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In order to increase security, Westmont requires 2-factor authentication (2FA).

2FA means that you have to supply two ways of identifying yourself: your password and a code sent to your mobile device. This helps protect your account from hackers who may learn your password, because they won't have your mobile device.

To make this work, you must install an App called Google Authenticator onto your mobile device. The app generates a random code every 30 seconds which you then enter to confirm that you are the one accessing your account.
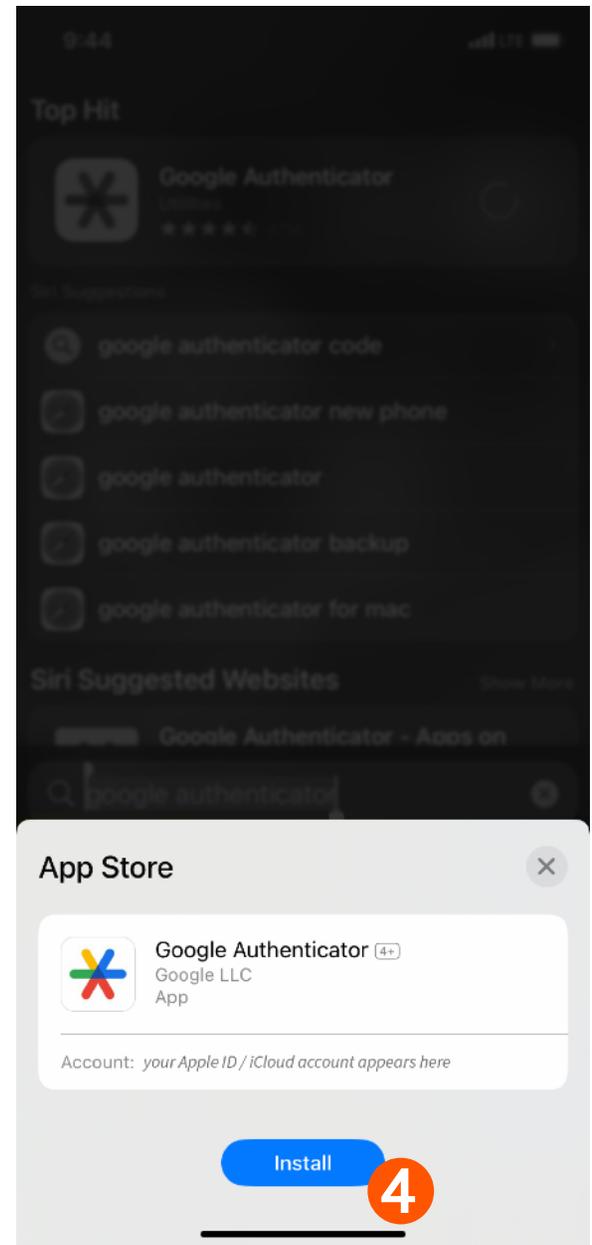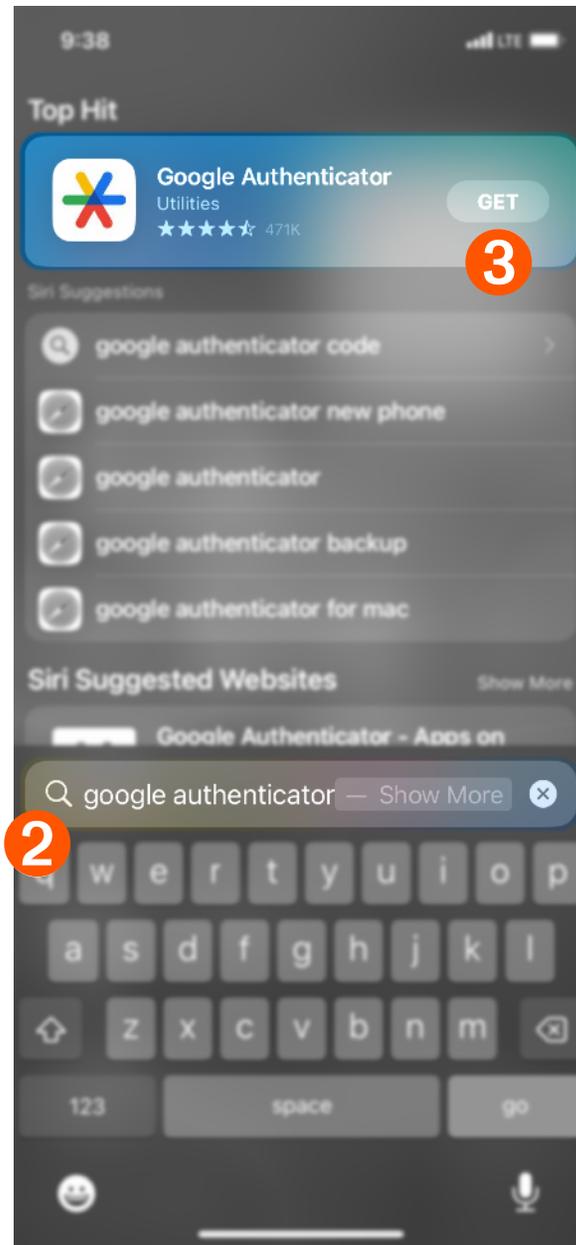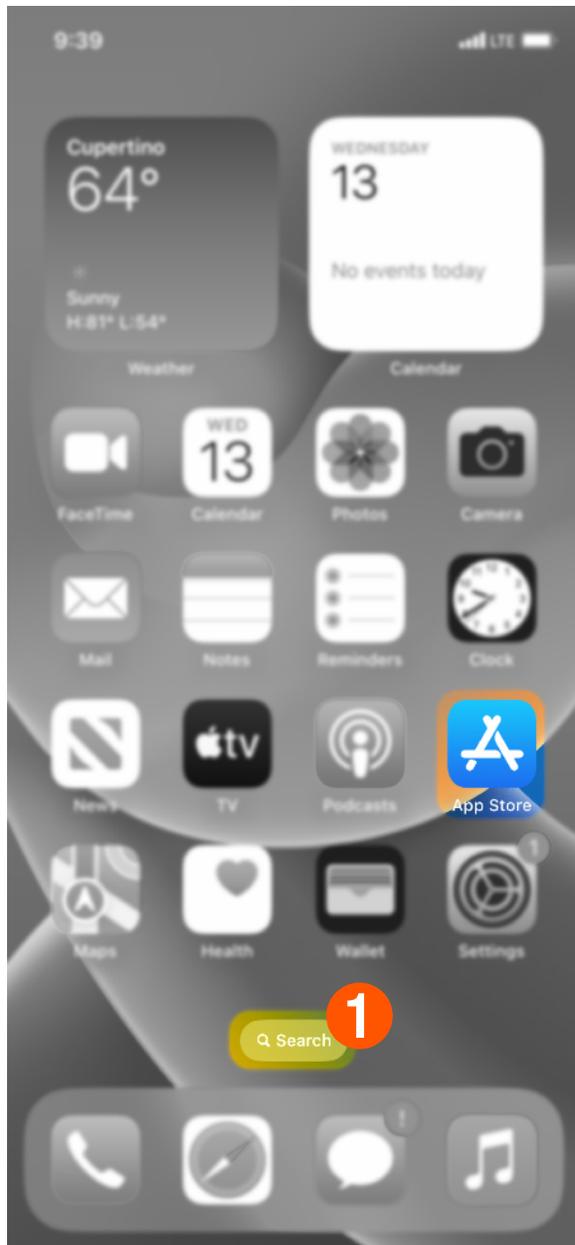
❶ Begin by using the iPhone Search or by searching in the App Store.
❷ Type in 'Google Authenticator' and verify the icon matches.
❸ Tap 'GET'.

