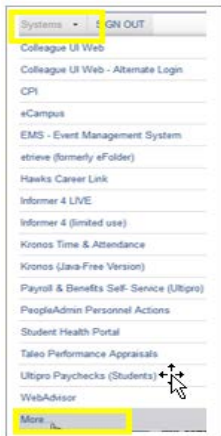


Multi Factor Authentication (MFA) to Access UltiPro Remotely

Initial set-up requires you to go into myMU via an on-campus computer.

Part 1: Set-up MFA On-Campus

1. Navigate to the link on the **myMU Portal**. Under **Systems**, click **More**, then under **Employee Systems**, click the **Multifactor Authentication Login** link.



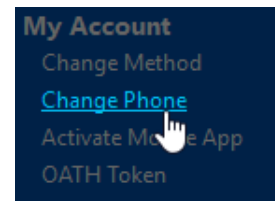
2. Enter your credentials and click **Log In**.
4. A screen pops up asking you to enter your number.

A screenshot of the 'Multi-Factor Authentication User Log In' screen. It has fields for 'Username' (containing 'jwinkley') and 'Password' (masked with dots). A 'Log In' button is at the bottom. A yellow box highlights the entire form area.A screenshot of the 'Multi-Factor Authentication User Setup' screen. It asks for a phone number. The 'Method' is set to 'Phone Call'. The 'Phone' field contains a number with a country code dropdown set to 'United States & Canada +1'. A yellow box highlights the phone number field.

3. Select **Text Messages**.

A screenshot of the 'My Account: Change Method' screen. It shows options for 'Method': 'Phone Call', 'Text Message', and 'Mobile App'. 'Text Message' is highlighted with a yellow box.

5. To enter a different phone number with the **Change Phone** link on the right.



Part 2: Accessing UltiPro Off-Campus

After logging into UltiPro, you will be given a welcome message. On your mobile device, you will receive a message like this:

A screenshot of a text message from Monmouth verification. The message says: '635509 Use this code for Monmouth verification'. The code '635509' is highlighted in blue.

Enter this code into the UltiPro screen and then you will be granted access to your information.

A screenshot of the UltiPro welcome screen. It says 'Welcome MONMOUTH0\jwinkley' and 'For security reasons, we require additional information to verify your account'. It shows a text message with a verification code 'xxxxxx8697'. Below it is a 'Verification code' input field with a yellow box around it.