

## Two-Factor Authentication (2FA)

Before you can proceed further, you will need to setup an authenticator. You may use any authenticator you prefer, but we highly recommend using the Microsoft Authenticator. Below are instructions for specifically using Microsoft Authenticator for this application.

1. Install an authenticator app, such as Google Authenticator, Authy, etc.
2. In the authenticator app, select the "+" icon to add an account.
3. Scan the QR code below to get your access code.

Please enter the code from within your previously set up mobile authenticator app to access your application.

Enter Authentication Code

Code

SUBMIT

Or enter this key into your app to get your access code

MA6BGITBAJABWR2FMADTCLQLEAXBAQJI

Rend Lake College - <https://www.rlc.edu/>

[Ellucian Privacy Policy](#)

## Downloading the authenticator

These steps to set up the Microsoft Authenticator should be fairly universal. You may see the screen below, asking for the Microsoft Authenticator to be downloaded. On your phone, download Microsoft Authenticator.

Microsoft Authenticator

Start by getting the app

On your phone, install the Microsoft Authenticator app. [Download now](#)

After you install the Microsoft Authenticator app on your device, choose "Next".

[I want to use a different authenticator app](#)

Cancel Next

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**MICROSOFT AUTHENTICATOR**

Microsoft Corporation

**Open**

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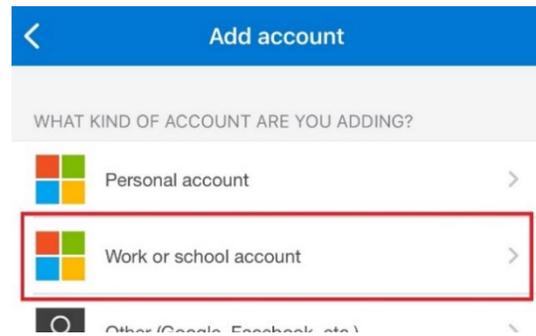
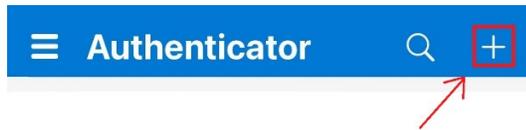
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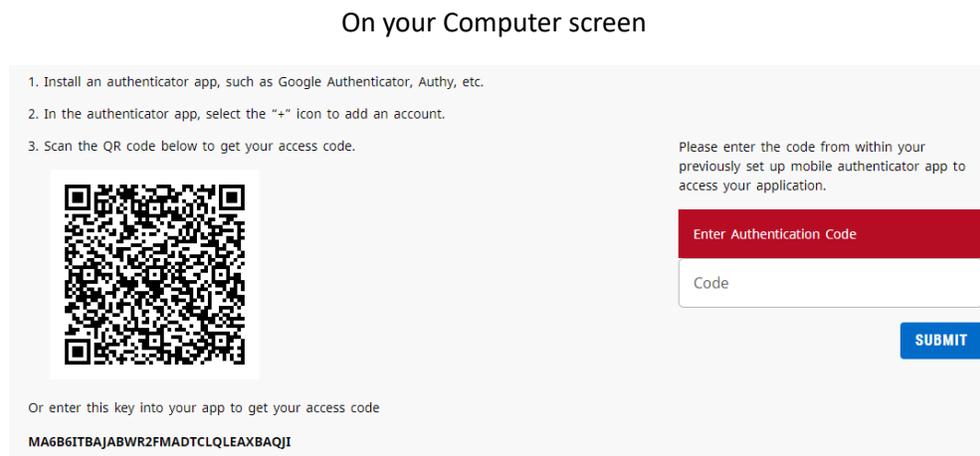
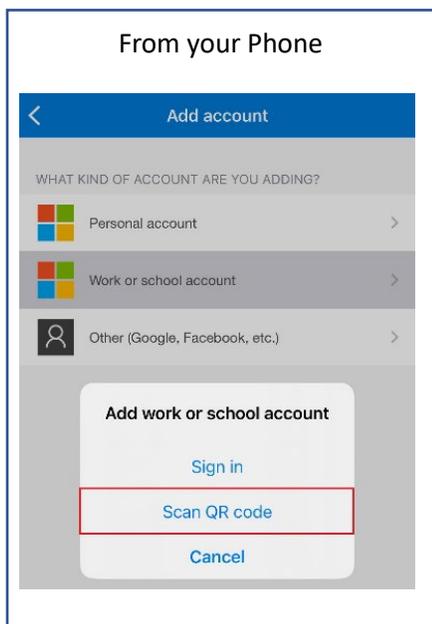
When downloading the Microsoft Authenticator from the iTunes or Play store, be sure to select Microsoft Authenticator by Microsoft Corporation. NOTE: Users may have to scroll down to find this app as it may not be at the top of the list.

## Configuring and syncing the app with RLC

In the Microsoft Authenticator app, click on the “add” button (plus sign) in the top right corner, then select work or school account.



**From your phone**, select Scan QR code. **On your computer**, if you do not already see a QR code, click next and it should take you to a screen with one. You can then scan that with the app on your phone.



Once the QR code is scanned, on your phone you should see a new area with your email and six numbers underneath it. These numbers are the code that it is requesting on the computer side. The code will change every 30 seconds and become unusable when the timer runs out. If that happens before you entered the code, you must use the new code that was generated. You will use this method on all future login attempts as well.