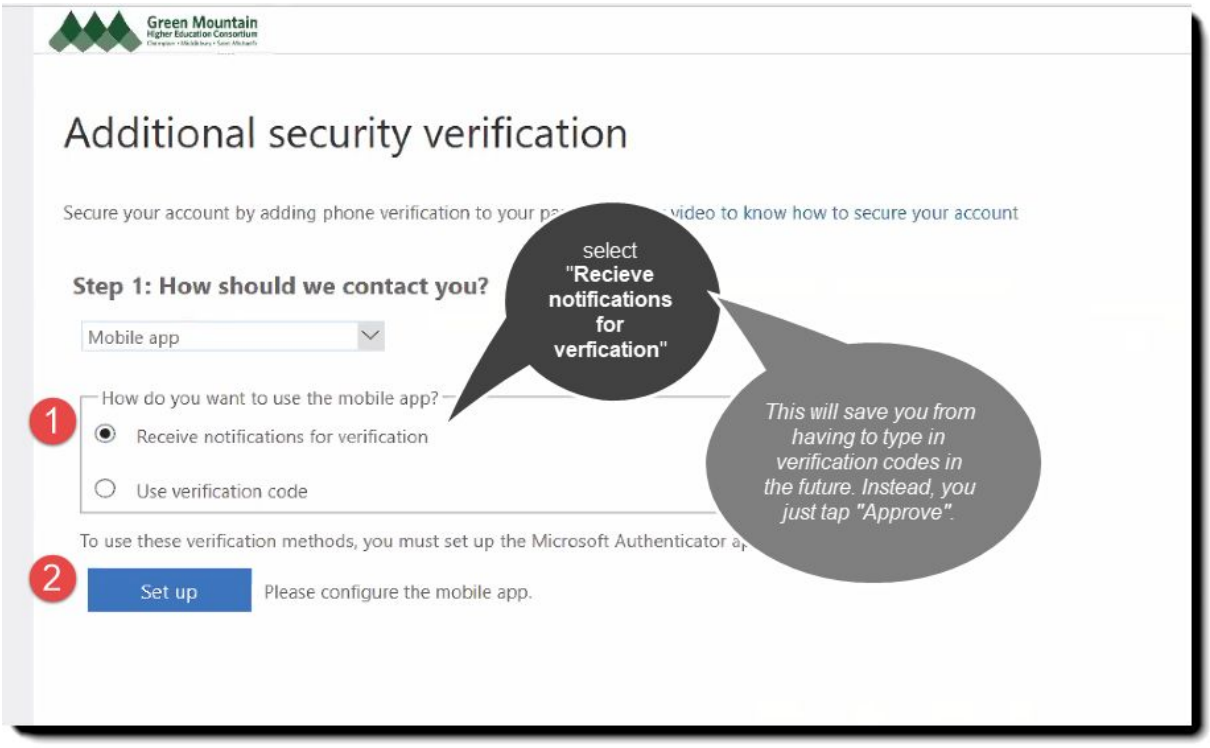
6. If you haven't registered for GMHEC Multi-Factor Authentication already, a new browser tab open, prompting you to enroll in multi-factor authentication.
7. Click next on the **More information required** screen



8. On the **Additional security verification** page, select **Mobile app** from the How should we contact you drop down list, and then click **Next**

