# Hub Login with MFA

1. Visit the site The Hub (thehub.southeast.edu)

2. Enter in your username, if your username is unknown you will need to utilize the following link to obtain your username: Username Retrieval (southeast.edu)

3. Enter in your password, if your password is unknown you will need to use the following link to change your password: Password Reset (southeast.edu)
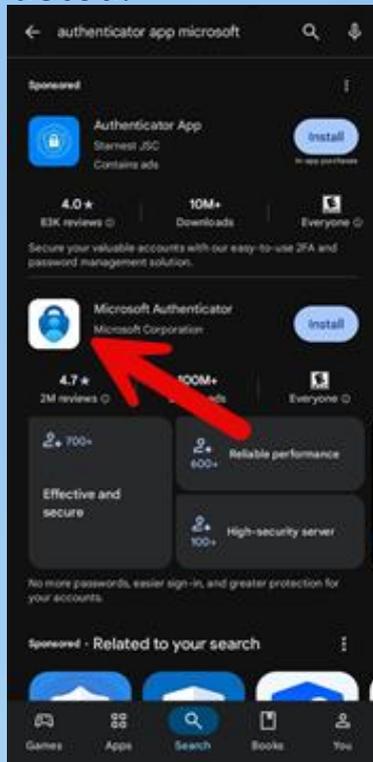
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4. If prompted by a screen that states "Let's keep your account secure" you will need to click **Next**.

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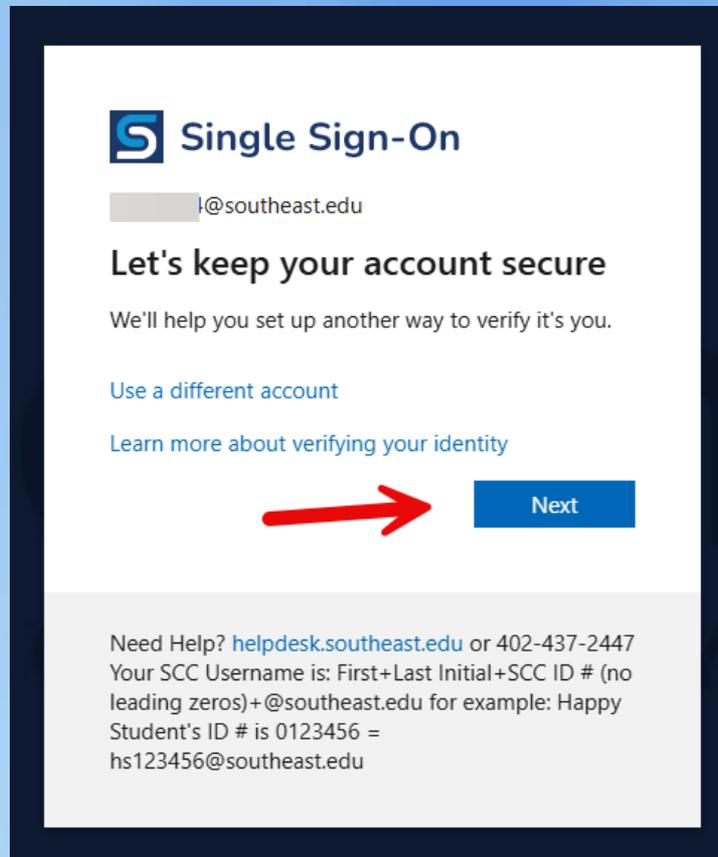
To set up the Authenticator app, click "next" and keep following the steps.
To set up your phone instead [click here](#) to get to those instructions.

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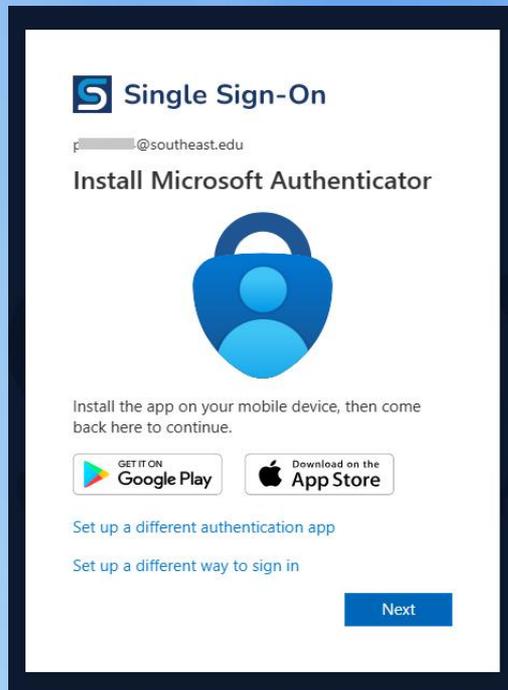
Make sure you see the correct icon, usually the 2nd one listed.

Once the App is Downloaded, open the app on your phone and follow the on screen prompts to get to the account list screen. In the upper right, click on the "+" (add) icon. Add a "Work or School Account" and select to scan a QR code.

