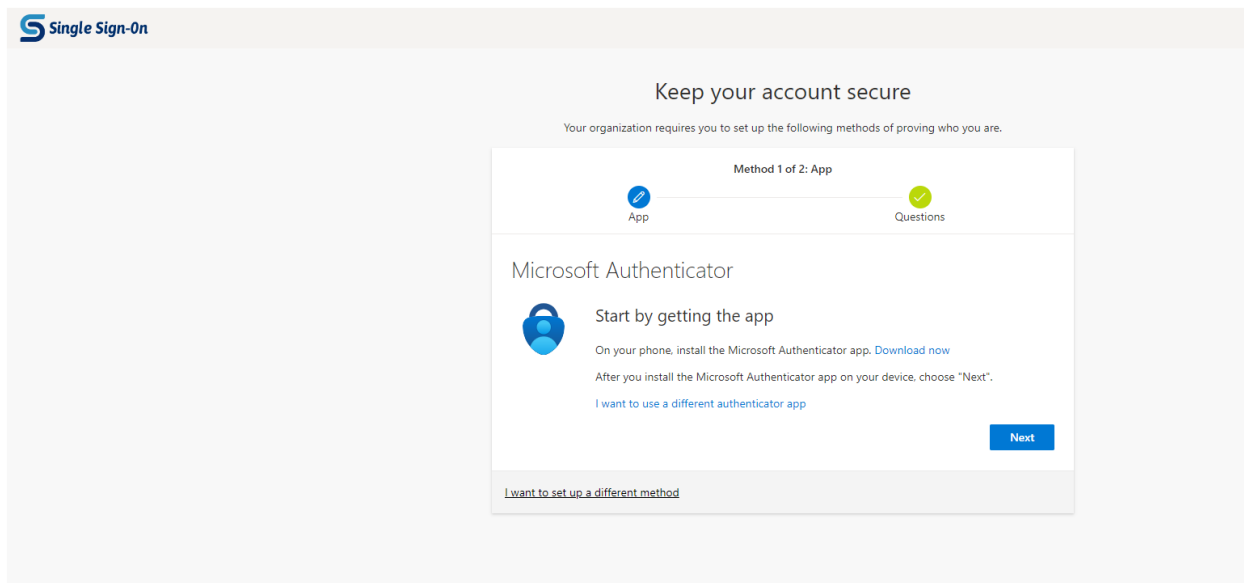
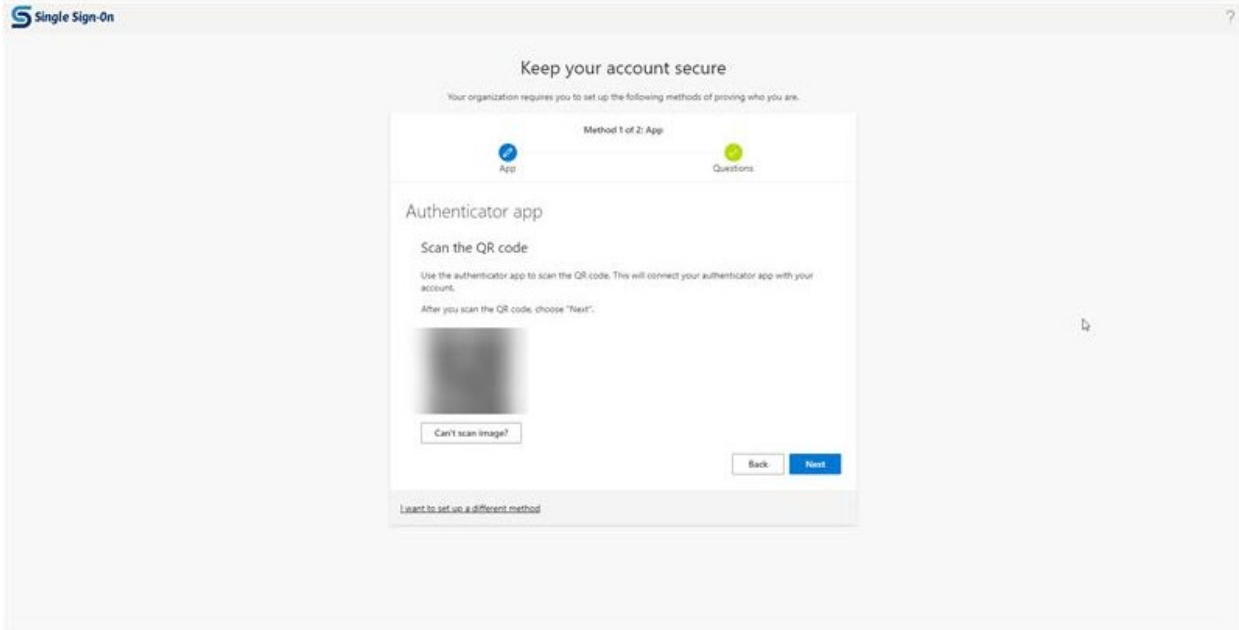


To login to the hub you'll utilize the following instructions.