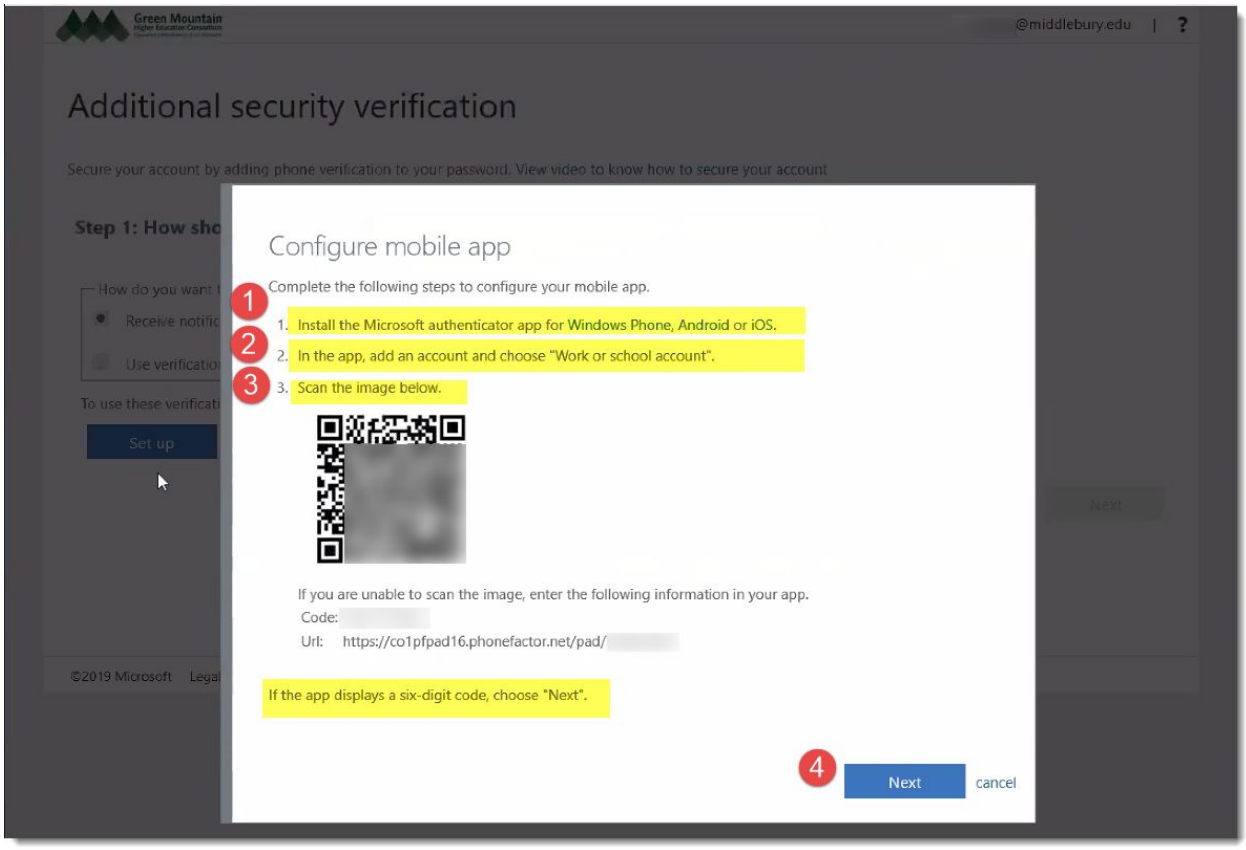


9. Now select the **Receive notifications for verification** by clicking the top radio button in the “How do you want to use the mobile app?” box. Then click on **Setup**. n



10. On your mobile phone, download and install the **Microsoft Authenticator app** from the app store.

11. Open the app.
12. If prompted, please grant the Microsoft Authenticator app access to your phone's camera (which will be used to scan a QR code shortly).
13. If prompted, please allow the Microsoft Authenticator app to receive push notifications.
14. In the app, select "Add an account", and then choose "Work or school account"
15. Point the phone's camera at the QR code image displayed on your computer screen.



