

Setting up Authenticator on your Centre Account

As a Centre faculty, staff or student, you want to make sure that your Centre account recovery and Multifactor Authentication (MFA) options are set up within CentreNet. This will allow you to easily reset your password and authenticate from off-campus. In addition, this helps keep your account protected by adding an extra layer of security.

One of the security features within these settings is to set up MFA since security experts have found that the SMS text/phone recovery notifications are a weakness, and it is now considered a compromised feature (or weak point) with keeping your account secure. This feature will be phased out as an option at the end of the 2023-2024 Spring Term and will no longer be available. Besides Authenticator you will still be able to validate your account using security credentials or a non-centre.edu email.

Setting up Authenticator as an option for Multi-Factor Authentication (MFA) will allow you to verify your credentials if you login to CentreNet or use Centre owned devices from off-campus, or need to reset your password.

To get started:

1. Open up a web browser on your computer and go to [Centre College's Single Sign-On \(SSO\)](#).
2. Sign in with your Centre username and password
3. Click the **Authenticator tab** and click the **Get Started button** (Image 1)

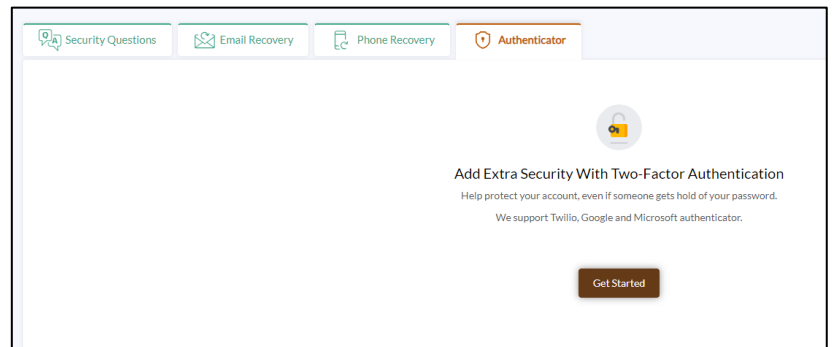


Image 1

4. Click the **Next button** (Image 2)

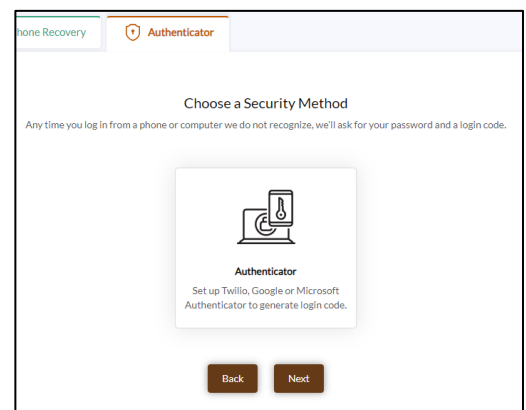


Image 2

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- On the next screen, you will be prompted to choose an authenticator tool. Centre ITS recommends using Microsoft Authenticator
- Open up the App store **on your mobile device** and download the [Microsoft Authenticator app](#) (Image 3)

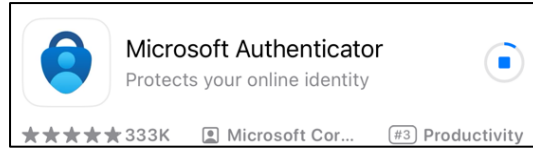


Image 3

Note: there are several authenticator apps, make sure you choose the **Microsoft authenticator app**

- Open the Microsoft authenticator app on your mobile device and accept Microsoft's privacy policy (Image 4)

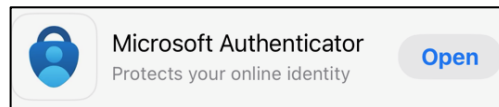


Image 4

- Next, on your mobile device, **click the Scan a QR code option** and scan the QR code that is displayed on your computer (Images 5 and 6)

