

Authy app

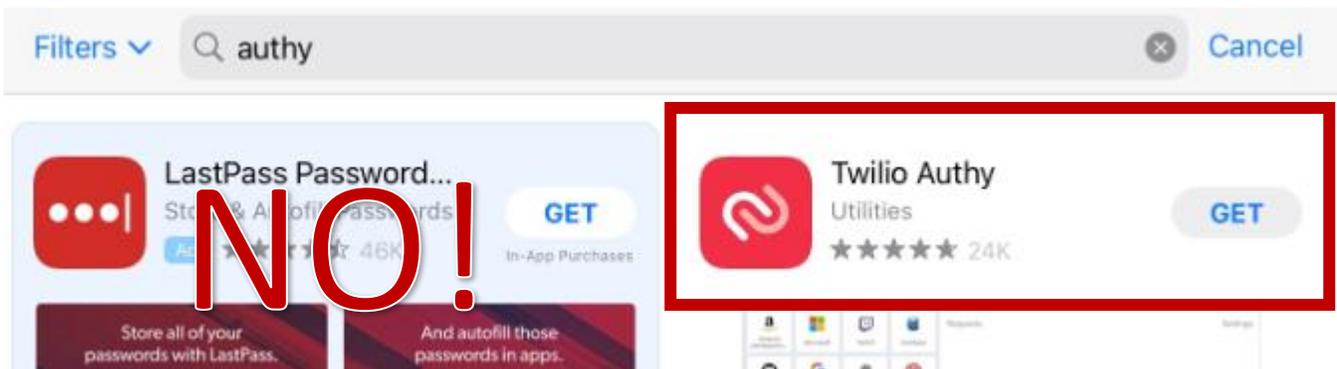
1. Download the Authy app from Authy's website. Downloading the app first will make later steps easier.

****You should not install Authy on a shared or public computer. If you do not have your own computer, you will need to use Authy or Microsoft Authenticator on your smartphone.****

You can also use this app on your smartphone, but the steps to set it up may look a little different. Download Authy from the App Store (Apple devices) or the Play Store (Android devices).



Please use the links provided in this guide (or on www.triton.edu/mfa) to ensure you are downloading the correct app. If you do search for the app in the App or Play store, **VERIFY YOU HAVE THE CORRECT APP!** If you are asked to pay for the app or a subscription, it is not the correct app!

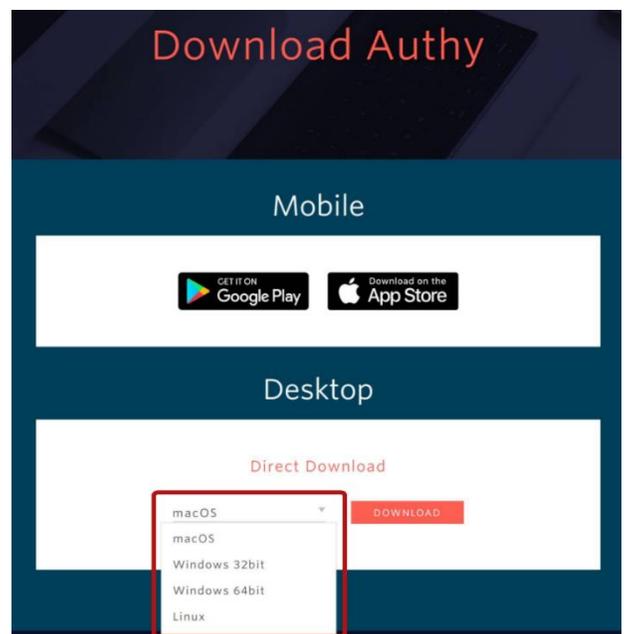


2. Select your operating system from the dropdown menu. You may need to scroll down to see this option.

Download the Windows 64bit for most* Windows PCs

*some older Windows PCs will require you to download the 32bit version.

Download the macOS version for Apple computers



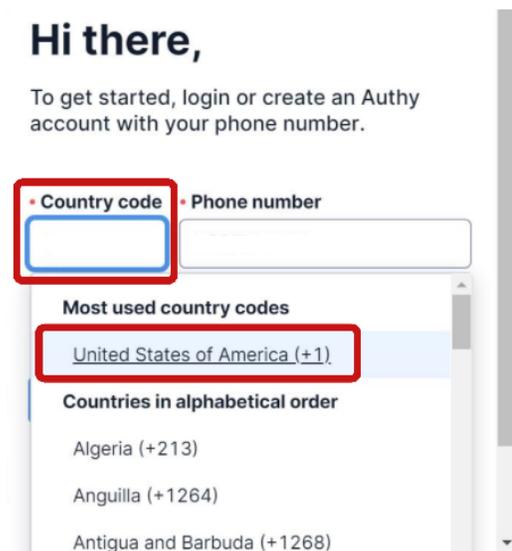
Authy app

3. Click "DOWNLOAD" and save the file to your computer.



4. Navigate to the folder or place on your computer where you saved the file and double click "Authy Desktop Setup 2.##.exe" to install.

