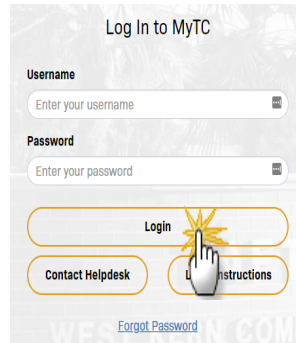
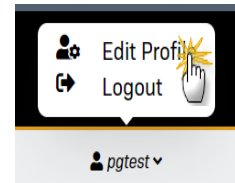


# Personal Email Authenticator Enrollment Directions

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



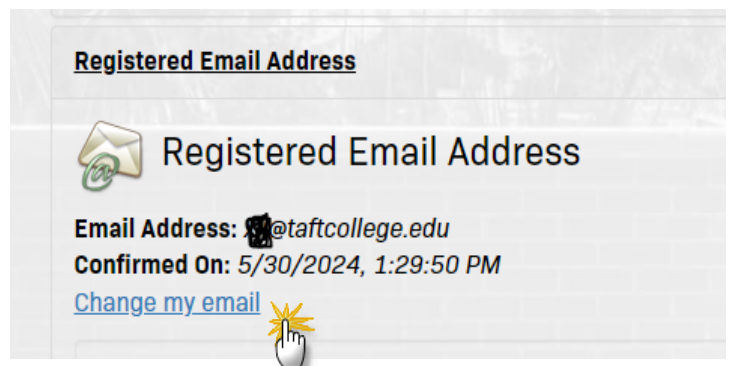
2. Select user name (Top right corner)
  - Followed by Edit Profile



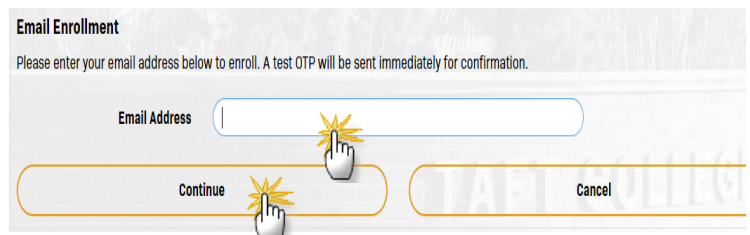
3. Select Email Address from Menu



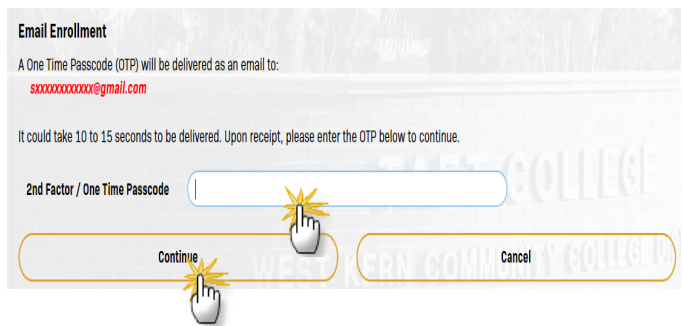
3. Select Change my email



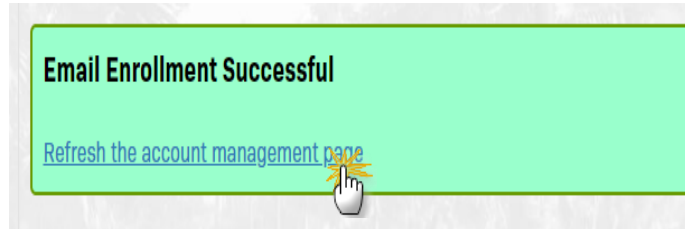
4. Type your personal email address then press continue



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**)