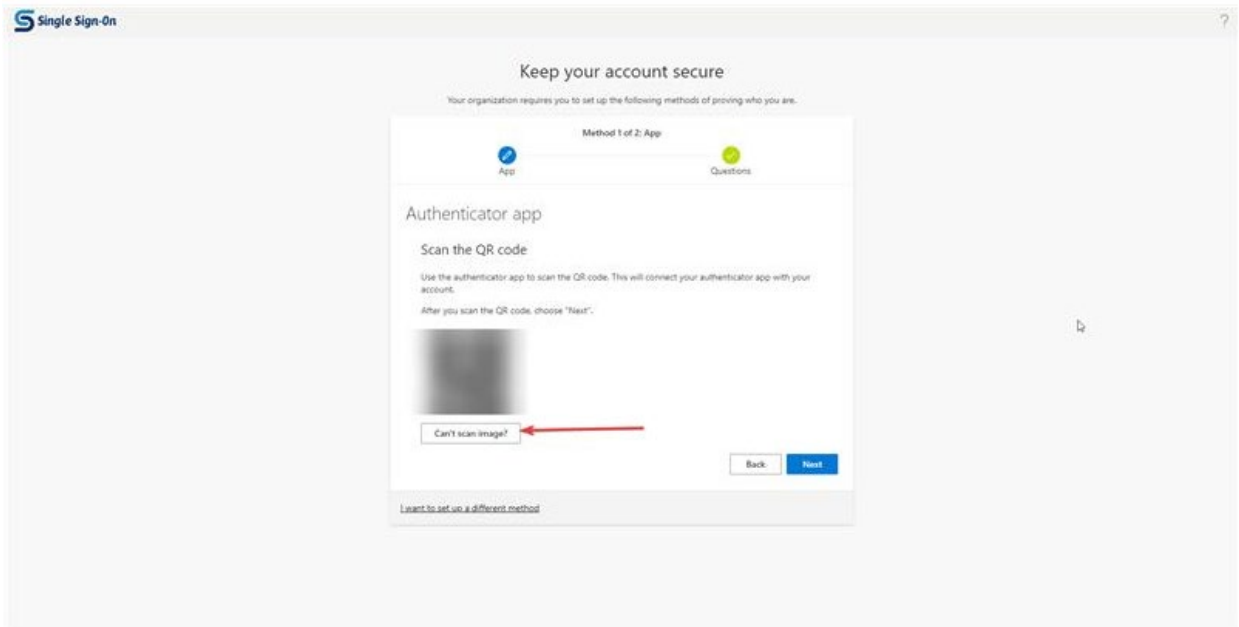
1. Visit the site [The Hub](#)
2. Enter in your username, if your username is unknown you will need to utilize the following link to obtain your username: [Username Retrieval \(southeast.edu\)](#)
3. Enter in your password, if your password is unknown you will need to use the following link to change your password: [Password Reset \(southeast.edu\)](#)
4. If prompted by a screen that states "More Information Required" you will need to click **Next**.
 - You can set up your MFA with the Microsoft Authenticator app if desired. Simply download the "Microsoft Authenticator App" on your mobile device. You'll then click into the app on your phone and select "Add work/school account" this will prompt your mobile device to scan a QR code. Revert back to your login screen and click "Next". (Screenshot below)