5. Click into the "Country code" field and select "United States of America (+1)"6. Enter your phone number then click "Submit". Make sure this is a phone that is near you while you are setting up Authy!



Authy app

6. You will be asked to confirm that this is the correct phone number. If it is, click "Yes"

Hi there,

To get started, login or create an Authy account with your phone number.

• Country code • Phone number

Required

Submit

By logging in or creating an account, you acknowledge that you read the [Privacy Notice](#).

7. Enter your email address then click "Submit".

Add your email

We use your email as a backup contact method.

• Email

Submit

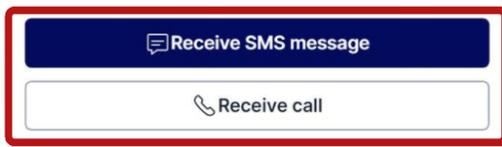
8. You will be asked to confirm that your email is correct. If it is, click "Yes".

Authy app

9. You will be asked how you want to verify that the phone number you entered is yours. Click "Receive SMS message" or "Receive call", depending on your preference.

Verify your account

Select one of the following methods to verify your account:



Receive SMS message

Receive call

10. Enter the 6-digit code sent to you by Authy then hit [Enter] on your keyboard.

SMS message sent

Enter the verification code we sent to +1-708- [redacted] 7:



11. Authy will say that you don't have any accounts. Click the "+" to add one.

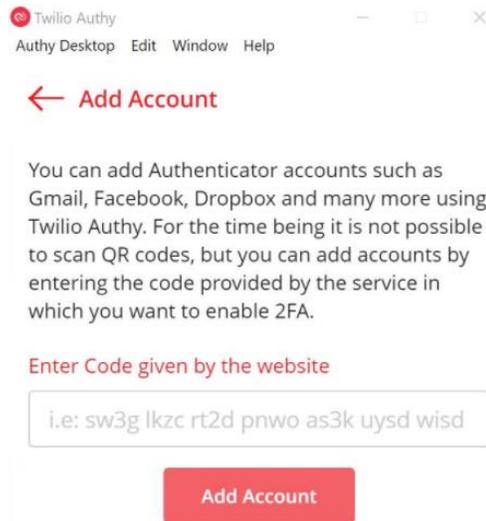
You don't have any accounts.

Add your first



Authy app

12. Authy will ask you for a code - you'll need to go to your Triton email account for this.



<https://outlook.office365.com/triton.edu>

13. Click into the username field, enter your email address, and click "Next". Enter your password and click "Sign in".

14. You will receive a notification that Triton College (your organization) needs more information to keep your account secure. Click "Next" to be taken to the Multi-Factor Authentication setup process.



@triton.edu

More information required

Your organization needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)



Authy app

15. Click "Use verification code", then click "Setup".



Additional security verification

Secure your account by adding phone verification to your password. View video to know how to secure your account

Step 1: How should we contact you?

Mobile app

How do you want to use the mobile app?

Receive notifications for verification

Use verification code

To use these verification methods, you must set up the Microsoft Authenticator app.

[Set up](#) Mobile app has been configured.

16. You will receive a popup with instructions to download and set up the Microsoft Authenticator mobile app. Since you are setting up the Authy app, you'll need to click "**Configure app without notifications**".

Configure mobile app

Complete the following steps to configure your mobile app.

1. Install the Microsoft authenticator 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.



[Configure app without notifications](#)

17. Enter the "Secret Key" in your Authy app. You can right click and copy the code, just make sure there are no extra spaces in front of the code when you paste it into Authy!

Configure mobile app

Complete the following steps to configure your mobile app.

1. Install the Microsoft Authenticator or any authenticator app for [Windows Phone](#), [Android](#) or [iOS](#).
2. In the app, add an account and choose "Other account".
3. Scan the image below.



[Configure app with notifications](#)

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

Account Name: Triton.Collge@is_ops@triton.edu

Secret Key: 2dqp . rb7r

If the app displays a six-digit code, choose "Next".

Authy app

18. Enter the "Secret Key" given to you in the "Configure mobile app" popup in your email then click "Add Account".

[← Add Account](#)

You can add Authenticator accounts such as Gmail, Facebook, Dropbox and many more using Twilio Authy. For the time being it is not possible to scan QR codes, but you can add accounts by entering the code provided by the service in which you want to enable 2FA.