❹ Authenticate with Face ID or Touch ID and 'Install'.
You will be prompted to sign in with your Apple ID if you haven't
previously downloaded apps. ❺ Open the app when finished.
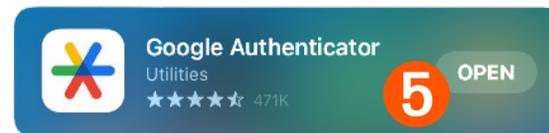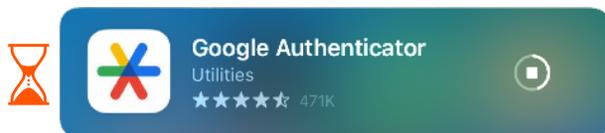
Stronger security with Google Authenticator

Get verification codes for all your accounts using 2-Step Verification
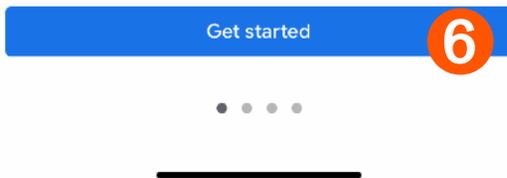
Get started ❻

❻ Tap 'Get started'

Welcome to Google Authenticator

Sign in to back up your codes to your Google Account

Google

❼ Sign in

Use Authenticator without an account

❼ 'Sign in' with a personal GMail account. Do not use your Westmont account. -OR- 'Use Authenticator without an account' and sign-in later.

☰ Google Authenticator

Search...