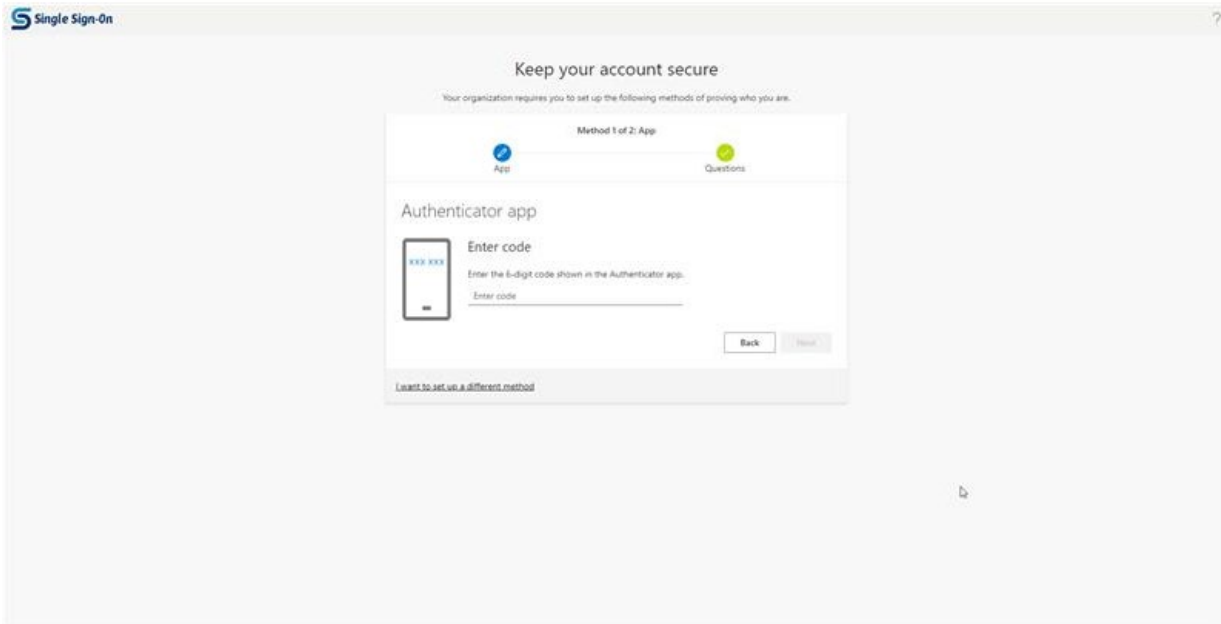


- You will then scan the QR code on the screen and your account will be registered with the Microsoft Authenticator App Accordingly. (Screenshot Below) Hit "Next" once your mobile device has scanned the QR code successfully.