Enter Code given by the website

i.e: sw3g lkzc rt2d pnwo as3k uysd wisd

Add Account

19. Name your account and choose an icon. You can pick any icon you want.

[← Account Name and Logo](#)

Triton Email



MailChimp



Microsoft

20. Make sure the token length is set to 6-digit. **Do not change this!!**

Token length ?

6-digit

7-digit

8-digit

Save

[Delete](#)



Tokens



Requests



Settings

21. Click "Save"

Authy app

22. Authy should now show your Triton email account and a 6-digit code that changes every 30 seconds. This means your Triton email has been successfully added to Authy.



23. Go back to your Triton email to enter the 6-digit code to finish setting up Multi-Factor Authentication. Click "Next".

Configure mobile app

Complete the following steps to configure your mobile app.

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2. In the app, add an account and choose "Other account".
3. Scan the image below.



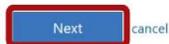
Configure app with notifications

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

Account Name: Triton College:is_ops@triton.edu

Secret Key:

If the app displays a six-digit code, choose "Next".



24. You will be taken back to the initial "Additional security verification" page. Notice that the "Set up" button is now greyed out. Click "Next".



Additional security verification

Secure your account by adding phone verification to your password. View video to know how to secure your account

Step 1: How should we contact you?

Mobile app

How do you want to use the mobile app?

Receive notifications for verification

Use verification code

To use these verification methods, you must set up the Microsoft Authenticator app.

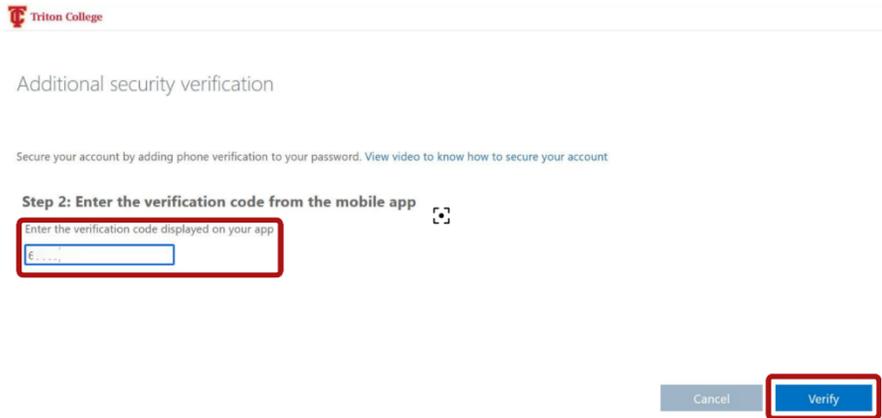
Set up

Mobile app has been configured for notifications and verification codes.

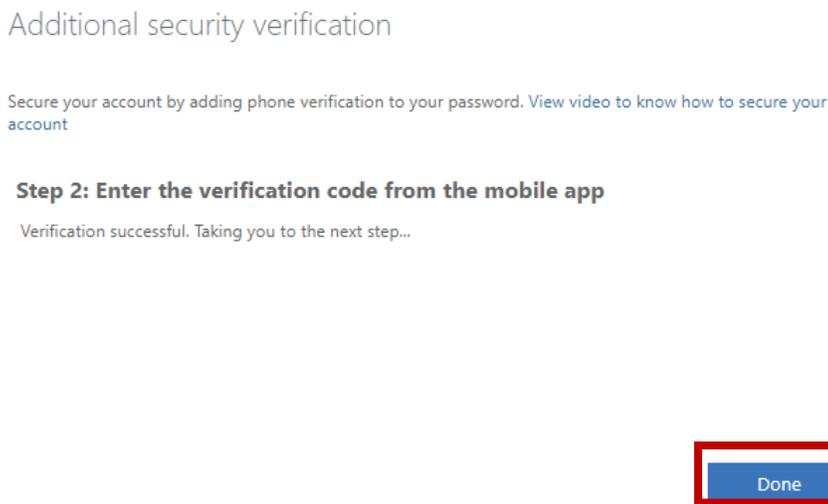
Next

Authy app

25. Enter the 6-digit code displayed in your Authy app and click "Verify".



26. Click "Done".



27. You will be taken back to your email login screen. Click "Yes" or "No" to stay signed in, depending on your preference.



28. You have now set up Multi-Factor Authentication for your Triton College email account!

You will not be asked to authenticate every time you log in; only when you log in on a new device or browser, or every 30 days.