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: <u>Username Retrieval (southeast.edu)</u>

3. Enter in your password, if your password is unknown you will need to use the following link to change your password: <u>Password Reset (southeast.edu)</u>

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)

Single Sign-On	
	Keep your account secure Your organization requires you to set up the following methods of proving who you are.
	Method 1 of 2: App
	Microsoft Authenticator Start by getting the app On your phone, install the Microsoft Authenticator app. Download now After you install the Microsoft Authenticator app on your device, choose "Next". I want to use a different authenticator app Next
	I want to set up a different method

• 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.

Single Sign-On		?
Sangle Sign-Vi	Ever pyour account secure         Inter organization requires you to set up the following methods of proving who you are.         Method to d2: App         Operations         App         Operations         Authenticator app         Scan the QR code         Use the authenticator app to scan the QR code. This will correct your authenticator app with your account.         Methods to d2: App         Operations	, 4
	Carr's scan image? Back biost Least to set up a different method	

• 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)

Keep your account secure	
Your organization requires you to set up the following methods of proving who you are.	
Method I of 2: App	
App Questions	
Authenticator app	
Scan the QR code	
Use the authenticator app to scan the GR code. This will convect your authenticator spo with your account.	
After you scan the QR code, choose "Next".	Þ
Carrit scan image?	
Back Nent	
Least to set up a different method	

Single Sign-On		2
	Keep your account secure Your organization requires you to set up the following methods of proving who you are.	
	Method 1 of 2: App App Questions	
	Authenticator app Enter code Enter the L-digit code shown in the Authenticator app. Inter code	
	Each International Control of Con	
		4

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)

Single Sign-On		
	Keep your account secure Your organization requires you to set up the following methods of proving who you are.	
	Method 1 of 2: App 2 App Phone	
N	/icrosoft Authenticator	
 	Start by getting the app On your photon to the Advancement of Adv	
Single Sign-On		
	Keep your account secure Your organization requires you to set up the following methods of proving who you a	re.
	Method 1 of 2: Phone 2 Phone App	
	Phone You can prove who you are by answering a call on your phone or texting a code to your phone. What phone number would you like to use? United States (+1)  Text me a code Call me Message and data rates may apply. Choosing Next means that you agree to the Terms of service and cookies statement.	and Privacy Next
	Lwant to set up a different method	Skip setup

- 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.

Single Sign-On		
	Keep your account secure Your organization requires you to set up the following methods of proving who you are.	
	Method 2 of 2: Email	
	Email What email would you like to use? Enter email	Next
	I want to set up a different method	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)