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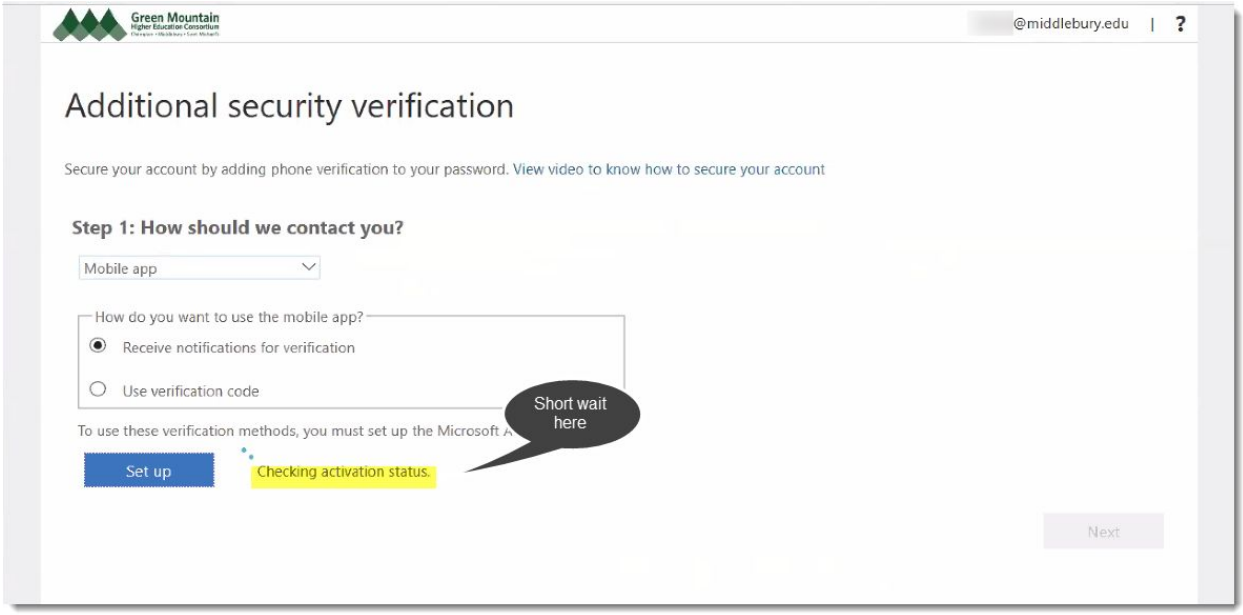
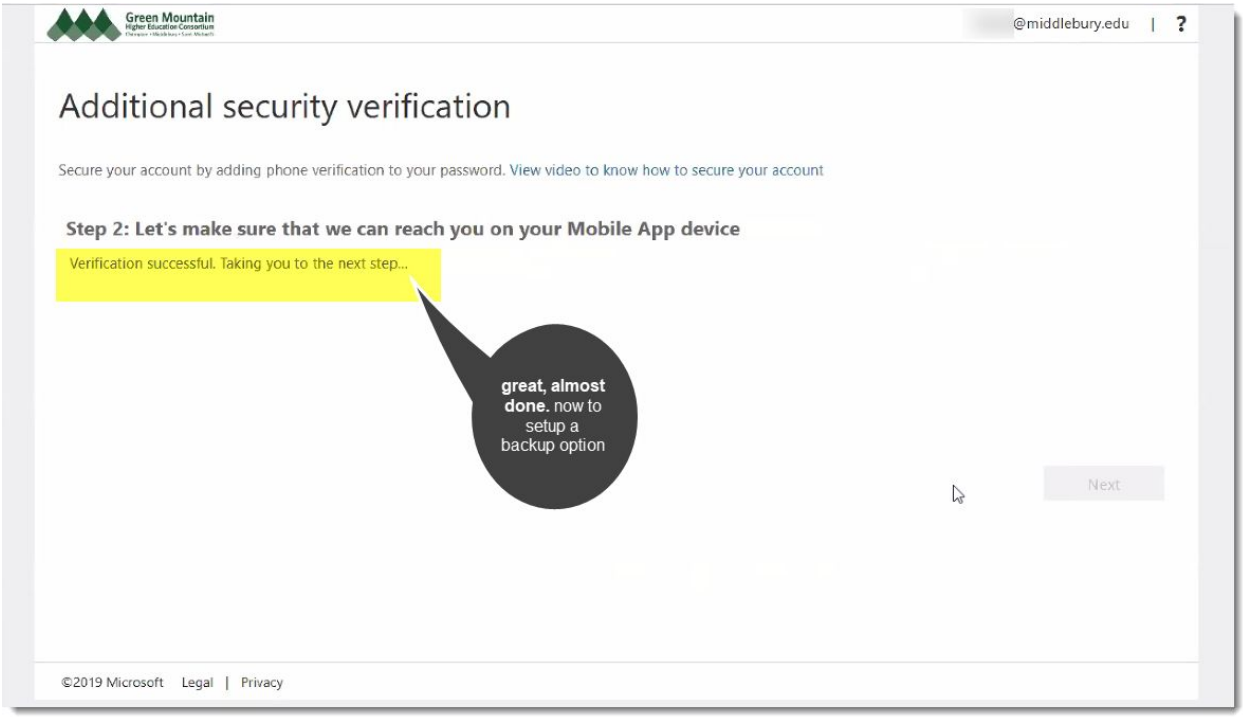
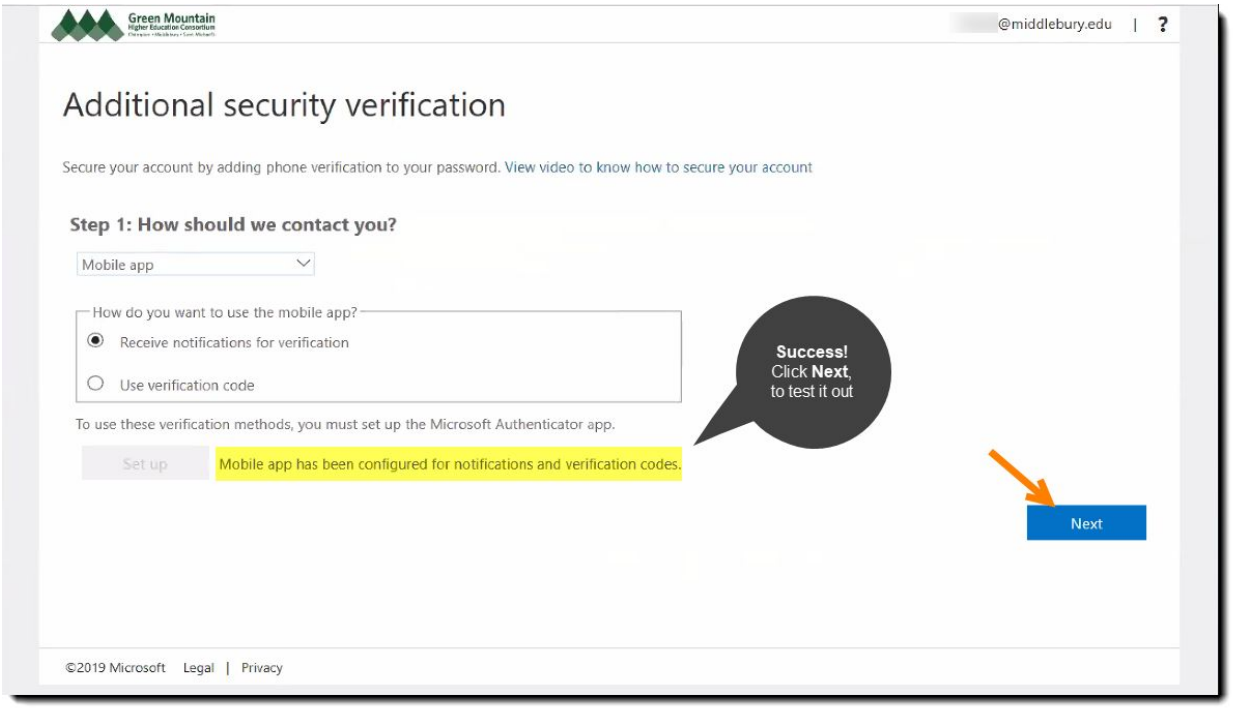
16. Wait briefly while Microsoft associates the Authenticator app with your account.



