

### **Introduction**

Your NetID is your Montclair State University email account login ID and your ID for other web-based University systems. Your NetID and instructions for activating it will be emailed to you 2-3 business days after you submit your new student deposit. **Please note: Your NetID cannot be activated until you submit your new student deposit. As a new student, when claiming your NetID, you should only choose the “CWID” (Campus Wide ID) related challenge question.**

After you activate your NetID, please wait a minimum of 24 hours before attempting to access other University systems outside of NEST. **Please note: After the NetID has been claimed, it replaces your CWID and PIN as your login credentials to NEST.**

### **Activate multi-factor authentication**

When you first log in to any of Montclair’s systems that use SSO (Single Sign On), you will be prompted to activate your MFA (Multi-Factor Authentication). For more information on how to do this, please see the information below.

### **Access Your Email**

Once your NetID has been activated, you will begin receiving communications to your Montclair State University email account from your academic advisors and other University staff. To log in, visit [gmail.com](mailto:NetID@montclair.edu), enter your NetID@montclair.edu, use your NetID password, and click **Sign in**.

Starting on October 2, 2023, students must enroll in MFA (Multi-Factor Authentication) through our SSO (Single Sign-On) provider, Forge Rock.

Using MFA will enhance the security of Montclair State University's systems and ensure that only properly authorized users are allowed access. **This added security also helps protect your own personal and confidential information.**

This guide will walk you through the necessary steps to set up and use MFA on your desktop/laptop.

**Before You Begin:**

- These instructions are designed to be completed while you are at your desktop/laptop with your mobile device.
- You will need the **Google Authenticator app** installed on your mobile device. This can be downloaded from Google Play or the iPhone App Store. For more info see page 4.
- You will also need to have your mobile device handy to scan a QR Code using the Google Authenticator App as described in **Step 3.**



**To Set Up MFA**

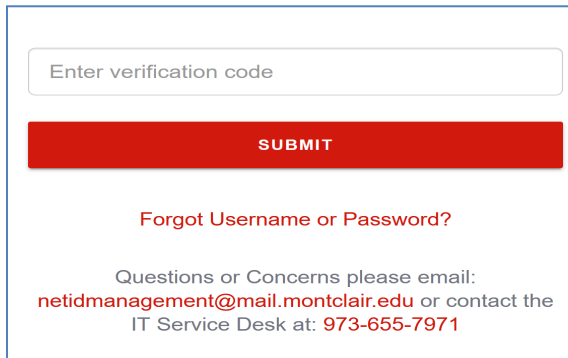
1. From your desktop/laptop, log in to Google Suite, NEST, Canvas, or any other application that is SSO-enabled.
2. Enter your NetID/Username and password and click on the **LOG IN** button.

A screenshot of a login interface. It features two input fields: 'User Name' and 'Password'. Below these fields is a prominent red button labeled 'LOG IN'. Underneath the button is a link that reads 'Forgot Username or Password?'. At the bottom of the form, there is contact information: 'Questions or Concerns please email: [netidmanagement@mail.montclair.edu](mailto:netidmanagement@mail.montclair.edu) or contact the IT Service Desk at: 973-655-7971'.

3. You should see the following screen. Use the Google Authenticator app on your mobile device to scan the QR code. Once you have scanned the code, click on the **NEXT** button.



4. Once you have clicked the Next button, retrieve the code from the Google Authenticator app on your mobile device. Enter the code and click on the **SUBMIT** button.

A screenshot of a web form for multi-factor authentication. At the top is a text input field with the placeholder text "Enter verification code". Below the input field is a prominent red rectangular button with the word "SUBMIT" in white, uppercase letters. Underneath the button is a red link that says "Forgot Username or Password?". At the bottom of the form, there is a line of text: "Questions or Concerns please email: [netidmanagement@mail.montclair.edu](mailto:netidmanagement@mail.montclair.edu) or contact the IT Service Desk at: 973-655-7971".

Your mobile device should now be registered.

This completes the Student MFA (Multi-Factor Authentication) process.

Going forward, every time you log in to an application that is SSO and MFA you will be prompted to enter a code retrieved from the Google Authenticator app on your mobile device.