Looks like there aren't any Google Authenticator codes here yet.

Add a code

Sign in

✓ Authenticator is now ready. Please continue on the next page.
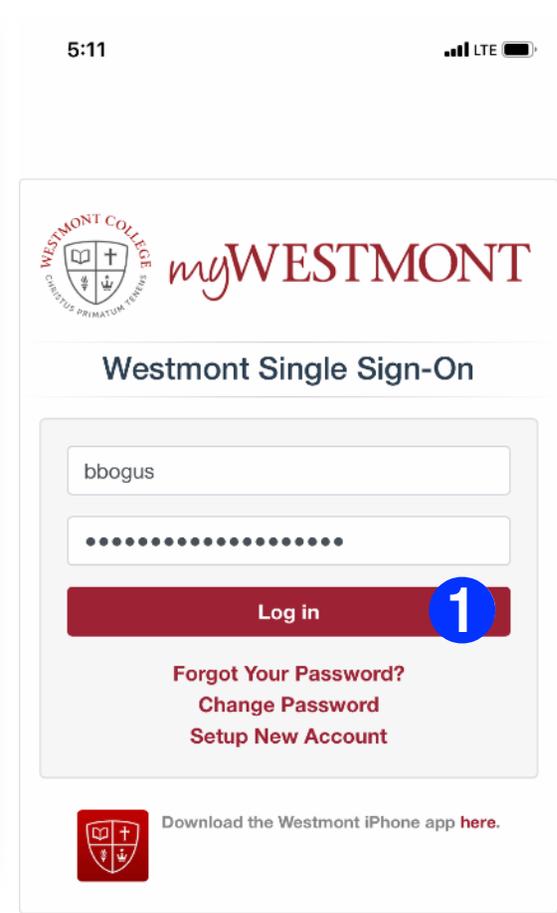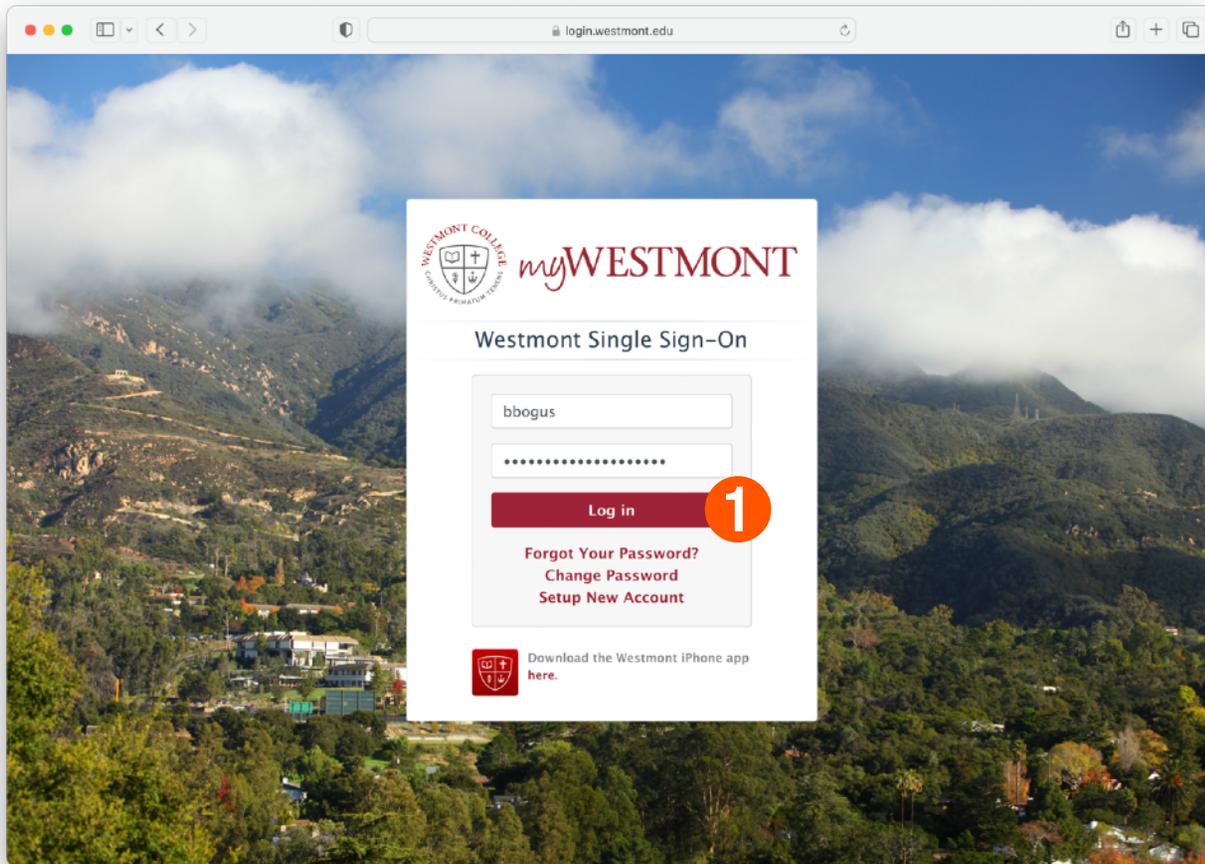
① From a web browser, navigate to login.westmont.edu
and enter your Westmont username and password.
It is recommended to use a computer for this step, though
① alternate instructions are provided if only your phone is available.
'Log in' when done.
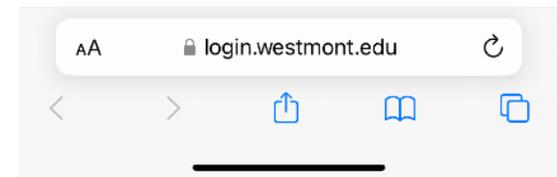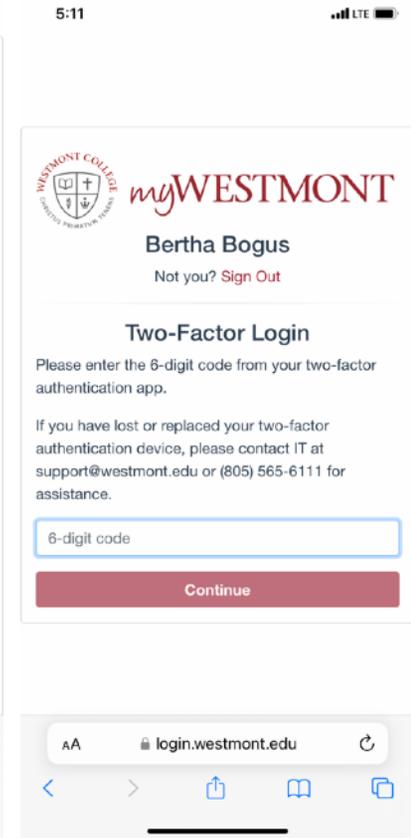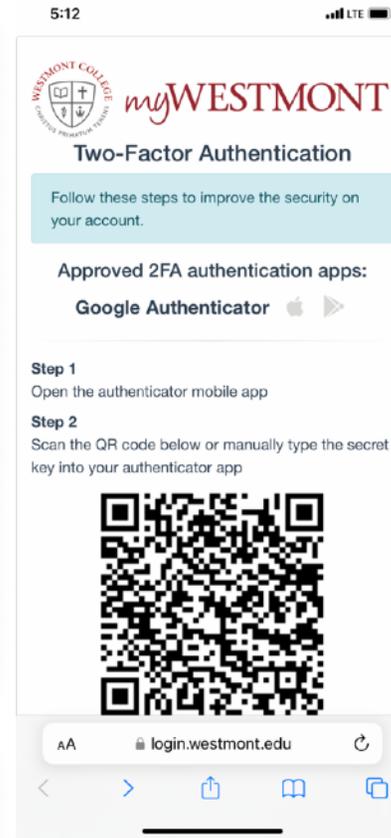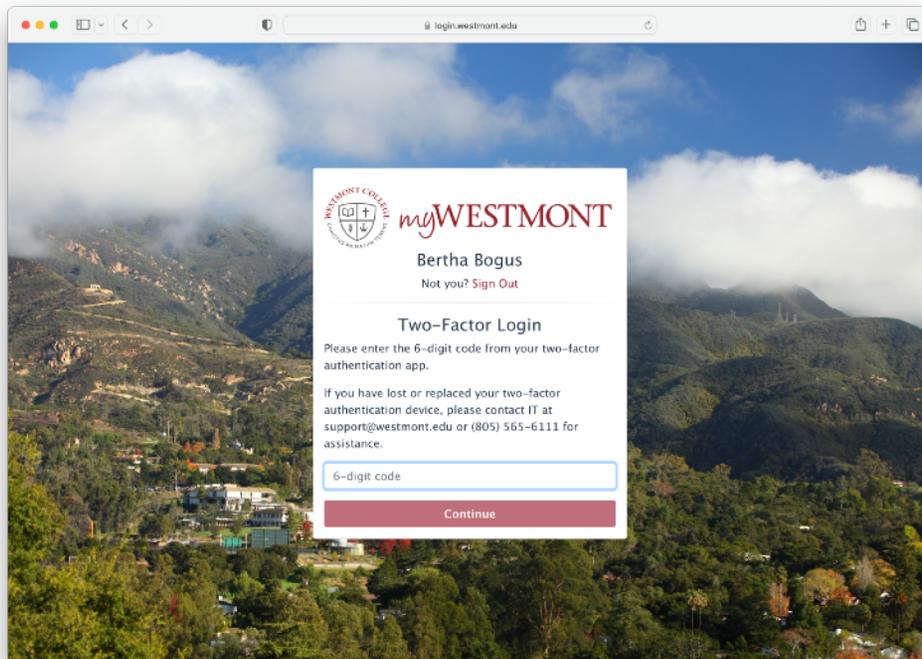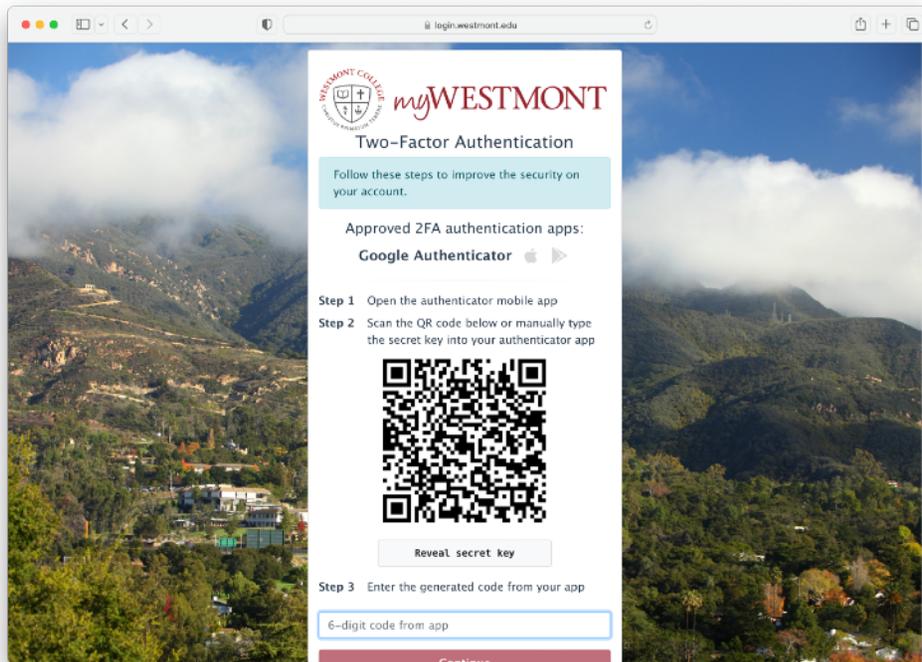
Depending on whether you have previously set up Authenticator, one of these two pages will appear.

