

# How to setup Multi-Factor Authentication (MFA) using Alternate Phone Methods

## First Time User

1. Visit <https://my.nsula.edu>
2. Input your **username** and **password**
3. When asked about Authenticator, click **Next**
4. Choose **I want to set up a different method**
5. Select **alternate or office phone method**
6. Input your **phone number**
7. Wait to receive a phone call to your device
8. Press **#** to complete the setup process
9. You should receive notice that your sign-in is successful
10. Select **Done**
11. Welcome to the myNSU Dashboard!

## Add New Phone / Phone Number

1. Prior to changing device or phone number, visit <https://my.nsula.edu>
2. Select **Sign in**
3. Select the menu **Password Management**
4. Input your **username** and **password**
5. Delete **Phone / Authenticator app methods**
6. Close your browser
7. Setup new device by following first time user instructions on new device



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](mailto:sos@nsula.edu).