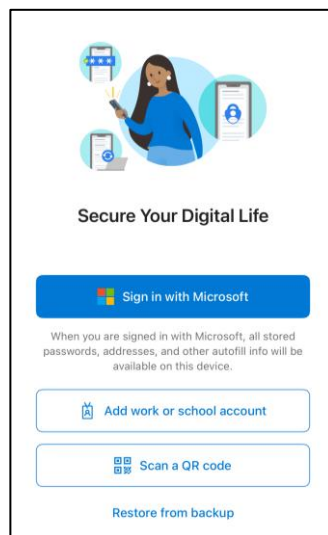


Image 5

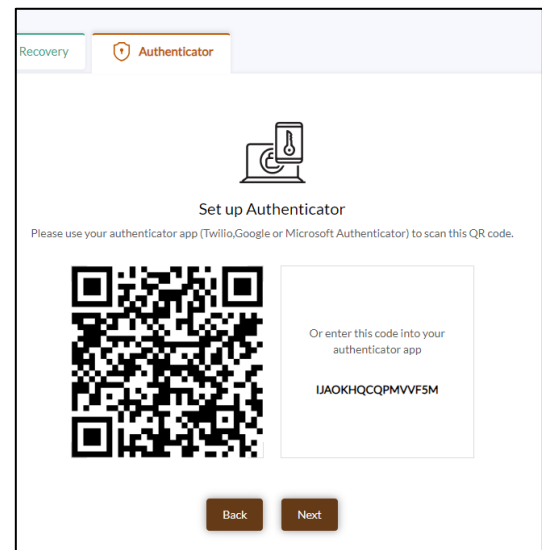


Image 6

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9. Your phone will generate a six-digit code. Once you have this authenticator code, go back to your computer and click the **Next button**
10. **Enter the confirmation code** from your mobile device (*Images 7 and 8*)
Note: this six-digit code rotates every 30 seconds

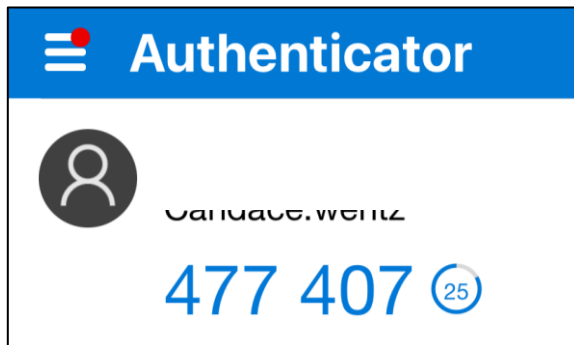


Image 7

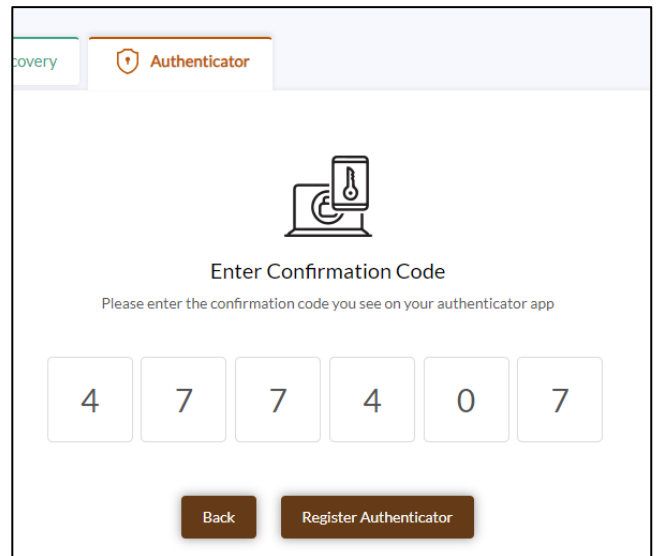


Image 8

11. Click the **Register Authenticator button**
12. Your Centre profile is successfully set up with Authenticator

The next time you are off-campus and trying to login to CentreNet, Centre owned devices and/or systems, you may be prompted for Microsoft Authenticator's six-digit code. Open the Microsoft Authenticator app and enter the six-digit code when prompted.