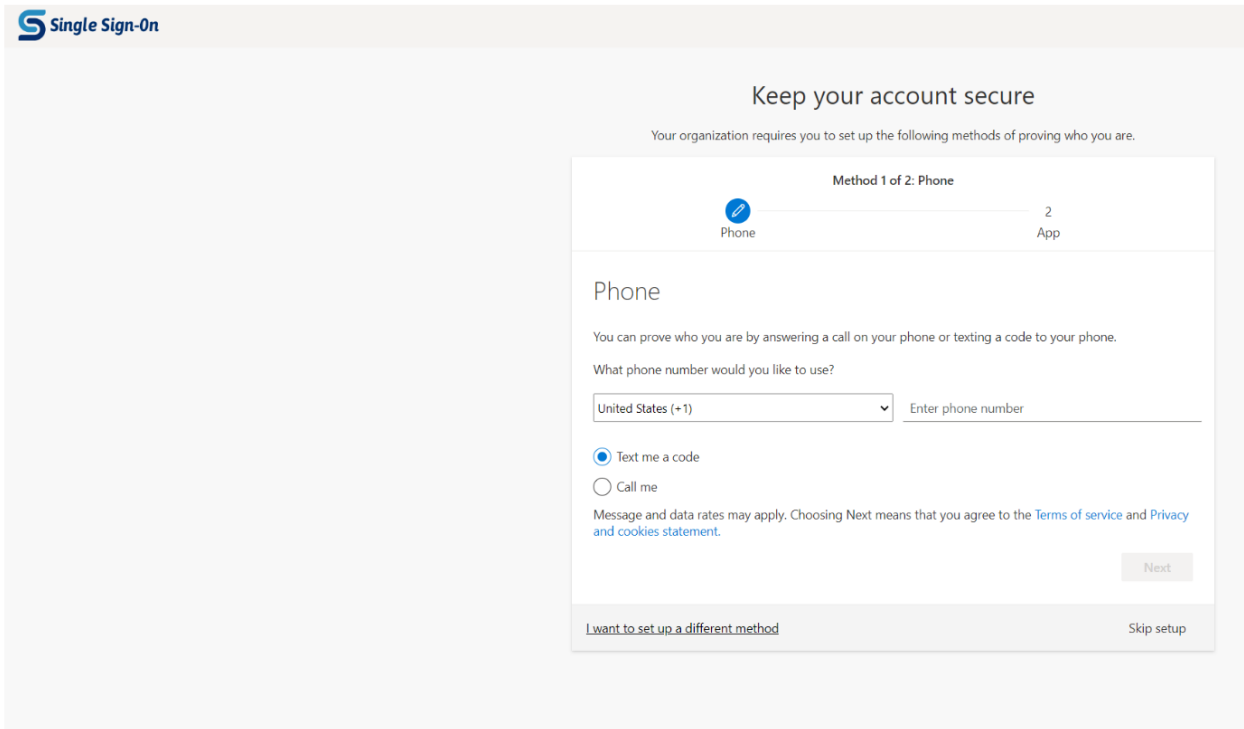
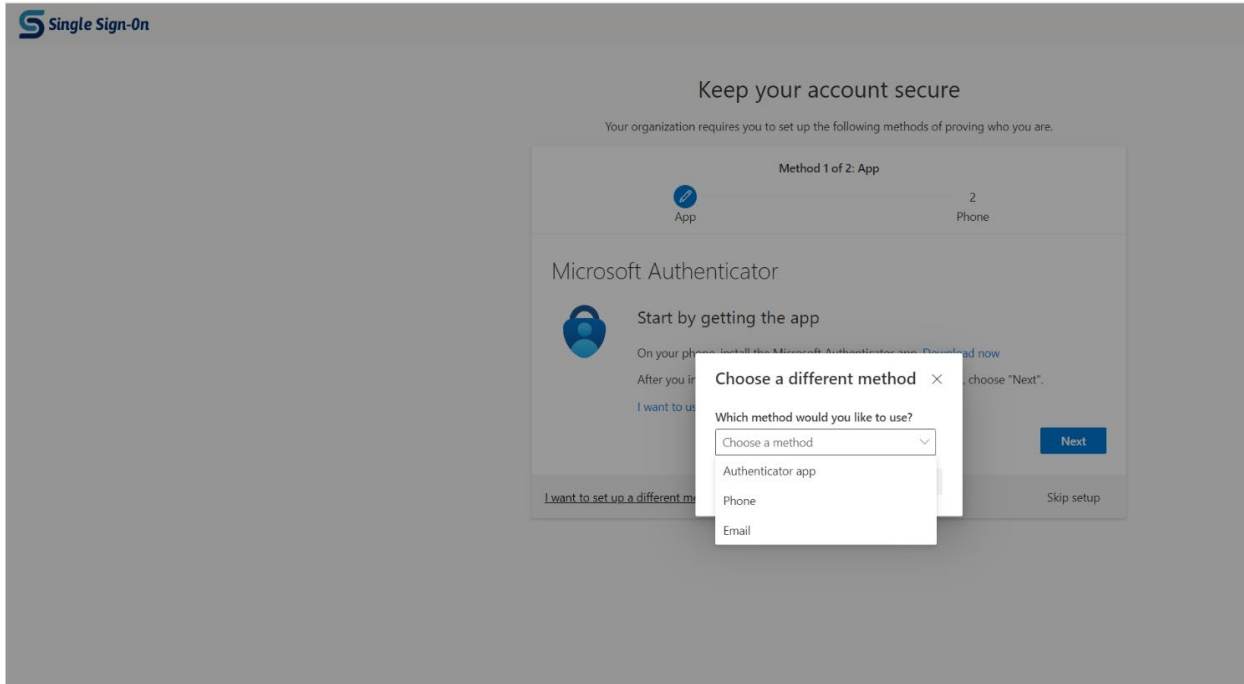


- If you can't scan the image, click the "Cant scan image?" button under the QR code, you'll receive an actual code to input into a box. (Screenshots Below)





- You can also set up your MFA method with a phone number to either receive a call or text, if text, you will need to enter the code you receive to be verified. If call, you'll need to press the "#" button on your devices keyboard. To do this click the "I want to set up a different method" hyperlink on the bottom left-hand side of the box. You'll then click the dropdown arrow and select Phone, simply input your phone number and select to receive a text or call. (Screenshots below)





5. You will then be prompted to perform the same action but with a personal email address.

- Input your personal email address, an email will be sent to that email to verify so you will need to navigate to your personal email to accept.

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Method 2 of 2: Email

 Phone  Email

Email

What email would you like to use?

[I want to set up a different method](#) Next Skip setup

Once complete you will be signed in successfully to the hub. For further information on the capabilities of the hub please click the link below:

[Hub information \(southeast.edu\)](https://southeast.edu)