If you see the QR code, please proceed to the next page.
Do not close the browser tab until the process is complete (✓)

If you see the screen requiring a 6-digit code and you do not have a corresponding code installed in your Authenticator app, please call (805) 565-6111 or send an email to support@westmont.edu including your best callback number. Please have your Date of Birth and the last four digits of your Social Security Number ready to help us verify your identity and reset 2-Factor Authentication.

Open the Google Authenticator app.
❷ If you haven't previously set up any codes, tap 'Add a code'.
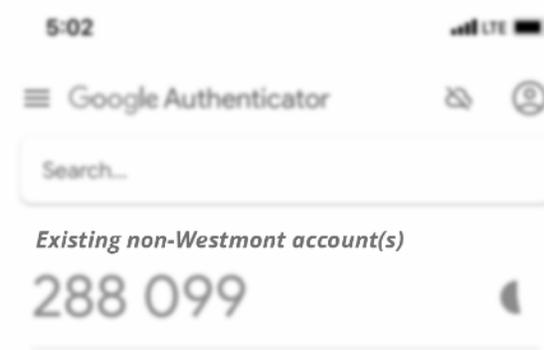
❷ If you already have one or more codes installed for other services, tap the colored '+' in the bottom right corner.
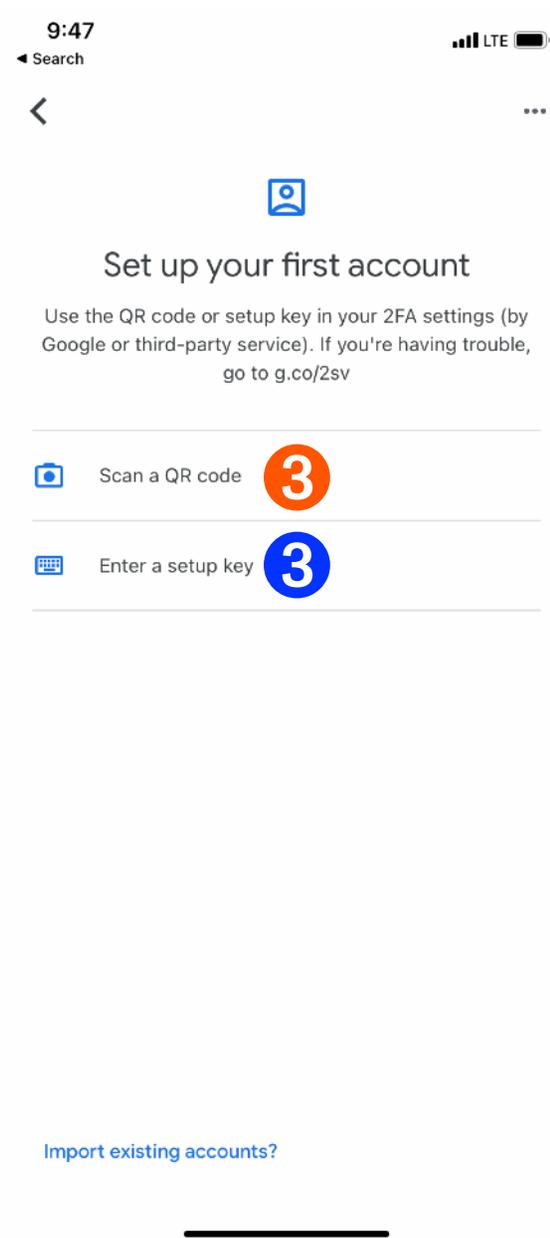
❸ If a computer is available, tap 'Scan a QR code' (recommended.)
❸ If you only have access to your phone, tap 'Enter a setup key'.

9:47
◄ Search

‹

"Authenticator" Would Like to
Access the Camera
Authenticator uses your camera to
scan barcodes.