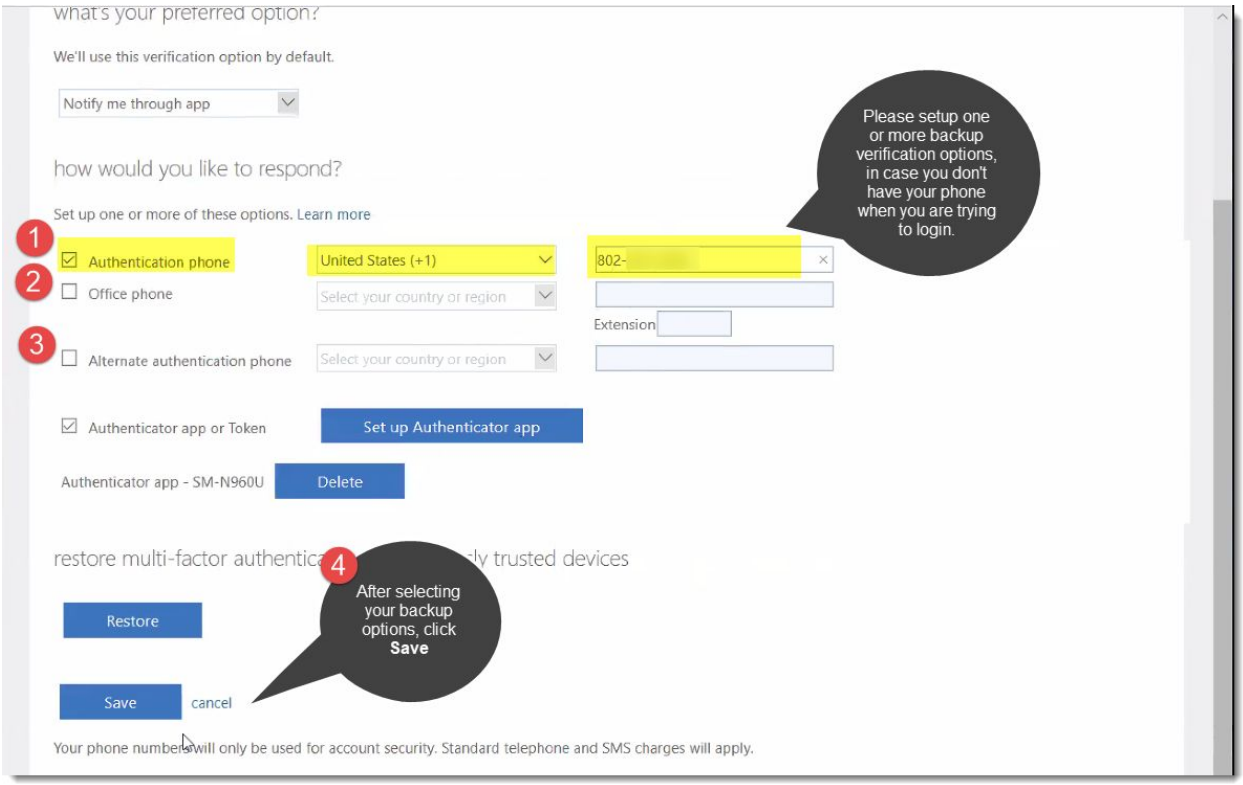
17. When prompted, check the Authenticator app on your mobile phone for an authorization request. Tap **Approve** on your phone to complete the test.



