Setting up MFA (multifactor authentication) for employees & students

Starting January 1, 2023 for employees and February 1, 2023 for students, MFA (multifactor authentication) will be required when signing into GBC computer accounts. Please set up as soon as possible and setup multiple methods to avoid getting locked out.

Setting up MFA

1. Please use the Myapps portal to sign in using your GBC student or employee email.
   https://www.gbcnv.edu/myapps/

Select the "Set up MFA…" shortcut:

The following methods may be used for MFA:

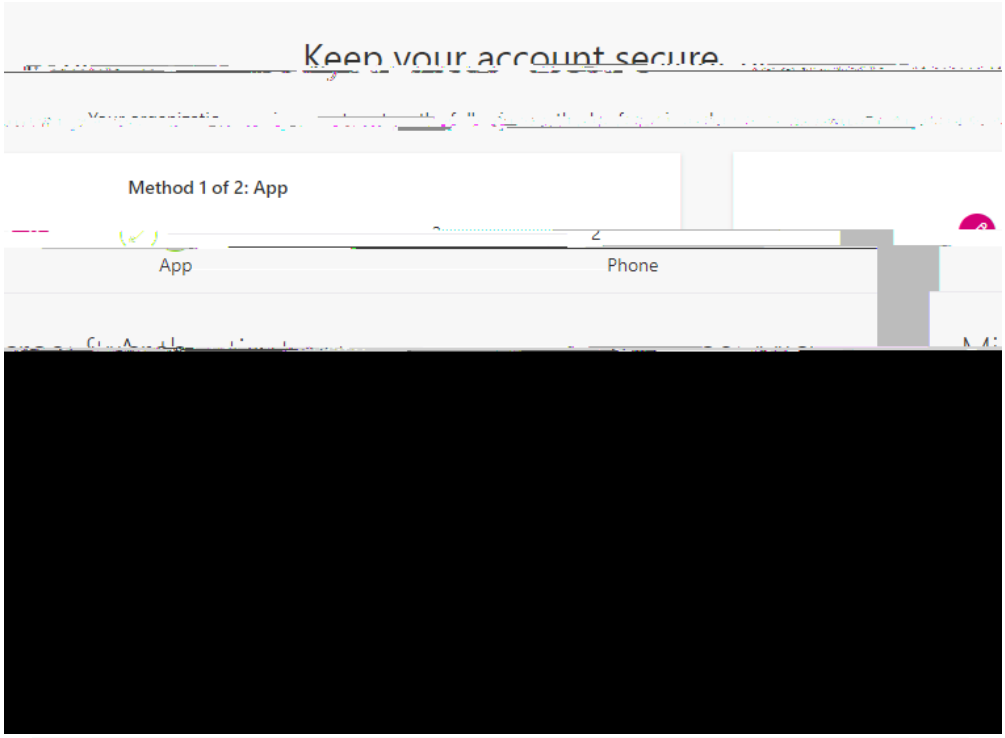
- Microsoft Authenticator app (smart phone, if available)
- Text message or voice call to cell phone (voice available for personal landline)
- Alternative phone (personal landline or cellular voice call)
- Office phone (Work landline or cellular voice call)
- OTP (one-time password), alternative method using Microsoft Authenticator app or other 3rd party app. We cannot guarantee that 3rd party apps will work property.

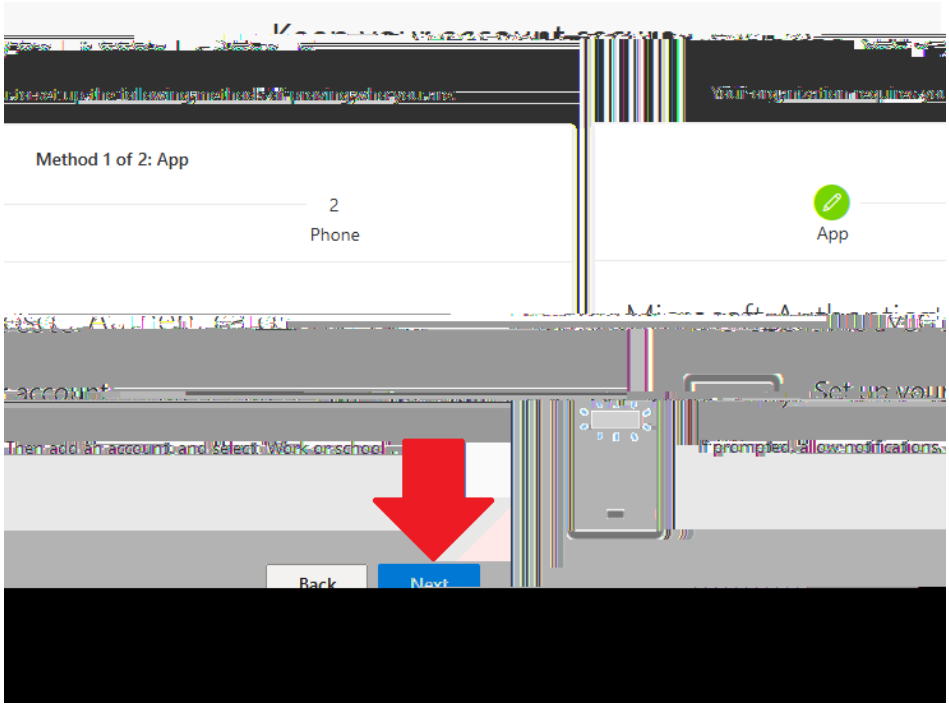
If available, consider using the free Microsoft Authenticator using a smart phone and follow the prompts to scan your QR code or enter it manually. Using the app may require camera, location, notification or other device permissions to function correctly; data rates may apply to download application and use this service. Additional information on the app is available from Microsoft by clicking here