Don't Allow   OK

❹

5:12

‹   Enter account details

Account

Key

Time based ▾   Add
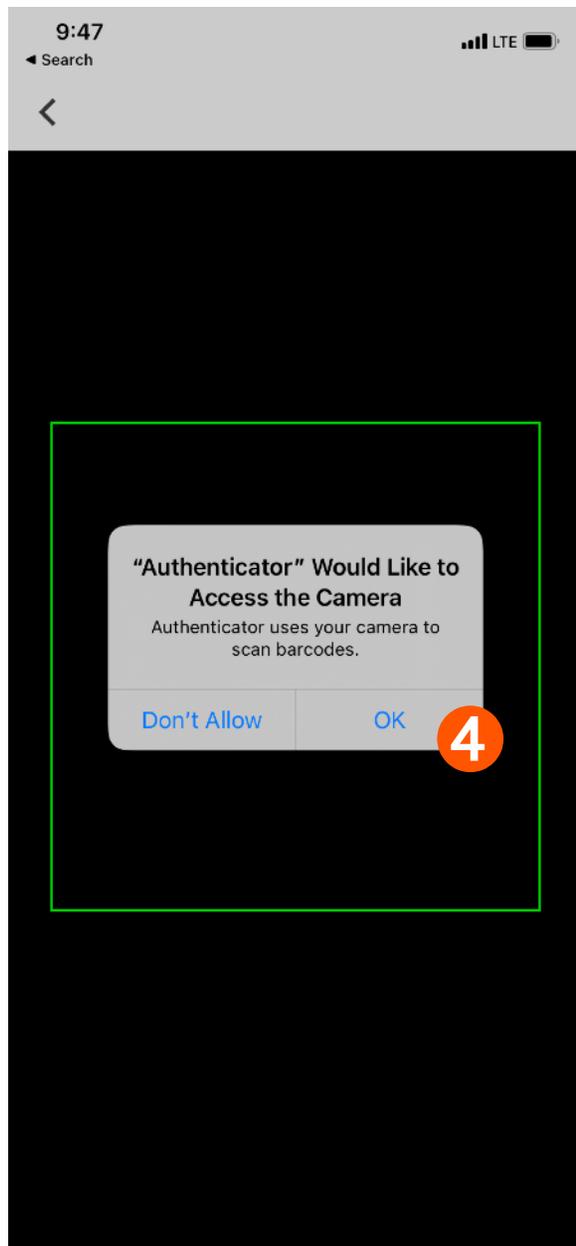
❹ You may need to tap 'OK' to allow Authenticator to scan a QR code with the Camera. Once the camera is working, hold the phone up to the computer screen to scan the QR code. A 6-digit code will appear in the app when complete.
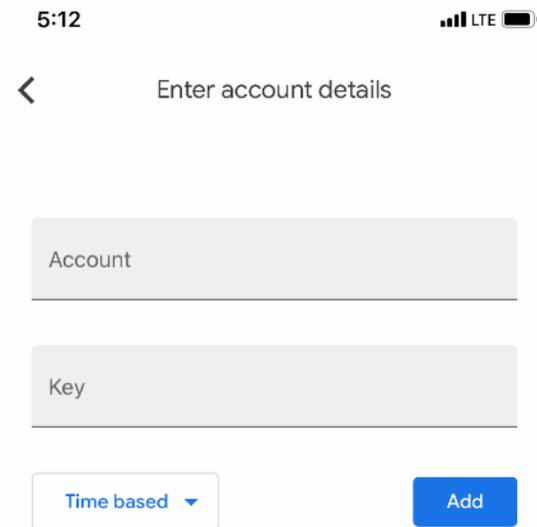
If using only your phone, you will need to reveal and copy the setup key instead of scanning the QR code. Once at this screen, switch back to the browser app where the QR code appeared.
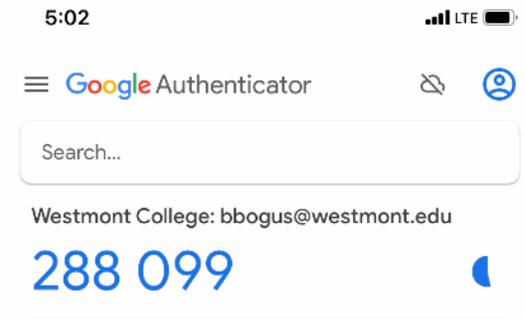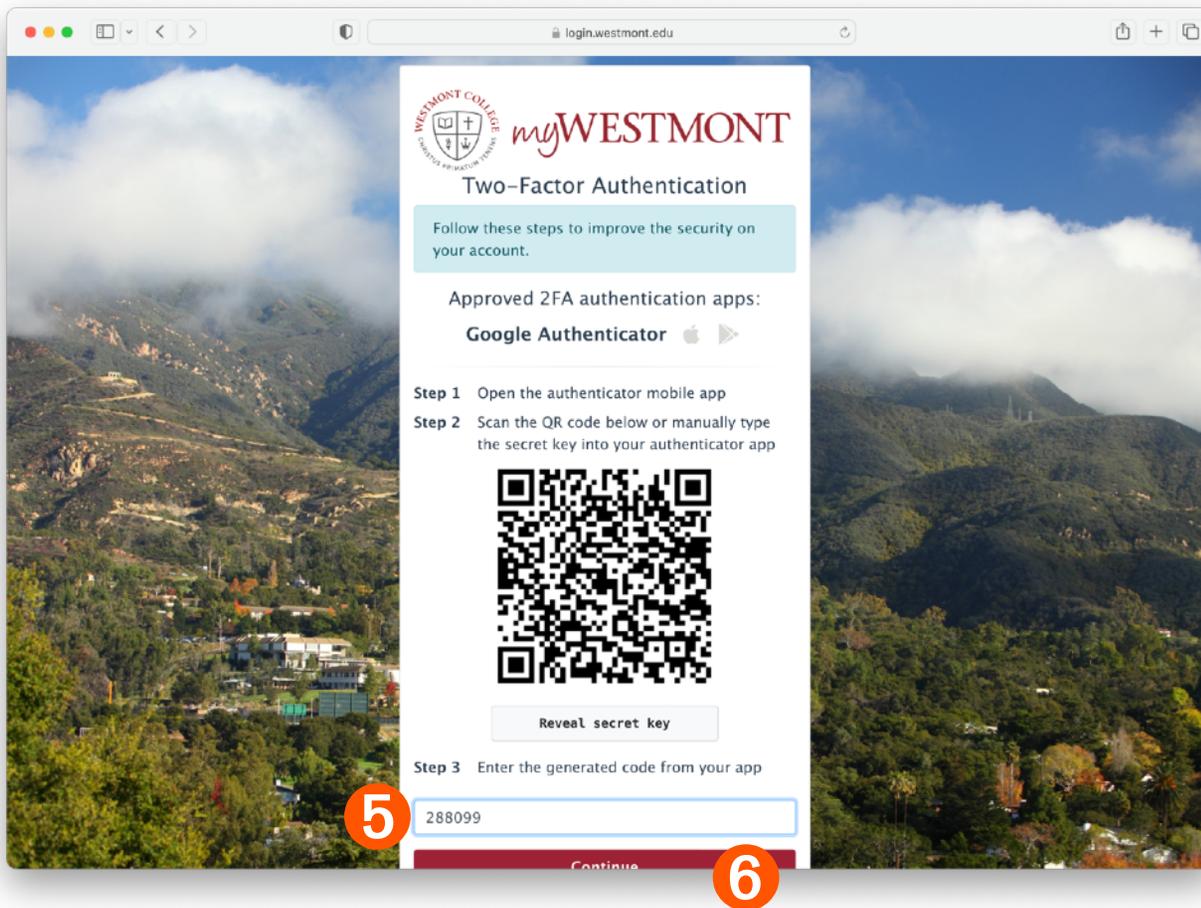
❺ Enter the 6-digit code beneath the QR code on the computer's browser.
The code in the app will change every thirty seconds, flashing red briefly before each change.
If the code is about to change, it's best to wait for the new one to appear before entering it.
❻ Press the 'Continue' button at the bottom of the page when done.
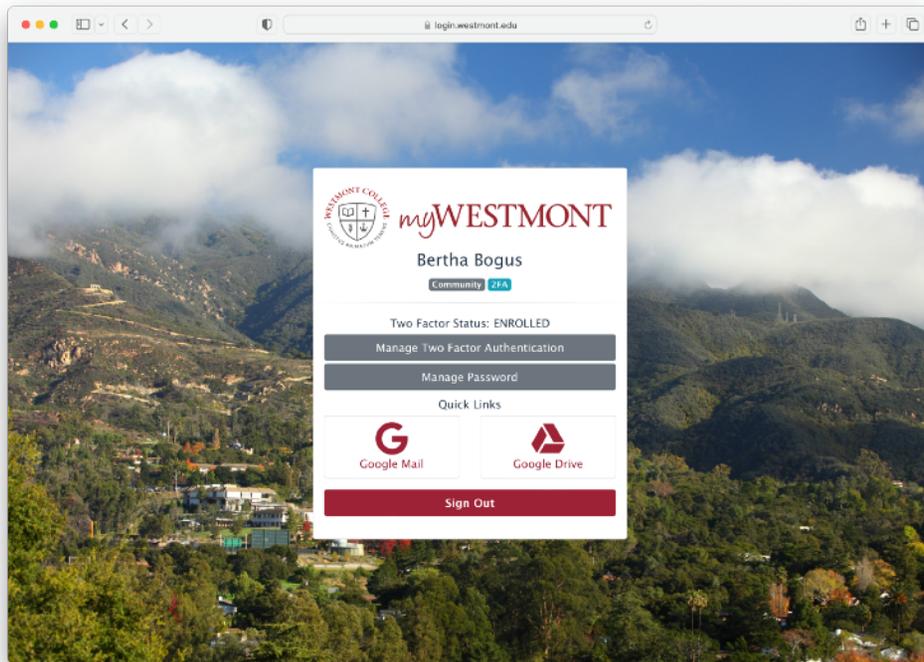
✓ Setup is complete when you reach a screen which states:
Two Factor Status: ENROLLED
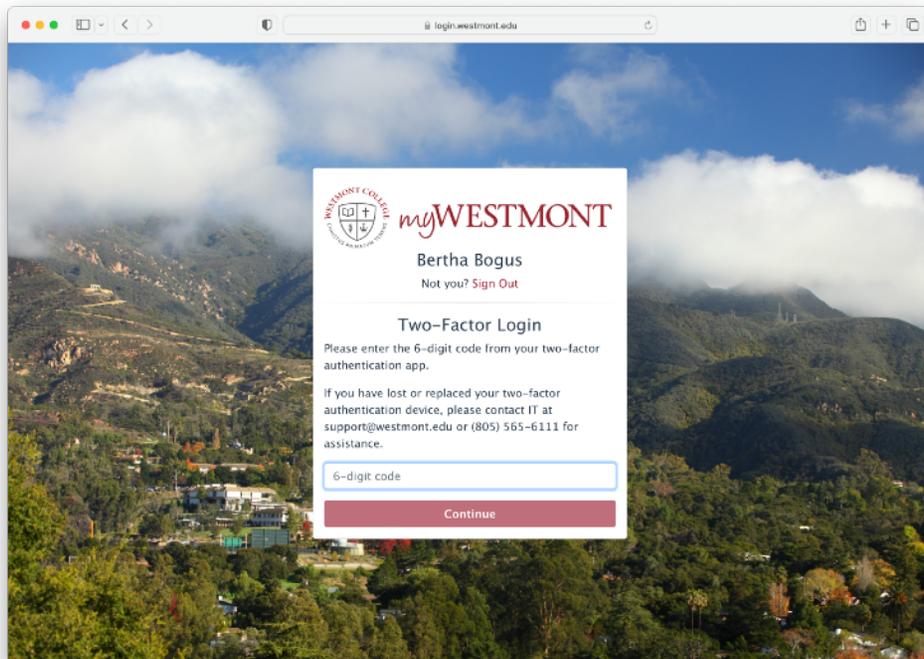
You will now be able to use the 6-digit code presented by the app whenever you log in to your Westmont account and reach the Two-Factor Login screen which requires a 6-digit code.

Proceed to page 13 for additional procedures.
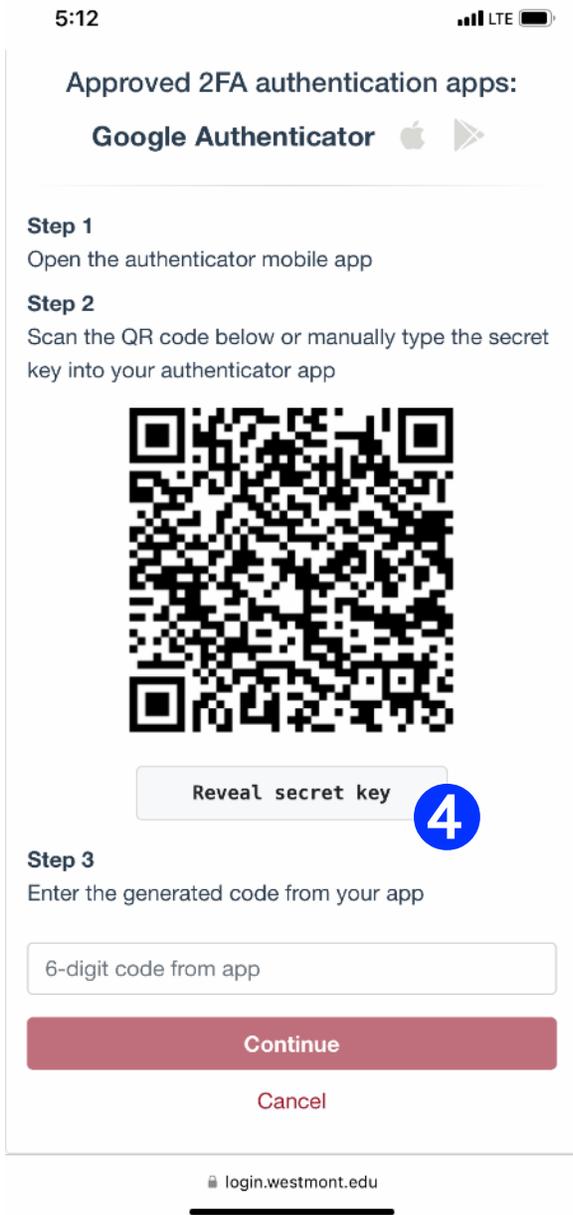
Return to the browser and scroll past the QR code. ④ Tap 'Reveal secret key'.
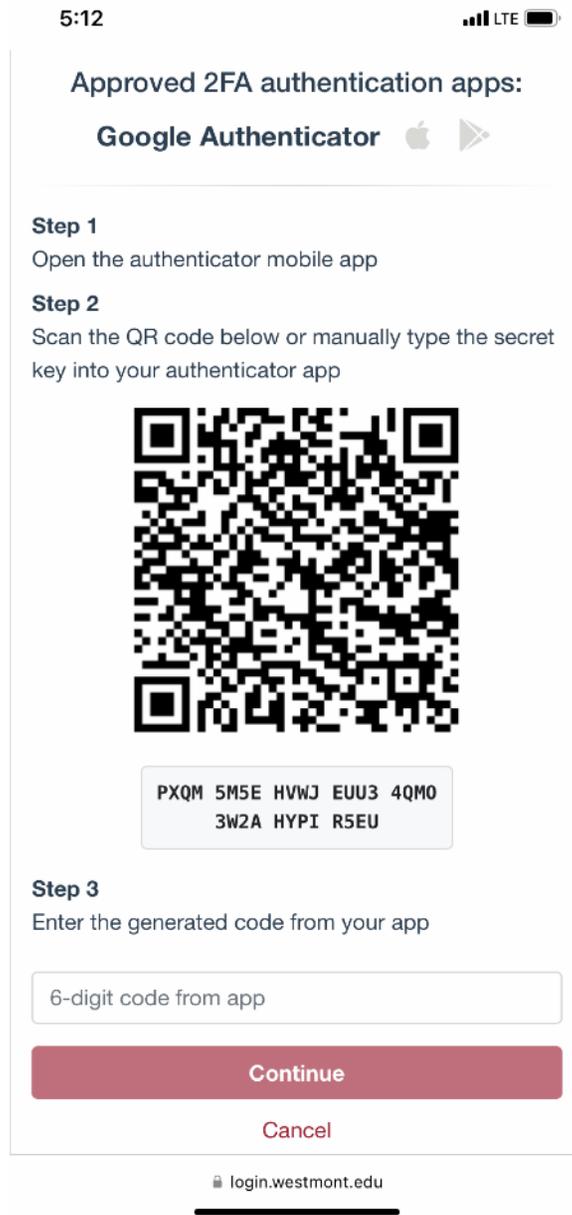
A 32-character code will be revealed. Highlight the entire code.
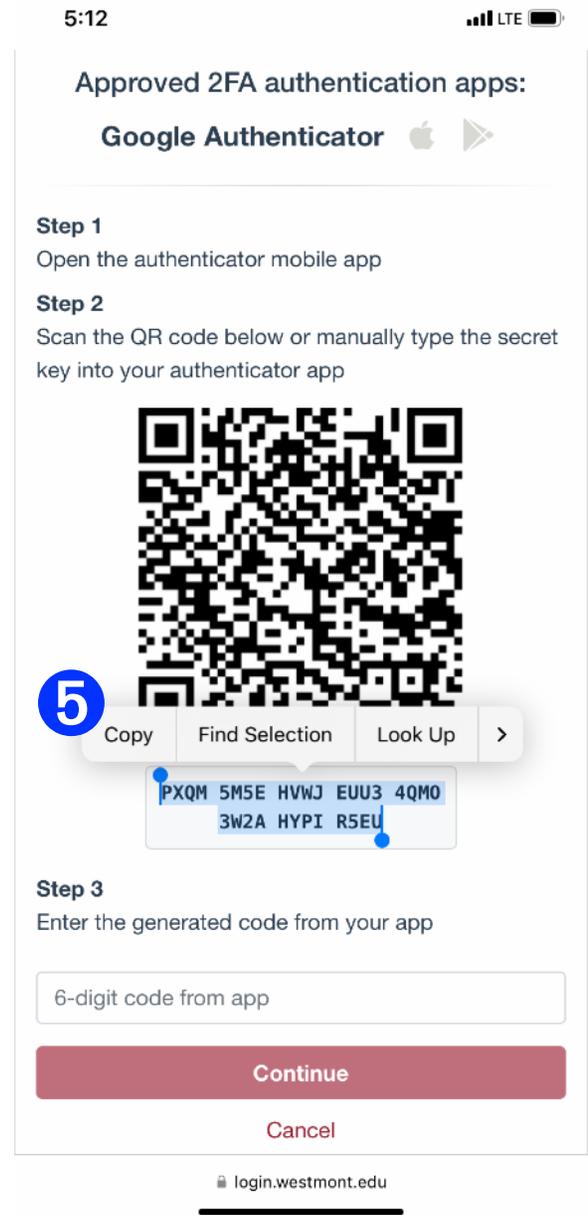
⑤ Tap 'Copy' to copy the secret key, then switch back to Authenticator.
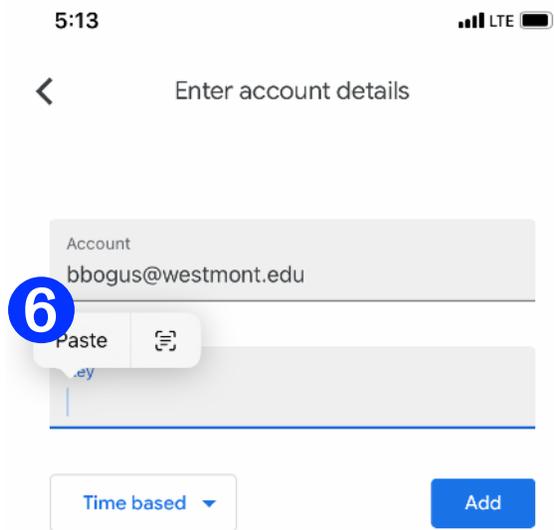
❻ Enter your Westmont email address in the 'Account' field, and tap twice in the 'Key' field to Paste the key.
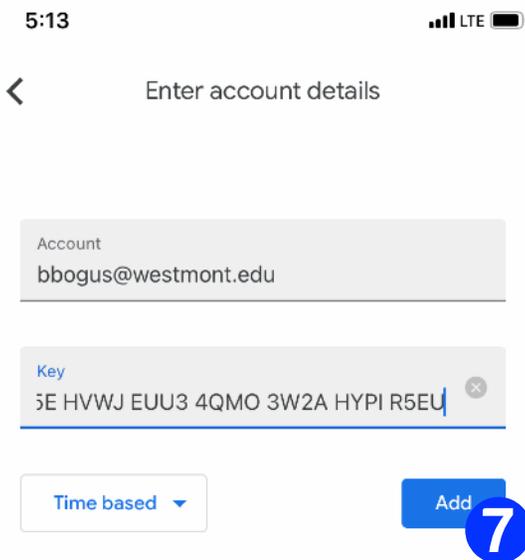
❼ Tap 'Add' when done.
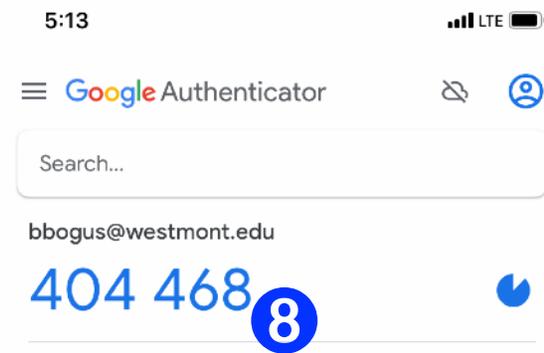
A 6-digit code now appears in the app. ❽ Tap on the code to copy it, then switch back to the phone's browser where the QR code and key appeared.