For your reference, here is a list of [SSO-enabled applications](#). This list is constantly updated to reflect new applications acquired by the University or applications that are already in use and are SSO enabled.

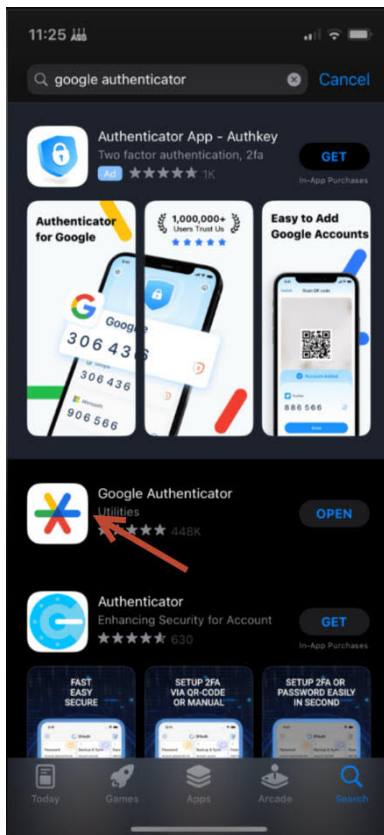
#### **Need Help?**

For assistance, please contact the IT service desk at [itservicedesk@montclair.edu](mailto:itservicedesk@montclair.edu) and 973-655-7971 option 1.

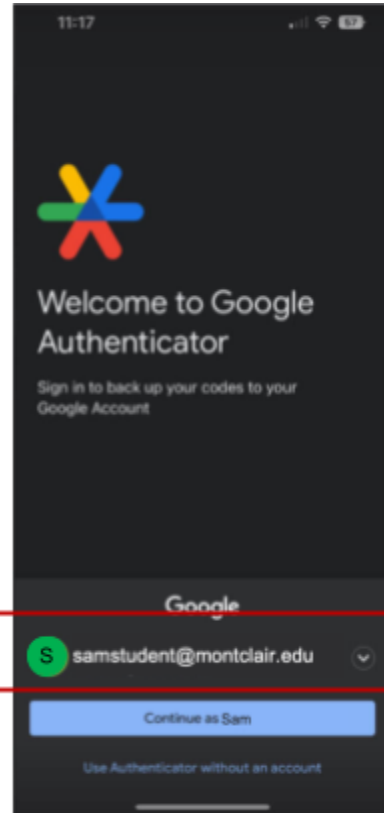
### Download the Google Authenticator

The following screenshots were taken from an iOS device. If you have an Android phone, the steps and visuals may be slightly different.

1. Go to the App Store or Google Play, find the Google Authenticator app, and download it.

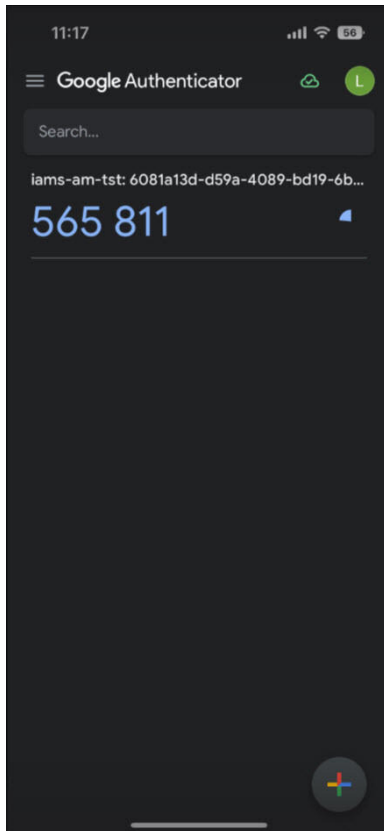


2. Open the app and you should see a welcome screen.



Important! Be sure to select your **Montclair.edu** account before continuing.

The Google Authenticator app should now be installed on your mobile device.



**Useful links:**

[Get verification codes with Google Authenticator \(for iOS\)](#)

[Get verification codes with Google Authenticator \(for Android\)](#)