

Best Way to Configure Multifactor Authentication

Note: It will be best to configure MFA in multiple ways so if your personal cell phone is forgotten/broken, etc. there is a backup way for your account to be authenticated. Please add your secondary email here as well. This will allow you to send yourself a password reset if needed later. This is the easiest way I found to configure MFA and hope that it works for you too.

1. Go to <https://www.napavalley.edu>
2. Click on the MyNVC Hyperlink at the top of the page

Request Info | Calendar | **MyNVC** | Give

3. Once your password is entered and enter is pressed, the next page will display:



smarcos@napavalley.edu

More information required

Your organization needs more information to keep your account secure

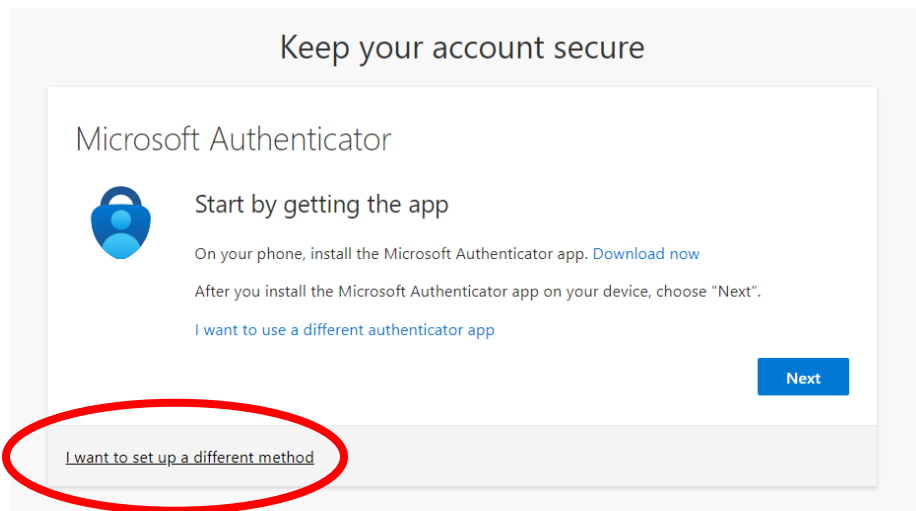
[Use a different account](#)

[Learn more](#)

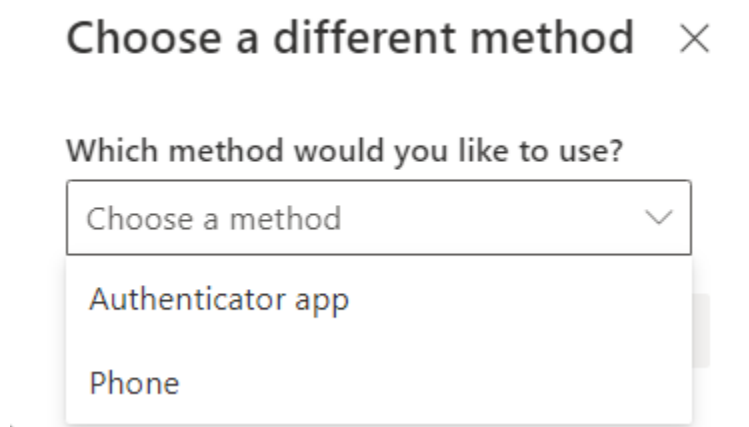
Next

NVC SSO Authentication Page

4. Click next (it will attempt to push you through the MS authenticator)
5. Select I want to setup a different method.



6. With the dropdown, select phone



7. Enter your phone number on the next screen with your area code to start

Phone

You can prove who you are by answering a call on your phone or receiving a code on your phone.

What phone number would you like to use?

United States (+1)

7078123839

☒ Receive a code

☐ Call me

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

Next

[I want to set up a different method](#)

8. Check your phone for the text message and enter the code on the next screen

Keep your account secure

Phone

We just sent a 6 digit code to +1 7078123839. Enter the code below.

Enter code

[Resend code](#)

Back

Next

[I want to set up a different method](#)

9. When your first form of authentication is added, the following screen should appear:

Keep your account secure

Phone

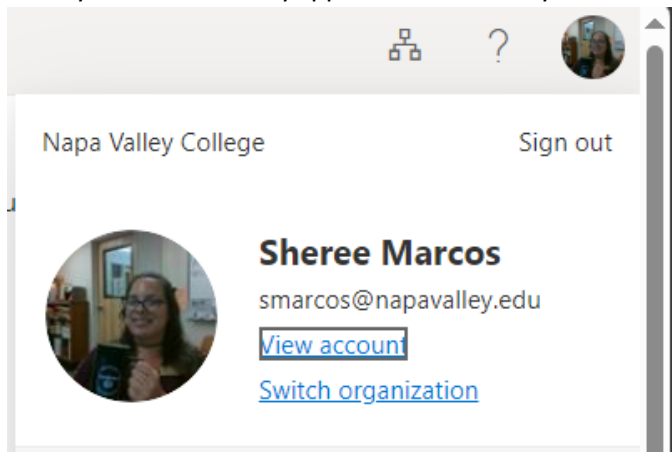


Verification complete. Your phone has been registered.

