## Esalem

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## **Student Navigation**

## How to: Multi-Factor Authentication, set up and

<u>use</u>

1. Log into Navigator.



2. Once at the Student Homepage, click on "Financial Account".



On the menu bar, click on "Student Accounts". Then follow the "Click Here" link to access TouchNet.
 Note: Please make sure that pop-up windows are enabled.

Student Homepage	SSU Financial Account	A 🐿 :
Manage ClipperCard Account	View Student Account, Make Secure Payments and Deposits	
Student Accounts	Click Here to access Touchnet, Salem State's secure electronic billing and payment system.	
Make a Payment		

- 4. If this is your first time logging in, you will need to create a Multi-Factor Authentication option to receive codes to login. Once you click on "Click here to access TouchNet", the user will be directed to a page to select from the following options:
  - a. Authenticator Application- This is the most secure option and the preferred method to use. **Note:** Examples are google authenticator and Microsoft authenticator. These apps can be downloaded from the Apple App Store or Google Play.
  - b. Text Message A mobile phone number will be entered to receive passcodes to login.
  - c. Email address An email address will be entered to receive passcodes to login.

Primary Method	
<ul> <li>Google Authenticator (Preferred)</li> <li>New to Google Authenticator? Download from</li> </ul>	the App Store or Google Play to get Started!
Cownload on the App Store Get IT ON Google Play	
○ Text message to existing or new mobile numbe	r
O Email message to existing or new email address	5

5. Once you have selected the authentication option, click the green Continue button at the bottom of the page.

Account Login	
Multi-Factor Authentication Enrollment	
Due to enhanced security, multi-factor authentication is required.	
Primary Method	
C Google Authenticator (Preferred) New to Google Authenticator? Download from the App Store or Google Play to get Started!  Download on the App Store Coogle Play	
• Text message to existing or new mobile number	
O Email message to existing or new email address	
Backup Method (optional)	
Adding a backup method allows a passcode to be obtained by way of an additional method.	
	Setup Method
	Can el Continue

6. Enter the passcode and select verify.



7. When the passcode is verified, select continue to access the account.

Account Login		
	Multi-Factor Authentication	
Due to updated security and compliance, multi facto	tor authentication is required.	
Enter the passcode found by way of your mobile num	nber ******2840.	
484477	Verify	
	Can	Continue

8. If you need the multi-factor authentication option reset, contact the Student Navigation Center at <u>navcenter@salemstate.edu</u>.