PXQM 5M5E HVWJ EUU3 4QMO
3W2A HYPI R5EU

Step 3
ed code from your app

Paste

⑨

6-digit code from app

Continue

Cancel

🔒 login.westmont.edu

PXQM 5M5E HVWJ EUU3 4QMO
3W2A HYPI R5EU

Step 3
Enter the generated code from your app

404468

Continue ⑩

Cancel

🔒 login.westmont.edu

myWESTMONT

Bertha Bogus

Community 2FA

Two Factor Status: ENROLLED

Manage Two Factor Authentication

Manage Password

Quick Links

G
Google Mail

Google Drive

Sign Out

🔒 login.westmont.edu

⑨ Tap twice in the 6-digit code field and
Paste the code copied from the app.
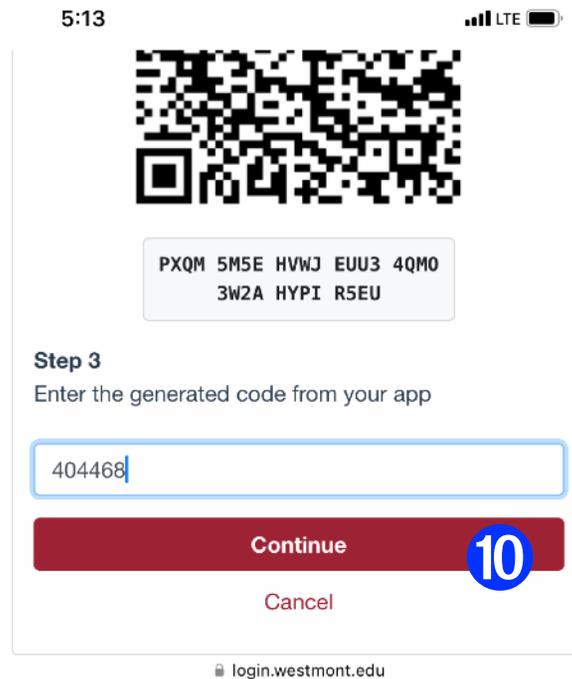
⑩ Tap 'Continue'.
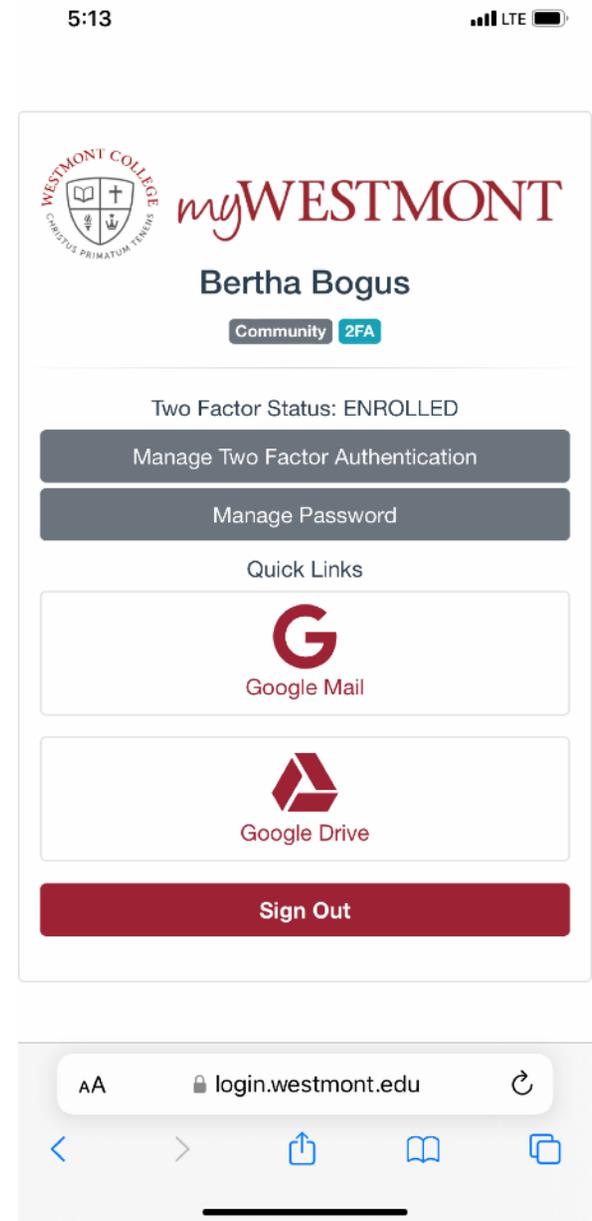
✓ Setup is complete when you reach a
screen which states:
Two Factor Status: ENROLLED