Next

Once you can verify your account by receiving a code through text message, it would be best to add more methods to your account just in case. To do this, do the following:

1. Go to <https://www.napavalley.edu>
2. Click on the MyNVC hyperlink.
3. Login and verify with text message.
4. Once you are on the MyApps screen click on your initials or picture in the right-hand corner



5. Go to view account (you can exit the survey unless you would like to submit feedback)
6. Under security Info, click on update info

Security info



Keep your verification methods and security info up to date.

[UPDATE INFO >](#)

Now is a good time to download the Microsoft Authenticator from your App store or from Google Play (depending on your mobile device)



Microsoft Authenticator

Microsoft Corporation

OPEN

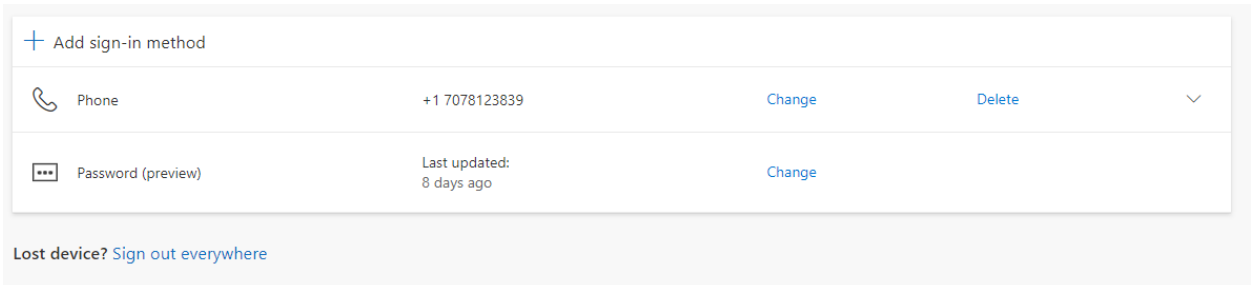


Apple iOS Icon

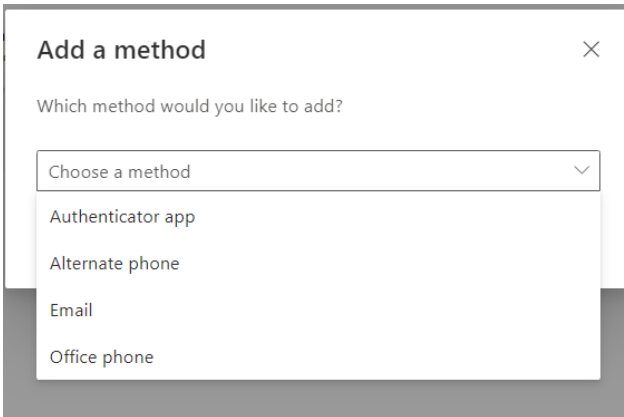
Android Installer Icon



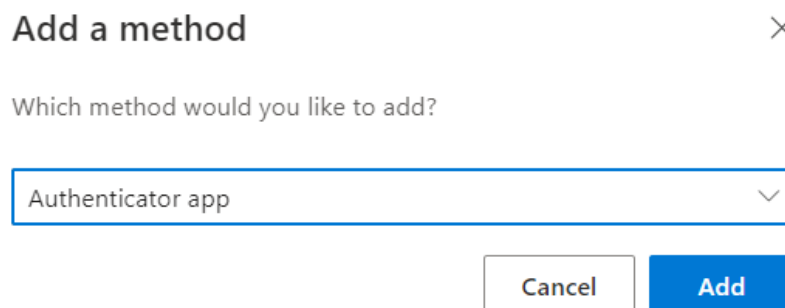
7. Go back to the page for updating security info
8. Click the plus sign to add another method



9. Select authenticator app this time



10. Select the authenticator app and click Add



11. When the following screen is displayed, click next

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

12. Now on your phone, open the Authenticator app and press the plus sign at the top

13. Select work or school account

14. On the computer click next

15. On your phone, select scan a QR code

16. Scan the QR code displayed on the computer

17. Click next on the computer

18. On your phone, enter the number displayed within the app dialog box that popped up and click next.

Now, you should have a few ways to authenticate. Feel free to add your office phone if possible.

For any questions or concerns, please call our helpdesk line at 707-256-7550 and the technician available will be able to assist.