



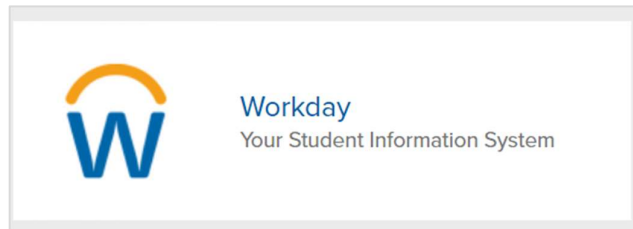
# Setting up Multi-factor Authentication

## Overview

Multi-factor Authentication must be completed upon initial login. After completing the setup, you will be required to “authenticate” that you are authorized to access the system. This is done by either a texted code, use of the Microsoft Authenticator app, or phone call.

### Instructions for Setting up MFA :

1. From Northampton Community College Website, navigate to “My Logins,” “Student Logins,” or “Faculty/Staff Logins,” and “Workday Information System.”



2. Enter your Northampton Username and Password. Click “Sign In.”
  - a. For students, your Username is your NCC email address: [firstname.lastname@student.northampton.edu](mailto:firstname.lastname@student.northampton.edu), first name. last name, or student ID number.
  - b. For Staff, it would be first initial, Last name

Use your Northampton Username and Password to sign in

Username

Password

Sign in

3. If this is the first time you log into the system, you will be asked to change your password.
4. The following screen will be displayed. Please choose your preferred method for our Two Factor Authentication, which will authenticate you when logging in.
5. NCC recommends choosing the “Mobile App.” When selecting the Mobile App option, you need to download the “Microsoft Authenticator” App from either the Apple store for Apple devices or Google Play Store for Android devices.

For security reasons, we require additional information to verify your account

Your admin has required that you set up your account for additional security verification.

How should we contact you?

Text message

Phone call

Text message

Mobile app verification

United States & Canada +1

Text me now