You will now be able to use the 6-digit code
presented by the app whenever you log in to your
Westmont account and reach the Two-Factor Login
screen which requires a 6-digit code.
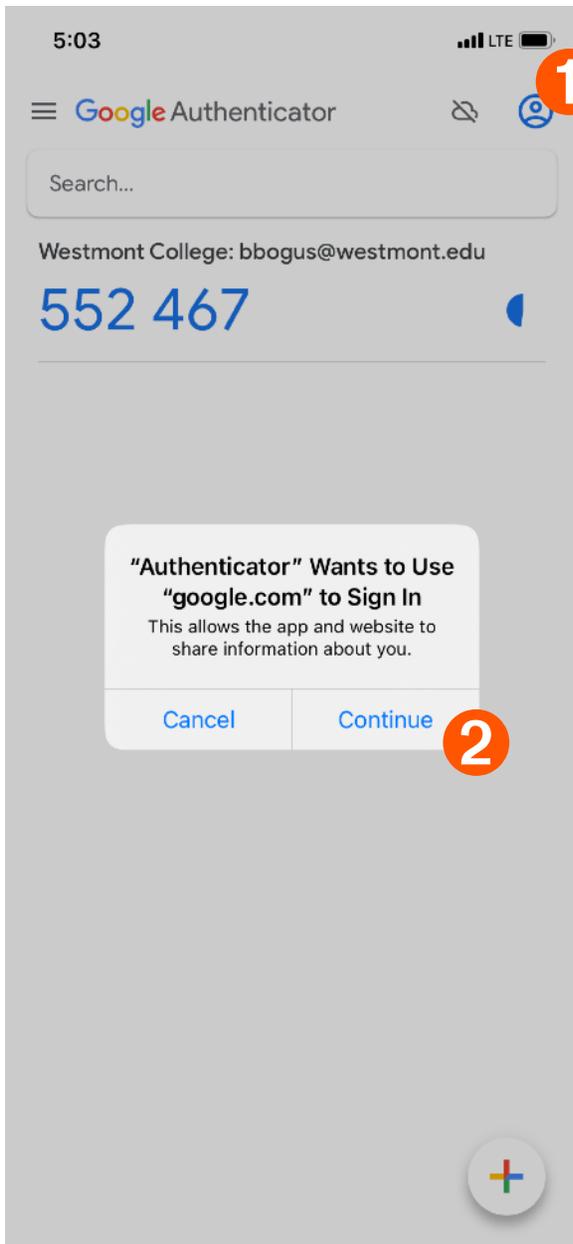
Signing in to Authenticator allows the code to be backed up in case your phone is lost or replaced. ❶ Tap the account picture in the top right, then ❷ 'Continue'.
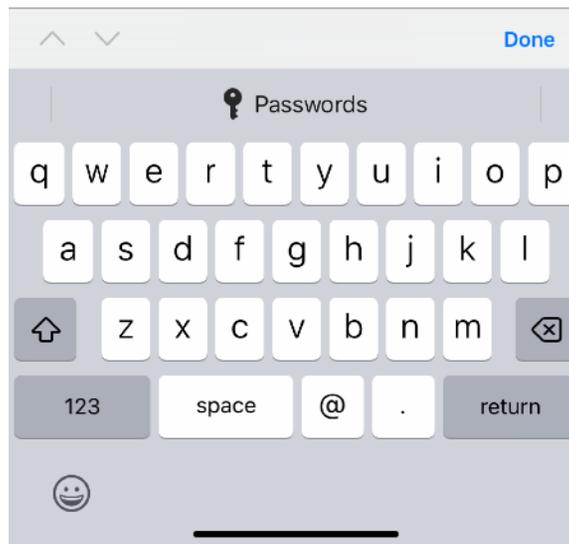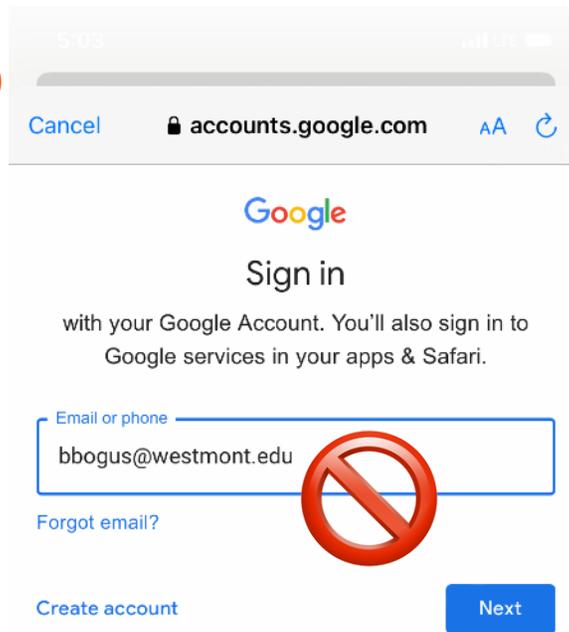
DO NOT use your Westmont account. The codes will disappear immediately if your Westmont password changes, and IT will need to reset Authenticator for you.
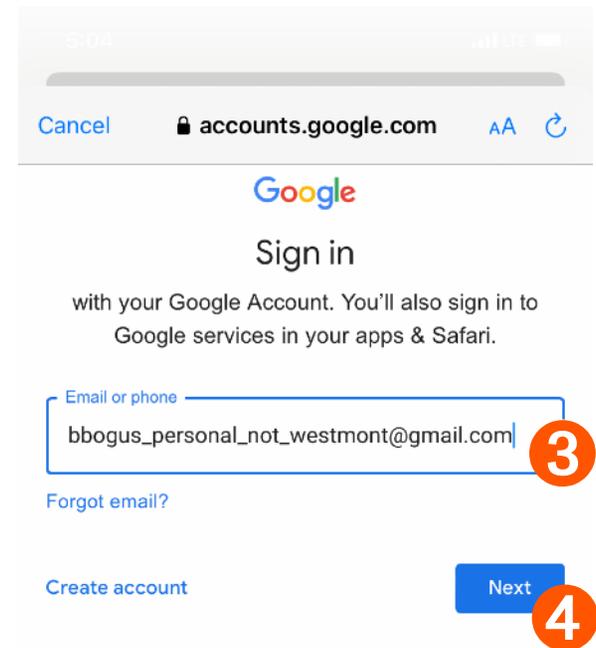
❸ Enter a personal GMail account.
❹ Tap 'Next' to enter the password. Only the 6-digit codes to your Westmont account will be stored on this account, no data.
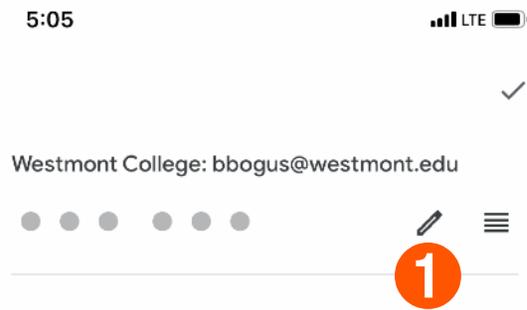
In case your app contains duplicate or invalid codes, holding your finger down will put the app in 'Edit' mode. ❶ Tap the pencil icon to begin removing the code.

❷ Tap the trash can icon in the top right corner.
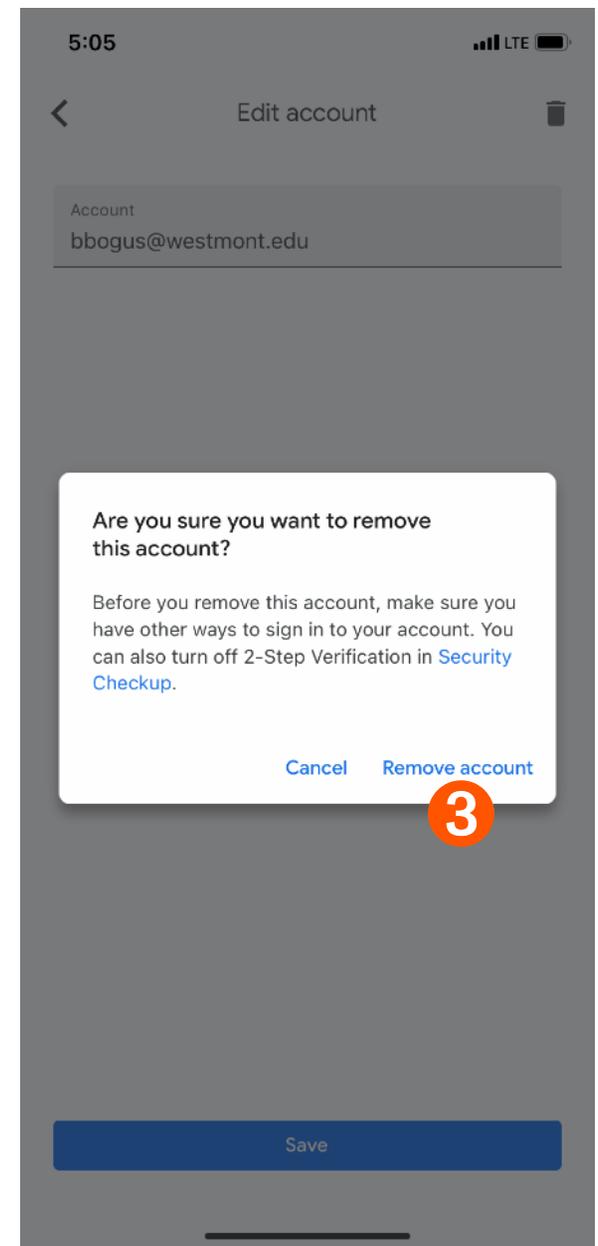
❸ Confirm by tapping 'Remove account'.