NORTHWESTERN STATE

How to setup Multi-Factor Authentication (MFA) using Google

First Time User

1. Visit **https://my.nsula.edu**

2. Input your **username** and **password**

3. When prompted for more information required, click **Next**

4. Choose **I want to use a different authenticator app**

5. Download the Google Authenticator app, click **Next**

6. Launch the Google Authenticator app to scan the QR code and receive your 6-digit code, click **Next**

7. Input your 6-digit code into the appropriate field, click **Next**

8. You should receive notification that the Authenticator app was successfully registered

9. Confirm the Authenticator app is your default sign-in method then select **Done**

10. Welcome to the myNSU Dashboard!

Please Note

The Google Authenticator app will generate a new 6-digit code every 30 seconds and the device will no longer require an active Internet connection to function.

If you require further assistance, please feel free to contact the **NSU Student Help Desk** at (318) 357-6696 or via email at sos@nsula.edu.

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