If requested at login, please setup MFA method:

2. If using the Microsoft Authenticator, select “next” and follow the on screen instructions.

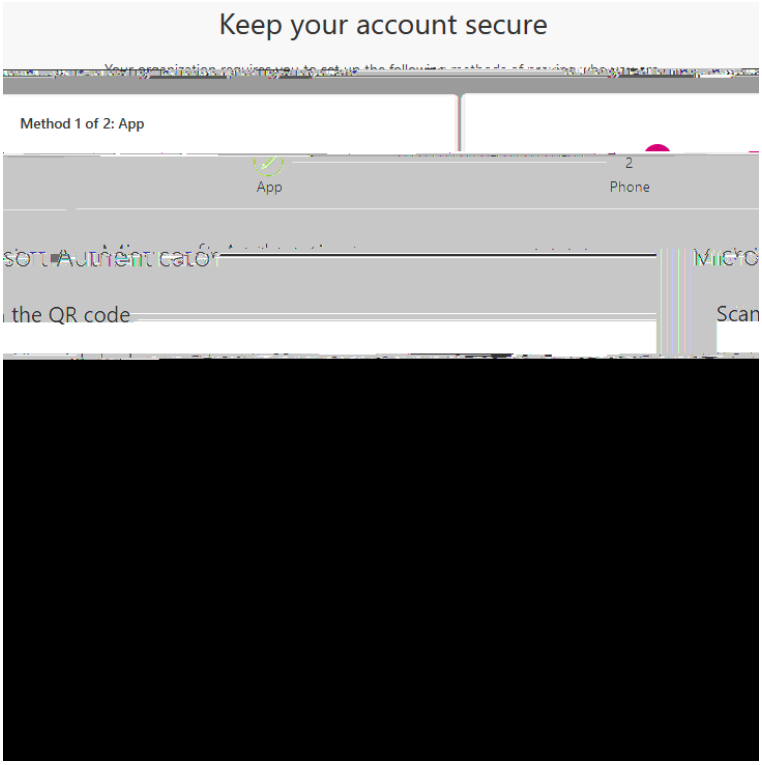
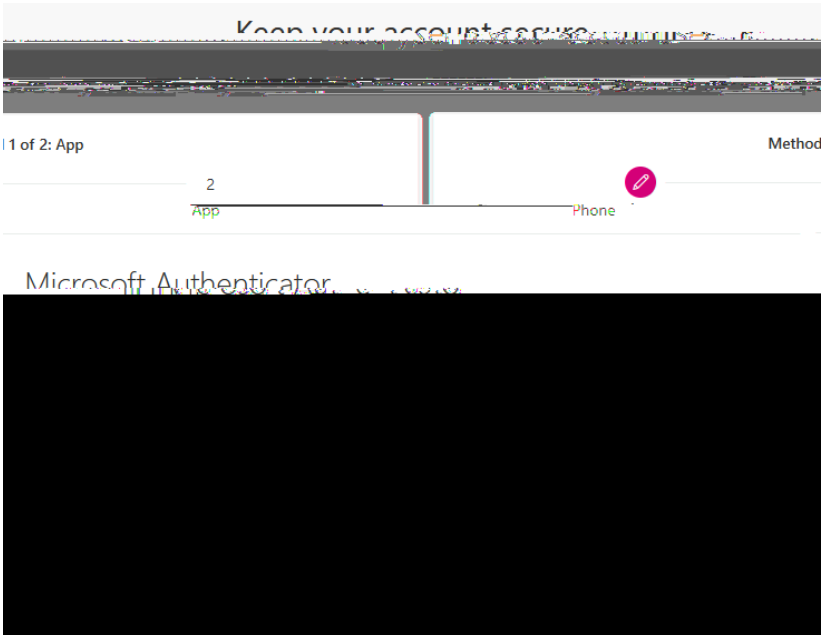
   If a smart phone is not available, please click the “I want to setup a different method” and skip to step 4:





3. Once downloaded, open and click on plus “+” within the app to sign to and add account.

   This may look different between Android and Apple app versions. When adding account, choose “Work or school account” and scan the QR code or enter the code manually. Select “Next” after adding:



Enter the 2 digit code provided on your smart phone within the Microsoft Authenticator app: