## **Personal Email Authenticator Enrollment Directions**

- 1. Enter your Taft College username and password
  - Click Login

- Select user name (Top right corner)
  Followed by Edit Profile
- 3. Select Email Address from Menu

3. Select Change my email









Registered Email Address
Registered Email Address
Email Address: <b>M</b> @taftcollege.edu Confirmed On: 5/30/2024, 1:29:50 PM Change my email

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Email Address		
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4. Type your personal email address then press continue

5. Type the passcode you received in your email, then click continue



6. A 'Self Service Action Successful" message should display. Click Refresh the account management page.



7. Now your email authenticator setup is complete

Click on username followed by logout (**Top right had corner**)

