## How to Register MFA

REQUIRED: In order to login to your MyTSU account, perform password self-resets, and access other TSU online resources, you **MUST** register for MFA. Please ensure you fulfill the following criteria below.

- ✓ Have access to a computer with internet connectivity.
- ✓ ==**Know your TSU email address and password**==. Contact the TSU IT Helpdesk 615-963-7777 if you need your login info.
- ✓ For all MFA instruction guides, go to https://www.tnstate.edu/cit/MFA.aspx.

Step 1: **On your PC,** open an internet browser and go to https://mfa.tnstate.edu. Enter your **TSU email address** (Pic 1) (e.g. jdoe@tnstate.edu) and click **Next**. On the next window (pic 2) enter your **TSU email password** and click **Sign In**. If asked, make sure to select **Work or school account** (Pic 3). You'll be redirected to the TSU login screen again with your email address automatically filled in. Enter your TSU password (pic 4) then click **Sign In**.
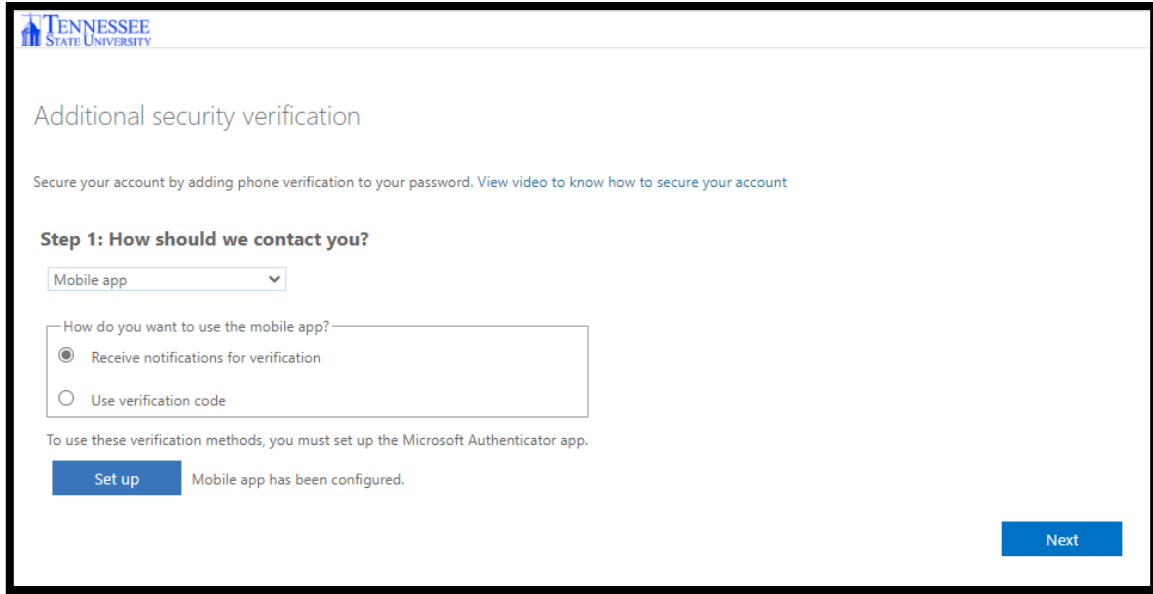

Step 2: After successfully entering your TSU email address and password, you will see the following windows below. Click **Yes** when asked to Stay Signed In and then click **Next** when asked for more information.
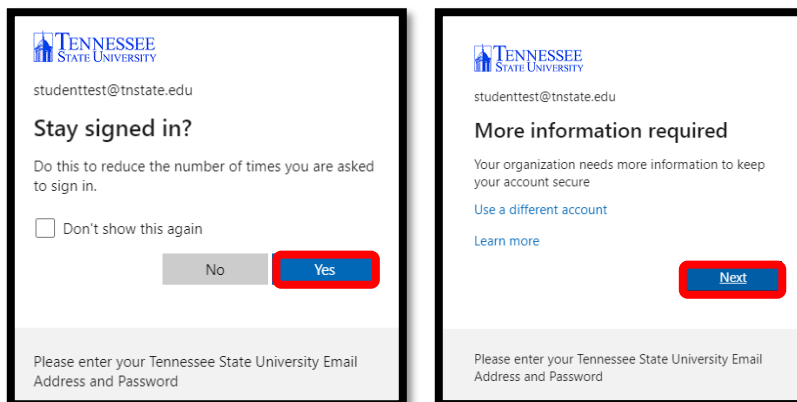
Step 3: **On your PC,** you'll arrive to the Additional Security Verification window below. This indicates that you've officially completed the MFA registration process. At this point you can simply close your internet browser and use your computer as needed.

Office *of* Technology Services
LOCATION Davis Humanities Bldg. · **PHONE** 615-963-5000 · **WEB** www.tnstate.edu/cit · **ADDRESS** 3500 John A. Merritt Blvd.

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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.

[Next]

Please Note: The Office of Technology Services will notify you when your MFA in enabled and you must choose an authentication method via the MFA website. Please go to the TSU MFA instructional guide website https://www.tnstate.edu/cit/MFA.aspx. This is where you will find instructions and choose your MFA method of authentication.

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