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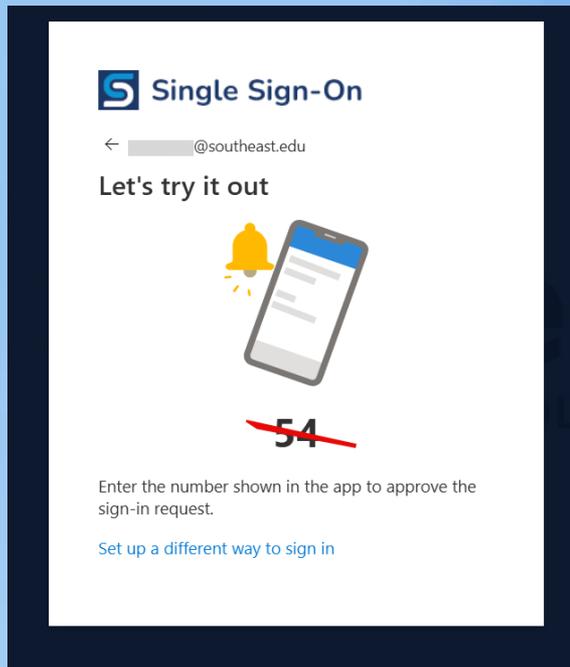helpdesk@southeast.edu
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You may need to give your app permission to access the camera. Then click "Next" on the computer (screen shown below)
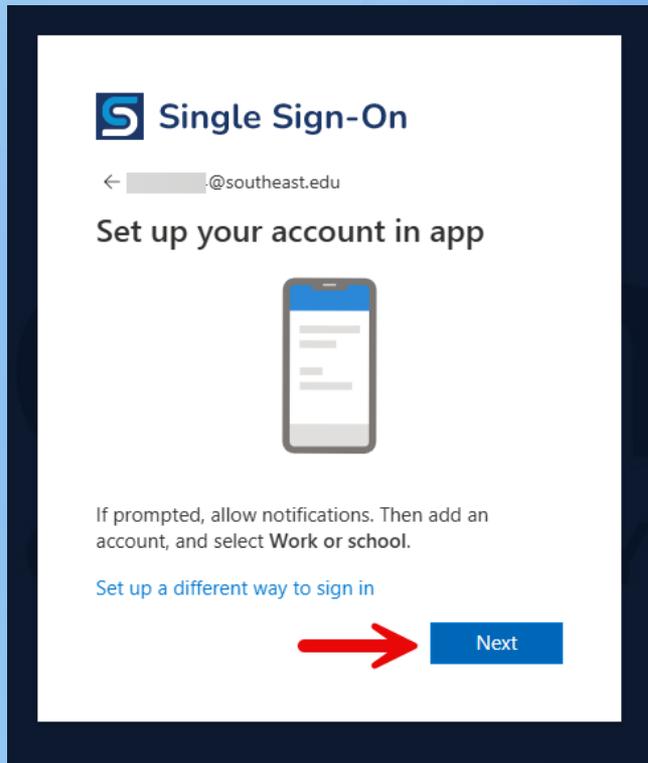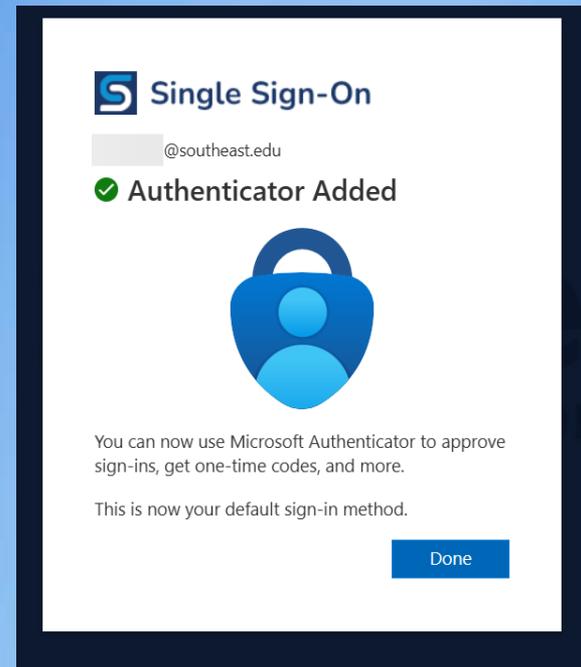
Scan the QR code with your phone to automate the account creation. Once the Southeast account shows up on your phone, hit next on the computer.

