

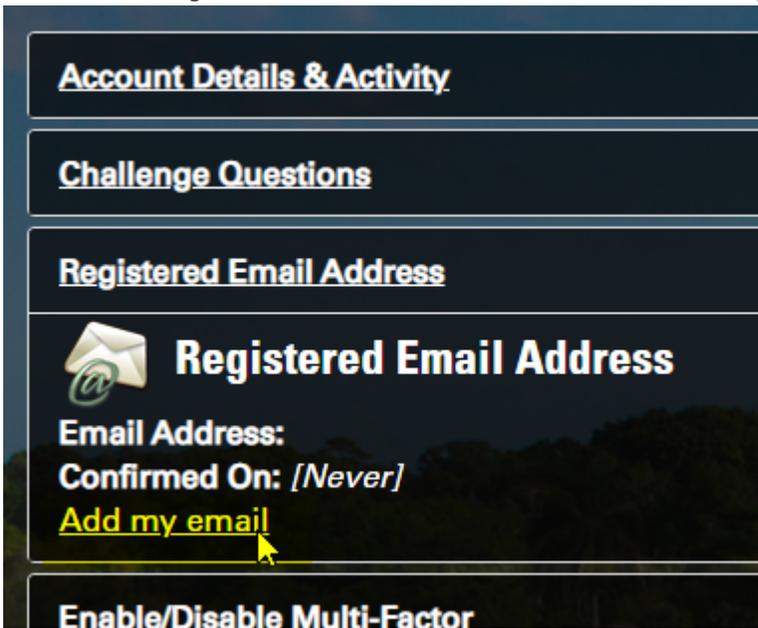
# Portalguard 2 factor user enrollment and usage

This document will detail steps users can take to enroll a secondary email address or cellphone number with regards to 2 factor authentication in Portalguard.

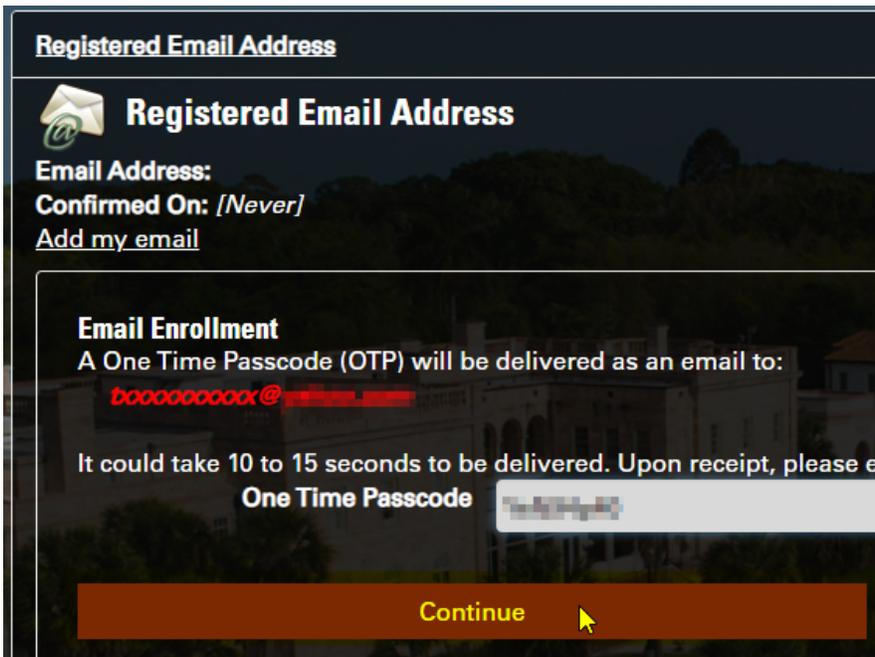
## Procedure

### How to Register Secondary Email address in Portal

- Log into the myNCF portal (myncf.ncf.edu) as normal
- Click the "User Account Management" hyperlink
- Pull down the "Registered Email Address" tab and then click the "Add my email" hyperlink



- Type in your secondary (non-NCF) email address and then click the "Continue" button.
- A verification email will be sent to the secondary email address you entered with a code. Retrieve that code, type it in the "One Time Passcode" box and click the "Continue" button.

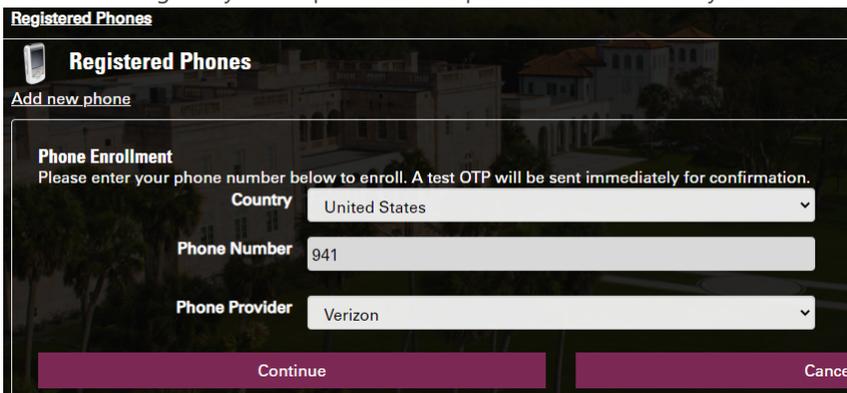


- If you see the "Email Enrollment Successful" box you are now enrolled

## How to Register Cellular Phone in Portal

#Note: Not all cellphone providers are supported. If your provider contracts it's service from larger providers (i.e. straight talk, consumer cellular) you will choose below who they contracted service from (i.e. verizon, att&t)

- Log into the myNCF portal (myncf.ncf.edu)
- Click the "User Account Management" hyperlink
- Pull down the "Registered Phones" tab and then "Add new phone" hyperlink
- Choose the origin of your cellphone service provider in the "Country" block.



- Type your phone number in the "Phone Number" block
- Choose your service provider in the "Phone Provider" block
- Click the "Continue" button
- A verification code will be sent to the phone that was registered. Retrieve that code, type it in the "One Time Passcode" box and click the "Continue" button.

## Registered Phones



### Registered Phones

[Add new phone](#)

#### Phone Enrollment

A One Time Passcode (OTP) will be delivered as a text/SMS to:

xxx-xxx-xxxx

It could take 10 to 15 seconds to be delivered. Upon receipt, please enter the OTP below to continue.

#### One Time Passcode

Continue

Cancel

- If you see the "Phone Enrollment Successful" box you are now enrolled