18. Click **Next** to select backup verification options



19. Select one or more backup verification options. We recommend your mobile phone number and either your office or home phone number.



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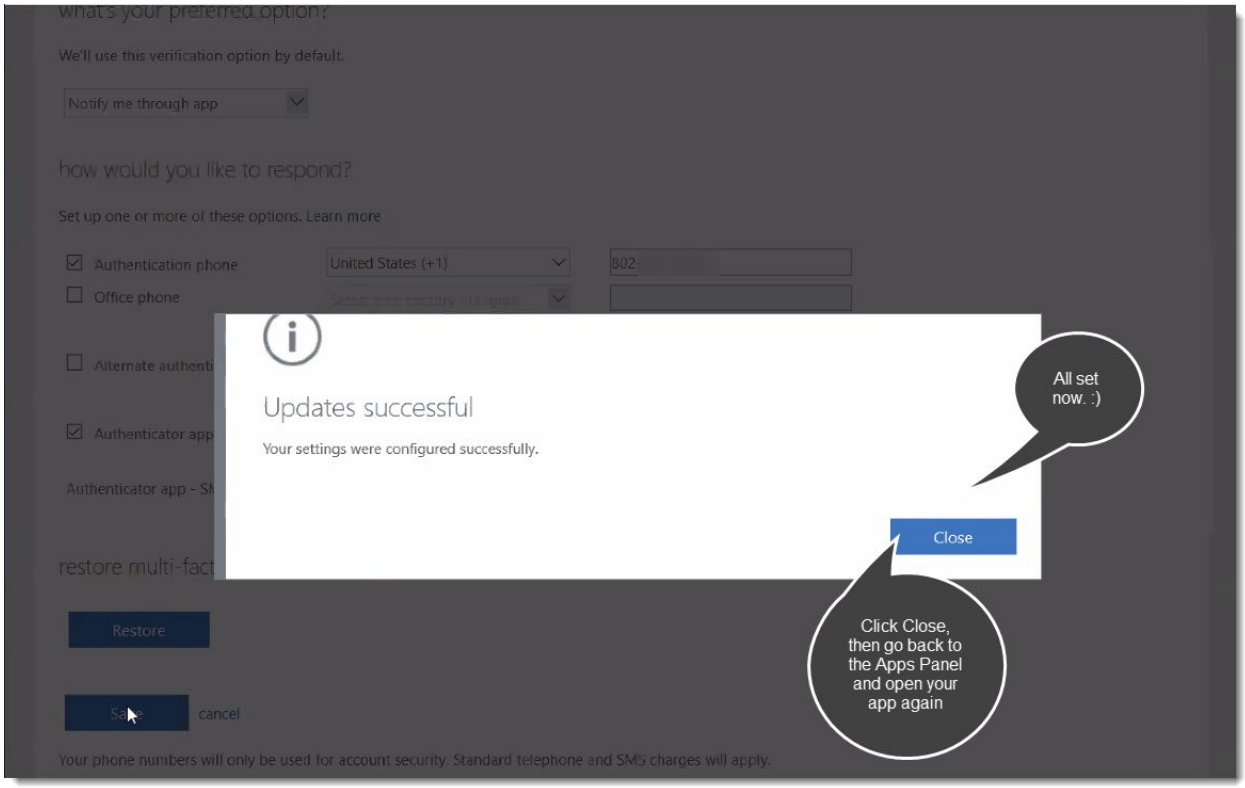
20. After selecting your backup options, click **Save**



21. Now that you have finished enrolling in multi-factor authentication, flip back to the GMHEC Access Panel (**http://myapps.microsoft.com/gmhec.org**) and launch Oracle or Blackbaud again.