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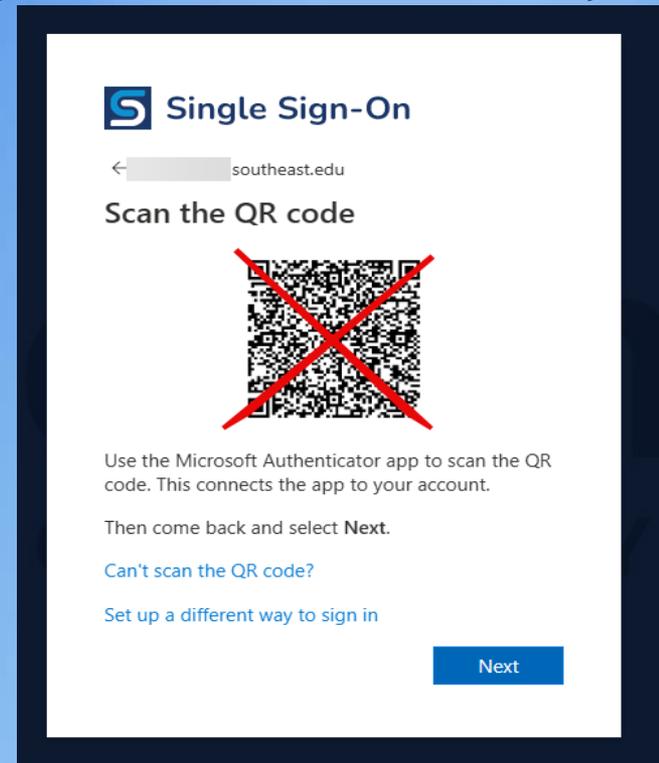
Type the 2 digit code from the computer into the text box on the phone, then click yes.

You should then see the confirmation that the authenticator was added and can select done.

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If you have already set up the authenticator app, go to the next page.
To set up your phone instead of the Microsoft app, you can click "Set up a different way to sign in" at the bottom and select Phone.

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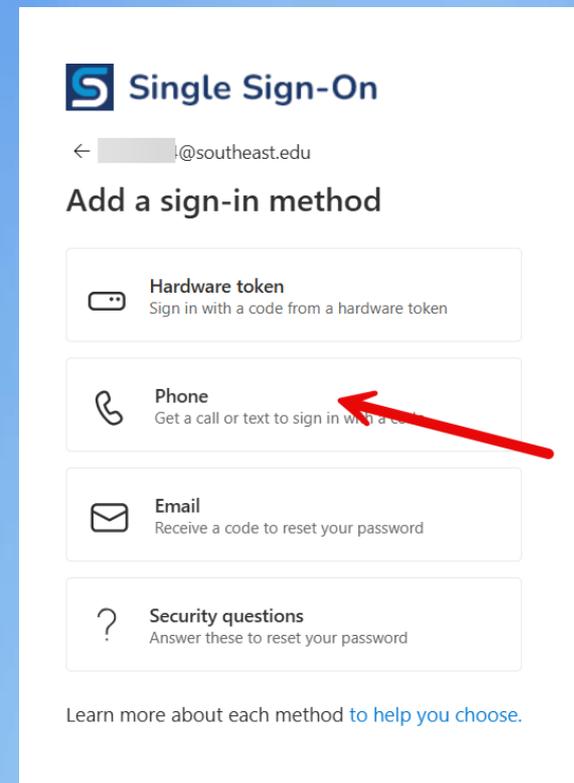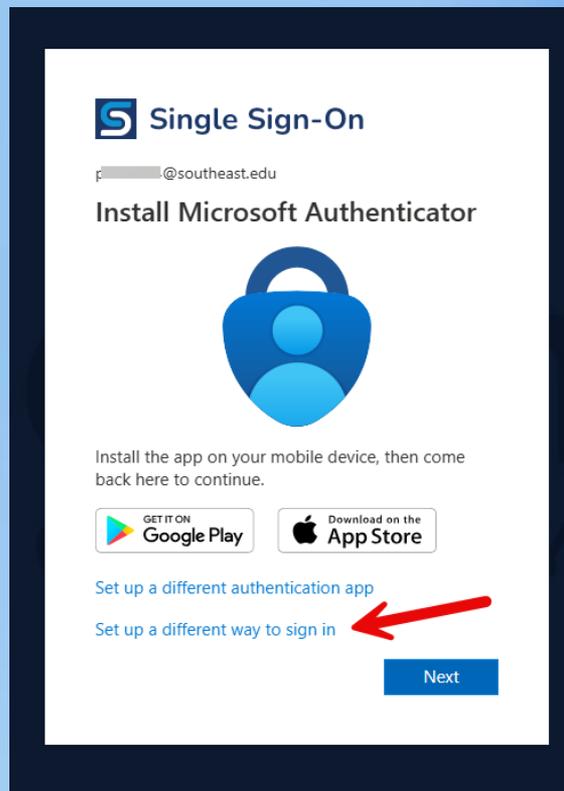
Select the country code (US is default), then add your phone number. If your browser automates the phone entry make sure it doesn't include the country code (1 for the USA), then click next.
(if "Next" is not active, recheck the number entered)

Add your phone number

Verify it's you with a call or text code to your phone.

Country code

United States (+1)

Phone number

5555555555

Choose how to verify

◉ Text a code

○ Call

Message and data rates may apply. Pressing Next means that you agree to the Terms of service and Privacy and cookies statement.

Set up a different way to sign in

Next

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You should receive a text message with a 6 digit code. Click in the text box, type the code, then click "Verify"

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You will likely be prompted about keeping the account logged in. If you are using a PUBLIC computer, click "No". If you are using your personal computer, you can click "Yes".

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