

Vaughn College

of aeronautics and technology

Activate MFA, you will need a computer and a smartphone to login. To access your email at Vaughn College, we will require a password and approval through an app on your smartphone.

To activate MFA for yourself, please follow the steps below:

How to access your Vaughn email and setup Multi-Factor Authentication

1. Download the 'Microsoft Authenticator' App on your phone but do not open it.

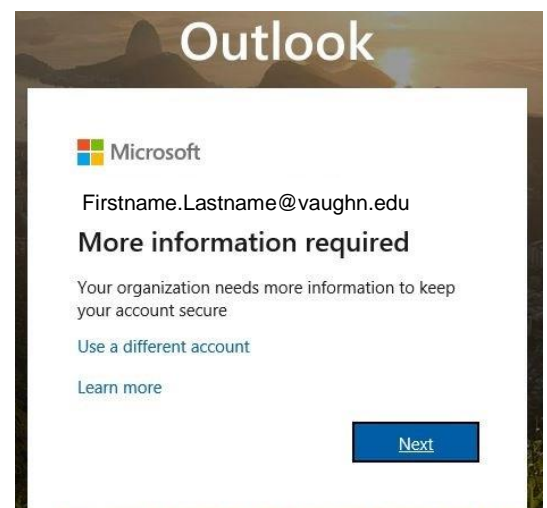
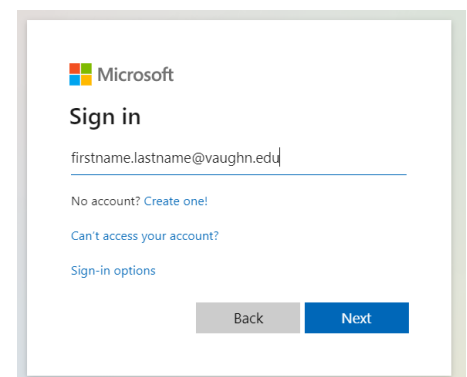


2. On your computer go to the website <http://email.vaughn.edu>

3. Enter your username: firstname.lastname@vaughn.edu

4. Enter your email password: **StudentID plus !VC**
Password example: If your ID is **AB1234567**, your email password is **AB1234567!VC**

5. Next, you will be prompted with a "More information required" message. Click "Next".



For assistance, connect with the Zoom Front Desk, Zoom Meeting Room ID# 989-7485-1705
Zoom Meeting Link: <https://vaughn.zoom.us/j/98974851705> or email helpdesk@vaughn.edu

Hours: Monday through Thursday from 10 a.m. to 6 p.m., Friday from 10 a.m. to 4 p.m.

6. On the “Additional security verification” page, choose “Mobile app”, and select “Receive notifications for verification”.

7. Click “Set up”. You will see a QR code displayed on the screen along with the instructions.

Configure mobile app

Complete the following steps to configure your mobile app.

1. Install the Microsoft authenticator app for Windows Phone, Android or iOS.
2. In the app, add an account and choose “Work or school account”.
3. Scan the image below.



If you are unable to scan the image, enter the following information in your app.

Code: 371 930 879

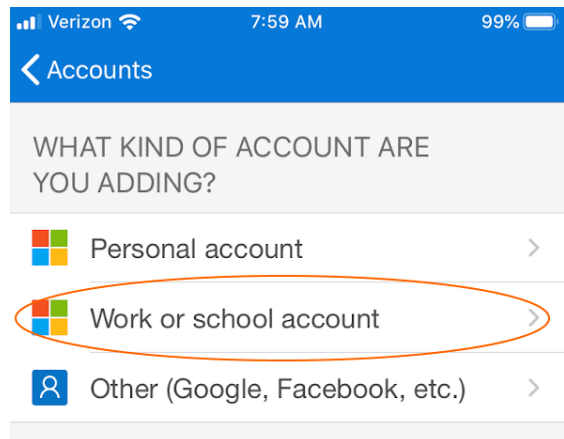
Url: <https://bn1napad09.na.phonefactor.net/pad/126843535>

If the app displays a six-digit code, choose “Next”.

Next

cancel

8. On your smartphone, open the blue Microsoft Authenticator app.



8. Tap “Add account”

9. Choose “Work or school account”

10. Scan the QR code with the app.

For assistance, connect with the Zoom Front Desk, Zoom Meeting Room ID# 989-7485-1705
Zoom Meeting Link: <https://vaughn.zoom.us/j/98974851705> or email helpdesk@vaughn.edu

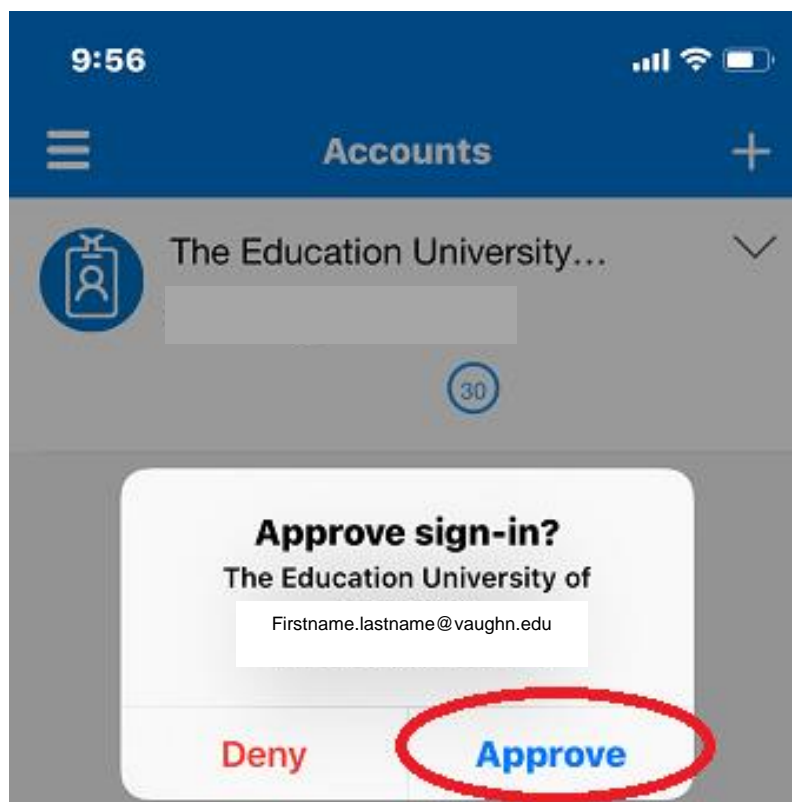
Hours: Monday through Thursday from 10 a.m. to 6 p.m., Friday from 10 a.m. to 4 p.m.

11. Wait for the enrollment to complete. Once completed, the "Next" button on the page should turn blue. Click the "Next" button.

12. You will receive a request to validate the login on your phone. Approve it. If you do not see the notification, from the app, pull down on the screen with your finger to refresh notifications.

Approve the request.

DO NOT UNINSTALL THE MICROSOFT AUTHENTICATOR APP, YOU WILL NEED TO RE-AUTHENTICATE YOUR ACCOUNT EVERY 60 DAYS



For assistance, connect with the Zoom Front Desk, Zoom Meeting Room ID# 989-7485-1705
Zoom Meeting Link: <https://vaughn.zoom.us/j/98974851705> or email helpdesk@vaughn.edu

Hours: Monday through Thursday from 10 a.m. to 6 p.m., Friday from 10 a.m. to 4 p.m.