

Multi-Factor Authentication (MFA) for Portal Guard

Multi-Factor Authentication (MFA) adds an extra layer of security when accessing HHS data and applications. You must register for MFA to access VPN and Office 365 applications such as Teams, SharePoint, and Outlook Web Access.

How to register your account for Multi-Factor Authentication

Sign into your COM Account via our SSO portal:

- 1. Go to COM home page www.com.edu and click the COM Login
 - If you are on a computer COM Login is located at the top right of the page.
 - If you are on a mobile device click on the three line menu to drop down the main menu then click on COM Login

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	Request Information	Virtual Tour	I
	Covid-19	Apply Now	I
COM LOGIN Sparch	Faculty and Staff	Community	l
	Future Students	Current Students	1
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2. Enter your COM email address and password on the COM Single Sign On Portal login. Click **Login**

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Single Sign-On for students and		Frequent Questions	
Your secure gateway to online services. Just sign in with your COM account and you'll get connected to resources and more.	Single Sign-On	What is my Username? +	
	Username comdoe@com.edu	What is my Student ID#? +	
	Password Login	I Don't Know My Password +	
		My username comes up as invalid +	
	Forgot Password Forgot Username?		
1200 N. Amburn Rd Texas City TX 77591			

3. If you have not registered your account with a Mobile Authenticator App, and you did NOT get the prompt when you logged in, click on your account name to open a drop down menu. (*Skip to step 5 if you were prompted to enroll at login*)

Then choose Edit Profile (Continue to step 4)



4. On the Account Management Screen expand the last option called **Mobile Authenticator**

Choose your phone type then click **Continue**.

Skip step 5 and continue the enrollment on step 6.



5. If you were prompted at login to enroll your account with a Mobile Authenticator, choose your phone type then click **Continue**.

MOBILE AUTH	ENTICATOR ENROLLMENT
Please first download or PortalGuard Passy app store for your ph	d and install the Google Authenticator word Reset app from the appropriate one.
When ready, please o description to contin	choose your phone type and enter a ue.
Phone Type	
iPhone	~
Entry Description	
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6. Using your phone, download the Authenticator App you want to use. (Skip this step if you already have either Microsoft or Google Authenticator App.





a. Open the Microsoft Authenticator app and click on the plus in the top right corner of the app.



b. Select **Work or School account**. If the QR Code is on the computer then select **Scan QR Code.** If the QR code is on you mobile device then select **Sign In**



c. **Scan** h\Y`EF`WtXY`on the computer hc`UggcVJUhY`h\Y`5i h\YbhJVUhcf`Udd`k]h\`mci f` COM UVVti bh`cf`**Sign in**`using your COM username and password.

Then enter the randomized Passcode in the **2nd Factor / One Time Passcode** field. Click **Continue** to complete the Authenticator app registration.

College of the Mainland MFA (comdoe) College of the Mainland MFA (comdoe)	MOBILE AUTHENTICATOR ENROLLMENT 1) Please use mobile app to scan the QR code below.	
510 160 @		MOBILE AUTHENTICATOR ENROLLMENT Mobile Auth Enabled Successfully Continue logging in
	2) Now enter the OTP it generates in the field below to finish enrollment. 2nd Factor / One Time Passcode 510160 Continue	

Using the Google Authenticator App.



a. Open the Google Authenticator app on your

phone and click on the plus right corner of the app.

in the bottom

b. Click the Camera icon to scan the barcode on the computer monitor.



c. After your COM account has connected to your mobile authenticator app Enter the randomized Passcode in the **2nd Factor / One Time Passcode** field. You have 30 seconds to enter the code before a new passcode will be generate.

TOR ENROLLMENT

	MOBILE AUTHENTICATOR ENROLLMENT 1) Please use mobile app to scan the QR code below.	
College of the Mainland MFA (comdoe)		MOBILE AUTHENTICA
	2) Now enter the OTP it generates in the field below to	Mobile Auth Enabl
	finish enrollment. 2nd Factor / One Time Passcode 494270 Continue	

Add/Update Email Authentication

- 1. Log into the COM Login on the COM Website:
- 2. Click on your username at the top of the page and click **Edit Profile** from the dropdown menu.



- 3. Click on Registered Email Address
- 4. Click on Add New Email or Change my Email

Account	Management	-
	Account Details & Activity	~
ULUENE	Registered Email Address	>
- HETTA	Registered Email Address	
1	Email Address: Confirmed On: /	
2 W	Change my email	
	Multi-Factor Delivery Methods	~
	Registered Phones	~
	Mobile Authenticator	~
	Remembered Browser Sessions	~

5. Enter your personal email address and click **Continue**. (Do not enter your COM email)

Email Enrollment			
Please enter your email address below to enroll. A test OTP will be sent immediately for confirmation.			
Email Address			
Continue	Cancel		

6. Access the email account you just entered and retrieve the Passcode from your verification email. Enter the passcode on the Account Management page.

New OTP for e	email address enrollment		
NO ► WED	@onbio-key.com via amazonses.com • Q JUL 26 3:11 PM • 🧷		
Here is your one Enter this value You can delete t	-time use passcode: 5462 o continue enrolling your email address. nis message immediately after use.		
	It could take 10 to 15 seconds to be delivered. Upon receipt, p 2nd Factor / One Time Passcode 5462	lease enter the OTP below to continue.	
	Continue		Cancel