

Overview

This guide details the steps to set up myTyler (VCCS) multi-factor authentication (MFA) using your portal password along with a SMS (text message) sent to your mobile device.

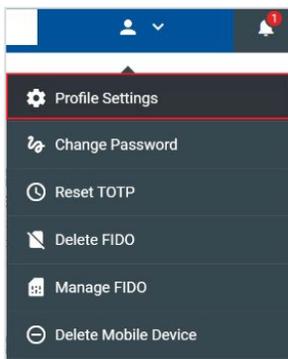
Important: Your current mobile number must be in SIS in order to set up and use MFA. Before following these instructions, go into SIS, and make sure your current mobile number is listed in the "mobile" field.

If you experience any issues following these steps, please text the Help Hub at 804-476-0401.

Setting Up MFA – Password + SMS

1. Go to <https://identity.my.vccs.edu/>.
2. Enter your myTyler (VCCS) username and click the Go button.
3. Enter your myTyler (VCCS) password and click the Go button.

4. Click on your name at the top of the Applications page, and select Profile Settings.

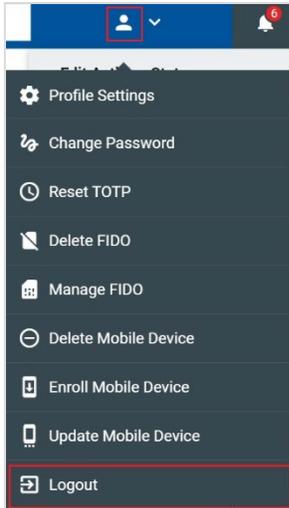


5. Click the Edit Profile button when prompted.

6. Select OPT-IN MFA SMS and click the Save button.

7. A message displays stating the operation was successful. Click the Close button.

- Click your name at the top of the page, and select “Logout.”

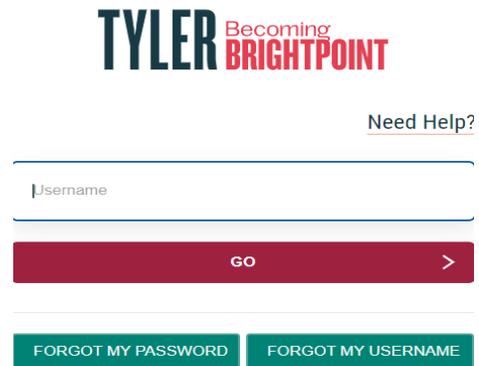


- After logging out, you will see the screen below. If you'd like to go back into the portal, click “Back to Login Screen.” Otherwise, close your browser window.

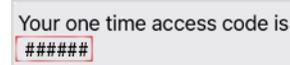


Logging into the myTyler Portal Using MFA – Password + SMS

- Go to <https://identity.my.vccs.edu/>.
- Enter your myTyler (VCCS) username and click the Go button.
- Enter your myTyler (VCCS) password and click the Go button.



- A code should come to your registered device as a SMS/text message.



- When prompted in the portal, enter the code you received, and click the GO button.
Note: You will receive a new SMS text message each time you log into the college's portal.

Important: If you fail authentication twice when trying to log into the portal, please wait at least 15-20 minutes to reattempt to avoid being locked out of your account.

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